

TERMS AND CONDITIONS OF EMPLOYMENT

Effective November 22, 2011

FOR THE

COUNTY OF RIVERSIDE

SERVICE EMPLOYEES INTERNATIONAL  
UNION, LOCAL 721

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## DEFINITIONS

ADA shall mean the Americans with Disability Act of 1990

Arbitration shall mean the Third Step meeting in the Grievance Process when the grievance is heard by an outside neutral third party.

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

Continuous service, continuous employment, and similar terms, shall mean the continuing 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 range to a position of a different class allocated to a lower range, whether in the same or a different department.

Discrimination Complaint shall mean a complaint that may be 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 or other protected classification.

Employees as used in these terms and conditions of employment shall refer only to "regular" or "seasonal" employee(s), full-time or part-time, as referred to in Salary Ordinance No. 440 employed by the County in those classifications heretofore or hereafter included in said unit pursuant to the provisions of the Employee Relations Resolution of the County of Riverside (Res. No. 99-379).

FEHA shall mean the California Fair Employment and Housing Act.

First Step shall mean a meeting at the department level between a department representative and the employee, and/or Union representative. The First Formal Step in the Grievance Process.

Full time employees 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.

IRS shall mean the United States Internal Revenue Service.

Neutral shall mean an independent third party agreed upon by the parties, by the processes designated herein, to conduct Step 3 arbitrations, disciplinary appeal hearings, or any other form of hearing designated herein.

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 fourteen (14) calendar days and refers to the period for computing compensation due for all normal working shifts ending during that period.

PERB shall mean the California Public Employment Relations Board.

PERS or CalPERS shall mean the California Public Employees' Retirement System.

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.

Post Employment Program shall mean the VEBA and Special Pay plan(s) available to qualifying employees upon leaving County service.

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 (1) person.

Probationary employee means a regular or seasonal employee who has not completed the initial probationary period as designated in these terms and conditions of employment, 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 of employment, in a paid status in a position to which they have 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 range to a position of a different class allocated to a higher range whether in the same or different department. The appointment of an employee to a position allocated to a higher salary range because of professional registration achieved by the incumbent shall not be deemed a promotion but a change in salary allocation.

RCRMC shall mean the Riverside County Regional Medical Center.

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 range.

Regular employee shall mean a holder of a regular position.

Regular position shall mean a position established pursuant to Ordinance #440 on an ongoing basis, as distinct from a seasonal or temporary position.

Seasonal Employee 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 shall mean a meeting in the Grievance Process at the County Human Resources Department level; grievance is heard by a County Human Resources employee.

SEIU shall mean the Service Employees International Union, Local 721.

Step Increase shall mean a pay increase based upon approved pay scale tables.

Temporary employee shall mean 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 range to a position of a different class allocated to the same range in the same department, or to a position of the same class, or a different class allocated to the same range, in a different department.

Working day shall mean each day on which an employee performs a normal working shift, and including holidays as specified herein which fall on days of their 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 1  
TERM

Section 1. Term

These terms and conditions of employment set forth the terms of employment between the County of Riverside, (hereinafter referred to as County), the Waste Resources Management District and the Regional Park & Open Space District (hereinafter referred to as Districts) and the Service Employees International Union, Local 721, (hereinafter referred to as SEIU) as the Exclusive Employee Organization for employees in those representation units described under Article 2, Recognition. These terms and conditions become effective as of November 22, 2011.

ARTICLE 2  
RECOGNITION

These terms and conditions of employment shall apply only to persons employed as Regular full-time, or Regular part-time, or Seasonal employees in classifications within the following bargaining units:

County of Riverside:

- A. Para-Professional Unit
- B. Professional Unit
- C. Registered Nurses Unit
- D. Supervisory Unit

County of Riverside Waste Resources Management District:

- A. Supporting Services
- B. Trades, Crafts, and Labor
- C. Professional/Administrative

County of Riverside Regional Park & Open-Space District:

- A. General
- B. Supervisory

The terms "employee" or "employees" as used in these terms and conditions of employment shall refer only to "regular" or "seasonal" employee(s) as referred to in Salary Ordinance No. 440 employed by the County in those classifications heretofore or hereafter included in said unit pursuant to the provisions of the Employee Relations Resolution of the County of Riverside (Res. No. 99-379).

Be it agreed that all terms of the Collective Bargaining Agreements listed in these terms and conditions of employment for bargaining units listed above will remain in full force and be added to these terms and conditions of employment in appropriate sections or

new sections of these terms and conditions of employment unless changed during the 2011 bargaining process.

ARTICLE 3  
FULL UNDERSTANDING, MODIFICATION AND WAIVER

- A. These terms and conditions of employment sets forth the full and entire understanding of the parties regarding the matters set forth herein and any other prior or existing understandings or agreements 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 the County Salary Ordinance and related resolutions and regulations shall continue in effect. The terms used in these terms and conditions of employment shall have the same meaning as like terms used in the County Salary Ordinance and related resolutions and regulations.

- B. It is the intent of the parties that these terms and conditions of employment be administered in its entirety in good faith during the full term. It is recognized that during such term, it may be necessary to make changes in rules or procedures affecting the employees in the Unit. Where Management finds it necessary to make such changes, it shall notify SEIU indicating the proposed change prior to its implementation.

Where such changes would significantly affect the working conditions in the unit, where the subject matter of the change is subject to negotiations pursuant to the Meyers-Miliias-Brown Act, and where SEIU requests to negotiate with Management, the parties shall expeditiously undertake negotiations regarding the effect the change would have on the employees in the unit.

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

Where Management makes any changes in working conditions because of the requirements of Federal or State law, the County shall not be required to renegotiate the matter or manner of compliance with such law where the manner of compliance is specified by such law.

- C. Except as specifically provided herein, it is agreed and understood that each party voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required, to negotiate with respect to any subject or matter covered herein

or with respect to any other matters within the scope of negotiations for the duration of these terms and conditions of employment.

- D. Any agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and executed in writing by all parties hereto and, if required, approved and implemented by County's Board of Supervisors or the Regional Park & Open Space District Board or the Waste Resources Management Board.
- E. The County/District retains, among other management rights, the exclusive right to determine the methods, means, and personnel by which County government operations are to be conducted, as well as to exercise complete control and discretion over its organization, operations, and technology of performing its work; to determine the mission, function, and necessity of all or part of each of its constituent departments, boards, and commissions and take all necessary actions to carry out their mission, functions and necessity, or any part thereof, as well as set standards of service to the public.

The County/District also retains the sole right to administer the Local Merit System, to classify or reclassify positions, add or delete positions or classes; to establish standards for employment, promotion, and transfer of employees; to establish and enforce safety measures to protect employee and/or the public; to direct its employees, establish rules and regulations, take disciplinary action for proper cause, to establish work schedules and work assignments, contract out and/or transfer work out of the unit, and to relieve its employees from duty for lack of work or other legitimate reasons. The County/District retains the right to be the sole judge of the qualifications and competence of its officers and employees.

The County/District reserves the right to take whatever action may be necessary in an emergency situation; however, SEIU shall be notified promptly of any such emergency action which affects matters within the scope of representation.

The County/District agrees that it will not exercise the foregoing management rights in an arbitrary or capricious manner.

#### ARTICLE 4 WORKWEEK, OVERTIME AND PREMIUM PAY

##### Section 1. Workweek

- A. Work-Period. The normal work period shall be ten (10) working days of eight (8) hours each or eighty (80) hours in a two (2) week period. Work weeks will comply with the Fair Labor Standards Act (FLSA). A department/district head with prior approval of the County Executive Officer and the Human Resources Director may establish or eliminate a different biweekly work period of eighty (80)

hours after giving one (1) pay period written notice to the representative, if any, of the employees affected. Employees shall be given written notice no less than one (1) pay period before assigned work schedules are changed unless agreed to otherwise by the employee.

Effective July 1, 1999, SEIU agrees that the County/Department/District shall retain exclusive control to determine employee work schedules and hereby waives any right to grieve schedule assignments during the remaining term of these terms and conditions of employment .

- B. Alternate and Flex Work Schedules. These schedules are alternatives to the traditional eight (8) hour a day schedule. Non-synchronized 9/80 or 4/10 work schedules are the preferred alternate work schedules; 3/12 or 4/12 work schedules are also available. Flex schedules must meet the total hours per pay week requirement of a regular or alternate work schedule, but with an irregular number of hours worked per day.

Example of Flex Schedule:

M	T	W	Th	F		M	T	W	Th	F
9	7	10	6	8 = 40 Hours		12	8	9	7	4 = 40 Hours

80 TOTAL HOURS BI-WEEKLY

Flex schedules shall be made available under the following conditions:

1. Overtime shall be earned and compensated under this section according to the provisions of Section 2 of this Article.
2. In order for an employee to be under the flex hours provision, they must continue to maintain the work load assigned within the work period. The department/district may establish core hours of work. In addition, employees must agree to clear their schedule to attend staff meetings, training classes or any other meetings or events that the department requires the employee to attend. It is mandatory for an employee to follow reporting requirements of the department/district and any other requirement in the department's/district's policy, procedures and handbook. It is incumbent on the employee to keep abreast of all events that affect their schedule.
3. Probationary employees and employees who do not meet the required work standard where closer supervision is necessary shall not be eligible for the flex hours scheduling.
4. Should a grievance be filed against the department/district for the removal of an employee from this flex schedule the burden of proof is upon the

employee to show that the department/district did not have cause for such action. Cause is based on failure of the employee to follow conditional requirements stated in these terms and conditions of employment. Removal from the flex time schedule shall not be interpreted as disciplinary action.

5. At their discretion, Registered Nurses and Licensed Vocational Nurses in RCRMC and RCRMC related areas may maintain their 3/12 schedules. Such schedules will be treated as full time positions for the purpose of all benefits in accordance with the other provisions set forth in these terms and conditions of employment.
6. At their discretion, classifications in the clinics may maintain 4/10 schedules.
7. Alternate schedules requested by employees in any other classification within any other department shall not be unreasonably denied.
8. Appeal of Denial: If an employee believes their request to work an alternate or flex work schedule has been unreasonably denied, they may appeal the denial to the County Human Resources Director for final determination.

*Special Provision:* The Union agrees to meet and consult on this issue if the County reports the workload created by this appeal process becomes unmanageable.

C. Command Post Schedules. A Command Post provides off hours emergency response services by Children Social Services Workers and Supervisors. The department shall regularly review the Command Post to ensure that it is providing a quality, cost effective solution to the off duty hours emergency response needs of the County. The department reserves the right to determine the work assignments for Command Post staff. However, the general focus of the Command Post is after-hours emergency response for the purpose of reducing the burden of on call duty for other departmental staff. The following conditions apply to all employees that are assigned to the Command Post:

1. Employees not working the third or weekend shifts shall be scheduled for forty (40) straight time hours as follows:
  - a. Regular Shift: Monday to Thursday from 3:00 p.m. until 1:00 a.m.
  - b. On Call Duty: Four (4) on-call duty shifts of six and one half (6 ½) hours each week. Generally employees will be scheduled for on-call duty shifts Monday to Thursday from 1:00 a.m. until 7:30 a.m. the following morning. However, the four (4) weekly on-call duty

shifts may be scheduled on other days or times during the week to meet departmental staffing needs.

2. Third Shift. Employees assigned to the Command Post third shift will be assigned a 4/10 work schedule, Monday through Thursday, the hours of which will be determined by the department.
  - a. Employees assigned to the Command Post third shift shall receive a meal allowance of ten dollars (\$10.00) for each shift actually worked.
3. Weekend Shift. Employees assigned to the Command Post weekend shift will be assigned a 3/12 work schedule, Friday through Sunday, the hours of which will be determined by the department, plus a floating four (4) hour shift each week, Monday through Thursday, at a time to be determined between the employee and his/her supervisor.
  - a. Employees assigned to the Command Post weekend overnight shift shall receive a meal allowance of ten dollars (\$10.00) for each shift actually worked.
4. The alternative shift configuration for the Command Post may be changed at the discretion of the department to meet staffing needs including, but not limited to, the configuration of the hours of work, the start and stop times for the regular shifts, and the days of work during the week according to the provisions of Section 1(B) of this Article.
5. Completing Court Reports. Any employee in the Command Post who is required to complete a court report as the result of an emergency response shall complete the court report immediately following the emergency response or during the next regularly scheduled work shift. If it is not possible to complete the court report immediately following the emergency response, and the report is due prior to the commencement of the next regularly scheduled work shift, then the employee shall request and obtain permission from his/her supervisor to complete the report on non-scheduled time. Payment for such non-scheduled time shall be made in accordance with these terms and conditions of employment or any amendments thereto.
6. Assignment to Command Post. Assignments to and removal from the Command Post will be made at the discretion of the Department/district Head or his/her designee. Such decisions are not subject to either the grievance or disciplinary appeal procedures in these terms and conditions of employment and cannot be made or interpreted as disciplinary action. Employees assigned to the Command Post may also request reassignment from the Command Post in accordance with the

department's normal procedures. Reassignment will be made as quickly as possible following receipt of the request from the employee.

7. Employees shall be given an opportunity to express their interest in an assignment to the Command Post and the department will maintain a list of interested employees and attempt to staff the Command Post from the list of interested employees. If an insufficient number of employees signify interest in the Command Post, or if the employees on the list do not meet the staffing requirements of the department, the department reserves the right to assign employees to the Command Post to ensure full and appropriate staffing levels.
8. The County reserves the right to amend or revise the rules described herein with respect to the Command Post to create a more effective Command Post model and/or discontinue the Command Post program, subject to any meet and confer obligations with SEIU regarding the effects of such decisions. Notice for changes to the shift patterns of the Command Post will be provided prior to the implementation of any change according to the work schedule requirements of these terms and conditions of employment .

## Section 2. Overtime

A. Overtime. Except as set out in paragraph C below, the County/District shall pay overtime at one and one-half (1½) times their FLSA regular rate of pay for all hours approved and actually worked over forty (40) hours in a work week, or for work performed when the employee is required to meet an emergency or is in a stand-by or call duty status. It does not include regularly scheduled work on a paid holiday.

1. Fire/Sheriff Communications and Sheriff Records/Warrants Supervisors Classifications. If as a result of a designated staffing shortage, employees are required to work an extra shift or shifts beyond their regular shift pattern, they shall be paid at one and one-half (1½) times their FLSA regular rate of pay. This provision applies only to extra shift(s) or shift extension(s) that are identified on the schedule or given as mandatory work assignments and does not apply to other voluntary work assignments taken by the employee during the workweek.

2. Transportation Department Classifications. Any employee in the Transportation Department who is required to work extra shifts and/or hours beyond their regular shift pattern due to an emergency situation as declared by emergency personnel (911 dispatchers) or their supervisors, shall be paid at one and one half (1 ½) their regular rate of pay for such time worked, whether or not such work would qualify as overtime pursuant to the provisions of the FLSA.

- B. Provisions. The County/District and the Union agree to meet every other month to review overtime usage.
- C. Double Time. Employees in the following classifications shall be eligible to receive overtime credit at two (2) times such actual hours for authorized overtime subject the qualifying factors set out below.

Classification:	Qualifying Factors:
1. Working at an RCRMC campus, Public Health, or Detention Health: <ul style="list-style-type: none"> <li>• Physician Assistant-Adult Detention</li> <li>• Licensed Vocational Nurse – Adult Detention</li> <li>• Licensed Vocational Nurse I and II</li> <li>• Licensed Psychiatric Technician</li> <li>• Surgical Technician</li> <li>• Assistant Nurse Manager</li> <li>• Institutional Nurse</li> <li>• Interim Permit Nurse</li> <li>• Nursing Education Instructor</li> <li>• Nurse Practitioner I, II and III</li> <li>• Pre-Hospital Liaison Nurse</li> <li>• Registered Nurse I, II, III, IV or V</li> <li>• Senior Institutional Nurse</li> <li>• Supervising Institutional Nurse</li> </ul>	<ul style="list-style-type: none"> <li>• all hours worked after twelve (12) hours of continuous duty, and/or</li> <li>• all hours worked on an extra weekend shift</li> </ul>
2. Working at an RCRMC campus, Public Health, or Detention Health: <ul style="list-style-type: none"> <li>• Respiratory Technician I and II</li> <li>• Respiratory Care Practitioner I, II</li> <li>• Supervising Respiratory Care Practitioner</li> <li>• Utilization Review Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• all hours worked on an extra weekend shift</li> </ul>

A “weekend shift” for the purposes of this section means a shift starting on or after 3:00 p.m. Friday and ending on or before 7:30 a.m. Monday. An “extra” weekend shift means a weekend shift actually worked in addition to the required weekend shifts that were actually worked in the pay period. To qualify for double time on an extra weekend shift employees must have also actually worked their regular schedule that week.

All classifications listed above as eligible for double time on an extra weekend shift are required - unless specifically excluded by the Department Head - to work two (2) non-premium weekend shifts during the bi-weekly pay period. An extra weekend shift for any employee exempted, in whole or in part, from the mandatory weekend requirement by the Department Head is a weekend shift in



addition to his/her normal schedule as established by the Department Head, provided that the employee actually worked his/her normal schedule that week.

This weekend requirement does not apply to Registered Nurses in the RN-W classifications who work only weekend shifts and do not qualify under this section for double time on an extra weekend shift.

Nurses in the RN-W classifications shall receive a weekend premium of five dollars (\$5.00) per hour for each weekend hour actually worked. A weekend nurse who works seventy-two (72) weekend hours every pay period shall be considered a full-time employee for purposes of flexible benefit entitlement.

- D. Authorization for Overtime Work. Performance of overtime work may be authorized by the Board of Supervisors, or by the department head, or by the District General Manager-Chief Engineer or a designee.

There shall be no favoritism in the assignment of overtime work.

- E. Departmental/District Records. Each department/district head shall keep complete and detailed records as to the attendance and pay status of each employee. This shall include actual hours of overtime work for each employee in each work week, with justification in each case, and shall also include compensatory time off. 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 overtime, compensatory time off, sick leave, vacation, 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/district 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 (3) most recent full fiscal years, and thereafter until any official inquiry concerning the same has been finally concluded.

- F. Reporting and Calculation. Actual hours of overtime work shall be reported on each attendance report. The Auditor shall maintain the record of overtime credit at one and one-half (1½) times such actual hours. Actual hours of compensatory time off shall be reported on each attendance report. If payment is to be made, the number of hours of overtime credit to be paid for shall be specified.

- G. Compensation for Overtime Work. Accumulated overtime credit in excess of one hundred twenty (120) hours at the end of any pay period shall automatically be paid for. Accumulated overtime credit after forty (40) hours may at the election of the employee, be accumulated as overtime credit as provided herein, or the employee may elect to be paid such overtime. Accumulated overtime credit of

one hundred twenty (120) hours or less may be taken in compensatory time off, subject to management approval, and this method of reducing accumulated overtime credit is encouraged. With approval of the County Executive Officer, accumulated overtime credit of one hundred twenty (120) hours or less may be paid for. Paid overtime credit shall be at the hourly rate currently applicable to the employee. Upon termination, accumulated overtime credit shall be paid for. Overtime caused by duly authorized continuing and regular work periods longer than eighty (80) hours, or by seasonal overtime work, if authorized by the County Executive Officer in advance, shall be currently paid for.

H. Fringe Benefits not Affected by Overtime. Overtime work shall not be a basis for increasing vacation or sick leave benefits, nor shall it be a basis of advancing completion of the required period for probation or salary step advance. Where overtime results from necessary irregular work schedules, it may be included in computing the minimum time for salary step advance which would otherwise be delayed beyond the normal period.

I. Payment of Compensatory Time

1. Registered Nurses Unit. Any Registered Nurse who is a member of the Registered Nurse Unit who has, at the expiration of each prescribed pay period, any compensatory time off benefits that have not been utilized shall be paid for such compensatory time by County Warrant, or the employee may elect to accumulate compensatory time off benefits up to a maximum of one hundred twenty (120) hours. The accumulated compensatory time off benefits set forth in this subsection may only be utilized by mutual agreement of the employee and the department head or a designee.

2. Para-Professional Unit. Any

Respiratory Care Practitioner I	Respiratory Care Practitioner II
Respiratory Technician I and II	Licensed Psychiatric Technician
Licensed Vocational Nurse I and II	Surgical Technicians

working for the Riverside County Regional Medical Center or Psychiatric Inpatient Facility who has, at the expiration of each prescribed pay period, any compensatory time off benefits that have not been utilized shall be paid for such compensatory time by County Warrant, or the employee may elect to accumulate compensatory time off benefits up to a maximum of one hundred twenty (120) hours. The accumulated compensatory time off benefits set forth in this subsection may only be utilized by mutual agreement of the employee and the department head or a designee.

3. Supervisory Unit. Any of the following classifications

Assistant Nurse Manager  
Pre-Hospital Liaison Nurse Supv.  
Supervising Clinic Site Nurse

Nursing Education Instructor  
Respiratory Care Practitioner  
Utilization Review Supervisor

working for the Riverside County Regional Medical Center or Psychiatric Inpatient Facility or Public Health, or any Registered Nurse who is a member of the Registered Nurse Unit who has, at the expiration of each prescribed pay period, any compensatory time off benefits that have not been utilized shall be paid for such compensatory time by County Warrant, or the employee may elect to accumulate compensatory time off benefits up to a maximum of one hundred twenty (120) hours. The accumulated compensatory time off benefits set forth in this subsection may only be utilized by mutual agreement of the employee and the department head or a designee.

J. 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 Officer, in order to perform the work of the department, district, or a civil defense function, may employ emergency employees without reference to the salary or classification plans at rates that appear to be prevailing for the type of work to be performed at the time of their employment.
2. For the same purpose, any Officer may employ, on a paid overtime basis, current employees at hourly rates equivalent to their current compensation basis.
3. Any employee who reports to a regular or other designated place of employment or to a civil defense assignment shall be deemed to be employed in their 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 (1 ½) times the hourly rate equivalent to the employee's then current compensation basis for those employees who are required to perform emergency services during a County-declared emergency. "Emergency Services" 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. Call Duty - General. Except as set out below, when placed by the department/district head or a designee specifically on stand-by or on-call duty, an employee shall be paid one (1) hour regular rate of pay for eight (8) hours of such duty in addition to the regular salary. The compensation shall cease when the employee reports to work.

1. Department of Social Services. Any Social Services Worker, Children's Social Services Worker, Social Services Supervisor, Children's Social Services Supervisor or Social Services Assistant employed by the Department of Public Social Services who is placed by the department head specifically on on-call duty, while otherwise off duty shall be paid one (1) hour pay for four (4) hours of such duty beyond the regular work period in addition to the regular salary. For all such employees, notwithstanding any prior work practice to the contrary, said compensation shall cease when said employee reports to work.

2. Enhanced On-Call Rate. Any Children's Social Services Worker and Children's Social Services Supervisor assigned to the Blythe, California office of the Department of Public Social Services who performs on-call duty in the circumstances outlined below shall be paid in accordance with the following schedule for all hours that they are on-call. Upon being called out this hourly rate will cease and they will be paid in accordance with these terms and conditions of employment, this hourly rate will resume at the completion of their call-out until the completion of their on-call duty. For all such employees, notwithstanding any prior work practice to the contrary, said compensation shall cease when the employee ends their mandatory on-call shift.

Children's Social Services Worker III	\$7.75 per hour
Children's Social Services Worker IV	\$8.00 per hour
Children's Social Services Worker V	\$8.40 per hour
Children's Social Services Supervisor I	\$8.80 per hour
Children's Social Services Supervisor II	\$9.55 per hour

The enhanced on-call rate is payable only to those employees who are placed by the department in mandatory on-call status as part of a regular rotation of such mandatory on-call assignments in the Blythe office and shall end when the employee reports to work. It is not payable for *ad hoc* on-call assignments or for voluntary on-call assignments. In those cases the usual on-call rate of one (1) hour pay for every four (4) hours of on-call work will continue to apply.

The enhanced on-call rate shall become effective in the first full pay period following the date on which the necessary adjustments to the payroll

system are made to accommodate this new on-call rate. SEIU will be notified of the effective date in advance of implementation.

- B. Minimum Overtime on Call-Back. Except as set out below, an employee called back to work, whether or not he/she is in an on-call duty status, shall receive minimum credit for one (1) hour's work. If an employee should complete the work required, and subsequently be recalled during the minimum credit period, no additional compensation shall be paid for until the minimum time has been worked by the employee.

Exceptions:

<ul style="list-style-type: none"> <li>• Children's Social Services Worker I, II, III, IV, and V</li> <li>• Children's Social Services Supervisor</li> <li>• Licensed Vocational Nurse</li> <li>• Licensed Psychiatric Technician</li> <li>• Physician Assistant I, II</li> <li>• Registered Nurse I, II, III, IV, and V working at an RCRMC campus:</li> <li>• Radiologic Specialist I and II, and</li> <li>• Radiologic Technologist I and II</li> <li>• Respiratory Care Practitioner I, II</li> <li>• Respiratory Technician I and II</li> <li>• Supervising Respiratory Care Practitioner</li> <li>• Social Services Worker III, IV, and V</li> <li>• Social Services Supervisor</li> <li>• Surgical Technician</li> </ul>	<p>minimum credit for three (3) hours' work</p>
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C. Shift Differentials

1. Applicability of Shift Differentials. Shift differentials do not apply to vacation, sick leave, holiday pay, call or standby duty. The hourly rate for each shift differential is payable in tenths of an hour. Employees who work day shift between the hours of 7:00 a.m. to 6:00 p.m. shall not be entitled to a shift differential.

Classes not eligible for shift differentials. Employees in positions of all the following classes shall not be paid a night shift differential:

Physician I, II, III      Psychiatrist I, II, III      Psychiatrist IM, IIM, IIIM

2. Evening Shift - General. County employees whose classes are not specifically mentioned below, working their regularly scheduled shift that ends after 6:00 p.m. and who perform work between the hours of 3:00 p.m. and 11:30 p.m., shall be paid a night differential of sixty cents (\$0.60) per hour for the time actually worked between 3:00 p.m. and 11:30 p.m.

Exceptions:	Rate:
(a) employees in the classifications of: <ul style="list-style-type: none"> <li>• Assistant Chief of Respiratory Therapy ♦</li> <li>• Clinical Lab Scientist I, II, and Q.C.</li> <li>• Senior Clinical Lab Scientist</li> <li>• Electroencephalographic Technician</li> <li>• Electroencephalographic Technician Registered</li> <li>• Interim Permit Psychiatric Technician</li> <li>• Interim Permit Vocational Nurse</li> <li>• Occupational Therapist I, II</li> <li>• Physical Therapist I, II</li> <li>• Radiologic Specialist</li> <li>• Radiologic Specialist I</li> <li>• Radiologic Technologist I, II</li> <li>• Radiologic Technologist Supervisor</li> <li>• Respiratory Care Practitioner I, II ♦</li> <li>• Respiratory Technician I and II ♦</li> <li>• Senior Radiologic Technologist</li> <li>• Supervising Respiratory Care Practitioner ♦</li> </ul>	\$1.00 per hour  ♦ For employees in these classifications the evening premium starts at 5:00 p.m.
(b) employees in the classifications set out below working for RCRMC: <ul style="list-style-type: none"> <li>• Licensed Vocational Nurse I, II ♦</li> <li>• Licensed Psychiatric Technician</li> <li>• Surgical Technicians</li> </ul>	\$1.10 per hour ♦ Evening premium starts at 5:00 p.m. for LVN's working in RCRMC outpatient clinics.
(c) employees in the classifications set out below working for RCRMC or Detention Health <ul style="list-style-type: none"> <li>• Nursing Education Instructor</li> <li>• Physician Assistant-Adult Detention</li> </ul>	\$1.60 per hour
(d) employees in the classifications set out below working in any Riverside County outpatient clinic: <ul style="list-style-type: none"> <li>• Registered Nurse I, II, III, IV or V</li> </ul>	\$1.60 per hour NOTE: Evening premium starts at 5:00 p.m. for employees in these classifications working at an RCRMC outpatient clinic.
(e) employees in the classifications of: <ul style="list-style-type: none"> <li>• Clinical Pharmacist</li> <li>• Pharmacist</li> <li>• Senior Clinical Pharmacist</li> <li>• Senior Pharmacist</li> </ul>	\$1.70 per hour
(f) employees in the classifications set out below working for RCRMC Main Campus or Detention Health	\$2.00 per hour

<ul style="list-style-type: none"> <li>• Assistant Nurse Manager</li> <li>• Institutional Nurse</li> <li>• Interim Permit Nurse</li> <li>• Nurse Practitioner I, II, and III</li> <li>• Pre Hospital Liaison Nurse</li> <li>• Registered Nurse I, II, III, IV, and V</li> <li>• Senior Institutional Nurse</li> <li>• Supervising Institutional Nurse</li> </ul>	
<p>(g) employees in the classifications set out below working at the RCRMC Arlington Campus:</p> <ul style="list-style-type: none"> <li>• Assistant Nurse Manager</li> <li>• Interim Permit Nurse</li> <li>• Registered Nurse I, II, III, IV, and V</li> </ul>	\$4.00 per hour
<p>(h) employees in classifications working for the Regional Park &amp; Open-Space District</p>	\$1.05 per hour

3. Night Shift – General. County employees whose classes are not specifically mentioned below working their regularly scheduled shift that ends after 11:00 p.m. and who perform work between the hours of 11:00 p.m. and 7:30 a.m. shall be paid a night differential of one dollar twenty cents (\$1.20) per hour for the time actually worked between 11:00 p.m. and 7:30 a.m.

Exceptions:

<p>(a) employees in the classifications set out below:</p> <ul style="list-style-type: none"> <li>• Interim Permit Psychiatric Technician</li> <li>• Interim Permit Vocational Nurse</li> <li>• Licensed Vocational Nurse I, II</li> <li>• Licensed Psychiatric Technician</li> <li>• Surgical Technicians</li> <li>• Assistant Chief of Respiratory Therapy</li> <li>• Supervising Respiratory Care Practitioner</li> <li>• Respiratory Care Practitioner I, II</li> <li>• Respiratory Technician I and II</li> <li>• Electroencephalographic Technician</li> <li>• Electroencephalographic Technician Registered</li> <li>• Radiologic Specialist</li> <li>• Radiologic Specialist I</li> <li>• Radiologic Technologist I, II</li> <li>• Radiologic Technologist Supervisor</li> <li>• Senior Radiologic Technologist</li> <li>• Clinical Lab Scientist I, II, and Q.C.</li> <li>• Senior Clinical Lab Scientist</li> </ul>	\$1.55 per hour
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(b)	employees in the classifications set out below working for RCRMC or Detention Health <ul style="list-style-type: none"> <li>• Nursing Education Instructor</li> <li>• Nurse Practitioner I, II and, III</li> <li>• Physician Assistant-Adult Detention</li> </ul>	\$2.45 per hour
(c)	employees in the classifications set out below working in any Riverside County outpatient clinic: <ul style="list-style-type: none"> <li>• Registered Nurse I, II, III, IV or V</li> </ul>	\$2.45 per hour
(d)	employees in the classifications set out below: <ul style="list-style-type: none"> <li>• Pharmacist</li> <li>• Senior Pharmacist</li> <li>• Clinical Pharmacist</li> <li>• Senior Clinical Pharmacist</li> </ul>	\$2.75 per hour
(e)	employees in the classifications set out below working for RCRMC or Detention Health <ul style="list-style-type: none"> <li>• Nurse Practitioner I, II, and III</li> </ul>	\$3.00 per hour
(f)	employees in the classifications set out below working at any RCRMC campus or Detention Health: <ul style="list-style-type: none"> <li>• Assistant Nurse Manager</li> <li>• Interim Permit Nurse</li> <li>• Registered Nurse I, II, III, IV, and V</li> <li>• Institutional Nurse</li> <li>• Pre Hospital Liaison Nurse</li> <li>• Senior Institutional Nurse</li> <li>• Supervising Institutional Nurse</li> </ul>	\$5.00 per hour
(g)	employees in classifications working for the Regional Park & Open-Space District	\$1.85 per hour

4. Command Post Shift Differentials. All employees assigned to the Command Post, who otherwise qualify, shall be paid an additional \$0.60 per hour evening shift differential (for a total of \$1.20 per hour) for all hours actually worked between 3:00 p.m. and 11:00 p.m.

Employees assigned to the Command Post shall be paid an additional \$0.30 per hour night shift differential (for a total of \$1.50 per hour) for all qualifying hours actually worked after 11:00 p.m. to 10:00 a.m.

All employees assigned to the Command Post during regular day shift hours (10:00 a.m. – 8:00 p.m.) who otherwise qualify, shall receive \$1.00



per hour for all hours actually worked between 10:00 a.m. and 3:00 p.m.

- D. Exemption from Standard Overtime, Standby and Call-Back. The foregoing provisions of this Section do not apply to employees in the classes shown in Appendix I to Ordinance #440.

Persons employed in the classes shown in Appendix I, shall be entitled to equal compensatory time off with pay for each authorized hour worked in excess of the normal or established FLSA workweek. Actual hours of time worked in excess of the normal or established FLSA workweek and actual hours taken as compensatory time off shall be reported on each attendance report. With approval of the Board of Supervisors, persons entitled to compensatory time off under this provision may be paid for each authorized hour worked in excess of the normal or established work day or work period in lieu of receiving equal compensatory time off. If the payment is to be made, the number of hours to be paid for shall be specified.

Upon termination, persons employed in the classes shown in Appendix I shall be paid for such accumulated excess time that has not been taken in compensatory time off, not to exceed sixty (60) hours.

- E. Special Assignments. All Registered Nursing personnel assigned to a specialty care area as a primary unit must meet the unit certification requirements within twelve (12) months after assignment to a specialty unit, unless otherwise indicated.
1. Specialty Requirements. To be eligible for a specialty differential an employee (a) must work in specialty areas as follows: ICU, PACU, Peds ICU, Emergency Room, Operating Room, Neonatal Intensive Care Nursery, Labor and Delivery, PCU and Psychiatry; and (b) must have completed the course(s) required to qualify for critical care differential. Course requirements for each unit are indicated below.

Specialty Requirements

UNIT	REQUIREMENTS
Emergency	BCC, ACLS, Triage Certification, Non-Violent Crisis Intervention, PALS/ENPC, and MICN* (MICN is to be obtained within the first two (2) years of hire or three (3) years if a new graduate – during this time employee is eligible for critical care premium but not MICN premium)
ICU	BCC, ACLS, Hemodynamic Monitoring
OR	Operative Room Certification (RCRMC) or CNOR (either every five (5) years)
PACU	BCC, ACLS
L&D	ACLS, NRP, Fetal Monitoring
NICU	High Risk Neonate Parts 1 & 2, NRP
Trauma Services	ATCN, TNCC, ACLS and PALS

PICU	BCC for Peds, Basic Pediatric Course, PALS and Hemodynamic Monitoring
PCU	BCC and ACLS LVNs require: BCC and IV Certification
Chemotherapy	Chemotherapy Course (RCRMC)
Psychiatry	Behavior Assaultive Management ( <u>BAM</u> ), Specialized LPS Legal in-service training by in-house staff/County Counsel/Public Defender, Fifty-one Fifty (5150) Designation Training, Six (6) months of Psychiatric Nursing experience

- BCC – Basic Coronary Care
- ACLS – Advanced Coronary Life Support
- NRP – Neonatal Resuscitation Program
- PALS – Pediatric Advanced Life Support
- ENPC – Emergency Nurse Pediatrics Course
- MICN – Mobile Intensive Care Nursing
- CNOR – Certified Nurse Operating Room
- ATCN – Advanced Trauma Care Nursing
- TNCC – Trauma Nurse Core Curriculum

The Nursing Office, Human Resources Department, and/or Staff Development Office will advise all Registered Nurses working in critical care areas as to their status of certification. This shall include all certificates needed and names, dates, time(s), and places when courses will be given. As many courses as deemed practical shall be arranged by the Nursing Office with every attempt being made to supply at least two (2) courses in each critical care certification area per year.

2. Specialty Rates. Any employee meeting the critical care requirements and working in the designated units shall receive the indicated specialty care differential:

Unit	Classification	Specialty Rate/Hour
<u>RCRMC:</u> <ul style="list-style-type: none"> <li>• Mobile Intensive Care area (If employee has a Mobile Intensive Care Nurse (MICN) certificate.)</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Nurse Manager</li> <li>• Interim Permit Nurse</li> <li>• Nurse Practitioner I, II, and III</li> <li>• Registered Nurse I, II, III, IV and V</li> <li>• Pre-Hospital Liaison Nurse</li> </ul>	\$1.00 per hour
<u>RCRMC:</u> <ul style="list-style-type: none"> <li>• Intensive Care Unit*</li> <li>• Emergency Room</li> <li>• Neonatal Intensive Care Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Interim Permit Nurse</li> <li>• Nursing Education Instructor</li> <li>• Nurse Practitioner I, II, and III</li> <li>• Licensed Vocational Nurse</li> </ul>	\$1.10 per hour

<ul style="list-style-type: none"> <li>• Labor and Delivery</li> <li>• Operating Room</li> <li>• Pediatric Intensive Care Unit*</li> <li>• Recovery Room</li> <li>• Progressive Care Unit</li> </ul>	(* LVN does not receive premium in this unit)	
<ul style="list-style-type: none"> <li>• Emergency Room / Trauma Services ♦♦</li> <li>• Intensive Care Unit ♦♦</li> <li>• Labor and Delivery ♦</li> <li>• Neonatal Intensive Care Unit ♦♦</li> <li>• Operating Room ♦</li> <li>• PACU♦♦</li> <li>• PCU</li> <li>• Pediatrics</li> <li>• Pediatric Intensive Care Unit ♦♦</li> <li>• Psychiatry</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Nurse Manager</li> <li>• Respiratory Care Practitioner I, II</li> <li>• Registered Nurse I, II, III, IV, and V</li> <li>• Pre Hospital Liaison Nurse</li> </ul> <p>♦ &amp; ♦♦ To qualify for the additional premium above the basic \$2.00 premium an RN I – V or Assistant Nurse Manager in these areas (Pre-Hospital Liaison Nurse in Emergency Room) must:</p> <ol style="list-style-type: none"> <li>1. be assigned to the unit on a full-time basis; and</li> <li>2. have 4 years of recent clinical experience in the field of specialty</li> </ol>	<p>\$2.00 per hour</p> <p>♦\$3.00 per hour</p> <p>♦♦\$4.00 per hour</p>
<ul style="list-style-type: none"> <li>• RCRMC 4<sup>th</sup> Floor Detention Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Nurse Manager</li> <li>• Interim Permit Nurse</li> <li>• Registered Nurse I, II, III, IV and V</li> </ul>	\$2.00 per hour

A part-time RN I – V, Assistant Nurse Manager, or Pre-Hospital Liaison Nurse (in Emergency Room only), working in the designated units may also qualify for the additional premium if:

- a. He/she is assigned to the unit for his/her entire part-time designation; and
  - b. He/she has the equivalent of four (4) full-time years of recent clinical experience in the field of specialty [e.g. six (6) years of three quarters ( $\frac{3}{4}$ ) time, eight (8) years of one half ( $\frac{1}{2}$ ) time, or any combination of part-time and full-time experience equivalent to four (4) years of full-time experience].
3. In-Charge - Registered Nurses. Every effort will be made to assign in-charge duty to Registered Nurses who wish to assume the in-charge responsibilities. The hospital reserves the right to make an assignment when volunteers are unavailable.
- a. Any Registered Nurse I, II, III, IV or V working for the Riverside County Regional Medical Center temporarily assigned to perform the duties of an Assistant Nurse Manager for one-half ( $\frac{1}{2}$ ) of a work

shift or longer, shall be compensated during such temporary assignment at a rate of two dollars (\$2.00) per hour higher.

- b. Any Registered Nurse I, II, III, IV or V working for the Riverside County Regional Medical Center or Mental Health Psychiatric Inpatient Facility temporarily assigned to perform the duties of a Supervising Clinic Site Nurse for one-half (½) of a work shift or longer, shall be compensated during such temporary assignment at a rate of one dollar and fifteen cents (\$1.15) per hour higher.
- c. Registered Nurse I, II, III, IV or V working for the Community Health Agency assigned to perform first level supervising duties that provides direction and leadership to one (1) or more Registered Nurses; and/or to monitor or coordinate a special program with the Community Health Agency, and/or the nursing aspects of an agency-wide program, shall be compensated during such assignment at a rate of one dollar (\$1.00) per hour while actually performing these functions.

- 4. In-Charge - Other Medical Classes. Any Licensed Vocational Nurse I and II or Licensed Psychiatric Technician of the Para-Professional Unit temporarily assigned to perform the duties of a unit charge person for one-half (½) of a work shift or longer, shall be compensated during such temporary assignment at a rate of forty-two cents (\$0.42) per hour higher for Licensed Vocational Nurse I and II and at a rate forty-three cents (\$0.43) per hour higher for Licensed Psychiatric Technician.

Any Respiratory Care Practitioner II, when temporarily assigned overall Riverside County Regional Medical Center respiratory therapy responsibilities by the Chief or Assistant Chief of Respiratory Therapy shall be compensated at one dollar and fifty cents (\$1.50) per hour higher for actual time assigned.

- 5. Float Pool. Any Registered Nurse I, II, III, IV or V working for the Riverside County Regional Medical Center or Mental Health Psychiatric Inpatient facility who is regularly assigned to Float Pool, shall be compensated at a rate of fifty cents (\$0.50) per hour for hours actually worked as a float employee. Critical Care pay shall not be affected by the payment of a float pool differential.
- 6. Forensic Mental Health Differential. Employees in the following classifications who are permanently assigned to a juvenile or adult detention facility shall receive an adult or juvenile detention differential of three (3) steps:

Mental Health Services Supervisor A & B  
Senior Clinical Psychologist  
Clinical Psychologist

Registered Nurse I, II, III, IV or V  
 Clinical Therapist I & II  
 Behavioral Health Specialist II & III

F. Training/Preceptor. Any regular full-time employee in the designated classifications selected to perform the duties and responsibilities of a preceptor shall be compensated during such assignment at the designated rate for the time actually worked and assigned as a preceptor.

(a) working for an RCRMC campus: <ul style="list-style-type: none"> <li>• Registered Nurse I, II, III, IV or V *</li> <li>• Assistant Nurse Manager</li> </ul>	\$5.00 per hour
(b) working at RCRMC Operating Room: <ul style="list-style-type: none"> <li>• Licensed Vocational Nurse †</li> <li>• Surgical Technician</li> </ul>	\$1.00 per hour
(c) working at RCRMC main campus: <ul style="list-style-type: none"> <li>• Radiologic Specialist</li> <li>• Radiologic Specialist Supervisor</li> <li>• Radiologic Technician</li> <li>• Radiologic Technologist Supervisor</li> <li>• Respiratory Care Practitioner I, II</li> <li>• Senior Radiologic Technician</li> </ul>	\$1.00 per hour

\* To qualify for preceptor pay, the Registered Nurse must complete a sixteen (16) hour training program after the selection process.

† Selected by the Operating Room Nurse Manager to precept a Registered Nurse in the Operating Room.

G. 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 (5x) 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: Forty dollars (\$40) per pay period	(50¢ per hour)
Level 2: Sixty dollars (\$60) per pay period	(75¢ per hour)
Level 3: Eighty dollars (\$80) per pay period	(\$1.00 per hour)

Testing Administration:

Oral and written examinations will be developed with labor management and will be administered by the Human Resources Training Center as follows:

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

Plan Implementation:

The Bilingual Pay Program, approved by the Board of Supervisors on June 29, 2004, 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/District 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.

Payments for employees will be pro-rated based on the hours worked.

- H. Psychiatrist - Mental Health Medical Program. In accordance with Section 621 and 522 of Title 9, California Administrative Code, when the Program Chief, Mental Health Service position is vacant or if occupied by a non-medical incumbent, the Mental Health Director may assign medical program responsibility for all those acts of diagnosis, treatment, or prescribing or ordering of drugs which may only be performed by a licensed physician to the incumbent of a Psychiatrist position who shall then be compensated at an hourly rate which is three (3) steps higher than specified for such a Psychiatrist position.
- I. Engineering, Survey, Architect Licensure. The incumbent of a professional engineering position or facilities project manager who is not required by the classification plan to be registered, but who is registered as a Professional Engineer by the State of California, shall be compensated at an hourly rate which is two (2) steps higher than that specified for such position, at the option of the employee's department head. Such an incumbent in a department primarily concerned with land surveying who is a licensed land surveyor may be likewise compensated. The incumbent of a professional architect position or facilities project manager who is not required by the classification plan to be licensed, but who is licensed to practice architecture by the State of California, shall be compensated at an hourly rate which is two (2) steps higher than that specified for such position, at the option of the employee's department head.
- J. Inconvenience Differential. Each employee of the Transportation Department of the Transportation Land Management Agency assigned to a traveling crew while its work headquarters is temporarily at the Blythe or Thermal Road Yard, and whose normal residence is in a distant area rendering daily travel impracticable between their residence and such temporary work headquarters, shall receive twelve dollars (\$12.00) for each pay period in addition to their regular compensation. Any employee whose regularly assigned headquarters are in the Blythe or Thermal Road Yard shall be entitled to the same inconvenience differential at the same rate and conditions. Eligibility for such additional pay shall be determined by the Director of Transportation with the concurrence of the Human Resources Director, unless the Board of Supervisors shall otherwise provide by resolution.
- K. Female Prisoner Search and Meal Assignments. An employee working for the Sheriff's Department in the classifications of Supervising Office Assistant I and Supervising Office Assistant II shall be compensated at the rate of twenty-five cents (\$0.25) per hour when assigned and the employee agrees to assume such assignments as perform female prisoner searches and serve meals to female prisoners in the absence of a female deputy or correction personnel. Such assignments must be authorized or verified by the department head or a designee in writing. This differential does not apply to vacation, sick leave, Workers' Compensation leave or holiday pay.

When such assignments are no longer needed or the employee is not required to perform these functions, the department head shall terminate the special compensation.

L. Peace Officer Standards and Training (P.O.S.T.) Certification

1. Senior Sheriff's 911 Communications Officers or Sheriff's Communications Supervisors who prove they possess a valid Intermediate Certificate, but not an Advanced Certificate, issued to them by the Commission on Peace Officer Standards and Training of the State of California, shall be compensated at a rate six percent (6%) higher than that specified for such position. If they prove they possess the Advanced Certificate, they shall be compensated at a rate, which is eleven percent (11%) higher than that specified for such position.

The applicable rate for possession of the Intermediate Certificate shall be indicated in the table and Index by the letter "A" following the class title, and for the Advanced Certificate, by the letter "B", each with an appropriate code number, but in the departmental sections the basic code number and class title shall be deemed to include positions occupied by incumbents possessing either of said certificates.

2. Sheriff's Records Supervisors who prove they possess a P.O.S.T. Records Supervisor certificate issued to them by the Commission on Peace Officer Standards and Training of the State of California, shall be compensated at a rate six percent (6%) higher than that specified for such position.

The applicable rate for possession of the P.O.S.T. Records Supervisor Certificate shall be indicated in the Table and Index by the letter "A" following the class title with an appropriate code number, but in the departmental sections the basic code number and class title shall be deemed to include positions occupied by all incumbents regardless if they possess said certificate.

- M. Hazardous Materials Management Specialist. Any Hazardous Materials Management Specialists assigned to an Emergency Response Team shall receive one hundred fifty dollars (\$150.00) per month per employee while assigned to the Emergency Response Team.

- N. Skill Pay for Equipment Operators. Employees in the classifications of Equipment Operator II, or Senior Equipment Operator in the Waste Resources Management District shall receive the following premiums:

1. Equipment Operators operating any dozer which is a D-8 equivalent or larger, shall be paid one dollar (\$1.00) per hour for time actually worked operating the dozer; or
2. Equipment Operators operating a (trash) compactor shall be paid fifty cents (0.50¢) per hour for time actually worked operating the compactor.



- O. Class "A" or "B" License. The Regional Park & Open-Space District shall designate at least three (3) employees who, as part of their assigned duties, may be required to drive equipment that requires the operator to possess and maintain a valid California Class "A" or "B" Driver's License. An employee hired prior to May 7, 1998, who maintains a current California Class "A" or "B" Driver's License and is designated to operate such equipment, shall receive a biweekly bonus, calculated at the rate of ten cents (0.10¢) per hour for each hour worked, not to exceed eighty (80) hours per biweekly pay period.
- P. Certification Differential (district designated). The Regional Park & Open-Space District agrees to pay the differentials set out below for time actually worked by designated employees required by District Management to obtain, maintain and utilize the following certifications/licenses:

<ul style="list-style-type: none"> <li>• Certified Pool Operator</li> <li>• Municipal Pool Operator</li> </ul>	Fifteen cents (0.15¢) per hour
<ul style="list-style-type: none"> <li>• Pesticide License</li> <li>• Certified Pest Control Applicator</li> <li>• Certified Playground Inspector</li> <li>• Grade I Waste Water Certificate</li> <li>• Grade I Water Distribution Certificate</li> <li>• Grade I Water Treatment Certificate</li> </ul>	Twenty five cents (0.25¢) per hour
<ul style="list-style-type: none"> <li>• Licensed Pest Control Advisor</li> </ul>	Fifty cents (0.50¢) per hour

This differential will be paid during the period of time the employee is designated by District Management as operating under this certification, not to exceed eighty (80) hours per pay period.

- Q. Court Callback. Notwithstanding any other provisions of these terms and conditions of employment, any SEIU represented employee assigned to the Sheriff's Department who is called back to attend Court in relation to a matter arising from their employment relationship with the County of Riverside at a time when they otherwise are off duty, shall receive a minimum of one (1) hour compensation at the appropriate overtime rate. A shift shall not be extended for the purpose of avoiding the payment of the one (1) hour of compensation provided herein. Notwithstanding any prior work practice to the contrary, said compensation shall cease when said employee reports to work.

## ARTICLE 5 PAY PRACTICES

### Section 1. Step Advance

- A. The compensation of every person employed in a regular position on a step

basis shall be considered for increase upon their anniversary date, except as herein otherwise provided.

Special Provision: Consideration for regular step increases shall remain suspended for the duration of these terms and conditions of employment. Effective the first full pay period following July 1, 2012, one (1) step increases of approximately 2.71% shall be re-introduced for those employees who are qualified for a step advance. Employees shall receive their first step increase in accordance with their regular anniversary date.

- B. Anniversary Dates. 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 not including overtime.

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 not including overtime.

Re-employment at a rate other than that of the first step of a range 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, not including overtime, and subsequent anniversary dates shall occur at like intervals.

- C. The provisions of this section shall be subject to other specific provisions of these terms and conditions of employment concerning change of anniversary dates.
- D. Denial of Step Increase. The department/district head may disallow a scheduled step increase provided a performance evaluation is first reviewed and approved by the Human Resource Director or a designee. If the increase is disallowed, the employee will be provided the reasons therefore in writing.

If the department/district head disallows such increase, the department/district 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/district 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/District Head to deny the increase.

- E. Seasonal Employees. With the same procedures as in the foregoing Subsection B, on the first day of the pay period following the completion of one (1) year in a paid status, not including overtime, the salary of a seasonal employee shall be increased. On the first day of the pay period following the completion of an additional one (1) year in a paid status, not including overtime,

the employee's 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 (1) year shall occur when the employee is in an unpaid status.

## Section 2. New Employees

- A. Except as otherwise provided by these terms and conditions of employment, a new employee shall be appointed at the first step of the salary range. The department/district 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 range 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 range, 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. Should incumbent Registered Nurses working for an RCRMC campus or Detention Health not be advanced in the scenario outlined above, the parties agree to meet and consult on the issue to determine if advancement would be equitable in all the circumstances. The anniversary date shall be the first day of the pay period which is not less than one (1) year in a paid status thereafter, not including overtime. When such an incumbent employee is already on that step, his/her anniversary date shall not change.
- B. Difficult to Recruit Positions. Notwithstanding the provisions of (A) above, there shall be up to an additional four (4) steps [approximately eleven (11%)] which shall be reserved for those specific classifications in a specific Department/District 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/District basis, that a serious recruiting or retention problem exists for specific classification(s) in a specific Department/District, or that the increases granted to subordinate "difficult to recruit" classifications in the specific Department/District has created serious compaction problems, and that a percentage increase up to and including four (4) steps [approximately eleven (11%)] would assist the County in recruiting and retaining employees in the specific classification(s) in that specific

Department/District. Advancements to any of these ranges in the specific Department/District shall not be automatic nor shall such a determination have any bearing on the same or similar classifications within the Department/District or in any other Departments/Districts with same or similar classifications. Upon such determination and approval, any increase granted pursuant to these provisions shall be implemented in the specific Department/District as follows:

1. Upon prior authorization of the Human Resources Director, the initial salary placement for newly hired employees in the specific classification in the specific Department/District may be at any step on the salary range for his/her classification up to and including a step on the salary ranges established pursuant to Section 2(B) above.
2. In the event the salary granted to a newly hired employee in the specific classification in the specific Department/District pursuant to Sub-Section (B)(1) above exceeds that for any present permanent, regular full-time or regular part-time employee in the specific classification in the specific Department/District 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.
3. All other regular full-time and regular part-time employees assigned to the affected classification(s) in the specific classification in the specific Department/District, who have completed less than one (1) 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/District.

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/District, the incumbent employees' wage will immediately be increased to the level of the newly hired employee.

4. Subsequent merit increases for employees not compensated at the top of the salary range(s) for the specific classification in the specific Department/District affected by the provisions of this subsection may be granted pursuant to the standard procedures for step advances as set forth in the applicable terms and conditions of employment. Employees may receive annual reviews as set forth in such 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/District 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.

### Section 3. Re-employment

- A. Upon recommendation of the employing Officer and approval of the Human Resources Director, a former regular employee may be re-employed in the same class of position which he/she previously occupied, at the same step of the salary range as the step applicable at the time of his termination, provided they were 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 of employment.
- C. Whenever a former regular employee is or has been re-employed within twenty-four (24) months after termination he/she may, on recommendation of the employing Officer and with the approval of the Human Resources Director and the County Executive Officer, be allowed accrued sick leave and accrued time toward earned vacation, not exceeding the amount thereof which was lost at the time of termination, and his/her anniversary date for step advance may be expressly fixed, subject to other provisions of these terms and conditions of employment relating to delay and disallowance thereof, by allowing credit for all or a portion of the applicable period of service prior to said termination. A former employee who is re-employed and who did not withdraw his or her initial retirement contributions at the time of his/her termination, shall not be required to make an additional initial retirement contribution for the previous period of covered employment with Riverside County.
- D. Re-employment 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 re-employed 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 nine hundred sixty (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 range which is two (2) steps higher, or immediately greater than two (2) steps higher, than that paid on the range for the former position where the new range 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 as if the date of promotion were the date of employment.

#### Section 5. Transfer

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

Directed Transfer of Regional Park & Open-Space District Employee(s). The transfer shall be discussed in advanced with the employee. An explanation of the reasons for the transfer will be given.

#### Section 6. Demotion

- A. On demotion, the salary shall be at the rate of the same step on the new range as was applicable to the previous range. 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 range 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 range shall be at the rate which is two (2) steps higher, or immediately greater than two (2) steps higher, than that paid on the range of the former position, where the new range is able to accommodate the increase.

The anniversary date shall be determined in accordance with this Article, except that the first anniversary date shall be the first day of the pay period following the completion of six (6) months in a paid status, not including overtime, in the new classification. Thereafter, anniversary dates shall be on the first day of the pay period following each additional one (1) year in a paid status.

- C. The salary of an incumbent of a position reclassified to a class on a lower salary range shall not change unless such salary would exceed the maximum of the new range, 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 their regular position, and their 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 upon their return.

Written confirmation of such assignment(s) shall be placed in the employee's personnel file via an employee transaction form.

#### Section 9. Conformance to Plan

No regular employee shall be assigned to exercise the powers or perform the duties of any classification other than their own classification for an accumulated period of four hundred eighty (480) hours or more during any one (1) calendar year. Such accumulated hours of such assignment(s) shall be credited toward qualifying experience for possible promotion only when such assignments have been authorized or verified by the department/district head or designee in writing.

#### Section 10. Payroll

The County shall make every reasonable effort to resolve payroll errors within one (1) pay period.

The County agrees to meet with SEIU at mutually acceptable times and places to review payroll related problems.

A. Payroll System. The County utilizes People-Soft for its payroll, accounting, and budgeting system.

1. Dates for increases in leave accruals, probationary periods, anniversary dates, merit increases, step advances, and similar events shall be based upon service dates.
2. Leave accruals, i.e. sick leave, vacation pay, requires that the employee be in a paid status for each day during the pay period to receive the full accrual for that pay period.
3. Some other benefits will be granted even though the employee is in a paid status for only one (1) day during the pay period, i.e., flexible credit allowance.
4. The start of the biweekly pay period is Thursday.

B. Electronic Fund Deposit of Payroll. Employees shall be required to receive payroll funds by electronic deposit. Employees shall receive a Statement of Earnings (pay stub) through first class mail. The Statement of Earnings will be deposited in the U.S. mail with postage fully prepaid on the Monday prior to the electronic deposit. 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 their address of record with the Human Resources Department as required. In the event of proven hardship the parties will agree on an alternate pay process.

C. Electronic Pay Advice. The County completed its transition to an electronic pay advice system and effective February 23, 2011 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. Employees that do not have access to a secure computer at their worksite to view, save, or print their pay advice may, upon request, receive a copy from their department payroll representative.

#### Section 11. Board Policy C-26

SEIU agrees that the County may apply Board Policy C-26, Hiring/Retention Bonus, to any classification as deemed necessary by the County.



ARTICLE 6  
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 his or her 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 temporary employee who has not completed the initial probationary period serves at the pleasure of the department/district head and may be released from employment without cause. Such an employee is not entitled to the review procedure provided for in these terms and conditions of employment.

- B. Length of Initial Probation. The length of the initial probationary period is twelve (12) months for all positions. Computation of the initial probationary period in a paid status does not include overtime, standby, on-call, or military leave of absence. [NOTE: Supervising Welfare Fraud Investigators must serve at least twelve (12) months initial probation after successfully completing the academy.]

- C. Extension of Initial Probation. The employing department/district head with the approval of the Human Resources Director may extend the initial probationary period of an employee. Extensions of an initial probationary period are discouraged and must be approved by the Human Resources Director or a designee in writing at least eighty (80) hours 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 two (2) times. A twelve (12) month initial probationary period may be extended once to fifteen (15) months or twice to eighteen (18) months. 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 an initial probationary period, and voluntarily promotes, demotes, or transfers to another class, will serve a new one (1) year initial probationary period. The one (1) year required pursuant to the provisions of this Section shall be in addition to any initial probationary period hours served by the employee in the position from which he/she voluntarily promoted, demoted, or transferred.

- E. Probation of Permanent Employees Following Change in Class or Lateral Transfer. During the first twelve (12) 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/district head's request, be returned to a position in the previously held classification in the former employing department/district. If the return involves a change in classification, 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 re-determined 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 overtime, standby, on-call or military leave of absence.

## Section 2. Retirement

- A. Single Highest Year. Effective September 1, 2000, the County amended its contract with Public Employees Retirement System (PERS) in accordance with Section 20042 of the Public Employee Retirement Law (PERL) to provide for the single highest year retirement calculation for all miscellaneous employees. Effective for all retirements on or after September 1, 2000, the provisions of Section 20042 shall apply to all miscellaneous employees and the provisions of Section 20037 (three (3) highest year average) shall no longer be applicable for any employee covered by the first tier (3% @ 60) pension formula. Notwithstanding any other provision contained in these terms and conditions of employment, all employees hired after date of adoption by the BOS of a second tier CalPERS defined benefit pension plan based on Section 21353 of the PERL, shall receive a retirement benefit under the 2% @ 60 formula according to CalPERS rules based on their highest consecutive 3-year average earnings as defined in Section 20037 of the PERL. This new eligibility and averaging formula does not affect existing employees who were hired prior to date of adoption by the BOS of the new tier of pension.
- B. Public Employee's Retirement System (PERS) Contributions. County miscellaneous and safety employees in the SEIU Units shall pay the employees' contribution to PERS as follows:
- a) Employees hired after November 30, 2011, shall pay the full CalPERS member contribution from first day of hire.
  - b) Existing employees, currently paying their member contribution, shall be required to continue to pay the full member contribution.
  - c) Effective December 1, 2011, employees not currently paying any CalPERS member contribution (i.e. those with five (5) years of service or more) shall be required to pay 3% of compensation; Effective July 12, 2012, these employees shall be required to pay a further 3% of compensation as

member contribution; Effective July 11, 2013, employees shall be required to pay an additional 2%, for a total of 8% of compensation payable as member contribution.

Special Provision: The parties understand that the CalPERS employer rate for FY 09/10 for employees in SEIU bargaining units is 11.999%. This rate is projected to increase to 12.165% in FY 10/11 and will continue to increase in future years.

In order to protect jobs and help mitigate increases in the structural deficit, the parties agree to add two (2) additional salary steps for all new employees hired after July 1, 2010 to the bottom of each classification in the SEIU represented units. Employees who enter SEIU represented positions from non-SEIU represented bargaining units or non-represented employees will be subject to the above.

- C. Retirement Calculations. Effective since July 11, 2002, the percentage of final compensation to be provided for each year of credited prior and current service for Miscellaneous members of SEIU has been determined in accordance with Section 21354.3 of the Public Employees Retirement Law subject to the reduction provided therein for Federal Social Security (three percent (3%) at age sixty (60) Full and Modified formula). This formula shall remain in effect for all employees hired prior to the date of adoption by the BOS of a second tier pension based on Section 21353 of the PERL.
- D. 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 (4) 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.
- E. Post-Retirement Survivor Allowance. Pursuant to the provisions of Sections 21624 and 21626 of the Public Employees Retirement Law, an allowance may be continued to a surviving spouse upon the death of a member after retirement.

### 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/District heads or their designee shall identify smoking areas.

In shared buildings or floors, department/district heads or their designees will jointly identify common smoking areas. This policy shall apply to County employees and the general public.

The County may designate one hundred percent (100%) of its unassigned vehicle fleet as no-smoking areas.

Each department/district must have a written smoking policy. If there is no smoking allowed in your department/district or certain buildings or areas make that declaration. If there are exceptions, you must identify rooms or areas within each building, whether County owned or leased, where smoking is allowable including shared areas, i.e., stairwells, hallways, restrooms, etc.

It is the responsibility of the Department/District Head and departmental/district 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 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 and concurrent with the IRS rate changes.

If an employee is required to use his/her personal vehicle while in the course and scope of his/her employment, the employee must, prior to using said vehicle, do the following:

- A. Complete County of Riverside "Authorization to Drive Riverside County Vehicle or Private Vehicle for County Business," Form, authorizing the employee to use his/her personal vehicle which must be approved by the Department/District Head.
- B. Insure the vehicle in minimum limits required by the State of California. In addition, employees must have their policies of insurance endorsed to reflect business use. Such insurance must be maintained at all times while employed in a position where it is required or may be required to use a personal vehicle while in the course and scope of employment. In the event of an incident or accident, the County does not assume responsibility for any physical damage to an employee's personal vehicle.
- C. Provide a copy of a valid driver's license, which is appropriate for the class of vehicle to be operated. If any restrictions apply, the employee must notify his/her supervisor of the restrictions and/or any and all changes in the license (i.e. suspended, etc.).

The use of motorcycles, mopeds, and similar types of vehicles for the conduct of County business is expressly prohibited, with the exception of the Sheriff's Department sworn personnel.

#### Section 5. Merit Systems/Veterans Preference

The Human Resources Administration under these terms and conditions of employment is designated a merit system. Appointments, promotions, demotions, transfers and dismissals shall be made on the basis of merit and ability. Each officer shall appoint all necessary employees allowed for their department by these terms and conditions of employment only from among persons certified to them by the Human Resources Director as eligible for the respective positions. The Human Resources Director shall determine the methods of evaluating the qualifications of applicants. The methods shall be practical in nature and may involve any combination of written test, oral test, performance test, rating of education, training and experience and shall take into consideration a system of veterans preference as may be adopted by the Board of Supervisors, by resolution. The veteran's preference program shall be administered by the Human Resources Director.

#### Section 6. 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 officer 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.

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 six (6) months.

### ARTICLE 7 LEAVE PROVISIONS

#### Section 1. Sick Leave

A. Accrual. Every regular employee – except registered nurses in the RN-PB classifications – shall accrue sick leave pay on a daily basis and computed at the rate of four (4) hours per pay period.

1. A regular part-time employee shall accrue sick leave in the same manner as a full-time employee.

2. A seasonal employee shall accrue sick leave in the same manner as a full-time employee, but the same shall be allowed to be taken only when they are in an active payroll status.
3. Sick leave shall accrue at all times when the employee is in a paid status.
4. Accrued sick leave of any person whose employment is permanently terminated shall automatically be canceled. However, any employee whose employment is terminated while they are on sick leave shall continue to be compensated for the duration of their illness to the extent of their accrued sick leave, but after such termination shall derive no other benefits under these terms and conditions of employment which result from being in a paid status. Unless the employee shall have retired, payment for sick leave continuing after termination shall be conditioned upon prior receipt of a physician's certificate or other adequate written proof of illness, and in the event of any doubt as to future duration of the illness may be paid on biweekly increments as used. If an employee receives a layoff notice, payment for sick leave shall continue conditioned upon receipt of a physician's certificate or other adequate written proof of illness given to the County prior to payment, and payment shall not continue beyond the exhaustion of accrued sick leave.
5. Sick leave may be used for absence reasonably required by complications of pregnancy, continuing through delivery and reasonable period of recovery there from, 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 department/district 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 department/district 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.

B. Proof of Illness

1. When in the judgment of the department/district head or designee, good reason exists for believing an employee may be abusing sick 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 sick 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/district 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 sick 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.
  - b. Every regular employee shall be able to use accrued vacation, compensatory time, or holiday time when sick leave has been exhausted due to extended illness or injury unless they are on a medical certification program in accordance with B.1 of this section.
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.
- C. Reporting Requirements. In the absence of a more stringent department/district policy, an employee reporting off work for sick leave usage shall call the employee's supervisor or designee within one (1) hour before or after the employee's scheduled starting time.
- D. Reason for Usage. Use of accrued sick leave shall be allowed for the purpose of preventative medical, dental care, and care of the family. Family, for this purpose, is defined to mean the employee's spouse, child, parent, brother, or sister (including step-relatives and in-laws of the same categories), domestic partner (registered with the Secretary of State and providing a Declaration of Domestic Partnership), and child of a domestic partner. Family shall also include grandparents and/or grandchildren if the employee is the primary care giver for such.  
Every regular employee shall be allowed to use accrued vacation, compensatory time, or holiday time when sick leave has been exhausted due to extended illness or injury unless they are on a medical certification program in accordance with subsection B(1.) of this section.
- E. Payout for Sick Leave. Upon service retirement, disability retirement or death of an employee or officer, and subject to the provisions of any applicable term or condition of employment between the employing agency and the Public

Employee's Retirement System, unused accumulated sick leave shall be paid for at the rate of fifty percent (50%) of the current salary value thereof.

1. Pre-Retirement Cash Out of Accumulated Sick Leave. In contemplation of service retirement or disability retirement of an employee or officer the following pre-retirement cash out option is available:
  - a. Effective Date. The pre-retirement cash out option is effective for employee retirement (as defined by these terms and conditions of employment between County of Riverside and CalPERS) that occurs on or after December 7, 2006.
  - b. Eligibility. Employees are eligible for the pre-retirement cash out option if they have five (5) or more years of County of Riverside service, and who at the time of their election are employed in a County bargaining unit whose terms and conditions of employment provides for the pre-retirement cash out option.
  - c. Election. Qualifying employees have a one-time election to cash out a portion of their accrued sick leave balances, up to the limits explained below. Such an election must be made no later than six (6) months prior to retirement (as defined by these terms and conditions of employment between County of Riverside and CalPERS.) Notwithstanding the above, such an election may be made within six (6) months prior to retirement if the retirement occurs prior to May 9, 2007.
  - d. Sick Leave Cash Out. Sick Leave balances may only be cashed out in the event of the participant's planned retirement and if the participant executes a valid election as described at (c) above.
    - (1). For employees retiring with at least five (5) but less than fifteen (15) years of service, at the employee's election, unused accumulated sick leave shall be paid at the rate of fifty percent (50%) of the employee's current salary value. The total payment shall not exceed a sum equal to nine hundred sixty (960) hours of full pay.
    - (2). For employees retiring with fifteen (15) or more years of service, at the employee's election, unused accumulated sick leave shall be paid at the rate of one hundred percent (100%) of the employee's current salary value. The total payment shall not exceed a sum equal to nine hundred sixty (960) hours of full pay.
  - e. Refund Requirement. Employees who elect a pre-retirement cash-out of accumulated sick leave under this option, but who do not



subsequently retire (as defined by these terms and conditions of employment between County of Riverside and CalPERS) shall repay to the County of Riverside any amount of cashed-out sick-leave. If such payment is not made in a lump sum within two weeks of when the repayment becomes due then it is agreed that the remaining amount due shall be made by way of payroll deduction. Such employees are permitted to again make a valid cash-out election no later than six (6) months prior to retirement.

- f. Forfeiture. Unused accumulated sick leave balances are forfeited in the event a participant terminates employment for any reason other than retirement.
- g. Reduction. The value of the participant's unused sick leave will be reduced by the balance of any amount owed by the participant to the County of Riverside.

## Section 2. Bereavement Leave

The County agrees to allow up to five (5) working days of leave, three (3) of which will be paid and the additional two (2) days to be deducted from the employees' 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, domestic partner (registered with the Secretary of State and providing a Declaration of Domestic Partnership), child, child of a domestic partner, grandparent, grandchild, or step-relationships of the same categories. The County has the right to require proper documentation in support of the requested leave.

Under extenuating circumstances, and with the prior approval of the department/district, employees shall be permitted to take up to five (5) additional working days of leave, provided the employee has sufficient vacation time, compensatory time off, or compensatory holiday time off to cover the absence.

## Section 3. Fitness for Duty

A department/district head, or a designee, may when in their judgment good cause exists, order an employee off work until such time as the employee is able to present the department/district head, or a designee, a physician's certificate, stating that 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/district head, or a designee, orders an employee off work, the employee shall be referred to a County approved physicians or health care professionals legally authorized to provide the appropriate specialized health care. If

the employee is uncomfortable with the selected physician or health care professional the County will provide an alternative physician or health care professional.

The cost of the above mentioned medical services shall be paid by the County and the employee shall be placed on paid Administrative Leave for that period of time between his/her placement on leave and the County's receipt the physician's findings.

#### Section 4. Agency/Department/District Leave of Absence/Official Leave of Absence

An agency/department/district leave of absence 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; or
- D. Personal reasons acceptable to the authority whose approval is required;

1. Agency/Department/District Leave of Absence.

Agency/department/district leave of absence up to four hundred eighty (480) hours in any one (1) calendar year period may be granted to any employee by the agency/department/district head. Such leave shall be reported as leave of absence via the agency/department's payroll. The agency/department/district head may require the leave of absence 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/district 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, a County designed temporary modified duty assignment, and/or the County return to work program.

2. Official leave of absence. A regular employee may request an Official leave of absence exceeding four hundred eighty (480) hours, but not exceeding one (1) year. Official leave 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/district 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/district head, who may 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 a 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/district head may require two (2) 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, a County designed temporary modified duty assignment, and/or the County return to work program.

The Human Resources Director shall be promptly notified of the return of any employee from an official leave of absence. 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.

Employees who were called to active duty after the September 11, 2001, terrorist attack on the United States, who serve at a time when any armed forces of the United States are in combat or are preparing for combat that appears imminent, and who are eligible at the time of call-up to receive the thirty (30) calendar days pay in accordance with the Military and Veterans Code (full regular County pay for thirty (30) days), shall be eligible for supplemental salary continuance as approved by the Board of Supervisors; including the

extension of such benefits related to service in Iraq. This includes reservists who serve outside the United States in the war on terrorism, those who secure the U.S. homeland, and National Guard members who are called to active duty by the Governor of California in a time of emergency.

#### Section 6. Jury Duty

Any employee who shall be summoned for attendance to any court for jury duty during the employee's 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. Any employee who shall be called as a witness arising out of and in the course of County employment, shall be deemed to be on duty and there shall be no loss of salary, but any witness fees received shall be paid into the County Treasury, together with any mileage allowed if County transportation is used. Any employee designated non-exempt from FLSA absent as a witness in a private matter shall not be entitled to be paid during such absence.

#### Section 7. Air Pollution Emergency

An employee 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 the employee chooses to use accumulated overtime credit, sick leave credit, vacation credit or holiday leave credit for the period of time off work due to the emergency.

#### Section 8. Abandonment/Automatic Resignation

- A. Absence without leave of any employee, whether voluntary or involuntary, for five (5) consecutive working days is an automatic resignation from County service, providing the employee upon written agency/department/district notification does not respond to the agency/department/district 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/district finalizing the resignation and must contain an opportunity within three (3) 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 first class mail (return receipt requested) to the last known address of record of the employee and are complete upon mailing or hand delivery.
- B. An employee may, within ten (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, and the neutral finds that the employee is ready, able, and willing to resume the discharge of the duties of the position.

1. Appeals shall be heard by a mutually agreed upon third party neutral (herein referred to as a neutral). The neutral's decision may be verbal or in writing. The decision of the neutral 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/district 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 may also have a non-attorney representative. 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 neutral may consult with witnesses informally and otherwise investigate the controversy.
4. 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.
5. 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 the terms and conditions of employment.
6. 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 by the County and SEIU. A SEIU member who elects not to be represented by SEIU at the hearing 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 8  
VACATION

## Section 1. Vacation

- A. Subject to the limitations and exemptions of this section, every regular employee shall be entitled annually to the following number of working hours of vacation with pay in accordance with the record of completion of continuous years of service:

Zero (0) through three (3) years in a payroll status, eighty (80) hours (ten (10) days);

Years four (4) through nine (9) in a payroll status, one hundred twenty (120) hours (fifteen (15) days);

Years ten (10) or more one hundred sixty (160) hours (twenty (20) days).

Vacation shall accrue daily at the rate appropriate to the year of service. Accrued vacation may be accumulated to not more than the maximum applicable to the current vacation accrual rate, and may be taken only at a time or times agreeable to the department/district head. Except as hereinafter provided, no earned vacation shall accrue in excess of the maximum accumulation. No vacation shall ever be taken for a period exceeding the maximum accumulated.

All employees covered under the terms of these terms and conditions of employment may accumulate accrued vacation for not more than a maximum of four hundred eighty (480) hours.

Upon the written request of a department/district head showing reasonable necessity and good cause, submitted prior to the accumulation of the maximum vacation entitlement, the Board of Supervisors may by order temporarily enlarge for a specific employee the maximum accumulation, by extending the period of additional vacation accrual for not more than three (3) months, unless a different period shall be specified in the order.

- B. Any person whose employment is terminated shall be entitled to pay for all earned vacation as determined under the provisions of these terms and conditions of employment. For the purpose of this paragraph, vacation shall be deemed earned to the date of termination. While such terminal vacation pay shall be chargeable to the salary appropriation of the department, the position shall be deemed vacant and may be filled provided funds are available therefore. If sufficient funds are available, terminal vacation pay may be paid in full in advance at the time of termination; otherwise, all or part thereof may be paid at the same time as if it were regular compensation and the employee had not been terminated.
- C. Seasonal and temporary employees shall not be entitled to paid vacation.

- D. No person shall be permitted to work for compensation for the County during vacation, except with prior approval of the Board of Supervisors and the department/district head.
- E. A regular part-time employee shall accrue vacation in the same proportion that working hours bear to the normal working hours of a full-time position. The same proportion shall apply in determining payment of earned vacation on termination.
- F. 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 these terms and conditions of employment 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.

ARTICLE 9  
HOLIDAYS

Section 1. Paid Holidays

A. 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  
 December 24 and 31 when they fall on Monday  
 December 25, Christmas Day  
 December 26 and January 2, when they fall on a Friday

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

B. Qualifying Factors

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

2. A new employee whose first working day is the day after a paid holiday shall not be paid for the holiday.
3. 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.
4. 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 the holiday.

C. Payment for the Holiday

1. Working the Holiday. Regular or seasonal full-time employees covered under the provisions of these terms and conditions of employment who actually work on a paid holiday shall be paid at their regular rate for the time actually worked. In addition, such employee shall have a choice of:
  - a. Banking compensatory holiday time off - not to exceed eight (8) hours - for such holiday or;
  - b. Being paid at his/her regular rate of pay – not to exceed eight (8) hours pay - for the holiday.
2. Not Working the Holiday. A full-time employee whose regularly scheduled day off falls on a paid holiday and who do not actually work on the holiday shall have a choice of:
  - a. Banking compensatory holiday time off - not to exceed eight (8) hours - for such holiday or;
  - b. Being paid at his/her regular rate of pay – not to exceed eight (8) hours pay - for the holiday.
3. Part-Time Employees. Regular part-time employees covered under the provisions of these terms and conditions of employment who actually work on a paid holiday shall be paid at their regular rate for the time actually worked. In addition, a regular part-time employee shall receive holiday pay for the holiday - or portion thereof - which coincides with their regularly scheduled working hours – not to exceed eight (8) hours pay - (e.g. a part-time employee who regularly works four (4) hours each Monday shall receive four (4) hours holiday pay for any holiday falling on a Monday.)

If the regular part-time employee does not have a regular shift schedule, he/she shall be receive holiday pay in an amount equivalent to the



reduction in his/her regular pay for the workweek – not to exceed eight (8) hours pay - (e.g. a part-time employee with an irregular schedule who normally works twenty (20) hours per week but who, as a result of the holiday, only works sixteen (16) hours that week shall receive four (4) hours holiday pay for that week). If the regular hours of work for such employee are not reduced during the holiday week then no holiday pay is due.

4. Limitations. A registered nurse in the RN-PB classifications shall not be entitled to any holiday pay – whether he/she works the holiday or not. However, he/she will be paid at his/her regular rate for the time he/she actually works on the holiday.
5. Scheduling Holiday Compensatory Time Off. Holiday Compensatory Time Off shall be scheduled in the same manner as regular Compensatory Time Off and shall be granted within a reasonable time following the request.
6. Special Provisions. Notwithstanding the above, any employee in the class of Sheriff's Communication Supervisor, Senior Sheriff's 911 Communications Officer or Senior Public Safety Communications Officer whose regularly scheduled working day falls on a paid holiday, and who actually works on that holiday, shall be entitled to not more than twelve (12) hours of compensation at the rate of one and one-half (1-½) times the employee's regular rate of pay in addition to their regular rate of pay for the time actually worked. Accumulated holiday credit earned at the expiration of each prescribed pay period, upon election of the employee may be accumulated to their accumulated holiday credit or be paid to the employee by County Warrant.
7. Double Time for Holidays. Any Children Social Services Worker, Children Social Services Supervisor II, and Social Services Assistant who is in on-call status on a holiday, as defined in these terms and conditions of employment between the parties, and who is called in to work on such holiday shall be paid two times (2X) his/her regular rate of pay for all hours worked on that holiday irrespective of whether such hours worked would be considered overtime under any other provision of these terms and conditions of employment.

ARTICLE 10  
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 officer 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, and cooks and kitchen helpers when working an eight (8) hour shift for the convenience of the County shall be furnished one (1) meal without charge in every department, district or institution of the County where kitchen facilities are maintained and meals regularly prepared. 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 officer to make certain that the provisions of this section are complied with as to all employees, departments, district 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/district 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 (1) year period for any one (1) employee, nor for any employee until he/she has been continuously employed by the County for at least one (1) year preceding the authorization. If the employee voluntarily terminates employment with the County within one (1) year of the payment of the expenses set forth herein, the employee shall, within thirty (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.

## Section 5. Education for Continued Licensing

### A. Tuition and/or Registration Fees

1. Eligible employees may be granted time by their appointing authority to attend California Board of Registered Nurses, Board of Licensed Vocational Nurses, and the National Commission of Certification of Physician Assistant approved courses.
2. Time granted shall not exceed eight (8) hours in any work day nor forty (40) hours every two (2) fiscal years for Registered Nurses and Licensed Vocational Nurses.
3. Nurse Practitioners and Physician Assistants shall receive forty (40) hours every fiscal year.
4. For members of the R.N. Unit, Physician Assistant I, II, and III, Physician Assistant-Adult detention, and Licensed Vocational Nurse I and II, tuition and/or registration fees may be granted by converting education for continuing licensing hours on the basis of one (1) hour being valued at fifteen dollars (\$15.00) with total compensation not to exceed three hundred dollars (\$300.00) annually. (For example, a sixty dollar (\$60.00) course with books and fees would be worth four (4) hours subtracted from the balance of an employee's education for continuing license accrual under this section.)
5. In the discretion of the appointing authority, additional time not exceeding ten (10) hours in any fiscal year may be allowed to an eligible employee working at a Blythe, Indio, or Palm Springs work location.
6. Time granted pursuant to this subsection shall be used for travel to and from the location of the course and time actually spent in course attendance.
7. The granting or denial of education time shall be at the discretion of the employee's appointing authority.
8. Registered Nurses in the Registered Nurses or Supervisory Unit who are currently certified by a national specialty organization shall have an additional five (5) hours granted every two (2) years for a total of forty-five (45) hours.
9. Registered Nurses who obtain National Certification subsequent to the date of these terms and conditions of employment shall receive the additional five (5) hours upon verification of the certification.
10. Employees must maintain National Certification in a specialty in order to continue to receive the additional five (5) hours of credit.

B. Eligible Employees. In order to be eligible for paid education time, an employee shall:

1. Have completed six (6) months of continuous service with the County in a full-time regular position or a part-time position normally working at least forty (40) hours in a pay period.
2. Have not completed the minimum number of hours required to renew the employee's professional licenses; and
3. Be employed in a classification that requires the employee to be licensed to practice as a Registered Nurse, Licensed Vocational Nurse, or as a Physician Assistant.

C. Procedure. An eligible employee desiring education time must request approval from the appointing authority a reasonable time in advance of the requested date or dates. A request for education time shall be in writing and state:

1. The location, date, time, subject, and number of contact hours of the course to be attended.
2. The number of hours needed to renew the employee's professional license; and
3. The date the employee's current license expires.

D. Registered Nurses. R.N.'s License renewal date shall be used to commence the time period of two (2) years for the Education for Continued License hours allowed under these terms and conditions of employment.

R.N.'s shall commence their two (2) year time period under these terms and conditions of employment upon the next renewal of their license on or subsequent to August 20, 1992.

Mandatory critical care course hours required in the Health Services Agency (HSA) shall not be deducted from an R.N.'s hours in education for continued licensing under these terms and conditions of employment. The County shall pay the cost of mandatory courses offered by the HSA. Courses offered outside of the HSA must receive prior approval of the HSA in order to be paid.

E. Physician Assistants. Physician Assistant I, II, and III, and Physician Assistants - Adult Detention License renewal dates shall be used to commence the time period of two (2) years for the Education for Continued License hours allowed under these terms and conditions of employment.

Physician Assistant I, II, and III, and Physician Assistants - Adult Detention shall commence their two (2) year time period under these terms and conditions of employment upon the next renewal of their license on or subsequent to August 20, 1992.

Mandatory critical care course hours required in the Health Services Agency (HSA) shall not be deducted from Physician Assistant I, II, and III, and Physician Assistants - Adult Detention hours in education for continued licensing under these terms and conditions of employment. The County shall pay the cost of mandatory courses offered by the HSA. Courses offered outside of the HSA must receive prior approval of the HSA in order to be paid.

- F. Mobile Intensive Care Nurse (M.I.C.N.) Riverside County Regional Medical Center Emergency Room. Effective August 20, 1992, time needed to complete required courses for M.I.C.N., including ride-alongs, shall be treated as regular time worked. The courses and time must be approved by RCRMC.

Section 6. Reimbursement for Employee Training - Board Policy C-7 (Professional Unit)

It shall be the policy of the Board of Supervisors that an employee may be reimbursed the actual cost of tuition or registration fees upon successful completion of a course offered by an institution of higher learning, training facility, or following attendance of a workshop, seminar or institute, providing that such training is designed to improve the employee's effectiveness in performing his or her assigned duties.

Subject to the availability of funds, reimbursement for such training may be authorized as follows:

- A. By the department/district head
  - 1. When the tuition or registration fee is five hundred dollars (\$500.00) or less.
  - 2. When the cost of training, in any amount, is reimbursed from funds administered by State or Federal agencies.
- B. By the Human Resources Department and Administrative Office
  - 1. When the tuition or registered fee is more than five hundred dollars (\$500.00) (for all training except referred to in A (2) above).
  - 2. Such approval shall be obtained prior to the commencement of the training.

Reimbursement for travel expenses associated with employee training shall be authorized in accordance with Division 3 of the County's Code of Administrative Regulations.

Section 7. Registered Environmental Health Specialists (REHS)

Upon successful hiring, employees in the classification of Registered Environmental Health Specialist shall receive the following reimbursements:

REHS State Application Fee  
REHS Transcript Review Fee

Employees in the classification of Registered Environmental Health Specialists who successfully pass the State Environmental Health Specialist exam shall receive the following reimbursements:

REHS State Exam Fee

Employees in the classification of Registered Environmental Health Specialists shall receive reimbursement for all State Bi-annual Registration Renewal Fees.

If the employee voluntarily terminates his or her employment with the County within two (2) years of the payment of the expenses set forth herein, the employee shall be required to repay the reimbursements received under this provision as follows:

Termination (0-12 months from payment):	100% of paid reimbursement
Termination (12-24 months from payment):	50% of paid reimbursement

The employee agrees that by accepting the reimbursement he/she is subject to the repayment obligation outlined above and authorizes the County to deduct from his/her final pay any repayment amount owing pursuant to this subsection.

ARTICLE 11  
DISCIPLINE, DISMISSAL, AND REVIEW

Section 1. Applicability.

Each employee who has completed an initial probationary period, and any extension, has permanent status.

Section 2. Just Cause.

The County shall use progressive discipline with the exception of any egregious act on behalf of the employee.

Any of the following acts of an employee who has permanent status shall be just 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/district 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/district in which they are 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 their job or the performance of the department/district. The department/district 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; and,
- P. Violation of the County Anti-Violence in the Workplace Policy.

### Section 3. Suspension

Suspension of an employee shall not be for more than forty (40) working days.

### Section 4. Reduction in Compensation

Reduction in compensation under this section shall consist only of a change within the salary range from the existing step to a lower step for a specified duration of one (1) or more full pay periods, but not to exceed thirteen (13) pay periods.

Section 5. Process of Review

By resolution, the Board of Supervisors shall provide a procedure whereby the involuntary dismissal, demotion, reduction in compensation, or suspension of an employee, shall at the employee's request, be reviewed to determine whether such action was justified and should be upheld. The procedure shall include the right, after notice, to a hearing before a designated body or officer having power to affirm, revoke or modify the action reviewed.

ARTICLE 12  
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 (FLSA exempt employees only which shall for all purposes have the effect of the equivalent suspension) imposed for disciplinary reasons, that directly affects the wages, hours, or working conditions of a permanent employee.
- B. Unless otherwise specified, as used in this procedure, "department/district head" includes the department/district head or a designated subordinate.
- C. Department/district, for purpose of this procedure, shall be defined as an agency, department, or district of the County which is set out in a separate section of Ordinance No. 440.
- D. 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. Involuntary Leave of Absence.

Pending investigation by the department/district head of an accusation or accusations against an employee alleging employee misconduct, covered under Article 11 of these terms and conditions of employment, the department/district head, with approval by the



Human Resources Director, may place the employee on a leave of absence for a period of time not to exceed fifteen (15) working days with pay.

If the investigation is not completed within the fifteen (15) days referenced above, the leave of absence may be extended to a combined maximum of ninety (90) calendar days with approval by the Human Resources Director. In such cases, and except for good cause as determined by the Human Resources Director, the department/district head will notify the employee in writing as to what specific allegations are being investigated. The Union will also be notified as to the extension only. Additional leave may be granted subject to the approval of the Human Resources Director. In the event the Human Resources Director does not approve the request for additional leave, the employee shall be returned to duty pending the completion of the investigation and the imposition of any disciplinary action provided, however, the department/district head may alter the employee's duties or assignment until the investigation is completed when he/she determines it is in the County's best interest. Except for investigations of employment related 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/district representative. It is also the employee's responsibility to ensure the department/district 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:
1. A description of the action(s) to be taken and the expected effective date(s);
  2. A clear and concise statement of the specific grounds and particular facts upon which the disciplinary action is based;
  3. A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request; and
  4. A statement informing the employee of the right to respond either verbally or in writing, to the department/district 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:
1. 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
  2. A statement informing the employee of the right to appeal within ten (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/district 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. 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 ninety (90) days the appeal is deemed to be withdrawn and the right to review is waived.

#### Section 7. 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 person assigned by the State Conciliation Service or another third party neutral (either hereinafter 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/district 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 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 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 in Section 7(A) herein.
  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 SEIU. A SEIU member who elects not to be represented by SEIU at the hearing shall provide to the Human Resource Director, or designee, an advance deposit of two hundred fifty dollars (\$250) per half day of hearing, prior to the hearing being scheduled.

Section 8. Hearing Procedure - Major Discipline

- A. Appeals filed in cases of termination, suspension exceeding eighty (80) working hours, or pay reductions exceeding eighty (80) hours of gross salary shall be heard by a neutral.
- B. The parties shall maintain a jointly negotiated list of no fewer than seven (7) nor more than eleven (11) neutrals who 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. As soon as possible, a representative from SEIU and the County shall meet to establish the list of up to eleven (11) neutrals.
- C. 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.
- D. The employee and the department/district head may be represented by counsel or other representative, provided, however, if the employee is in a representation unit wherein an Employee Organization has been awarded exclusive recognition pursuant to the Employee Relations Resolution, unless represented by counsel, the employee may be represented only by the exclusive employee organization.
- E. It shall be the duty of any County Officer or employee to attend a hearing and testify upon the written request of either the employee, the department/district head, or the neutral, provided reasonable notice is given the department/district employing the officer or employee. The Human Resources Director, or designee, shall arrange for the production of any relevant County record. The neutral is authorized to issue subpoenas.
- F. All appeal hearings involving the dismissal of an employee shall be reported by a stenographic reporter. All other appeals need not be reported but either the employee or the department/district head may, at their own expense, provide a reporter for the hearing.
- G. The expenses of the neutral and transcripts, if required, shall be shared equally by the County and SEIU. Each party shall make arrangements for and pay expenses of witnesses that 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 disciplinary hearing.
- H. Any arbitration expense incurred as the result of a postponement or cancellation of a hearing shall be borne by the postponing or canceling party.
- I. Within twenty-one (21) days following the submission of the appeal, the neutral shall submit written findings of fact, conclusions of law, and the decision to the

parties together with a copy of the appeal and a summary of the evidence taken at the hearing. The decision of the neutral shall be final subject to the right of either party to seek judicial review under Section 1280 et. seq. of the California Code of Civil Procedure.

1. 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.
2. 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.
3. 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.
4. 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 subject to forfeiture of pay and fringe benefits for any period of suspension imposed by the neutral.
5. If the neutral finds the order of discharge should be rescinded, the appellant shall be reinstated to a position in the classification held immediately prior to discharge and shall receive pay and fringe benefits for all of the period of time between the discharge and reinstatement.
6. The County/District 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 request for written briefs in the arbitration proceedings.
7. 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.
8. The neutral shall render findings sufficient both to enable the parties to determine whether and on what basis they should seek review and, in the event of review, to apprise 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 9. Evidence and Procedures Applicable to All Hearings

- A. 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.
- B. 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 as defined in Section 1.a. herein, unless it is the type of hearsay admissible over objection in a civil action. The rules of privilege shall apply to the same extent to which they are recognized in civil actions.
- C. Irrelevant and unduly repetitious evidence shall be excluded.
- D. 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/districts involved in an arbitration, and communications between the union representative and the employee who is the subject of a personnel action shall be confidential and not subject to disclosure in a personnel hearing.
- E. 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.
- F. Employees not testifying in their behalf may be called and examined as on cross-examination.
- G. The employee and the Department/District Head 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.

- H. The hearing shall be a private proceeding among the County, the employee and the employee organization.
- I. 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 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 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 appeal 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.

## ARTICLE 13 GRIEVANCE PROCEDURE

### 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 the Union 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 in these terms and conditions of employment, 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:

A. Matters arising under any of the following:

1. County Harassment Policy and Complaint Procedure;
2. County Violence, Threats, and Securities Policy;



3. Promotional decisions made pursuant to the County's Local Merit System;
  4. Voluntary time-banks;
  5. Placement on Medical-Certification program;
  6. Termination under the Agency Shop provision of these terms and conditions of employment;
  7. Appeals to the Accident Review Committee;
  8. Unfair practices to be adjudicated by Public Employment Relations Board or Superior Court;
  9. Complaints within the jurisdiction of state and federal fair employment agencies;
- B. 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.
- C. 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 these terms and conditions of employment or reviewable under the State Approved Local Merit System procedure, or written warnings, i.e., written reprimands; directive, corrective, and corrective counseling memoranda.
- D. Requests or complaints initiated by an employee involving change in departmental/district 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 an employee that is a member of a representation unit wherein an employee organization has been awarded exclusive recognition pursuant to the Employee Relations Resolution may be represented only by the exclusive employee organization. Reasonable access to work

areas by representatives of qualified employee organizations shall be in accordance with Section 19 of the Employee Relations Resolution. The grievant and one (1) 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 (1) representative for grievant unless, in the opinion of the person hearing the petition, the complexity of the grievance requires more than one (1) 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) of these terms and conditions of employment violated as provided under Article 13, Section 2.

#### Section 6. Presentation

All grievance petitions shall be filed within fifteen (15) working days after the discussion with the employee's supervisor, [but in no case shall the grievance be filed more than thirty (30) working days after occurrence of the circumstances giving rise to the grievance] otherwise the right to file a grievance petition is waived and no grievance shall be deemed to exist. A grievance petition filed by an individual current employee that involves an issue of financial reimbursement may, upon the employee's notice to the union, 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 (1) 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 to these terms and conditions of employment 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 SEIU 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 of employment, or specific provisions or other procedures, that constitute the County's rationale for rejection of the grievance. The Union, by these terms and conditions of employment, does not waive any of its rights to file grievances, unfair practice charges or other means to enforce these terms and conditions of employment in the future. The parties agree to meet in an attempt to resolve any future denials upon the request of the Union.

#### 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 (10) 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 that interrupts or participates in the discussion may be excluded from the discussion by either the employee or the supervisor.

- B. Step 1. In the event the matter is not resolved as a result of the discussion described in (A.) above, the employee shall, within fifteen (15) working days after the discussion with his/her supervisor, submit the grievance petition to the Human Resources Department. The Human Resources Department shall forward the petition to the grievant's department/district head. Within fifteen (15) working days after submission of the petition, the department/district 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/District 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/District Head or 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 designee, renders a decision.
- E. The grievance shall thereafter be subject to advisory arbitration and decision by the Board of Supervisors in the manner prescribed herein. 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.

#### Section 15. Advisory Arbitration

- A. After submission of a request for review, SEIU and the Human Resources Director, or designee, shall attempt to agree on a neutral.
- B. The parties shall maintain a jointly negotiated list of up to eleven (11) neutrals who 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. The list shall contain no fewer than seven (7) or more than eleven (11) names. 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.

- C. 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 will be shared equally.
- D. The expenses of the neutral, if any, shall be shared equally by the parties. Each party shall make arrangements for and pay expenses of witnesses that 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 arbitration hearing. Such arrangements shall be made through the Human Resources Director, or designee, with the employee's department/district head at least two (2) working days in advance of the hearing date.
- E. 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.

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.

- F. 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.
- G. Arbitration proceedings 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.
- H. 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/districts involved in an arbitration concerning personnel matters and communications between the union representative and the employee who is the subject of a personnel action shall be confidential and not subject to disclosure in a grievance hearing.
- I. Any arbitration expense incurred as the result of a postponement or cancellation of a hearing shall be borne by the postponing or canceling party.

ARTICLE 14  
ANTI-STRIKE CLAUSE

(This provision has been deleted for the duration of these terms and conditions of employment)

ARTICLE 15  
ON-THE-JOB INJURY OR ILLNESS

An employee who suffers an injury or illness which entitled him/her to benefits under the Workers' Compensation Law, and for which they actually receive or obtain medical treatment, shall be entitled to full compensation for the first ten (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 the regular compensation, to the extent of the value of accrued sick leave, including, for this purpose, the value of accrued vacation credit and, if the employee so elects, accrued compensatory time off. During a period of temporary disability and in the proportion that the employee is paid for the difference between the temporary disability payments and the regular compensation, he/she shall continue to accrue sick leave and vacation 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. In the event of substantial doubt whether the disability is compensable pursuant to Section 4850 of the Labor Code, payment of salary shall be withheld, except as to so much thereof as shall be equal to the value of accrued sick leave, vacation and compensatory time off for overtime, until the issue shall be adjudicated.

ARTICLE 16  
LAYOFF AND REINSTATEMENT

Section 1. Seniority

- A. 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.

B. Definition of Department. For purposes of this procedure, department shall be defined as the smallest business unit of the

1. the administrative staff of an agency; or
2. a department; or
3. a department within an agency; or
4. a district of the County; or
5. a County Service Area

which is set out in the April 8, 1998, side letter to these terms and conditions of employment including any subsequent amendments thereto.

C. Whenever more than one (1) employee in a department/district has the same most recent date of hire, seniority shall be determined in the following order: Hours of County service from the most recent date of hire, seniority in classification, and seniority in the department, district or agency.

D. 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 to accrue while an employee is on the layoff list.

## Section 2. Reduction in Force

A. When it becomes necessary to reduce the work force in a department/district, the department/district head shall designate the job classification(s) to be affected, and the number of employees to be eliminated within the department/district. 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/district. It is not the intention of the County to use per diem employees for a replacement of regular laid off employees.

B. Any reduction in the number of regular employees holding a job classification designated by a department/district head for layoff shall be made in the following order of employment status:

1. Temporary promotion employees (return to former class);
2. Probationary new employees;
3. Probationary transfer employees, probationary promotional employees, and regular employees.

- C. Layoffs of employees within each classification shall be based primarily on 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.
- D. After consultation with the Human Resources Director or a designee, the department/district head shall give notice to each regular employee affected by a reduction in force and to the recognized employee organization that represents the affected employee's representation unit, at least fourteen (14) days prior to the effective date of the action. The list given to the employee organization 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. The recognized employee organization shall be in receipt of the layoff notice twenty-four (24) hours prior to the time affected employees are notified. The official notice of layoff shall be given only by the employing department. The notice shall include:
1. The reason for layoff;
  2. The effective date of the action;
  3. If laid off out of seniority.
- E. If an employee who has received official notice of layoff has previously held regular status in another job classification within the department/district, and was not removed there from for disciplinary reasons, such employee shall, upon request, be given a transfer or demotion within the department/district 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 (7) days of written notification of layoff by personal delivery or mailing of a certified letter.
- Regular employees who elect to demote under this provision shall be placed on the step nearest their present salary within the range of the class to which they are demoting provided such step shall not exceed present salary.
- F. SEIU will be provided a copy of the final layoff list.

### Section 3. Reassignment



- A. An employee not expected to be laid off 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:
  - 1. 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
  - 2. If the new work location is more than forty (40) miles from the employee's current work location or the employee's home, whichever is closer.
- B. An employee who chooses to be laid off and have their name placed on the Departmental Reinstatement List under this section shall notify the department in writing of the decision at least three (3) working days prior to the effective date of reassignment. Such layoff shall be on the same date as the reassignment would have been effective.

#### Section 4. 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.

- A. Only employees who have either been given layoff notices or are currently on a reinstatement list shall be referred first to any department/district requesting a recruitment for classifications from which the employees were laid off.
- B. Employees who meet the minimum qualifications and have either been laid off or have been given layoff notices shall be referred first to departments/districts requesting recruitments for all other classifications within SEIU bargaining units.
- C. Departments/districts are required to notify the Human Resources Department in writing why these candidates are unacceptable before outside candidates will be referred.

#### Section 5. Departmental Reinstatement List

- A. 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 range in which the employee ever held regular status, provided the department/district is allocated any positions of such classification.

- B. Any vacancy to be filled within a department/district 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.
- C. An employee's name shall be removed from Departmental Reinstatement Lists, for specific classifications, for any of the following reasons:
1. The expiration of two (2) years from the date of placement on the list.
  2. Failure to report to work within seven (7) days of mailing of a certified letter 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.
  3. 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 his/her department/district head, in writing, of the employee's current mailing address.
  4. Request in writing to be removed from the list.
- D. Status on Reinstatement. Reinstatement is defined as recall by the same department/district, from a departmental reinstatement list, into a regular position. Upon reinstatement, 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.
  3. Credit for all service prior to layoff for the purpose of determining the rate of accrual of vacation leave.
  4. Placement on the salary range at a step which is nearest former or current pay rate, whichever is higher, with the employee's hours in a step being the same number of hours which the employee had at the time of layoff.
  5. Reinstatement of previous retirement benefit levels, including but not limited to, the earnings used for retirement calculation (i.e. single highest year), the benefit formula (i.e. 3% @ 60), and survivor allowances, to the fullest extent allowed by state law and CalPERS regulations.

## Section 6. Re-employment

- A. Status on Re-employment. Re-employment is defined as being employed by the same or other department/district into a regular position, only while on the

reinstatement list, other than that from which the employee had reinstatement rights to. If re-employed 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 layoff for the purpose of determining the rate of accrual of vacation leave.
4. Reinstatement of previous retirement benefit levels, including but not limited to, the earnings used for retirement calculation (i.e. single highest year), the benefit formula (i.e. 3% @ 60), and survivor allowances, to the fullest extent allowed by state law and CalPERS regulations.

B. Priority Consideration for Re-Employment. Vacant regular positions in SEIU represented classifications that a Department elects to fill shall be offered first to SEIU represented persons, by seniority, who have been permanently laid-off from another SEIU represented classification for a period not exceeding two (2) years from the date of their initial lay-off provided that such person has the ability, qualifications, experience, availability and satisfactory work performance to fulfill the requirements of the position. If the Department Head or designate does not select a candidate that has been laid off from an SEIU classification, upon request, they shall provide justification, in writing, to the Human Resources Department as to the reasons for that decision. It is understood and agreed that the matter of determining the ability, qualifications, experience, availability and satisfactory work performance shall be made by the Department Head or designate responsible for the hiring decision, but that the Human Resource Department official may also perform such an assessment. It is further understood that any assessment of an individual's ability, qualifications, experience, availability and satisfactory work performance will be measured against the posting requirements for the position. The County agrees to maintain a seniority list of laid-off SEIU members who are entitled to be considered for re-employment under this provision. SEIU members must make themselves available within seven (7) calendar days following the date they are notified.

## Section 7. Temporary Recall

Departments/Districts may elect to recall laid off employees in order of seniority from the reinstatement list, for a temporary period of not less than thirty (30) days and not to exceed four hundred eighty (480) full-time hours within a six (6) 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 four hundred eighty (480) full time hours, a permanent recall shall be

effectuated, if sufficient work remains. The recalled employee shall be eligible for benefits under Section 5.D. (4) of this Article.

#### Section 8. Reporting

The Human Resources Department will provide to SEIU each quarter a list of employees by Department/District, classification, and date of hire.

### ARTICLE 17 DRESS CODES AND UNIFORM ALLOWANCES

The Union shall have the right to bring up Dress Codes and Uniform Allowances to the Labor Management committee or Department/District Head as issues arise. Effective the signing of these terms and conditions of employment, an employee must be given written notice for the first incident of wearing improper attire. Thereafter, the employee can be sent home with loss of pay as a result of a violation of this Article.

Dress codes and uniform allowances that were in effect as of July 1, 2009, shall continue in effect for the term of these terms and conditions of employment unless otherwise negotiated.

During the term of these terms and conditions of employment, the parties agree to meet and confer in good faith pursuant to Government Code 3500 et. seq. on proposed dress codes and uniform allowances for County departments/districts where no such codes or allowances currently exist or for County departments/districts seeking to modify existing codes or allowances. No employee shall be subject to discipline for violating any dress code that is not included in this article.

Employees in all departments shall be allowed to wear union-affiliated ID badge holders, lanyards, wristbands, lapel pins, and/or buttons (not to exceed two (2) inches in diameter).

#### Section 1. Department of Mental Health Dress Code

A. Purpose. The appearance of all employees is important to the operation and effectiveness of the Department of Mental Health. A well-groomed and professional appearance helps create favorable impressions, whereas inappropriate appearance distracts our clients and visitors or fellow employees.

B. Policy.

In keeping with the health service nature of the Department of Mental Health, guidelines of personal apparel and appearance have been established to promote comfortable client care, reduce safety concerns, and promote good public relations. The guidelines are not for the purpose of infringing upon the personal rights of employees.

The supervisors and managers may determine the appropriateness of business dress and the standards of this policy.

Department management may approve a different dress code for specific Mental Health programs, based on the work to be done, and the nature of client-care activities.

C. Specific Guidelines: Male and female attire and grooming shall be neat, clean, modest, conservative, free from offending odors, and shall meet the highest professional standard of good taste. Business attire is to be commensurate with the assigned tasks and is not to be provocative in style, design, fit or fabric.

1. Clothing

- a. Denim and colored jeans are only allowed on designated casual dress days. Gym or sweat pants, workout or athletic wear are unacceptable attire.
- b. Clothing with printed messages unrelated to the business needs of the Department are unacceptable attire.
- c. Shorts may only be worn during inclement working conditions or when special projects/assignments require flexible clothing, and only as approved by Mental Health Administration. Permission to wear shorts shall be based upon risk/liability, safety, and work location/job duties.
- d. Summer Casual Dress Policy as approved by the Board of Supervisors on June 6, 2001.

2. External Business Presentations, Formal Meetings and Court Appearances: For employees making external business presentations, attending formal meetings, and making court appearances, acceptable attire includes:

- a. Business suits, dress shirts, ties, socks, and closed-toe dress shoes for men.
- b. Business suits, pants suits, dresses with jackets, hosiery, and dress shoes for women.

3. Female Attire

- a. Acceptable attire includes: dresses, jumpers, blouses, skirts, slacks and jackets. Leggings, stirrup or stretch pants are considered permissible, only if covered by a skirt or tunic top with an acceptable hemline length.

- b. Acceptable hemline lengths range from 2" to 3" above the knee to ankle length.
- c. Slits in skirts and dresses should be conservative and in good taste.
- d. Low necklines (front or back), "spaghetti straps" (unless covered by a jacket, blouse or other outer garment), obvious bralessness, sheer fabrics, tops with bare midriffs and/or bare shoulders are unacceptable attire.

4. Male Attire

- a. Acceptable attire includes: suits, jackets, trousers, shirts, sweaters, and polo shirts.
- b. Trousers should skim top of the shoe.
- c. Shirts should be buttoned conservatively and in good taste.
- d. Shirt-tails should be tucked in trousers.

5. Shoes

- a. Safety should be considered when selecting shoes for business wear.
- b. Shoes with leather soles and heels are not recommended due to accident hazards.
- c. The following are not permitted: thongs, "flip flops", house slippers, shoes without a flexible sole, boots not intended for business wear, tennis shoes, "sneakers", or athletic shoes.
- d. Hosiery must be worn at all times, unless otherwise specified by Mental Health Administration.

6. Hair/Makeup

- a. Hair must be clean, neat and styled for business wear.
- b. Sideburns, mustaches, beards and goatees must be neat, clean and properly trimmed.
- c. Makeup should be in keeping with appropriate business appearance.
- d. Hands and nails should be clean.

- e. Strong odors caused by perfumes, body sprays, lotions, creams, hair products, powders, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others. An employee's use of fragrances may be restricted by supervisors/managers as needed to maintain a work environment that is free from olfactory irritants.

7. Jewelry

- a. For your personal safety and security, only jewelry that is modest and conservative in design is permitted. Heavy chains, dangling earrings, and excessively ornate rings create a safety hazard and are unacceptable.
- b. Additionally, jewelry not necessarily required to be worn for the business needs of the Department is not covered under the County Reimbursement for Damaged Clothing or Property Policy, should it be damaged or stolen in the line of duty. For reimbursement of personal items, refer to Reimbursement Policy C-5.
- c. Tattoos and body art must be covered when dealing with the public or representing the Department. An employee should make a reasonable attempt to cover any existing visible tattoos or body art; however, they shall not be required to do so nor shall they face adverse action for failure to comply with this new requirement. Employees that choose to obtain any new visible tattoos or body art shall be required to comply with this provision.
- d. Earrings may be worn on the ears, and employees may have a tongue piercing that does not impede speech/communications. Any other facial jewelry is prohibited (i.e. nose, eyebrow, or lip piercing).

8. Accessories

- a. Bandanas and baseball caps are not allowed. Hats may be worn for outdoor work.
- b. Buttons or lapel pins provided by the Union or the Department of Mental Health as part of a community education or program are permissible. Any other type of button such as political campaign buttons, religious statements, and miscellaneous slogans are not permitted.
- c. Photo identification badges must be worn at all times while on duty where required by Department management.
- d. Sunglasses should not be worn indoors in the Department of Mental Health, unless medically prescribed or approved by Mental Health Administration.

9. Casual Dress Days: Employees may wear denim and colored jeans on casual dress days. Denim attire must be in neat, clean, and in good repair with no tears, holes, fraying, or excessive fading.
10. Enforcement
  - a. It is the responsibility of supervisors and managers to enforce the Dress Code Policy. Employees must be in compliance at all times.
  - b. Managers and supervisors will counsel anyone whose dress and general personal appearance do not reflect the spirit of these guidelines. An employee will be given written notice for the first incident of wearing improper attire. Thereafter, the employee can be sent home with loss of pay as a result of a violation of this policy.

## Section 2. Veteran's Services Dress Code

- A. Purpose. Our department is here to serve veterans, their dependents and survivors. While we realize we cannot meet all needs or obtain all benefits sought, we owe it to our clients to provide courteous, competent and compassionate assistance at all times. In short, we care for these people because they're special and they need our help.

One way we communicate our attitude towards our clients and to others is by the way we dress and our general personal appearance. Understand that it is quite possible to compromise concern and good intentions in the mind of the object of that concern is our dress and demeanor is perceived as being unprofessional, unkempt, overly-casual, slovenly, or in relative bad taste based on acceptable professional and community standards. The key is how we are perceived by our clients; the standard is how professionals with whom our clients have done business - lawyers, doctors, morticians, VA personnel, insurance agents, realtors, teachers, other government service providers - dress and comport themselves.

If the standard for our dress and comportment is to be what our clients expect or feel comfortable with, let us realize that our clients cover the social spectrum, from bereaved widows of retirees to homeless veterans with post-traumatic stress disorder to young home buyers to war orphans. If there is a common denominator it is that they all look to us as professional service providers. Our appearance, therefore, must meet their most demanding standards while not distancing the occasional, more relaxed expectation.

Management is responsible for employee behavior and performance. Accordingly, management, by example, leadership skills and exhortation will set the tone for department appearance.

- B. Policy. The following general guidelines will apply at all times:



1. Dress and grooming must conform with acceptable professional community standards and be consistent with the highest expectations of the most exacting clients;
  2. Dress and grooming will, at all times, be modest, professional, non-provocative and appropriate enough so as not to offend or overly arouse clients or co-workers.
  3. Work clothes should not restrict but should allow the worker to perform all tasks within their job specifications.
  4. Apparel should be clean and in good repair, buttons buttoned, zippers zipped, shirt-tails tucked in.
- C. Enforcement. The Director will counsel anyone whose dress and general personal appearance does not reflect the spirit of these guidelines. Unacceptable violations will not be tolerated, and the violator may be requested to return home on their time to change into more appropriate attire.

### Section 3. Community Health Agency/RCRMC Dress Code

- A. Purpose. In keeping with the high standards that have been established within the Community Health Agency (“CHA”) and Riverside County Regional Medical Center (“RCRMC”) this dress code is intended to specify acceptable practices that support a high standard of excellence.
- B. Policy. The appearance of all employees is important to the total operation and effectiveness of CHA and RCRMC. The general public, visitors and patients’ perception of CHA and RCRMC is influenced in part by the appearance of staff as well as the level of courtesy, professionalism and compassion they receive.

Dress and appearance are key ingredients of the service delivery component of our continuous quality improvement process. A well-groomed and professional appearance helps create favorable impressions, whereas appearance that distracts our patients, visitors, or fellow employees does not reflect the type of impression that is appropriate to the Agency/Hospital environment.

In keeping with the health service nature of our agency/department and in compliance with current rules, regulations and legislation, standards of personal appearance and apparel have been established. These guidelines have been established to promote good service to patients, reduce the chance of cross infection and promote good public relations. The Dress Code is not intended to infringe upon the personal rights of employees but to offer them guidelines and standards to follow.

It is not possible to cover every conceivable question of dress and grooming in a written policy. The best and most effective control has to come from each employee's good judgment of what is best for our obligations to patient care and the public we serve.

There may be differences in some departments' or division's dress codes, depending upon the work environment, nature of work performed, and involvement in patient care activities or required uniform. These differences are not intended to conflict with, but are in addition to, this general policy.

- C. General Criteria. Male and female attire and grooming shall be neat, clean, modest, conservative, and free from offending odors and shall meet the highest professional standard of good taste. Identification badges must be worn and easily visible at all times while on duty.
1. Clothing. Clothing can be any color, pattern and fabric which are in fashion and appropriate for business wear.
  2. Female Attire
    - a. Acceptable attire Includes: dresses, jumpers, blouses, skirts, pants, jackets and skorts.
    - b. Leggings, stirrup or stretch pants are considered permissible only if covered by a blouse, skirt or tunic top with an acceptable hemline length.
    - c. Acceptable hemline lengths range from 2" to 3" above the knee to ankle length.
    - d. Slits in skirts and dresses should be conservative and in good taste.
    - e. Low necklines, obvious bralessness, very sheer fabric, bare midriffs, bare shoulders and spaghetti straps are considered to be unacceptable attire.
  3. Male Attire
    - a. Acceptable attire includes: suits, jackets, trousers, shirts, sweaters, and polo shirts.
    - b. Trousers should skim top of the shoe.
    - c. Shirts should be buttoned conservatively and in good taste.
    - d. Shirt-tails should be tucked in trousers.
  4. Shoes
    - a. Safety should be considered when selecting shoes for business wear.
    - b. Shoes with leather soles and heels and boots not intended for business wear are not recommended due to accident hazards.

- c. The following are not permitted: thongs, clogs, house slippers, and sandals. Open toed shoes are acceptable with the exception that employees in non-patient care areas who must conduct business in patient care areas cannot wear open toes shoes for their own safety.
- d. Hosiery/socks must be worn at all times.

5. Hair/Makeup

- a. Hair must be clean, neat and styled for business wear.
- b. Sideburns, mustaches, beards and goatees must be neat, clean and properly trimmed.
- c. Makeup should be soft and complimentary in keeping with appropriate business appearance.
- d. Hands and nails should be clean.

6. Jeans. Jeans and overalls of denim material do not reflect a professional appearance and are not acceptable attire unless permitted in areas as designated by CHA and/or RCRMC Administration and, where permitted, should be neat, clean, un-faded, and un-frayed.

EXCEPTIONS: Jeans are acceptable attire for the following CHA and/or RCRMC departments, work units or classifications:

- a. Department of Health and department of Environmental Health.
- b. The RCRMC Maintenance Department, except the maintenance office personnel.
- c. The RCRMC classification of Stock Clerk.
- d. The RCRMC Laundry Department, recognizing that gowns must be worn over jeans.

7. Jewelry. For your personal safety and security, only jewelry that is modest and conservative in design is permitted. Heavy chains, dangling earrings, and excessively ornate rings can create a safety hazard. Additionally, jewelry not necessarily required to be worn is not covered under the County Reimbursement for Damaged Clothing or Property Policy, should it be damaged or stolen in the line of duty. For reimbursement of personal items, refer to Reimbursement Policy C-5.

8. Shorts. Permission to wear shorts shall be based upon risk/liability, safety, and work location/assignment.

Field Service Staff who wear uniforms, Material Management staff who run regular trips to the desert and staff involved in summer pool

inspection, summer mobile home park inspections and summer temporary food events (including street fairs), will be allowed to wear shorts between the periods of June 1st to September 30th.

Shorts must be in compliance with the Department/Division Managers' Guidelines. Shorts should be of a solid color, no more than 2" above the knee.

Animal Control staff may wear shorts during this period, if individuals sign a waiver provided by CHA Administration. The waiver will release CHA and Environmental Health from liability for injuries which result from wearing shorts.

For Department of Environmental Health, Environmental Services Division, shorts shall not be worn while investigating complaints, attending meetings or presentations, or performing any other inspection activities.

CHA and RCRMC Administration reserve the authority to accept shorts during inclement working conditions or when special projects/assignments require flexible clothing.

9. Tattoos or Body Art. Employees shall be required to cover any visible tattoos or body art expressions.
10. Facial Piercings. Facial piercings are defined as any jewelry embedded into the facial area, including, but not limited to, the nose, eyebrow, lips and tongue. Facial piercings are not permitted, with the exception of earrings. Employees may wear one small earring, no larger than 5 mm or 3/16 inches in diameter, in each ear. Employees should evaluate the wearing of any ornamentation against the possible safety hazard and the possibility of such items being lost or damaged during the course of duty.

D. Miscellaneous Criteria

1. Buttons provided by CHA or RCRMC as part of an advertising or communications program is permissible.
2. Non prescription sunglasses should not be worn indoors.
3. Shirts or T-shirts with printed messages offensive to the reasonable person are considered to be unacceptable attire.
4. Scrub suits are to be worn only as permitted in SCRUB SUIT POLICY, or by CHA or RCRMC Administration.
5. Employees who come to work in street clothes and change prior to starting work are only subject to dress code requirements while on the job.

- E. Enforcement. It shall be the responsibility of supervisors and managers to enforce the Dress Code Policy. Employees must be in compliance at all times.

Managers and supervisors will counsel anyone whose dress and general personal appearance do not reflect the spirit of these guidelines. Violations will not be tolerated and the violator(s) may be requested to return home to change into more appropriate attire. For the first occurrence, employees will be permitted an hour on "company" time to return home, change and return to work. Time in excess of one (1) hour will be on the employee's own time. If an employee has no time to cover the time in excess of one (1) hour, or has been previously counseled for taking longer than the allotted time, they may be subject to absent time without pay.

Failure to comply with Dress Code provisions as outlined will result in the implementation of progressive disciplinary measures.

#### Section 4. Registrar of Voters Dress Code

- A. Purpose. In keeping with the high standards that have been established in Registrar of Voters, this dress code is intended to specify acceptable practices that support a high standard of excellence.

One way to communicate our attitude toward those we serve is by the way we dress and our general appearance. Understand that it is quite possible to compromise the department's image as a service provider if our dress and demeanor are perceived as being unprofessional, unkempt, overly casual, slovenly, or in relatively bad taste based on acceptable professional and community standards. The key is how we are perceived by those we serve; the standard is how professionals in the local community have done business, how they dress, and how they comport themselves. The appearance of all employees is important to the total operation and effectiveness of the department. A well-groomed and professional appearance promotes public confidence in those who serve them. In keeping with service nature of Registrar of Voters, standards of personal appearance and apparel have been determined. These guidelines have been established to promote security, professionalism, good public relations, and not for the purpose of infringing upon the personal rights of employees.

- B. Policy.

1. Dress and grooming must conform to acceptable professional community standards and be consistent with the highest expectations of the most exacting people whom we serve.
2. Dress and grooming will at all time be modest, professional, non-provocative, and appropriate enough so as not to offend and overly arouse clients or co-workers.
3. Work clothes should not restrict. Rather, they should allow the worker to perform all tasks within their job specifications.
4. Apparel should be clean and in good repair, and should be in keeping with acceptable standards of dress for the particular assignment of the employee on any given day.

5. Recognizing the non-partisan and neutral position this department must maintain in working the electorate and all political parties, employees shall not wear apparel or buttons with a political message while on duty.
- C. Enforcement. The manager or supervisor will counsel anyone whose dress and general personal appearance does not reflect the spirit of these guidelines. Violations will not be tolerated, and the violator(s) may be requested to return home on their own time to change into more appropriate attire. For the first occurrence, employees will be permitted one (1) hour of “company” time to return home, change and return to work. Time in excess of one (1) hour will be on their own time, if any employee has no time to cover the time in excess of one (1) hour.

#### Section 5. Assessor – County Clerk – Recorder Dress Code

- A. Purpose. The Assessor-County Clerk-Recorder’s Office is looked upon to perform professional, competent and courteous service to the public. The public’s perception of our department is influenced by our appearance. Any exception to this policy are at the authorization of the department head and/or his/her designee. It is not the intent of this policy to supersede any County policies for specific work environments or safety standards.
- B. Policy.
1. The appearance of all employees is important to the total operation and effectiveness of the Assessor-County Clerk-Recorder. Dress and appearance are essential ingredients to the service delivery component of our overall service to the public. A well-groomed and professional appearance helps create favorable impression.
  2. It is not possible to cover every conceivable question of dress and grooming in a written policy.
  3. There may be differences in some divisions’ dress codes depending upon the work involved. These differences are not intended to conflict with, but are in addition to, the Policy.
  4. Exceptions to the dress code policy may be made to accommodate special occasions such as County or department sponsored events.
- C. Statement of General Principle. Attire and grooming shall be neat, clean, modest, and shall meet the professional standard of good taste.
1. Clothing: Clothing can be of any color, pattern, and fabric which is appropriate for business wear.
    - a. Female Attire
      1. Acceptable attire includes: dresses, jumpers, blouses, skirts, pants, jackets and other business wear.

2. Acceptable hemline lengths range from approximately ankle length to 3" above the knee. Acceptable pant length is mid-calf or longer.
3. Slits in skirts and dresses should be non-provocative and appropriate for the length of the skirt or dress and where no underclothing is visible to others in any posture the employee could logically assume in the course of her workday.
4. Low necklines, obvious bralessness, very sheer fabric, bare midriffs, bare shoulder (e.g. halter-tops), tee shirts (novelty, athletic or underwear type) shorts, sweatshirts or sweat pants, leggings (e.g. spandex, cotton knit or athletic type) and spaghetti straps are considered unacceptable attire.

b. Male Attire

1. Acceptable attire includes: suits, jackets, trousers, shirts, sweaters and polo shirts.
2. Shirts should be buttoned appropriately and in good taste. ACR/County logo shirts are acceptable. Shirts with vendor logos, emblems, or advertisements are not acceptable.
3. Shirttails should be tucked into trousers.
4. Tee shirts (novelty, athletic or underwear type) and sweatshirts are considered unacceptable attire.

2. Shoes

- a. Safety should be considered when selecting shoes for business wear. Footwear should sufficiently protect the foot from on the job injuries.
- b. The following are not permitted: thongs, clogs, house slippers, shoes without a flexible sole, boots not intended for business wear, and tennis shoes (see Casual Dress Days).

3. Hats

Hats and bandanas shall not be worn in any indoor work environment. Those who primarily work outside, or in a sunny/hot weather environments are allowed to wear hats to protect themselves from the sun, etc.

4. Jeans

- a. Jeans and overalls of denim material do not reflect a professional appearance and are not acceptable attire unless permitted in areas

as designated by Assessor-County Clerk-Recorder Administration. Where permitted, jeans should be neat, clean, unfaded and unfrayed (see Casual Dress Days).

- b. EXCEPTIONS: Jeans are acceptable attire for the following Assessor-County Clerk-Recorder departments or classifications:
1. The classification of Storekeeper, IT User Techs and IT Network Administrators.
  2. RMAP/Archives and Records Technicians (not acceptable for Supervising Archives and Records Technician II).
  3. Temporary work assignments may require variations on this policy; such variations must be cleared with the section supervisor.
  4. From time to time, the appraisal staff may be required to do field inspections in the course of their duties that, by their nature, would dictate more casual attire for comfort and safety considerations. This is not intended to be a blanket approval for all field-work, but limited to those situations approved by supervision.
  5. On-Call – Dress code policy will not be enforced if you are called in to work on weekends or after normal business hours.

5. Hair/Makeup/Grooming

- a. Employees are expected to maintain appropriate and professional hairstyles. Hair must be clean, neat and properly restrained for its length and job assignment. Hair coloring should be within the range of natural hair color (e.g. no blue, green, purple, etc.)
- b. Sideburns, mustache, beards and goatees must be neat, clean, and properly trimmed.
- c. Makeup should be soft and complimentary in keeping with appropriate business appearance.
- d. Hands and nails should be clean. Nails should be trimmed to a length that does not interfere with work duties.
- e. Personal hygiene is essential. Therefore, it is necessary that all employees maintain cleanliness and a well-groomed, presentable appearance that is free from offending odors. Strong odors caused by perfumes, body sprays, lotions, creams, hair products, powders and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others. An employee's use of fragrances may be restricted by supervisors/managers as needed to maintain a work environment that is free from olfactory irritants.



6. Tattoos and Jewelry

- a. Earrings may be worn on the ears. Tongue jewelry is not permitted while at work. A small nose stud may be worn if not larger than three (3) millimeters (mm) or one-eighth of an inch (1/8). Any other facial jewelry is not permitted (e.g. nose ring, eyebrow, or lip piercing).
- b. Tattoos and body art should not be seen at any time and shall be covered in a reasonable manner while on duty.

7. Miscellaneous. Any type of button such as political campaign buttons, religious statements and miscellaneous slogans are not permitted. Exceptions may be made to accommodate special occasions such as County or department sponsored events.

8. Casual Dress Days. Casual Dress Day attire is only permitted on days designated by the nature of the person's position as determined by the department head or designee. Traditional business wear is always an acceptable choice.

Acceptable Casual Dress Day Attire:

- a. Acceptable attire on casual dress days may include jeans and tennis shoes. Jeans should be neat, clean, un-faded or un-frayed. Tennis shoes should be in good condition.
- b. Unacceptable casual dress day attire includes shorts, tee shirts (novelty, athletic or underwear type), sweatshirts or sweat pants, exposed midriff tops and leggings (e.g. spandex, cotton knit or athletic type).

9. ACR Logo Polo Shirts/RMAP Logo Shirts

- a. ACR logo polo shirts/RMAP logo shirts are considered acceptable working attire and may be worn at any time while on duty. It is recommended that ACR logo polo shirts/RMAP logo shirts are not worn while off duty.
- b. Upon termination of employment with the ACR, employees shall return the department-provided ACR logo polo shirt/RMAP logo shirt to ACR Human Resources. It is recommended that employee-purchased shirts are not worn after employment has ceased.

10. Summer Casual

- a. During the summer months, from Memorial Day until September 30<sup>th</sup>, the Board of Supervisors exempts staff from wearing business formal attire and permits business casual subject to specific policies and exceptions.

- b. The “Summer Casual” dress code is the same as the specific policy provisions as the standard dress code with the following exceptions:
- c. Employees generally required to wear business formal attire may dress in business casual.
- d. Employees of the RMAP warehouse/courier staff may wear professional style, knee-length, walking shorts in dark blue, black or tan.

#### 11. Implementation and Review

- a. All current employees shall review and annually acknowledge this policy. The department will be responsible for subsequent implementation with new hires.

#### 12. Enforcement.

- a. It shall be the responsibility of the supervisors and managers to enforce the Dress Code Policy. Employees must be in compliance at all times.
- b. An employee will be counseled at any time his or her dress and general appearance does not reflect this policy. Violations will not be tolerated. An employee will be given written notice for the first incident of wearing improper attire. Thereafter, the employee can be sent home with loss of pay as a result of a violation of the Dress Code Policy.
- c. Failure to comply with the Dress Code Policy provisions as outlined will result in the implementation of progressive disciplinary measures.

### Section 6. Sheriff’s Department Dress Code

Employees covered under the terms of these terms and conditions of employment who are assigned to the Sheriff’s Department shall be required to comply with the provisions of the Sheriff’s Department General Orders that pertain to Grooming Standards, Dress Code and Uniforms.

### Section 7. OASIS Dress Code

- A. Purpose. This dress code is intended to provide clear guidelines for the professional appearance of OASIS staff. It is meant to promote professional and good customer relations without infringing upon the personal rights of employees.
- B. Policy. These guidelines have been established to present a professional, practical, neat, clean, modest and conservative appearance that does not

distract from providing excellent customer service and the working relationship of the staff. A well-groomed and professional appearance of all employees promotes customer confidence. The dress attire for OASIS staff shall be business casual. Any exception to this policy is at the authorization of the Department Head and or designee.

C. General Guidelines. Both male and female attire shall be neat, clean, modest, conservative, and in good repair (without holes, tears, fraying or discoloration) at all times.

1. Personal Grooming shall be neat, clean and free from offending odors.
2. Cologne/Perfume shall be worn in a manner so as not to be offensive to others.
3. Personal Appearance. Dress and grooming will at all times be modest, professional, non-provocative and appropriate enough so as not to offend co-workers, county employees from other departments, contractors or vendors.
4. Hair. Head and facial hair (beards and mustaches) shall be neat, clean and properly trimmed and free from offending odors.
5. Tattoos. No visible tattoos, which could be considered offensive to the reasonable person or body piercings, are permitted.
6. Piercings. Nose piercings, no larger than three (3) millimeters (mm) or one-eighth of an inch (1/8), are permissible; however, all other facial piercings are not permitted. Facial piercings are defined as any jewelry embedded into the facial area.
7. Acceptable Attire
  - a. Female Attire
    - (1). Acceptable attire includes dresses, jumpers, blouses, sweaters, polo shirts, skirts, pants, gauchos, culottes and jackets.
    - (2). Acceptable hemline lengths range from approximately ankle length to 2" - 3" above the knee.
    - (3). Slits in skirts and dresses should be conservative and appropriate for the length of the skirt or dress and where no underclothing is visible to others in any posture the employee could logically assume in the course of the workday.
    - (4). Low necklines, obvious bra-less-ness, very sheer fabric, bare midriffs, tube-tops, halter-tops, tee shirts (novelty, athletic or underwear type), sweatshirts, sweatpants,

leggings, shorts/skorts and spaghetti straps are considered unacceptable attire.

- (5). Pants, skirts and dresses in leather, leather-like, or vinyl material are not acceptable attire.

b. Male Attire

- (1). Acceptable attire includes: suits, jackets, polo shirts, dress shirts, business shirts, sweaters, and trousers.
- (2). Shirts should be buttoned appropriately and in good taste.
- (3). Shirrtails should be tucked into trousers
- (4). Trousers should be an appropriate length.
- (5). Tee shirts (novelty, athletic or underwear type), sweatshirts, sweatpants and shorts are considered unacceptable attire.

8. Shoes

- a. Shoes should be appropriate for the style of dress and safe for the work environment.
- b. Flip flops, thongs, house slippers, athletic shoes are not permitted.
- c. Heels, wedges or platforms over 3" are not permitted.

9. Jeans. Jeans and overalls do not reflect a professional appearance and are not acceptable attire. (See Casual Friday for exception)

D. Casual Fridays. Employees may "dress down" on Fridays as long as they do not have contact with customers or their division manager does not dictate otherwise.

1. Acceptable attire may include jeans and athletic shoes. Jeans should be neat, clean, in good condition, un-faded or un-frayed. Athletic shoes should be in good condition.
2. Unacceptable attire would include all other unacceptable attire listed in the general guidelines above.

E. Enforcement. Management and supervisors are responsible for employee behavior and performance. Accordingly, management and supervisors will set the tone for department appearance and it shall be their responsibility to enforce the dress code policy.

Dress code policy will not be enforced if the employee is called in to work on weekends or after normal business hours. Any employee scheduled to work on the weekend or night shift must comply with the dress code policy. Employees must be in compliance at all times and enforcement is required department wide.

Managers and supervisors will counsel anyone whose dress and general personal appearance does not reflect the spirit of these guidelines.

Employees who are not in compliance will be requested to return home to change into more appropriate attire. For the first occurrence, employees will be permitted one (1) hour paid time to return home, change and return to work. Time in excess of one (1) hour will be on the employee's own time. If an employee has no time to cover the time in excess of one (1) hour they will be subject to absent without pay time. Any additional violations will be on the employees own time. If there are no accrual balances available, the time used will be absent without pay.

Failure to comply with the dress code provisions as outlined will result in progressive disciplinary measures.

## Section 8. Riverside County Information Technology (RCIT) Dress Code

- A. Purpose. This dress code is intended to provide clear guidelines for the professional appearance of Riverside County Information Technology (RCIT) staff. It is meant to promote professionalism, employee safety, good public and customer relations, and accomplish the objectives of the policy without infringing upon the personal rights of employees. Any exception to this policy is at the authorization of the Department Head and/or Designee.
- B. Policy. The objective is to communicate a professional attitude by both dress and general appearance. The appearance of all employees is important to the total operation and effectiveness of RCIT. A well-groomed and professional appearance promotes customer and public confidence. Staff will compromise their image if customers perceive their dress and demeanor as unprofessional, unkempt, overly casual, slovenly, or in bad taste based on acceptable professional and community standards. These standards are based on how professionals in the local community carry out their business, how they dress, and how they conduct themselves.
- C. General Guidelines.
  - 1. Acceptable Professional Community Standards. Dress and grooming must leave a positive professional image with citizens and County customers while being consistent with the highest expectations of the most exacting people served by RCIT.
  - 2. Personal Appearance. Dress and grooming will be modest, professional, and appropriate enough so as not to offend clients or co-workers.
  - 3. Personal Grooming. Employees shall maintain good personal grooming to promote a professional image and maintain safety in the workplace. Grooming shall be neat and clean. Hair, including facial hair, must be clean, neat, trimmed, and styled for professional business wear.
  - 4. Apparel. Work clothing should not restrict and should allow staff to

perform all tasks within their job specifications. Apparel should be clean and in good repair (without holes, frays, discoloration, wrinkles or stains). It should be in keeping with acceptable standards of dress for the particular assignment of the employee on a given day, such as an employee working in an office would wear business attire while those working in rugged areas have different standards. Individuals working with equipment must comply with County safety codes.

5. Political Messages. Recognizing the non-partisan and neutral position RCIT must maintain working in a political environment, employees, while on duty, shall not wear apparel or buttons with a political message in support of political candidates, written religious statements or miscellaneous slogans. Union buttons are acceptable.
6. Reimbursement for Damaged Clothing. Refer to Board of Supervisors Policy C-5 for guidelines.
7. Attire
  - a. Acceptable office attire includes suits, jackets, dresses, blouses, sweaters, shirts with collars and sleeves, polo shirts, skirts, trousers, and slacks.
  - b. Un-acceptable work attire includes shorts, cut-offs, all clothing made of denim material, sweat suits, exercise or warm-up pants, excessively short skirts, tank tops, and tee-shirts.
  - c. Hats or baseball caps shall not be worn in any indoor RCIT work environment.
  - d. Blouses or shirts with shirt tails should be tucked in at all times. Exceptions include blouses or shirts without shirt tails designed to be worn outside.
  - e. Blouses and shirts may not contain vendor logos, emblems, or advertisements.
  - f. Blouses, shirts, hats and baseball caps with imprinted messages, political statements, or humorous or novelty phrases may be offensive to others and are unacceptable in any RCIT work environment.
8. Shoes
  - a. Shoes shall be professional and complementary to the business environment.
  - b. Safety should be considered when selecting shoes for business wear.
  - c. Thongs, house slippers, and white or canvass athletic shoes are

not acceptable in any RCIT work environment. Black or brown leather athletic shoes are acceptable in the appropriate business environment (i.e. field work).

- D. Casual Fridays. Employees may "dress down" on Fridays unless the nature of the person's position, the discretion of a division manager, or contact with the public or customer departments dictates otherwise.

"Casual Friday" dress code is the same as the specific policy provisions above with the following exception:

1. Employees generally required to wear business formal attire may dress in business casual attire. Business formal generally refers to business suits, while business casual attire refers to attire worn in the every day work environment.

- E. Summer Casual. During the summer months, the Board of Supervisors usually exempts staff from wearing business formal attire and permits business casual attire subject to specific policies and exceptions.

"Summer Casual" dress code is the same as the specific policy provisions above with the following exception:

1. Employees generally required to wear business formal attire may dress in business casual attire as outlined in "Casual Friday" attire above.

- F. Safety Equipment. Any employee working in an area where wearing safety equipment is a requirement shall use the safety equipment per the guidelines of those standards. This included warehouse workers, field technicians, or technical support personnel.

Some RCIT environments require wearing safety equipment such as safety boots, hard hats, safety glasses, reflective clothing, and gloves. Sweatshirts without logos, emblems, or advertisements are acceptable in the appropriate work environment (i.e. field work). While Personal Protective Equipment (PPE) is not a part of this policy, impacted employees shall wear PPE in accordance with the RCIT Injury and Illness Prevention Plan (IIPP) maintained by RCIT Administration.

- G. Enforcement. Dress code policy will not be enforced if the employee is called in to work on weekends or after normal business hours. Any employee scheduled to work on the weekend must comply with the dress code policy.

Any employee found to have violated this policy may be subject to progressive disciplinary action. Managers and supervisors will counsel anyone whose dress and general personal appearance does not reflect the spirit of these guidelines. Staff members will be given written notice for the first incident of wearing improper attire. Violations will not be tolerated and the violator will be requested to return home to change into more appropriate attire. For the first occurrence, employees will be permitted one (1) hour on "company" time to return home, change and return to work. Time in excess of one (1) hour will be on their own

time. If an employee has no time to cover the time in excess of one (1) hour, or has been previously counseled for dress code violations, they will be subject to absent without pay time.

#### Section 9. Fire Department Dress Code

Employees covered under the terms of these terms and conditions of employment who are assigned to the Fire Department shall be required to comply with the provisions of the Fire Department's Uniform Specifications, Acquisition and Grooming Standards.

A uniform consists of specific outer garments which the employee is required to wear exclusively while carrying out the duties and responsibilities of a position. A uniform further includes items that serve to identify the person, agency, function performed, rank or time in service.

Employees must begin each workday clean and neat and attired in the properly fitting prescribed uniforms. Employees will use prudence in wearing repaired uniform garments. Uniform items with visible areas of wear or disrepair, which detract from the employee's appearance, will not be worn. An annual inspection by the unit manager may be made to ensure that each employee possesses the required uniform complement and that uniforms are in acceptable condition. The employee's immediate supervisor is responsible for enforcing this on a daily basis.

#### Section 10. Uniform Allowances

The Union accepts COR-19 which provides uniform allowances for Aquatics Technicians and seasonal position employees in Parks and adds boots to the annual uniform allowance for Parks employees.

A. Fire Department Employees. The County shall provide an allowance for uniforms not to exceed four hundred seventy-five dollars (\$475.00) per employee annually for each person employed in the following classifications:

- Fire Safety Supervisor
- Senior Public Safety Communications Officer
- Supervising Fire Prevention Technician
- Emergency Services Coordinator
- Emergency Services Program Supervisor
- Public Information Specialist
- Senior Public Information Specialist

The employee shall not be given a money allowance, but shall be supplied with a uniform obtained from a contract vendor. All parts of the uniform, furnished or replaced by the county, shall remain the property of the County, and upon termination shall be returned to the Fire Department or an appropriate amount shall be deducted from the employee's final check.

Each employee must obtain written authorization through their supervisor before going to an approved vendor. The allowance will be issued from County Fire Finance based on each employee's anniversary date and completed annually thereafter (based on a rolling calendar year). It is the employee's responsibility



to request the allowance through their supervisor.

Once approval is received, the employee will then obtain new article(s) of clothing from the contract vendor. It is the employee's responsibility to expend no more than the maximum uniform allowance inclusive of all taxes and/or alterations. Any amount over the maximum is the employee's responsibility to pay the vendor. Any remaining allowance does not roll into the following year of anniversary date.

The uniform allowance will be tracked by County Fire Finance per each employee's anniversary date to ensure that the annual uniform allowance is not exceeded per employee. No uniform vouchers will be issued prior to the anniversary date.

Damaged or deteriorated parts of departmentally issued or replaced uniforms, caused by normal wear or events in the line of duty, shall be repaired or replaced upon written approval by a Fire Chief or a designee.

- B. Animal Control Employees. Permanent employees in the Supervising Animal Control Officer, Senior Animal Control Officer, Animal Control Officer, Animal License Inspector and Animal Control Trainee classes, so long as they are required to wear uniforms in the performance of their duties, will be provided five (5) uniforms, each consisting of a shirt and pants. Worn out or damaged uniforms, as determined by the department head, may be replaced by turning in the worn out or damaged article. The employee upon termination shall return all shirts and pants purchased by the County.
  
- C. Cooks. Permanent employees working for the Riverside County Regional Medical Center in the classification of Supervising Cook will be provided four (4) shirts and two (2) pants. Worn out or damaged shirts and pants as determined by the Department, may be replaced by turning in the worn out or damaged article. The employee upon termination shall return all shirts and pants purchased by the County.
  
- D. Other Classifications. The County will provide the following uniform allowances to employees in the following classifications:

<u>Department</u>	<u>Classification</u>	<u>Annual Allowance</u>
RCRMC	Mental Health Facility Housekeeping Supervisor	\$600
	Lead Housekeeper	\$161
Fleet	Senior Fleet Services Assistant	\$161
	Garbage Branch Supervisor	\$161-286
	Automotive Services Supervisor	\$161-260
TLMA	Supervising Land Surveyor	\$239
	Senior Land Surveyor	\$239
	Traffic Signal Supervisor	\$239
	Tech Engineering Unit Supervisor	\$239
	Assistant District Road Maintenance Supervisor	\$255
	Survey Party Chief	\$239

	Survey Party Chief RE/LLS	\$239
	Equipment Service Supervisor	\$369
	District Road Maintenance Supervisor	\$255

E. Waste Resources Management District (WRMD). The following uniform allowances are provided by the District to employees in the following classifications based on the authorization and approval of the employee's supervisor. Authorization is on an "as needed" basis and not to exceed the annual allowance without special and extenuating circumstances approved by the General Manager-Chief Engineer or his designee:

<b>Classification</b>	<b>District SEIU Job Code</b>	<b>Annual Allowance</b>
Maintenance & Construction Worker -WRMD	80029	\$150
Equipment Operator I & II -WRMD	80023/80024	\$150
Senior Equipment Operator -WRMD	80073	\$150
Landfill Safety Monitors -WRMD	80006	\$175
Laborer -WRMD	80028	\$0
Crew Lead Workers -WRMD	80056	\$175
Haz. Waste Inspector -WRMD	80048	\$400
Senior Haz. Waste Inspector -WRMD	80075	\$400

Safety Shoes. As authorized by the Department/District General Manager-Chief Engineer and upon presentation of proof of purchase acceptable to the Department/District/County, the Department/District/County shall reimburse employees assigned to landfill operation, to a maximum of one hundred dollars (\$100.00) per fiscal year, for the purchase of steel-toed shoes to be worn by the employee during the performance of his/her duties. Employees in the Waste Inspection Series may be reimbursed to a maximum of one hundred seventy five dollars (\$175.00) per fiscal year.

F. Regional Park & Open Space District.

Employees holding regular positions in the Parks District in the following classifications will be provided uniforms, so long as they are required to wear uniforms in the performance of their duties:

<u>Classification</u>	<u>Annual Allowance</u>
<u>General Unit</u>	
Park Ranger I	\$350
Park Ranger II	\$350
Senior Park Ranger	\$350
Park Attendant	\$350
Park Maintenance Worker	\$350
Maintenance Carpenter	\$350
Grounds Worker	\$350
Park Interpreter	\$350
<u>Supervisory Unit</u>	

Park Maintenance Supervisor	\$350
Area Park Manager	\$350
Interpretive Services Supervisor	\$350
Park Ranger Supervisor	\$350
Natural Resource Specialist	\$350

Initial Issue of Uniforms.

For newly hired employees, the initial issue of four (4) shirts, four (4) pants, one (1) jacket with liner, hat (baseball type only), name badge and, when needed, rain gear shall be approved by the Park District.

Annual Uniform Allowance.

After one (1) year of continuous service with the District and annually thereafter, each employee in the above listed classes will be entitled to reimbursement cost up to three hundred fifty dollars (\$350.00) for the replacement of the initial issue of shirts, pants, jacket and hat.

Uniforms damaged in the line of duty, as determined by the General Manager or a designee, may be replaced by turning in the damaged articles. All uniforms purchased by the District will be returned by the employee upon termination.

The Assistant Parks Director, will maintain a current listing of approved sources of uniforms. Administration will maintain a record of the initial issue of uniforms.

Section 11. Riverside County Agricultural Commissioner's Office Dress Code.

- A. Purpose. This dress code is intended to provide clear guidelines for the professional appearance of the Riverside County Agricultural Commissioner's staff. It is meant to promote professionalism, employee safety, good public and customer relations, and accomplish the objectives of the policy without infringing upon the personal rights of employees. Any exception to this policy is at the discretion of, and subject to authorization by, the Department Head and/or Designee.
  
- B. Policy. The objective is to communicate a professional attitude by both dress and general appearance. The appearance of all employees is important to the total operation and effectiveness of the Agricultural Commissioner's Office. A well-groomed and professional appearance promotes customer and public confidence. Staff will compromise their image if customers perceive their dress and demeanor as unprofessional, unkempt, overly casual, slovenly, or in bad taste based on acceptable professional standards. These standards are based on how professionals in the local community carry out their business, how they dress, and how they conduct themselves.

C. General Guidelines.

1. Acceptable Professional Community Standards. Dress and grooming must leave a positive professional image with the citizens and County customers while being consistent with the highest expectations of the most exacting people served by the Agricultural Commissioner's Office.
2. Personal Appearance. Dress and grooming will be modest, professional, non-provocative and appropriate enough so as not to offend co-workers, county employees from other departments, or the public.
3. Personal Grooming. Employees shall maintain good personal grooming to promote a professional image and maintain safety in the workplace. Grooming shall be neat and clean. Hair, including facial hair (beards and mustaches), must be clean, neat, properly trimmed, and free from offending odors.
4. Tattoos. No visible tattoos, which could be considered offensive to the reasonable person.
5. Piercings. Facial piercings, no larger than three (3) millimeters (mm) or one-eighth of an inch (1/8), are permissible; however, all other facial piercings are not permitted. Facial piercings are defined as any jewelry embedded into the facial area.
6. Apparel. Work clothing should not restrict and should allow staff to perform all tasks within their job specifications. Apparel should be clean and in good repair (without holes, frays, discoloration, wrinkles or stains). It should be in keeping with acceptable standards of dress for the particular assignment of the employee on a given day, such as an employee working in an office would wear business attire while those working in rugged areas have different standards. Individuals working with equipment must comply with County safety codes.
7. Political Messages. Recognizing the non-partisan and neutral position the Agricultural Commissioner's Office must maintain while working in a political environment, employees shall not wear apparel or buttons with a political message in support of political candidates, written religious statements or miscellaneous slogans. Non-partisan Union buttons are acceptable.
8. Reimbursement for Damaged Clothing. Refer to Board of Supervisors Policy C-5 for guidelines.
9. Attire.

- a. Acceptable office attire includes suits, jackets, dresses, blouses, sweaters, shirts with collars and sleeves, polo shirts, skirts, trousers, and slacks.
- b. Un-acceptable office attire includes shorts, cut-offs, all clothing made of denim material, sweat suits, exercise or warm-up pants, excessively short skirts, tank tops, and tee shirts.
- c. Acceptable field attire includes, trousers, jeans that are neat, clean, in good condition, un-faded or un-frayed, blouses, sweaters, shirts with collars and sleeves and polo shirts.
- d. Un-acceptable field attire includes very sheer fabric, bare midriffs, tube-tops, halter-tops, tee shirts (novelty, athletic or underwear type), sweatshirts, and sweatpants.
- e. Hats or baseball caps shall not be worn in any indoor Agricultural Commissioner's Office work environment.
- f. Blouses or shirts with shirrtails should be tucked in at all times. Exceptions include blouses or shirts without shirrtails designed to be worn outside.
- g. Blouses and shirts may not contain vendor logos, emblems, or advertisements.
- h. Blouses and shirts, with imprinted messages, political statements, or humorous or novelty phrases may be offensive to others and are unacceptable in any Agricultural Commissioner's Office work environment.

10. Shoes.

- a. Shoes shall be professional and complementary to the business environment.
- b. Safety should be considered when selecting shoes for business wear.
- c. Heels, wedges, platforms over three inches (3"), flip-flops, house slippers and canvass athletic shoes are not acceptable in any Agricultural Commissioner's Office work environment. Black, brown, or white leather athletic shoes are acceptable in the appropriate business environment (i.e. fieldwork).

- D. Casual Fridays. Employees may "dress down" on Fridays unless the nature of the person's position, the discretion of a division manager, or contact with the public or customer departments dictates otherwise.

"Casual Friday" dress code is the same as the specific policy provisions above with the following exception:

1. Employees generally required to wear business formal attire may dress in business casual attire. Business formal generally refers to business suits, while business casual attire refers to attire worn in the every day work environment.

- E. Summer Casual. During the summer months, the Board of Supervisors usually exempts staff from wearing business formal attire and permits business casual attire subject to specific policies and exceptions.

"Summer Casual" dress code is the same as the specific policy provisions above with the following exception:

1. Employees generally required to wear business formal attire may dress in business casual attire as outlined in "Casual Friday" attire above.
2. Permission to wear shorts shall be based upon risk/liability, safety, and work location/assignment. Shorts must be in compliance with the Department/Division Managers' Guidelines. Shorts should be of a solid color, no more than two inches (2") above the knee.

- F. Safety Equipment. Any employee working in an area where wearing safety equipment is a requirement shall use the safety equipment per the guidelines of those standards. This includes Weights & Measures field staff and Agricultural field staff. Some Agricultural Commissioner's Office environments require wearing safety equipment such as safety boots, hard hats, safety glasses, reflective clothing, and gloves. Sweatshirts without logos, emblems, or advertisements are acceptable in the appropriate work environment (i.e. fieldwork). While Personal Protective Equipment (PPE) is not a part of this policy, impacted employees shall wear PPE in accordance with the Agricultural Commissioner's Office Injury and Illness Prevention Plan (IIPP) maintained by Agricultural Commissioner's Office Administration.

- G. Enforcement. Any employee scheduled to work on the weekend shall comply with the dress code policy. Any employee found to have violated this policy may be subject to progressive disciplinary action. Managers and supervisors will counsel anyone whose dress and general personal appearance does not reflect the spirit of these guidelines. Staff members will be given written notice for the first incident of wearing improper attire. Violations will not be tolerated and the violator will be requested to return home to change into more appropriate attire.

For the first occurrence, employees will be permitted one (1) hour on "company" time to return home, change and return to work. Time in excess of one (1) hour will be on their own time. If an employee has no time to cover the time in excess of one (1) hour, or has been previously counseled for dress code violations, the employee will be subject to absent without pay time.

Notwithstanding the above, Management reserves the right to modify, suspend, or cancel this policy as needed from time to time, in order to meet its objective of promoting professionalism, employee safety, and good public and customer relations, although the impact is subject to meet and confer with the Union.

## ARTICLE 18 VOLUNTARY TIME-BANK

### Section 1. Catastrophic Time Bank

Any department/district 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 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 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, registered domestic partner, son, daughter, step-son, step-daughter, foster-son, foster-daughter, child of registered domestic partner, parents, grandparents, brother or sister of the employee 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 (2) weeks to care for the family member creating a financial hardship because the employee has exhausted all 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/district head, upon concurrence from the Human Resources Director, may request establishment of a Time-Bank for an employee within the department/district who is suffering a financial hardship due to a catastrophic illness or injury.

2. When the department/district head has determined that an employee would benefit from the establishment of a Time-Bank, the department/district 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/district 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 (1) or more donors.
4. The Time-Bank will be operated by the Human Resources Department. The department/district 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 vacation, holiday accrual, or administrative leave. Sick leave and compensatory time may be not donated.
2. Donations of vacation, holiday accrual, or administrative leave must be in increments of eight (8) hours or more and drawn from one (1) 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 their accrued leave balances of vacation, holiday accrual, compensatory time, sick leave, or administrative leave to less than one hundred sixty-eight (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 vacation or administrative leave.
6. Employees will use a provided form to submit donations directly to the Human Resources Department. Adjustment to donor's and recipient's paid leave balances 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 vacation 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 (1) catastrophic illness.

F. Steps to be taken by the department to establish a Time-Bank program.

A department/district 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 program.

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/district head immediately if the program cannot be established and the reason(s).

#### Section 2. Use of Holiday Bank

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

#### Section 3. Small Pox Vaccinations: Volunteer Time Bank

The County agrees to establish a small pox volunteer sick leave time bank to accommodate employees who may have a need to use sick leave time off due to receipt of the small pox vaccine. The time bank will contain a total of three (3) days of sick leave per employee voluntarily receiving the small pox vaccine. In the event an employee requires time off beyond the projected one (1) to three (3) days, the County will provide Worker's Compensation Temporary Disability, in accordance with State law, for the duration of the incapacity.

### ARTICLE 19 APPEAL PROCEDURE ACCIDENT REVIEW COMMITTEE

#### Section 1. Procedures

SEIU shall be entitled to have one (1) representative as a member of the Accident Review Committee. 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 their 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 their 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 finding. The notice requirements shall be deemed completed upon the Accident Review Committee's mailing and proof of receipt of the notice of determination to the employee.
  - 2. The employee shall submit a written request for review within ten (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(s) and/or their representative and makes its final determination. The final copy of the Accident Review Committee's determination will be sent to the employee's department/district and their 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/district and the employee.
- E. The County will release the employee from work with pay for the actual time needed for their 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 20  
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, which is included in these terms and conditions of employment by reference.

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

## ARTICLE 21 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, which policy is included in these terms and conditions of employment by reference.

## ARTICLE 22 BENEFIT PROGRAMS

### Section 1. Flexible Benefit Contributions

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

1. Employees participating in a County sponsored health care plan shall receive:

\$635.40 per month (\$317.70 per biweek for twenty-four (24) biweeks/year).

2. Employees not participating in a County sponsored health care plan shall receive:

\$465.00 per month (\$232.50 per biweek for twenty-four (24) biweeks/year).

In addition, the County agrees to subsidize the family and two-party monthly medical insurance premiums chargeable to employees participating in a County sponsored health care plan on the following basis:

Employees with family coverage: Monthly premium reduced by \$100.00  
Employees with two-party coverage: Monthly premium reduced by \$25.00

This subsidy will remain in place for the duration of these terms and conditions of employment.

Employees whose last hire date is on or after November 11, 2004 (pay period 25-04) will be required to select a medical plan as part of their Flexible Benefit election each year, and will not have the option of waiving all medical coverage.

Employees whose most recent hire date is prior to November 11, 2004 (pay period 25-04) will have the option of waiving medical coverage if they provide proof of coverage under another group medical plan.

While qualifying employees may waive medical coverage, at least one (1) of the flexible benefit options must be taken (medical, dental, or Flexible Spending Account) to receive cash back.

- B. 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 group hospital and medical coverage shall be received by the Human Resources Department within sixty (60) days from date of hire, and annually during Open Enrollment.

If monies remain after deduction of elected benefits and wavier fees, said monies may be taken in cash back to the aggregate total of options selected and cash.

For part-time regular employees hired after January 11, 1990, or current employees who become part-time regular employees after January 11, 1990, the prorated health insurance contribution shall become a prorated cafeteria contribution under the County of Riverside Flexible Benefits Program on the following basis:

Employees working twenty (20) to twenty-nine (29) hours per week, fifty percent (50%) of the applicable County of Riverside Flexible Benefits Program contribution for full-time regular employees per month per employee.

Employees working thirty (30) to thirty-nine (39) hours per week, seventy-five percent (75%) of the applicable County of Riverside Flexible Benefits Program contribution for full-time regular employees per month per employee. Registered Nurses and Licensed Vocational Nurses who are working a twelve (12) hour shift pattern and average seventy-two (72) regular hours in a pay period will receive 100% of the applicable County of Riverside Flexible Benefits Program contribution for full-time regular employees per month per employee.

Part time employees who work more or less than their designated status for a fiscal year quarter shall be re-characterized at the end of that quarter based on their actual pattern of work during that quarter.

The County shall contribute twenty-five dollars (\$25.00) per month, on behalf of each eligible retiree and such employee's and retiree dependents enrolled in one (1) of Riverside County medical and hospital plans, toward the payment of premiums for health insurance.

## Section 2. Insurance

- A. Optical Insurance. The County agrees to provide an optical plan as an option under the County's flex benefit plan (cafeteria plan). The premium costs for optical insurance shall be made from the existing County contribution or employees contributions (no additional County contribution shall be made for this benefit in these terms and conditions of employment). An employee's option for optical insurance only does not qualify the employee for cash back.
- B. Life Insurance. The County shall provide basic life insurance, not to exceed one times (1x) annual salary to a maximum of fifty thousand dollars (\$50,000), to all employees covered under these terms and conditions of employment. Employees may also purchase supplement life insurance at the employee's cost with proof of insurability when applicable.

## Section 3. Other Benefits

- A. Flexible Spending Accounts (FSA). The County agrees to provide Flexible Spending Accounts as an option under the County's flex benefit plan (cafeteria plan). Participation is voluntary for eligible employees and paid by employee contributions.
- B. Short-Term Disability (STD). The County agrees to provide a STD plan to eligible employees except the Supervisory Unit. The County shall pay for the STD benefit.
- C. Long-Term Disability (LTD). The County agrees to provide an LTD plan to eligible Supervisory Unit employees. The County shall pay for the LTD benefit.

- D. Post Employment Program. The County shall provide a Post-Employment Program wherein the payable value of qualifying final accrued leave balances will be deposited, up to the legal limit.
- E. Workers' Compensation. Workers' Compensation benefits are provided in accordance with the California Labor Code. The County expands these benefits to include full salary for the first ten (10) calendar days of absence and use of accrued leave time thereafter to make up the difference between temporary disability and full salary.

#### Section 4. Partial Benefit Nurse

A registered nurse in the RN-PB classifications shall not be eligible for any flexible benefit contributions nor any other benefits outlined in these terms and conditions of employment except CalPERS retirement, Social Security, Medicare, and disability.

#### Section 5. Special Provision on Health Insurance Plans

The parties agree to meet and consult during the term of these terms and conditions of employment under the following conditions:

If SEIU is able to procure health insurance with health providers being utilized by the County with a similar plan design, at no additional cost to the County and at a less expensive cost to the employees of Riverside County.

The parties agree to meet and consult only on the issue of offering the health insurance plan(s) procured.

#### ARTICLE 23 AGENCY SHOP

(The provisions of this Article are not applicable to employees in the Supervisory Unit)

Subject to the provisions set forth below, the County shall deduct and remit the SEIU biweekly service fees or dues, as appropriate, for fee payers/members of SEIU.

Current employees in the unit who are now SEIU members shall remain SEIU members for the period of these terms and conditions of employment. Employees who are hired on or after the effective date of these terms and conditions of employment, and are in a job classification within a representation unit of SEIU covered by these terms and conditions of employment, the County, in conformance with the provisions of Government Code Section 3508.5(b), shall deduct the payment of service fees to SEIU from the employees' paychecks. Furthermore, employees hired on or after July 3, 1986, shall, within thirty (30) days from the effective date of these terms and conditions of employment, become a member of SEIU or, pursuant to the provisions of Government Code 3508.5(b) the County shall automatically deduct the payment of service fees to SEIU from the employee's biweekly paycheck.

Dues withheld by the County shall be transmitted to the SEIU Officer designated in writing by SEIU as the person authorized to receive such funds, at the address specified.

The parties agree that the obligations herein are a condition of continued employment for all unit members. The parties further agree that the failure of any unit member to remain a member in good standing of SEIU or pay the equivalent of SEIU dues during the term of these terms and conditions of employment shall constitute, generally, just and reasonable cause for termination. The County shall not be obligated to put into effect any new, changed or discontinued deduction until the pay period commencing fifteen (15) work days or more after such submission.

No unit member shall be required to join SEIU or to make an agency fee payment if the unit member is an actual verified member of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting employee organizations; this exemption shall not be granted unless and until such unit member has verified the specific circumstances. Such employee must, instead, arrange with SEIU to satisfy their obligation by donating the equivalent amount to a non-labor, non-religion charitable fund, tax exempt under Section 501(c)(3) of the Internal Revenue Code (IRC), chosen by the employee.

Whenever a unit member shall be delinquent in the payment of dues or fees, SEIU shall give the unit member written notice thereof and fifteen (15) days to cure the delinquency; a copy of said notice shall be forwarded to the Human Resources Director, or designee,. In the event the unit member fails to cure said delinquency, SEIU shall request, in writing, that the County initiate termination proceedings. The termination proceedings shall be governed by applicable State laws.

The County shall not deduct monies specifically earmarked for a Political Action Committee or other political activities unless such deduction is affirmatively, separately and specifically authorized in writing by the unit member.

SEIU shall keep an adequate itemized record of its financial transactions and shall make available annually to the County and, upon request to the employees who are members within sixty (60) days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to accuracy by its President and Treasurer or corresponding principle officer, or by a Certified Public Accountant. A copy of financial reports required under the Labor-Management Disclosure Act of 1959 or Government Code Section 3546.5 shall satisfy this requirement.

This organizational security terms and conditions of employment shall be null and void if rescinded by a vote of employees affected in the unit pursuant to Government Code Section 3502.5(b).



SEIU will defend, indemnify and hold harmless the County of Riverside from any loss, liability or cause of action arising out of the operation of this article.

SEIU's indemnity obligation is more fully set forth as follows: SEIU will defend, indemnify and hold harmless the County of Riverside from any loss, liability or cause of action arising out of the operation of this article. Upon commencement of any such legal action, SEIU shall have the right to decide and determine whether any claim, liability, suit or judgment made or brought against the County because of such action shall or shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of SEIU shall not diminish SEIU's indemnification obligations under these terms and conditions of employment.

The County, immediately upon receipt of notice of such legal action, shall inform SEIU of such action, provide SEIU with all information, documents, and assistance necessary for SEIU's defense or settlement of such action and fully cooperate with SEIU in providing all necessary witnesses, experts and assistance necessary for said defense.

SEIU upon its compromise or settlement of such action shall immediately pay the parties for such action all sums due under such settlement or compromise. SEIU, upon final order and judgment of a Court of competent jurisdiction awarding damages to any employee of the County, shall immediately pay to such employee all sums owing under such order and judgment.

Effective January 1, 2005, all SEIU represented employees, including those hired prior to July 3, 1986, must join the Union or become "fair share" (fee) payers.

ARTICLE 24  
MAINTENANCE OF MEMBERSHIP  
(Supervisory Unit Only)

Employees in the Supervisory representation unit who are members of SEIU on June 29, 1989, shall remain members during the period covered by these terms and conditions of employment. Such employees may withdraw during the month of April of any year as described below.

Any employee desiring to revoke their authorization for dues shall forward a letter by United States Mail or in person to SEIU; setting forth his/her desire to remove said authorization and may include reasons thereof. To be considered, a letter shall be received by SEIU on or after April 1st, but no later than the last working day of April. SEIU shall promptly forward a stop deduction to County payroll in the manner provided by the County.

Failure to timely notify SEIU as described above shall be deemed abandonment of the right to revocation until the next appropriate time period.

Hold Harmless. SEIU shall indemnify and hold the County harmless from any and all claims, demands, suits or any other action arising from these maintenance of membership provisions.

ARTICLE 25  
SEIU PENSION RELIEF

Section 1. SEIU National Industry Pension Fund (NIPF):

Effective July 1, 2010 and thereafter, the County shall no longer be required to make biweekly contributions to the SEIU NIPF on behalf of SEIU 721 represented employees.

Section 2. SEIU Pension Relief Bank:

The parties agree to the establishment of an SEIU Pension Relief Bank (hereinafter referred to as the "Bank"). Starting on July 1, 2010, all savings realized from the establishment of two (2) lower salary steps as mentioned in the special provision of Article 6, Section 2(B) will be credited into this "Bank" until June 30, 2011.

During the term of these terms and conditions of employment, such credits may only be deducted from the "Bank" in relation to increased costs from existing rates of the PERs pension for SEIU represented employees in Riverside County.

The County shall provide the Union with a semi-annual report on the status of the "Bank." The report will include the amount of accumulated credit and the amount of any deductions made.

It is agreed by the parties that any change in the PERS pension plan design mandated at the state level during the term of these terms and conditions of employment, if any, which results in a lesser cost to the County than the July 2010 cost, will result in the elimination of the two (2) lower salary steps established from the special provision of Article 6, Section 2(B) from that date forward.

The special provision of Article 6, Section 2(B) allowing the addition of two (2) lower salary steps shall expire on June 30, 2011 unless otherwise negotiated by the parties in the successor terms and conditions of employment.

ARTICLE 26  
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.

## ARTICLE 27 JOINT LABOR/MANAGEMENT COMMITTEES

Labor-Management work groups are tools to help improve the workplace. Labor-Management groups can help resolve problems and/or develop innovative strategies to produce work more efficiently, save the County money, or improve public services.

The County should recognize that its greatest asset is its human resources and that each individual has the potential to strengthen and change the organization both individually and collectively. Labor-Management work groups can be the catalyst for implementing and identifying lasting ways to improve organizational effectiveness by utilizing the County's human resource asset.

Both Parties must recognize that cooperation, problem solving, and long range planning are in the self-interest of their respective organizations and the public they serve.

The County and SEIU agree to have Labor-Management meetings monthly, except if indicated differently below:

### Information Technology

- To evaluate the Dynamic Skills process
- Ability to recruit and retain staff
- To review the systems flexibility to maintain the highest standard of expertise for the County
- Skill assignment objectivity, neutrality, and equity
- Make recommendations on improvements

### Housing Authority (Quarterly Meetings)

- Work together to improve morale
- Review career ladders
- Strategize on ways to minimize the impact of decreased federal funding on clients and employees
- Other issues as they arise

### DPSS/CPS and APS

- Review obstacles and devise solutions to implement SB2030 in Riverside County
- Work together to improve morale
- Review career ladders
- Improve efficiencies and streamline documentation
- Strategize on ways to minimize the impact of decreased state funding on clients and employees
- Yardstick as a goal

- The availability of additional compensation for workers with caseloads over the yardstick
- Ways to improve recruitment and retention
- Training and support of CPS workers
- Case load management and coping methods when targeted levels are exceeded
- Supervision of initial caseloads (including consideration of mentor programs)
- Discussion of how to deal with inadvertent errors or omissions when caseloads are high
- Review compensation for licensures
- Review of International Travel policies and procedures

Community Health Agency (CHA) (ad hoc meetings)

Riverside Regional Medical Center (RCRMC)

- Discussion and review of improving existing wage scales
- Use of Registry
- Ways to improve recruitment and retention
- Improving conditions for Detention Nurses

Riverside Sheriff's Department (RSD)

- Review of compaction issues to facilitate promotional opportunities
- Ways to improve recruitment and retention
- Discussion of re-classifications
- Work together to improve morale through member resources
- Improve efficiencies
- Other issues as they arise

Waste Resources Management District (WRMD) (ad hoc meetings)

- Address workplace issues as they arise.

Regional Park & Open-Space District (ad hoc meetings)

- Address workplace issues as they arise.

ARTICLE 28  
SPECIAL UNIT PROVISIONS

Section 1. Registered Nurses Unit

A. R.N. License To Practice (Also Applicable to Nurses in the Supervisory Unit)

1. All positions requiring a Registered Nurse's license are required to hold a current valid license in the State of California.
2. It is a professional expectation that licenses are renewed prior to expiration. It is the employee's responsibility to maintain a current valid

license. License expiration dates will be maintained by the agency or department, and employees will not be allowed to work past the expiration date of the license without proof of renewal via primary source verification.

3. Primary Source Verification:

It is acceptable to verify current licensure with the primary source via a secure electronic communication. This verification must be documented prior to the expiration date of the license.

4. Disciplinary Action:

If the employee is unable to meet the requirements of Article 28 Section 1 A. 3 above, he/she shall not be allowed to continue working and disciplinary action shall be instituted in accordance with Article 11 of these Terms and Conditions. During this time period, the employee may elect to use vacation, holiday or compensatory time he/she has accrued, or they will be considered absent without pay.

5. Interim Permittee licenses will expire at midnight of the stated expiration period.

Section 2. Career Ladders/Assessment Boards

A. Assessment Board for Registered Nurses and Nurse Practitioner Series (Not applicable to Nurses in the Supervisory Unit) An Assessment Board shall be established in each County department where the above series is employed. The primary purpose is to determine if the County criterion has been met by applicants seeking promotion within the career ladder. The composition of the Assessment Board shall consist of five (5) members as follows:

1. One (1) employee member from the Registered Nurses Unit. The first Assessment Board meeting may use a substitute of a SEIU staff member in place of the employee member.
2. One (1) outside citizen member or member from another County or another County department of Riverside County.
3. Three (3) members from the department for which the Assessment Board is convening.
4. The Assessment Board shall include a physician when reviewing applicants for advanced level of Nurse Practitioner. The appointment may be an outside citizen appointment or one (1) of the department members of the Board.
5. The Assessment Board shall meet at least annually.

6. Appointments made shall be permanent promotional. Strict adherence shall be made in applying the County criterion for these promotions.

B. Career Ladder for Physician Assistant I, II and III, and Physician Assistants – Adult Detention. Assessment Board for Physician Assistant I, II, and III, and Physician Assistants - Adult Detention.

An Assessment Board shall be established in each County department where the above series is utilized. The primary purpose is to determine if the County criteria have been met by applicants seeking promotion within the career ladder. The composition of the Assessment Board shall consist of five (5) members as follows:

1. One (1) employee member from the Professional Unit. The first Assessment Board Meeting may use a substitute of a SEIU staff member in place of the employee member.
2. One (1) outside citizen member or member from another County or another County department of Riverside County.
3. Three (3) members from the department for which the Assessment Board is convening.
4. The Assessment board shall meet at least once a year.
5. Strict adherence shall be made in applying the County criteria for these promotions. The criteria used must be approved by the County Human Resources Department.

C. Nursing Education Incentive Programs.

The County will provide up to an aggregate total of twenty-five thousand dollars (\$25,000) per year for education incentives. Nurses shall apply for reimbursement through County Human Resources.

LVN to RN Certification. The County will establish a fiscal year fund of five thousand dollars (\$5,000) each year of the contract for the exclusive year of the contract, for the exclusive use by Licensed Vocational Nurses pursuing attainment of Registered Nurse Certification for the time frame covered by these Terms and Conditions. Eligibility is restricted to those in regular positions as Licensed Vocational Nurses. The fund will be administered by the County. Based upon criteria established jointly by the County and the Union, the fund can be used for reimbursement of Tuition and Community College registration fees and books for courses applicable to the attainment of a Registered Nurse certification. Eligibility for reimbursement is contingent upon an approved course

or seminar completed with, where applicable, a grade of "C" or better or "Pass" when taken on a pass/fail basis.

### Section 3. Regional Park & Open Space District Unit

#### A. Fingerprinting

Employees whose duties require that they either have direct contact or supervisory or disciplinary authority over minors shall be subject to being fingerprinted.

#### B. Assigning Parks District Employee to Reside in District Owned Residences

##### 1. General Criteria.

The following general criteria shall be applied:

- a. What are the needs of the District and County?
- b. What job skills are needed at the specific location?
- c. Does employee desire to live in particular housing in question?
- d. What is employee's family size in relation to offered housing?
- e. Has employee previously resided in District owned housing?
- f. Nature and character of employee's employment record with the District.
- g. Employee to sign an agreement to rent or lease.

##### 2. Possessory Interest Tax

Possessory interests are created when a right to possession or exclusive use of land or improvements owned by a non-taxable agency (County, in this case) is granted to a private party (District employee, in this case). Possessory interest tax is based on the amount of property occupied by resident as determined by the County Assessor's Office.

For Planning purposes only: The possessory interest tax on a District owned residence in a County park occupied by a County Parks District employee with a fair-market rental value of five hundred dollars (\$500.00) per month could be one hundred fifty dollars (\$150.00) per year. Possessory interest tax is assessed and paid annually.

##### 3. Utility Charges

The District shall meter utilities (i.e. gas and/or electric) and charge employees for utilities used at the actual rate and amount. These charges shall commence immediately for those residences that have basic weather insulation and meters. Insulation needed shall be determined by the

District. No utilities shall be charged employees until meters have been installed and basic weather insulation of the housing has been installed where applicable. If extreme costs are encountered to meter a housing unit, the District reserves the right to reopen discussions on the matter at any time. Employee will be responsible for any phone charges. In cases where the District requires phone hook-ups, the District will pay such charge.

C. Terminating District-Owned Employee Occupied Housing Agreement

The following criteria shall be applied:

1. Employee is transferred to another work location.
2. Employee terminates employment with the District.
3. Employee does not maintain the negotiated lease agreement.
4. Employee fails to pay rent, possessory interest tax and utilities.
5. Employee fails to correct any undesirable actions or behavior of the employee and/or their dependents after receipt of formal notification from their supervisor to do so.

Employees who are requested to vacate District-owned housing for any of the above reasons must do so within thirty (30) days of receipt of official request to do so.

In accordance with the Terms and Conditions dated March 23, 1990, the rent for employee-occupied housing for the period commencing May 1, 1997, shall be one hundred percent (100%).

Section 4. Waste Resources Management District Unit

- A. Hepatitis B Vaccination. Upon receiving prior authorization, any employee whose regularly assigned duties require him/her to be in constant contact with landfill waste shall be granted paid time off to obtain a Hepatitis B vaccination(s). In the event the employee's health plan does not cover the cost of such vaccination, the Department/District shall provide the vaccination through Occupational Health or, for employees assigned to work at desert locations, through the nearest County Public Health Clinic.
- B. Class "B" License. Effective upon adoption of these Terms and Conditions, employees in all Equipment Operator classifications shall be required to hold a valid Class "B" California Driver's License. The District/County will maintain a record of the current status of employees' license.
- C. License Requirement. Employees are required to provide to the Department/District a copy of a valid driver's license, which is appropriate for the class of vehicle to be operated. If any restrictions apply, the employee must notify his/her supervisor of the restrictions and/or any and all changes in the license (i.e. suspended, etc.).



If the change restricts the employee's ability to drive and driving is an integral part of his/her normal duties, he/she shall immediately be deemed to have applied for and obtained an unpaid leave of absence for up to thirty (30) calendar days, during which time the employee shall take all reasonable steps to have his/her license reinstated. If upon expiration of the thirty (30) days the employee has failed to have his/her license reinstated he/she will be deemed to have applied for and obtained an additional leave of absence of up to fifteen (15) calendar days, during which the Department/District may take action to separate employment pursuant to Article 11.

- D. Worksite Clean-Up Facilities. The Department/District shall provide hand washing facilities at each landfill worksite, for wash up activities, with the understanding that the Department/District will comply with Cal OSHA requirements.

## ARTICLE 29 COMPENSATION

### Section 1. General Wage Increases

Effective July 1, 2012 add one (1) additional step to the top of the wage scales for all SEIU classifications. Employees who have been at top step for a year or more shall immediately become eligible for a step advance at the start of the first full pay period after July 1, 2012. Those not at top step for a year or more shall become eligible for the additional step on their anniversary date.

There shall be no general wage increases (COLAs) for the duration of the terms and conditions of employment.

### Section 2. Retention Bonus

Employees shall receive a retention bonus under the following conditions:

- A. Command Post. All employees assigned to the Command Post shall receive a quarterly retention bonus of one thousand fifty (\$1,050.00) dollars. To qualify for the quarterly bonus an employee assigned to the Command Post must work at least seventy-five (75%) percent of their regularly scheduled daily shifts during the fiscal quarter. The employee must complete their entire shift to be counted toward the 75%. The retention bonus will be prorated during the first and last fiscal quarter the employee is assigned to the Command Post, assuming the employee works seventy-five (75%) percent of their regularly scheduled shifts during these quarters.
- B. Sheriff Communications. Employees promoted to Senior Sheriff 911 Communications Officer or Sheriff Communications Supervisor, prior to completing the first sixty (60) months of their initial employment as a Sheriff's 911 Communications Officer I or II, shall continue to receive full compensation of all hiring/retention bonuses remaining on their sixty (60) month payment schedule pursuant to the Board of Supervisors Policy C-26 - Hiring/Retention Bonus Program.

Section 3. Recruiting/Retention Issues

Recruitment and Retention - SEIU Classes in the Riverside County Sheriff's Department

The parties agree that no later than June 30, 2012, they shall meet and consult to discuss issues of recruitment and retention of SEIU classifications in the Riverside County Sheriff's Department.

The County and the Union agree to meet and consult on recruiting/retention issues for classifications as they arise.

Section 4. Deferred Compensation

Available to employees to make voluntary pre-tax contributions through County approved vendors up to applicable IRS and Plan limits. The County shall accept lump sum payments of accumulated vacation, sick leave, holiday and compensation time upon retirement up to the IRS approved maximum in any one (1) calendar year in accordance with the County's approved Deferred Compensation Plan.

Section 5. Compensation

Effective November 22, 2011, add two (2) steps to the bottom of each salary range for a minimum of a 5.5% reduction to the starting pay of all SEIU classifications". Employees who enter SEIU represented positions from non-SEIU represented bargaining units or non-represented employees will be subject to the above.

ARTICLE 30  
PARITY STUDIES

Section 1. Parity

Parity issues can be discussed in the appropriate labor-management committee meetings; however, the actual parity studies will be suspended for the duration of the Terms and Conditions.

Section 2. Salary Compaction

Special Provision for resolution of Future Compaction Issues

Salary Compaction - During these terms and conditions of employment, the maximum base salary of a supervisory classification shall be maintained at a minimum rate of five and one-half percent (5.5%) above the base salary received by their highest paid subordinate classification. Salary adjustments following the guidelines as set forth in Section 2(A) and (B) shall be made to any supervisory classification that is determined to be compacted with the exception that such adjustments will become effective within sixty (60) days of the compaction study being finalized.

At no time shall reductions in the hourly rates of pay or salary ranges in any subordinate classifications result in any reductions

in the hourly rates of pay or salary ranges of any employee in the Supervisory Unit.

A. Salary Adjustments due to Compaction. Supervisory classifications requiring salary adjustments due to compaction will be adjusted as follows:

I) Classifications with 0.01% - 2.70% compaction will have one (1) additional step added to the top of their salary ranges.

II) Classifications with greater than between 2.71% - 5.42% compaction will have two (2) additional steps added to the top of their salary ranges.

III) Classifications with compaction greater than 5.42% compaction will have the overall percentage of compaction factored into a new salary range and have two (2) additional steps added to the top of their salary ranges.

B. Effective date of Salary Adjustments

Incumbents of any supervisory classification that are at the maximum step of the salary range prior to any adjustment due to compaction shall receive the additional step increases added to their classification under salary adjustment I, or II above to immediately return these employees to the top step of the new salary range.

Incumbents of any supervisory classification that are not at the maximum step of the salary range prior to any adjustments due to compaction, but whose classification requires a new salary range established under these guidelines set forth in (III) above, shall be compensated at their current step on the new salary range until their regularly scheduled step increase date and following the provisions for step advances set forth in section 1 of Article 5 and as amended.

Incumbents of any supervisory classification listed above that are not at the maximum step of the salary range prior to any adjustments due to compaction and whose classification adds new steps to the salary range under the guidelines set forth in (I) or (II) above shall remain at their current step until their regular step increase date and following the provision for step advances set forth in Section 1 of Article 5 and as amended.

### Section 3. Reclassification Study – Accounting Technicians

The County and Union agree to meet and consult by January 1, 2011 to identify which employees within Accounting Technician series may need to be reclassified based upon their job duties and requirements.

In particular, the County and Union shall discuss employees which are currently classified as an Accounting Technician I or II or Accounting Technician Supervisor and assigned exclusively to the Sheriff's Department. These employees are under the security mandates of a "classified employee" and as part of their normal job duties are required to supervise other employees as well as write, prepare and manage budgets. The parties agree to meet and consult on the need to combine these employees into a single classification of a Sheriff's Accounting Technician within the Supervisory Unit.

ARTICLE 31  
UNION RIGHTS

Section 1. Bulletin Boards

Space will be made available to SEIU on a reasonable number of departmental/district bulletin boards designated for such purpose, provided such use is reasonable. Notices shall be dated and signed by a SEIU representative. The privilege does not extend to the individual members of SEIU. The posting and removal of bulletin board material must be maintained in a timely fashion. The County, through the Human Resources Director, or designee, reserves the right to suspend or cancel bulletin board privileges for abuse.

Bulletin Board space will be visible and accessible to all SEIU represented employees at the work site.

Section 2. Separate Payroll Deduction and Time Reporting Codes

- A. Insurance. The County agrees to provide SEIU with one (1) separate payroll deduction code for insurance related deductions.
  
- B. Release Time. The County agrees to provide SEIU with two (2) separate payroll codes for union related release time. The County shall provide SEIU with monthly reports on the use of the UNSEU time reporting code (TRC), by employee name, county employee identification number, job class title and department.

The following payroll code shall be established for use:

SEIUP – Release Time to be reimbursed by SEIU Local 721

Release time reports shall be provided to SEIU on a monthly basis. Such reports shall be provided in electronic format to the union by the 10th business day of each month. The union agrees to provide the County with a reconciliation of such hours within ten (10) business days of receipt of the monthly report. All requests for release time by the union shall be processed by the County within a reasonable time from receipt of the request.

Employees granted release time under this article shall not suffer any loss in compensation for actual hours released. The County shall provide the union with a total count of SEIU represented employees, for all bargaining units covered under this MOU, calculated from the first pay period in January and July of each year. The aggregate total of the time bank for each calendar year shall be established from the average of these two (2) total employee counts. Release time under this provision shall be granted upon reasonable advance notice to the County. For the purposes of this section, reasonable notice is considered at least four (4) weeks prior to the date of the planned activity. In the event the union fails to provide such reasonable notice, the County may deny the request if the Employee's absence would negatively affect County services or operations.

The County agrees that union release time may also be used for attendance at SEIU conventions.

### Section 3. Communication Access

- A. workforceExchange. The website shall be made available to SEIU for communications with its members.
- B. Payroll Leaflets: SEIU shall be permitted, once each quarter [every three (3) months] to distribute a notice of membership and related meetings to its represented employees with their County paychecks. The content of the leaflet is subject to prior approval by the Human Resources Director or designee.

### Section 4. Worksite Access

The Union will maintain its existing rights to enforce their rights to worksite access.

The Union shall also be provided, upon request, a meeting room at all work locations, to conduct meetings with represented employees before and after work and during lunch periods (non-working time). Where facilities like RCRMC exist and make impracticable the ability of employees on other floors to be able to attend a meeting due to limited lunch breaks, the County agrees to make every effort to provide additional meeting rooms to address this issue. All meetings will be scheduled through Human Resources, and, at the time the request is made the request will be granted, provided that the meeting room requested has not been previously scheduled.

### Section 5. Consensus

The existing County Charter consensus provision of the County Labor/Management Committee shall be applicable to the SEIU bargaining unit specific Labor/Management Committee.

### Section 6. Education and Training Release Time

The County agrees to release SEIU represented employees for Union related education and training activities not to exceed an aggregate total of twenty (20) minutes per represented employee per calendar year. Time spent training Stewards in the grievance procedure through the providing of release time to prepare for grievances/administrative interviews and Skelly hearings, will be charged to this Article/Section. The parties agree that up to fifty percent (50%) of this bank may be used for Steward activities.

### Section 7. Stewards

Except as set out below, SEIU may elect or appoint one (1) Steward in each County Department/District, one (1) additional Steward in departments/districts with more than 200 SEIU members, and one (1) additional Steward in departments/districts with more than 500 SEIU members in more than ten (10) geographical locations.

At RCRMC SEIU may elect or appoint five (5) stewards as follows: two (2) at the main campus, one (1) at the Arlington Campus, and two (2) at Detention Health. At DPSS SEIU may elect or appoint eight (8) stewards as follows: three (3) in south County, three (3) in mid-County, and two (2) in the desert.

To avoid any conflict of interest, any Steward elected or appointed from the supervisory unit shall be limited to representing employees in the supervisory unit. The Stewards are recognized as representatives of SEIU in their department/district with the power to bind SEIU in all matters pertaining to these terms and conditions of employment. SEIU agrees to notify the County Human Resources Department in writing of the names of its Stewards and the effective dates of their election or appointment.

There shall be no union activity on County time or premises except as provided for in these terms and conditions of employment. A Steward is permitted to represent SEIU in grievances, administrative interviews, or Skelly hearings, consistent with the representational rights granted by the *Meyers-Milias-Brown Act*. Stewards shall not be permitted to request preparation time pursuant to this Article. A Steward will not absent him/herself from his/her work without first obtaining the permission of the Department/District. To obtain permission the Steward shall identify: a) the specific reason for requesting permission, b) the employee(s) to be represented, and c) the general issue involved. SEIU agrees that the provision of County services is not to be negatively affected by any Steward activity permitted by this Article. Subject to the foregoing, the County will not unreasonably withhold permission.

Except as outlined below, the Steward will not be paid his/her regular wages while conducting steward business but will be permitted to use accumulated vacation and/or compensatory time, provided the use of such time does not result in the payment of overtime during the workweek in question. County will not pay for, nor shall the Steward be entitled to make any claim for, time spent on steward business during the Steward's non-regular working hours or for time spent on other union matters including, but not limited to, arbitration, PERB hearings, court, or depositions.

#### Section 8. New Employee Orientation

SEIU will be allowed to participate and present during new employee orientation.

#### Section 9. SEIU Training Fund

The County will contribute one cent (\$0.01) per hour, for employees covered under the provisions of these terms and conditions of employment, for all regular hours compensated, to be allocated to the SEIU Local 721 Training Fund.

County and SEIU agree to look at training opportunities and funding for employees and families in labor-management meetings.

Employees may refer to the Educational Support Program website for further information on eligibility requirements, program policies & procedures, and the application process.

#### Section 10. Release Time for SEIU Local 721 Regional Council Meetings

Up to eight (8) County employees, who are authorized representatives of SEIU Local 721, shall be entitled to be released on one (1) regularly scheduled shift per month for the purpose of traveling to and attending the monthly meeting. Any hours used to attend such meetings which are in excess of those provided under the provisions of this section shall be taken without pay or charged against the appropriate representative's paid leave banks.

County employees assigned to work in 24/7 facilities, who are working other than on a day shift, shall be allowed additional release time in such a manner that the total amount of release time utilized by the union under this provision does not exceed eighty (80) hours per month.

At the time of the request, the employee and or union must identify the union function that they are seeking to attend.

SEIU agrees to provide the County with a minimum of two (2) month's advance notice for release time under this provision.

It is not the intent of this provision to create any additional overtime obligations to the County.

#### Section 11. Release Time for SEIU Local 721 Executive Board Meetings

Up to five (5) County employees, who are elected or appointed to the position of SEIU Local 721 Vice President, At-Large Vice President, Treasurer, Secretary, or Executive Board member shall be entitled to be released on one (1) regularly scheduled shift per month for the purpose of traveling to and attending the monthly meeting. Any hours used to attend such meetings under the provisions of this section shall be taken as an approved leave of absence charged against the appropriate representative's paid leave banks or the employee may remain on the County payroll and SEIU shall be obligated to reimburse the County based on actual costs for salary and benefits. The County will provide the Union with a detailed breakdown of these costs and said funds shall be paid by the Union upon receipt of bill.

#### Section 12. Release Time for the President of SEIU Local 721

The Union shall have the option to cause the County to release an employee elected or appointed to the position of President of SEIU Local 721 for full time work with the Union, while remaining on the County payroll. SEIU shall be obligated to reimburse the County. The reimbursement amount for the presidential leave shall be based on actual costs for salary and benefits with a detailed breakdown of these costs provided to the Union at least on a quarterly basis. Said funds shall be paid by the Union upon receipt of bill.

Upon return to full time work with the County, the employee shall only be entitled to return to their established classification and rate of pay. The County is not obligated to return the employee to their previous work assignment.

SEIU agrees to provide the County with a minimum of two (2) month's advance notice for release time under this provision.

### ARTICLE 32 BOARD POLICY C-29 – POLL WORKERS

The Board of Supervisors has adopted a policy encouraging County employees to serve as election officers. Employees desiring to volunteer their services as election officers shall apply for such service and coordinate their application in accordance with Board Policy C-29 Use of County Employees as Election Officers.

ARTICLE 33  
FURLOUGH PROGRAM

Section 1. Mandatory Furloughs

The mandatory furlough program will end no later than June 30, 2010 for all employees in SEIU 721 bargaining units.

Section 2. Voluntary Furloughs

Employees will be permitted to take voluntary furlough time 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 3. Restrictions

Supervisors may not direct employees to work during the period of a furlough.

Section 4. Holidays

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/district approval, may take furlough hours adjacent to other forms of paid leave.

Section 5. County Benefits

Employees on 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. 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 PERS pension calculation, except to the extent that they are based on the actual number of hours worked. This includes bilingual pay, shift differentials, etc.

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.

Section 6. Payroll Issues

A special time entry code will be established to capture all 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 furlough program will reduce the employee's immediate take home pay. In scheduling furlough times the department/district 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.).

#### Section 7. Workload

The County acknowledges and recognizes that as a result of the furlough less work may be performed and that certain delays and/or reductions in service may result. Work expectations shall be commensurate with the reduced schedule.

### ARTICLE 34 FAIRNESS AGREEMENT

During these terms and conditions of employment, SEIU members shall receive the same across the board wage and/or benefit increases that LIUNA and General Management, Confidential and Unrepresented employees (as described in the Management Resolution) receive. It is understood and agreed; however, that this provision does not apply to the restoration of any previously negotiated or imposed considerations including but not limited to wages, flexible benefits contributions, 401(a) contributions, step (merit) increases or any other term and/or condition of employment that had been deferred, imposed or negotiated in prior or future MOU's/Resolution. SEIU understands that the County is currently seeking pension reform with all bargaining units and to that end it understands that any agreement or imposition of the terms of how pension reform is taken shall not trigger this fairness agreement. It is understood and agreed that this clause shall not be triggered in the event the County provides single or multi-class economic considerations for designated job classes including but not limited to issues concerned with:

1. Recruitment/Retention
2. Compaction
3. Parity (internal/external)

**Nurse Side Table:** These terms and conditions of employment apply to nursing classifications. Additional terms may be negotiated at the meetings with nurses, but they will relate only to Nursing Classifications at the Riverside County Regional Medical Center (RCRMC) and the Arlington Campus.