

Memorandum of Understanding

between

County of San Mateo

and

American Federation of
State, County and
Municipal Employees
(AFSCME)
Local 829, AFL-CIO

October 4, 2024 – October 9, 2027

Table of Content

Section 1. Recognition.....	6
Section 2. Union Security.....	7
Section 3. Union Stewards and Official Representatives	10
Section 4. No Discrimination.....	14
Section 5. Salaries.....	14
Section 6. Days and Hours of Work.....	20
Section 7. Overtime	21
Section 8. Shift Differential	24
Section 9. Application of Differentials.....	25
Section 10. On-Call Assignments.....	25
Section 11. Bilingual Pay	27
Section 12. Mileage Reimbursement Policy.....	28
Section 13. Tuition Reimbursement	29
Section 14. Layoff and Reemployment	30
Section 15. Severance Pay.....	33
Section 16. Holidays.....	34
Section 17. Election Days.....	35
Section 18. Vacations	36
Section 19. Sick Leave	37
Section 20. Leaves of Absence.....	41
Section 21. Hospitalization and Medical Care	46

Section 22. Dental Care and Vision Care 54

Section 23. Optional Additional Benefits 54

Section 24. Change in Employee Benefit Plans 54

Section 25. Retirement Plans..... 55

Section 26. Life Insurance 56

Section 27. Long-Term Disability Insurance..... 57

Section 28. State Disability Insurance 57

Section 29. Promotion 58

Section 30. Career Opportunities Program..... 59

Section 31. Part-Time Positions Which Become Full-Time..... 60

Section 32. Geographical Displacement..... 60

Section 33. Change of Assigned Duties 60

Section 34. Pay for Work-Out-Of-Classification..... 61

Section 35. Probationary Period 62

Section 36. Performance Evaluations 63

Section 37. Dismissal, Suspension, Reduction in Step or Demotion for Cause 64

Section 38. Grievances 65

Section 39. Loss of Compensation 68

Section 40. Personnel Files 69

Section 41. Committee Involvement 70

Section 42. Workday Reopener 70

Section 43. Contracting/Subcontracting..... 70

Section 44. Separability of Provisions..... 71

Section 45. Past Practices and Existing Memoranda of Understanding 71

Section 46. Resignation and Reinstatement..... 71

EXHIBIT A: Health Services Unit..... 76

EXHIBIT B: Human Services Unit..... 102

EXHIBIT C: Inspection and Regulation Unit..... 128

EXHIBIT D: Institutional Services Unit..... 139

EXHIBIT E: Licensed Vocational Nurse Unit..... 141

EXHIBIT F: Parks Unit..... 145

EXHIBIT G: Planning Unit..... 152

EXHIBIT H: Plant and Equipment Maintenance Unit..... 157

EXHIBIT I: Clinical Laboratory Scientist Unit 164

EXHIBIT J: Communications Unit..... 169

EXHIBIT K: Telecommunications Unit 178

EXHIBIT L: Extra Help Unit..... 179

Section 1. Salaries 180

Section 2. Days and Hours of Work..... 181

Section 3. Overtime..... 182

Section 4. Shift Differential 183

Section 5. On-Call Duty 184

Section 6. Mileage Reimbursement 185

Section 7. Seasonal Positions Right to Return 185

Section 8. Holidays 186

Section 9. Promotional Opportunities for Extra Help Applicants..... 187

Section 10. Sick Leave 188

Section 11. Vacation 190

Section 12. Bereavement Leave 190

Section 13. Voluntary Leaves of Absence Without Pay 191

Section 14. Review of Extra Help Assignments 191

Section 15. Health Insurance..... 192

Section 16. Retirement Plan 194

Section 17. Reconsideration Process for Separation due to Performance or Conduct Issues..... 194

Section 18. Grievances 195

Section 19. Training 197

Section 20. Limited Term Employees..... 197

Section 21. Performance Evaluation 200

EXHIBIT A. AFSCME Occupational Exhibit..... 202

EXHIBIT B. Extra-Help Unit Definitions 207

SIDE LETTER AGREEMENT..... 212

MEMORANDUM OF UNDERSTANDING

Part A

Local 829, American Federation of State, County and Municipal Employees, AFL-CIO, and representatives of the County of San Mateo have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of employees in the representation units listed in Section 1, have exchanged freely information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Sections 3500-3510) and has been jointly prepared by the parties.

This Memorandum of Understanding shall be presented by the Union to the employees to be covered hereby for ratification by said employees, and shall thereafter be presented to the Board of Supervisors and, if appropriate, to the Civil Service Commission as the joint recommendations of the undersigned for salary and employee benefit adjustments for the period commencing October 4, 2024 and ending October 59 2027.

Section 1. Recognition

Local 829, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union" or "AFSCME 829", is the recognized employee organization for the representation units listed below, certified pursuant to Resolution No. 38586, adopted by the Board of Supervisors on May 16, 1978 (Regular Employees) and as certified by the State Mediation and Conciliation Service in a letter dated July 18, 2005 (Extra-Help Employees).

Part A:

- (1) Communication Dispatchers
- (2) Health Services Unit
- (3) Human Services Unit
- (4) Inspection and Regulation Unit
- (5) Institutional Services Unit
- (6) Licensed Vocational Nurse Unit
- (7) Parks Unit
- (8) Planning Unit
- (9) Plant and Equipment Maintenance Unit
- (10) Clinical Laboratory Scientist Unit
- (11) Telecommunications Unit

Part B:

- (12) Extra Help Unit (covering Extra-help, Seasonal/Periodic, Relief and Limited Term temporary employees as defined in Government Code section 3507.7(a)(1)(A)).

There are two Parts in this Agreement:

Part A applies to the Regular Employees.

Part B applies to the Extra Help Unit (covering Extra-help, Seasonal/Periodic, Relief and Limited Term temporary employees as defined in Government Code section 3507.7(a)(1)(A)).

The following Sections in Part A of this MOU apply to Part A and Part B:

- Preamble
- Section 1. Recognition
- Section 2. Union Security
- Section 3. Union Stewards
- Section 4. No Discrimination
- Section 11. Bilingual Pay
- Section 34. Pay for Work-Out-Of-Classification
- Section 38.6 No Strike
- Section 38.7 County Charter and Civil Service
- Section 39 Loss of Compensation
- Section 40. Personnel Files
- Section 43 Contracting/Subcontracting
- Section 44. Separability
- Section 45. Past Practice
- Limited Term Employees

Unless otherwise stated above that a section applies to both Part A and B; if the contract language does not exist in Part A, then the contract language does not apply to AFSCME Local 829 -represented regular employees. If the contract language does not exist in Part B, then the contract language does not apply to AFSCME Local 829 -represented temporary employees.

Section 2. Union Security

The Union agrees that it has the duty to provide fair and non-discriminatory representation to all employees in all classes in the units for which this section is applicable regardless of whether they are members of the Union.

2.1 Payroll Deduction

The Union may have the regular dues of its members within a representation unit deducted from employees' paychecks under procedures prescribed by the County Controller for such deductions. Dues deduction shall be made only upon certification from the Union that a worker has authorized such deduction, and shall continue:

- (1) until such certification is revoked, in writing, by the Union; or
- (2) until the employee separates from the bargaining unit..

Employees may authorize dues deductions only for the organization certified as the recognized employee organization of the unit to which such employees are assigned.

Employees may voluntarily elect to have contributions deducted from their paychecks under procedures prescribed by the County Controller for the PEOPLE Fund (AFSCME).

Not more than once per week (preferably bi-weekly on non-payroll Fridays), the Union will send a list of changes to its Union member listing by email to the Controller's Office at payroll@smcgov.org , including any revocations of membership, with the following Certification statement:

- "I, NAME, TITLE, hereby certify that AFSCME Local 829 possesses and will maintain an authorization (for dues deductions and/or voluntary political contribution deductions, as indicated) signed by the individuals on this list from whose salary or wages the deductions is to be made."

Certified spreadsheets that arrive by the non-payday Friday will be processed for the following week's payroll.

2.2 Separation from the Bargaining Unit and Reinstatement

Deductions pursuant to 2.1 above shall not occur during periods that an employee is separated from the representation unit, but shall be reinstated upon the return of the employee to the representation unit. For the purpose of this Section, the term separation includes transfer out of the representation unit, layoff, and leave of absence without pay.

2.3 Forfeiture of Deduction

If, after all other involuntary and insurance premium deductions are made in any pay period, the balance is not sufficient to pay the deduction of Union dues required by this Section, no such deduction shall be made for the current pay period.

2.4 County Obligation

- A. All dues and PEOPLE deductions shall be transmitted to AFSCME Council 57 in an expeditious manner.
- B. All transmittal checks shall be accompanied by documentation which denotes the employees' s name, social security number (for members only), and the amount of deduction (including PEOPLE).

2.5 Hold Harmless

The Union shall indemnify, defend, and save the County harmless against any and all claims, demands, suits, orders, or judgments, or other forms of liability that arise out of or by reason of this union security

Section, or action taken or not taken by the County under this Section. This includes, but is not limited to, the County's attorney's fees and costs.

2.6 Communications with Employees

The Union shall be allowed by a County department, in which it represents employees, use of available bulletin board space (17" by 14") for communications having to do with official organization business. The department involved and/or Human Resources will investigate problems that the Union identifies with respect to use of these bulletin boards.

The Union may distribute materials to employees within the unit it represents through County mail distribution channels including email. This privilege may be revoked in the event of abuse after the Human Resources Director consults with representatives of the Union. The content of any materials distributed to employees shall not relate to political activity or violate existing County policies. Employees shall not prepare, read or respond to union related emails during work time, without first obtaining advance permission from the employee's supervisor.

Any representative of the Union shall give notice to the employees' department head at least twenty-four (24) hours in advance when contacting departmental employees during the duty period of employees, provided that solicitation for membership or other internal employee organization business shall be conducted only during the non-duty hours of all employees concerned. Pre-arrangement for routine contact may be made by agreement between the Union and the department head and when made shall continue until revoked.

2.7 Advance Notice

Except in cases of emergency as provided below in this subsection, the Union, if affected, shall be given reasonable advance written notice of any new, or permanent or temporary change to, a County policy, ordinance, resolution, rule or regulation directly relating to matters within the scope of representation proposed to be adopted by the County and shall be given the opportunity to meet with the appropriate management representatives prior to adoption.

In cases of emergency when the foregoing procedure is not practical or in the best public interest, the County may adopt or put into practice immediately such measures as are required. At the earliest practicable date thereafter the Union shall be provided with a description of the emergency preventing advance notice and the notice described in the preceding paragraph, and shall be given an opportunity to meet with the appropriate management representatives.

2.8 New Employee Orientation

The County and the Union shall continue to work on best practices to ensure labor access to new employees for the purpose of educating them on their representation opportunities. Toward that goal, the County shall administer an opportunity for the Union to meet with new employees as follows:

All new employees are encouraged to attend the first new employee benefits orientation following the commencement of their employment. New employee Benefits Orientation is scheduled for every other week, and the Union will have up to thirty (30) minutes at the end of each session to provide information

regarding its organization to its represented employees and members. When new employee Benefits Orientations are conducted in person, and a separate room is available, the County will provide the Union with a separate room for its exclusive use to make this presentation. When new employee Benefits Orientations are conducted virtually, the County will provide the Union with a separate, virtual break-out room for the presentation.

For employees who do not attend a benefits orientation within the first month of their employment, the Union may meet directly with each employee for up to thirty (30) minutes. The meeting time and location will be subject to approval by the employee's supervisor. Release Time requested for this activity will be reviewed and approved by Employee Relations under normal Release Time processes.

2.9 Employee Roster

The County shall supply without cost to the Union a monthly electronic and sortable list with a data processing run of the names and classifications of all employees in the units represented by the Union. Such lists shall indicate which employees were having Union dues withheld from their pay checks as of the date the roster was prepared, the names added to or deleted from the previous list, and whether each such change in status was by reason of any type of leave of absence, termination or withdrawal from the Union. The lists shall be supplied without cost to the Union. The County shall notify the Union of employees who are on an unpaid leave of absence status in excess of twenty-eight (28) days.

Leave of Absence Status. Recognizing that the Union needs information as to the leave status of its members for various purposes, the County agrees to provide a list of members who are on leave on a periodic basis and at the request of the Union. It is understood that the main purpose of such lists is for election purposes and that the requests should not be more often than twice a year.

Section 3. Union Stewards and Official Representatives

The County and Union agree that professional, productive, and positive labor relations can be accomplished when Union and County representatives' work together to support the services we provide to the public. To support this philosophy, the parties have agreed to the provisions regarding attendance at meetings and handling of meetings. Paid release time is intended to support the collaboration and cooperative spirit of labor relations by ensuring that Union members have access to resources designed to help support their continued success as public employees and that Union leaders have an opportunity to work together to support the success of their members.

Any denial of requested time off may be appealed to the Human Resources Director whose decision shall be final.

3.1 Release Time

A. Appropriate Use of Release Time:

Release time identified above is provided for Union leaders to prepare and collaborate on matters that impact the labor relations of the County of San Mateo. The County agrees to provide this time so that issues, disputes, and other labor relations matters can be effectively and strategically addressed. This privilege shall not be abused. Use of the paid release time for unauthorized purposes may result in

disciplinary action, up to and including termination.

Paid release time is authorized for use for the following activities:

- Posting Union Notices in County designated/authorized locations;
- Transmitting communications authorized by the Local Union or its Officers to the County or their representative.
- Attending Labor-Management meetings;
- Consultation with the County's designated representatives, Local Union Officers, or other Union representatives concerning the enforcement of any provision of this Agreement;
- Investigating and processing grievances or disciplinary appeals;
- Attending Union meetings.

Paid release time is not authorized to be used for the following activities:

- Distributing political information or advocating support for political candidates, ballot initiatives, or other legislation;
- Conducting membership drives or soliciting membership from other County employees or applicants;
- Any activity that is precluded by law or County policy as a conflict of interest, or that may be perceived as a conflict of interest based on the employment of the individual by the County;
- Any political activity, that is prohibited by law or County policy, of public employees during the course and scope of their employment;
- Personal use of County paid release time on non-Union or labor relations matters.

B. Documentation of Release Time

Employees shall document their release time using pay code RTE on their time card.

C. Paid Release Time for Attendance at Meetings

County employees who are Officers or Stewards of the Union shall be given reasonable time off with pay, including reasonable travel time, to formally meet and confer or consult with management representatives on matters within the scope of representation, or to be present at hearings where matters within the scope of representation are being considered to testify or appear as the designated representative of the Union in settlement conferences, hearings, or other proceedings before PERB, in matters relating to an unfair practice charge; or to testify or appear as the designated representative of the Union in matters before the Civil Service Commission, in addition to time off identified in Section 3.2. The use of official time for this

purpose shall be reasonable and shall not interfere with the performance of County services as determined by the County. Such Officers or Stewards shall submit written requests for excused absences to the Human Resources Director at least two (2) working days prior to the scheduled meeting whenever possible. Except by agreement with the Human Resources Director, the number of employees excused for such purposes shall not exceed three (3) per Union, or the following number of representatives which shall not exceed a total of sixteen (16) at any one time:

One (1) from each of the following representation units:

- Inspection and Regulation Unit
- Institutional Services Unit
- Licensed Vocational Nurse Unit
- Parks Unit
- Planning Unit
- Clinical Laboratory Scientist Unit
- Communications Unit
- Telecommunications Unit
- Extra Help Unit; and

Two (2) from each of the following representation units:

- Health Services Unit
- Plant and Equipment Maintenance Unit, and

Four (4) from Human Services Unit, whichever is greater, at any one time.

For the purpose of negotiations meetings, a local union president who is a county bargaining unit member shall also be released.

If any employee's request for excused absence is not approved, such disapproval shall be subject to appeal to the Human Resources Director whose decision shall be final.

County employees who are shop stewards shall be provided with two (2) hours of paid release time each month to attend Steward Council or Local Union Meetings. Requests for time shall be made to the employee's department head, and, for tracking purposes, to the Employee Relations Manager, at least seven (7) days in advance. It is acknowledged that Hospitals and Clinics administration will attempt to provide such release time, but that each instance must be considered on a case-by-case basis. No steward release time shall be unreasonably denied.

Up to seventeen (17) County employees who are Chief Stewards and/or Union Officers shall be provided with an additional two (2) hours of paid release time each month to attend internal Union meetings. The Union shall certify in writing to the Human Resources Director the names of employees selected as Chief Stewards and Union Officers, and shall notify the County of changes as they occur.

D. President Paid Release Time

A County employee who is the Chapter President shall be provided with twenty (20) hours of paid release time each pay period. The Union agrees that the start of the term of office for a newly elected President will coincide with the start of a County pay period. During County paid release time, the Chapter President shall engage only in the activities listed in Section 3.1(A) of this MOU.

The Department Head (or designee) of the Chapter President's home department will establish the work

hours and shift of the Chapter President in accordance with business purposes and efficiencies. The Department Head or designee will meet with the Union to attempt to mutually agree on the schedule in accordance with the business needs of the Department. If the Department Head or designee and Union do not reach a mutually agreeable schedule, the matter will be referred to the Human Resources Director whose decision shall be final.

E. Leave of Absence for Union Work

Leaves of absence to take employment with the Union signatory to this MOU shall be granted for a minimum of thirteen (13) full biweekly pay periods upon forty-five (45) days advanced written notice from the Union.

Employees are entitled to retain all pay and benefits while on a leave to work for the Union, including retirement benefits and service credits. While on such leave to work for the Union, on a weekly basis, the Union or employee shall submit accurate accountings of hours worked according to the County's payroll practices including any vacation, Holiday or other paid time off used during that week. Employees will receive pay through the County process. The Union will be billed on a regular basis as determined by the Controller's Office for all costs associated with the individual on leave including the employer's share of all pay, benefits and retirement contributions, and, if necessary, the cost to backfill the position, whether with overtime or an additional employee. The Union will reimburse the County in full within thirty (30) calendar days of receipt of each bill. If the Union fails to make payment within that time, future payments, benefits and retirement contributions to the employee will cease. In addition, the Union will owe interest on the amount due at a rate of five percent (5%) per month until paid in full.

In the event the employee is in a business critical position, or based on the number of employees currently released to work for the union a hardship is created for the County to conduct regular business, a discussion will occur between the Union and the Department Head(s) regarding the feasibility of the release (i.e., if the request were to release the only payroll specialist in a department, it may not be feasible to release that person with only 45 days- notice; or, if the request were for an individual for whom we claim Federal funding and the County would suffer that loss.). Denials will be provided in writing including the reason for the denial. Denials may be appealed to the Human Resources Director whose decision shall be final.

Every reasonable effort will be made to return the employee to their prior assignment, work location and shift upon return from this leave of absence; however the County cannot guarantee the availability of that assignment, work location or shift.

F. Unpaid Release Time

The Union shall be allowed up to one hundred and fifty (150) hours of unpaid release time per calendar year for stewards to conduct necessary internal union business.

Requests for time shall be made to the employee's department head and, for tracking purposes, to the Employee Relations Manager at least seven (7) days in advance.

3.2 Handling of Grievances

The Union shall designate a reasonable number of Stewards to assist in resolving grievances. The

designation will depend on such circumstances as geographical locations, hours of employment, and departmental organizational structure. The Union shall notify the Human Resources Department Director in writing of the individuals so designated. Alternates may be designated to perform Steward functions only during the absence or unavailability of the Stewards except by mutual agreement of the parties.

Stewards may be relieved from their assigned work duties by their supervisors to investigate and process grievances initiated by other employees within the same representation unit including participating in Steps 1-4 of the grievance process as described in Section 38.2. Requests for release time shall not be denied unreasonably. Stewards shall promptly report to the Union any grievances which may arise and cannot be adjusted on the job. Supervisory employees shall not represent non-supervisory employees in a grievance procedure where such activity might result in a conflict of interest.

The Union shall notify the County in advance of an investigatory meeting if they wish to have released an additional steward for training purposes. Requests for release for training purposes shall not be unreasonably denied. Any denial may be appealed to the Employee Relations Manager whose decision shall be final.

Section 4. No Discrimination

There shall be no discrimination because of race, creed, color, national origin, sex, sexual orientation, age, legitimate union activities, or any other classification protected by law, against any employee or applicant for employment by the Union or by the County or by anyone employed by the County; and to the extent prohibited by applicable state and federal law, there shall be no discrimination against any disabled person solely because of such disability unless that disability prevents the person from adequately performing the essential duties of the position.

Section 5. Salaries

5.1 Salary Ranges

The salary ranges for all employees in the aforementioned representation units will be as set forth in the Exhibits which are attached hereto and made a part hereof.

The rates of pay set forth in the Exhibits represent for each classification the standard biweekly rate of pay for full-time employment. The rates of pay set forth in the Exhibits represent the total compensation due employees, except for overtime compensation and other benefits specifically provided for by the Board of Supervisors or by this Memorandum of Understanding.

The rates of pay set forth in the Exhibits do not include reimbursement for actual and necessary expenses for traveling, subsistence, and general expenses authorized and incurred incident to County employment.

Effective the first full pay period following Board of Supervisors' approval of the successor MOU in 2024, there shall be a five percent (5%) cost of living adjustment for all represented classifications.

Effective the first full pay period following Board of Supervisors approval of the successor MOU in 2024,

equity adjustments to individual job classifications will be applied in the amounts listed below:

Job Classification	% Equity Adjustment after 5% COLA applied
Cardiac Sonographer I, II & Lead Ultrasonographer I, II & Lead	4.6%
Medical Lab Technician	6.0%
Park Ranger I, II, III, IV, Arborist	2.7%
Physical Therapist I/II Occupational Therapist I, II	1.5%
Speech Pathologist	1.5%
Planner I, II, III	3.1%
Radiologic Technologist I, II, III & Lead	13%
Respiratory Therapist I, II & III	0.4%
Respiratory Therapist Supervisor	4.0% to offset compaction
Stationary Engineer I & II	1.2%
Supervising Therapist – Exempt	10.9%
Therapy Assistant II	Within 120 days following BOS approval of the MOU, the County will conduct a classification study for the Therapy Assistant regarding the establishment of a Therapy Assistant I/II series
Supervising Mental Health Clinicians	1% to offset compaction
SIU Fraud Investigator Investigative Analyst	4.7% to align with Fair Hearings Officer
Supervising Fraud Investigator	4.8% to align with Supervising Human Services Hearings Officer
Children’s Services Social Work Supervisors	1% to maintain parity with Supervising Mental Health Clinician
Physician Assistant	7.2%
Automotive Service Supervisor	5.3%
Automotive Services Worker I/II/III	Within 120 days following BOS approval of the MOU, the County will conduct a salary survey of the Auto Services Worker series
Deputy Public Administrator Series	Within 120 days following BOS approval of the MOU, the County will conduct a classification study of the Deputy Public Administrator II classification

Effective October 12, 2025, there shall be a three percent (5%) cost of living adjustment for all represented classifications.

Effective October 11, 2026, there shall be a four percent (4%) cost of living adjustment for all represented classifications. The October 2026 cost of living adjustment shall be increased by an additional one percent (1%), for a total cost of living adjustment of five percent (5%) under the following circumstances:

1. Not later than October 1, 2026, the State Legislature enacts and the Governor signs legislation to ensure that San Mateo County receives its full Vehicle License Fee Adjustment Amount under Revenue & Taxation Code 97.70, as calculated under the laws in existence as of the date of this MOU on an ongoing basis (i.e., without any sunset provision), and
2. Neither the VLF bill nor any companion legislation contains any offsets, reductions or limits to other County funding sources (e.g., a reduction in excess or returned Educational Revenue Augmentation Fund amounts).

Longevity Pay

Effective February 24, 2019 (for all represented classifications excluding those in the Human Services Unit), and effective March 24, 2019 (for all represented classifications in the Human Services Unit), longevity pay shall be paid as follows:

- One percent (1%) of base salary after the equivalent of five (5) years of full time County service (10,400 hours).
- An additional one and one-half percent (1.5%) of base salary (for a total of two and one half percent (2.5%)) after the equivalent of ten (10) years of full time County service (20,800 hours)
- An additional one and one-half percent (1.5%) of base salary (for a total of four percent (4%)) after the equivalent of twenty (20) years of full time County service (41,600 hours)
- An additional two percent (2%) of base salary (for a total of six percent (6%)) after the equivalent of twenty-five (25) years of full time County service (52,000 hours)

5.2 Entrance Salary

Except as herein otherwise provided, the entrance salary for a new employee entering County service shall be the minimum salary for the class to which they are appointed. When circumstances warrant, the Human Resources Director may upon recommendation of the department head approve an entrance salary which is more than the minimum salary. The Human Resources Director's decision shall be final. Such a salary may not be more than the maximum salary for the class to which that employee is appointed unless such salary is designated as a "Y" rate by the Board of Supervisors.

5.3 Salary Step Increases

Permanent and probationary employees serving in regular established positions shall be considered by the appointing authority on their salary anniversary dates for advancement to the next higher step in the salary schedule for their respective classes based on hours served in that classification as defined below. All increases shall be effective at the beginning of the next full pay period. Salary range adjustments for a classification will not set a new salary anniversary date for workers serving in that classification.

Hours of Service Necessary for Step Increases

- 1) After completion of 1040 regular hours satisfactory service in Step A of the salary schedule, and upon recommendation of the appointing authority, the employee shall be advanced to the next higher step in the salary schedule for the classification. If an employee is appointed at a step higher than the first step of the salary range for that classification, the first merit increase shall be after completion of 2080 regular hours of satisfactory service.

- 2) After the completion of 2080 regular hours of satisfactory service in each of the salary steps above A, and upon recommendation of the appointing authority, the employee shall be advanced to the next higher step in the salary schedule for the classification until the top of the range is reached.
- 3) If an employee completes the 1040 or 2080 hours in the middle of a pay period, the employee shall be eligible for an increase as follows:
 - a. if the merit increase period is completed during the first week of a pay period the increase will be made effective with the start of the then current pay period.
 - b. if the merit increase period is completed during the second week of a pay period the increase will be made effective with the start of the next pay period.
- 4) If an operating department verifies in writing that an administrative or clerical error was made in failing to submit the documents needed to advance an employee to the next salary step on the first pay period when eligible, said advancement shall be made retroactive to the first pay period when eligible. This section also applies to fully flexibly staffed promotions in which case the advancement shall be made retroactive to the first pay period when approved by the appointing authority.

Special Merit Increases

Upon recommendation of the appointing authority and approval by the Human Resources Director, employees may receive special merit increases at intervals other than those specified in this Section. The Human Resources Director's decision shall be final. Changes in an employee's salary because of promotion, upward reclassification, postponement of salary step increase, or special merit increase will set a new salary advancement hours balance for that employee.

Salary Step if Rejected During Promotional Probation

Employees who are rejected during the probationary period and revert to their former classification shall return to the salary advancement hours balance held in the former class unless otherwise determined by the Human Resources Director. The salary advancement hours balance for an employee shall not be affected by a transfer, downward reclassification or a demotion.

General Salary Range Adjustments

Salary range adjustments for a classification will not set a new salary advancement hours balance for employees serving in that classification.

Prior Service Credits

- 1) A permanent employee accepting provisional employment in a higher or different class in the County Classified Service, and who reverts to the former classification, shall retain the salary advancement hours balance in the former class on the same basis as if there had been no such provisional appointment.
- 2) Upon recommendation of the appointing authority and approval by the Human Resources Director, provisional and temporary employees shall be advanced to the next higher step in the salary schedule upon completion of the periods of service prescribed in this Section, provided that their service has

been satisfactory. Continuous service in provisional, temporary, seasonal or extra-help capacity shall be added to service in a regular established position for the purpose of determining an employee's salary anniversary date, eligibility for salary increases, as well as vacation and sick leave accrual.

However, such service may not be added if it preceded a period of over twenty-eight (28) consecutive calendar days during which the employee was not in a pay status, except when the employee is absent from their position by reason of an injury or disease for which they are entitled to and currently receiving Workers' Compensation benefits.

5.4 Salary Step When Salary Range is Revised

Whenever the salary range for a class is revised, each incumbent in a position to which the revised schedule applies shall remain at the same step as in the previous range, unless otherwise specifically provided by the Board of Supervisors.

5.5 Salary Step After Promotion

When an employee is promoted from a position in one class to a position in a higher class and at the time of promotion is receiving a base salary equal to, or greater than, the minimum base rate for the higher class, that employee shall be entitled to the next step in the salary schedule of the higher class which is at least one step above the rate they have been receiving, except that the next step shall not exceed the maximum salary of the higher class.

5.6 Salary Step After Demotion

When an employee is demoted, whether such demotion is voluntary or otherwise, that employee's compensation shall be adjusted to the salary prescribed for the class to which demoted, and the specific rate of pay within the range shall be determined by the Human Resources Director, whose decision shall be final; provided, however, that the Board of Supervisors may provide for a rate of pay higher than the maximum step of the schedule for the employee's classification, and designate such rate of pay as "Y" rate (see Section 5.8), and also provided that an employee demoted as a result of abolition of position shall be placed at the salary step in the lower classification which most closely approximates (but does not exceed) their salary in the higher classification.

If an employee takes a voluntary demotion to a classification previously held, the employee shall be placed at the same step in that classification which the employee held last. The employee's service time at such step shall be the same as the service time held at such step previously.

In order to further the movement from lower-level to higher-level careers, an employee taking a voluntary demotion to a classification in the higher series (e.g., clerical employee to Eligibility Worker I classification) shall be placed at the salary step in the new salary range which most closely approximates such employee's salary in the prior classification.

5.7 Reclassification of Position

An employee in a position reclassified to a lower classification shall have the right of either: (1) transferring to a vacant position in their present classification in the same or another department, provided the head of the department into which the transfer is proposed agrees, or (2) continuing in the same position in the lower classification at a "Y" rate of pay when the incumbent's pay is higher than the maximum step of the

salary range for the lower classification.

5.8 "Y" Rate Process Upon Reclassification

When an employee is reclassified downward, they shall continue in their present salary range, with cost of living adjustments, for two years, at which point the employee's salary shall be frozen ("Y" - rated) until the salary assigned to the lower classification equals or exceeds such "Y" rate. The "Y" rate provisions of this Section shall not apply to layoffs, demotions, or other personnel actions resulting in an incumbent moving from one position to another.

5.9 Salary Step Defined

For purposes of salary administration in this contract a step is defined as 5.74%.

5.10 Classification and Compensation Review

The County incorporated the following recommendations of the 2020 Compensation Philosophy Study into the County's Compensation Philosophy:

- 1) Increase the number of Bay Area counties used as comparators from six (6) to eight (8), adding Marin and Sonoma counties, and continuing to include the cities of San Jose and Oakland to increase the likelihood of five (5) matches for each benchmark classification.
- 2) Use the median as the measure for determination of labor market placement and compensation adjustments, in addition to internal equity, pursuant to meet and confer and Board approval.
- 3) Maintain a list of classifications to benchmark for negotiations and ensure that classifications being surveyed represent ten (10) percent of the union's classifications and at least 50% of the union's membership.
- 4) Maintain current practice of surveying base pay only when conducting salary surveys.

The County will conduct a total compensation review one year prior to the expiration of the MOU and deliver to the Union for review. This will include a full, total compensation survey for one benchmark classification in each of the AFSCME bargaining units. The following compensation elements to be included in total compensation surveys:

- 1) Top step base salary (offset by negotiated employee pension cost share above statutory requirements);
- 2) Average employer contribution to pension (PEPRA rate, or average based on age range for legacy employees);
- 3) Employer highest contribution to medical, dental, vision based on family coverage; and
- 4) Employer deferred compensation contribution.

The Compensation Philosophy is incorporated in the County's Classification and Compensation Guideline, published online on the County's website.

See <https://www.smcgov.org/hr/classification-and-compensation-guidelines>

Section 6. Days and Hours of Work

6.1 General

The standard work week for employees occupying full-time positions consists of forty (40) hours unless otherwise specified by the Board of Supervisors. The appointing authority shall fix the hours of work with due regard for the convenience of the public and the laws of the State and the County. Employees occupying part-time positions shall work such hours and schedules as the Board and the appointing authority shall prescribe.

Except as provided below, the regular workweek shall consist of forty (40) hours within a seven (7) day workweek which begins Sunday morning at 12:00 a.m. and ends Saturday night at 11:59 p.m.

For employees working a 9/80 work schedule (with a regular day off every other week), each employee's designated work week shall begin exactly four (4) hours after the start of their eight (8) hour shift on the day of the week that corresponds to the employee's alternating regular day off.

6.2 Alternate Work Week Options

The County may on a department by department, division by division or unit by unit basis offer alternate work week options. Such options may include but are not limited to telework, 4/10 work week, 9/80 scheduling, flexible schedules and job sharing. Should a department or division agree to enter into an alternate work week agreement, the department except in cases of emergency as provided below also agrees to meet with the Union as soon as any problems with the alternate schedules are identified. Except in cases of emergency alternate schedules shall not be discontinued without such a meeting taking place. In all decisions regarding alternate work schedules the department heads decision is final.

In cases of emergency when the foregoing procedure is not practical or in the best public interest, the County may adopt or put into practice immediately such measures as required. At the earliest practicable date thereafter, the Union shall be provided with the notice described in the preceding paragraph and be given an opportunity to meet with the appropriate management representative(s).

6.3 Voluntary Time Off Program

Full-time, permanent employees may request a reduction in their work through the Voluntary Time Off (VTO) Program as described in the County's Voluntary Time Off Policy as summarized herein. Employees may apply for the VTO Program at any time during the year. Application forms shall be made available through payroll clerks and the Benefits Office. Approved applications for enrollment received after April 1st of each year will be effective the first pay period in July of that year. Approved applications received prior to April 1st will be effective the pay period following receipt of approved applications in Human Resources.

Participating employees shall be considered to be in a full-time pay status and the voluntary reduction in work hours will not affect the following benefits:

- Health Insurance Coverage
- Dental Insurance Coverage

- Basic Life Insurance
- Short Term Disability
- Pay for Work-Out-Of-Class
- Step Increases
- Probationary Period
- Seniority
- Supplemental Life Insurance

There will be no effect on accrual of vacation, sick leave and holidays; however, all regular or normal time taken off during the program for vacation, sick leave, holiday, or compensatory time will be compensated at the reduced hourly rate.

The following benefit areas may be impacted by VTO under the following circumstances:

- Overtime: Overtime compensation will not begin until after forty (40) hours have been worked during any one work week, and voluntary time off shall not be considered as time worked when determining eligibility for overtime compensation.
- Long-Term Disability: Because the Long-Term Disability Plan is based on the worker's salary, the reduced work hours and the corresponding reduced salary may lower the premiums, and the benefits derived.
- Retirement: VTO does not impact years of service but may impact calculation of compensation. Workers should contact the Retirement Office for detailed information.

All applications are subject to approval by the applicant's department head. Applications which are disapproved by the department head, or which are approved for a lesser amount of time than requested will be reviewed by the County Manager and the Human Resources Director whose decision is final.

Section 7. Overtime

7.1 Authorization

All compensable overtime must be authorized by the department head or their designated representative in advance of being worked. If prior authorization is not feasible because of emergency conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked. Overtime worked must be in the job classification in which the person is regularly employed or in a classification for which the employee is authorized higher pay for work in a higher classification.

7.2 Definition

Except as otherwise provided by Charter, any authorized time worked in excess of the forty (40) hour weekly work schedule shall be considered overtime and shall be compensable at the rate of one and one-half (1-1/2) times the overtime worked, whether compensated by monetary payment or by the granting of compensatory time off. Only designated work groups are eligible for overtime as defined.

Effective November 23, 2014, for all employees except Dispatchers and Social Workers in Children and Family Services, for purposes of determining eligibility for overtime compensation, only time off on County- recognized paid holidays shall be considered as time worked. All other absences with pay shall not be considered time worked, except vacation and CTO shall count as hours worked when the employee is called back to work after regular hours pursuant to Section 7.4 of the MOU.

Effective November 23, 2014, in exchange for the change in overtime eligibility, the salary schedules for all employees except Dispatchers and Social Workers in Children and Family Services was increased by one-half percent (0.5%).

The smallest increment of working time that may be credited as overtime is six (6) minutes. Portions of six (6) minutes worked at different times shall not be added together for the purpose of crediting overtime.

If an employee works three (3) minutes or less of the next tenth, the employee should round down. For example, if an employee whose normal work schedule ends at 5:00 p.m. works until 5:03 p.m., the employee should round down and not report the additional three minutes.

An employee who works in excess of three (3) minutes of the next tenth should round up to the next tenth. For example, if an employee whose normal work schedule ends at 5:00 p.m. works until 5:04 p.m., the employee should report an additional tenth of an hour of time worked.

The County will not make a practice of regularly scheduling three (3) minute increments of work time in excess employee's regular work schedule.

Overtime shall be calculated from the employee's base pay only unless monetary payment at a different rate is prescribed for an employee covered by the Fair Labor Standards Act.

7.3 Work Groups

The Human Resources Director shall allocate all job classifications to the following described work groups for purposes of determining categories of employees to be compensated by monetary payment or by compensatory time off. The decision of the Human Resources Director shall be final; provided, however, that prior to changing the work group of an existing classification covered by this Memorandum of Understanding the Human Resources Director shall notify the Union of the contemplated change and if requested, discuss with the Union the reasons for the work group change.

- 1) Work Group 1: All employees covered by the Fair Labor Standards Act shall be allocated to Work Group 1. Employees in Work Group 1 may be compensated for overtime worked either by monetary payment or by compensatory time off, at the option of the employee. Compensatory time off which accrues in excess of eighty (80) hours must be liquidated by monetary payment. All monetary payments for overtime must be paid not later than the next biweekly payroll following the pay period in which the overtime was worked.
- 2) Work Group 2: Employees in Work Group 2 may be compensated for overtime worked only by being allowed compensatory time off, except wildfire assistance and disaster relief work that is reimbursable by the State or Federal government will be compensated solely by monetary payment and not by compensatory time off. This provision is not intended to prevent

those positions funded by State or Federal funds on an ongoing basis from earning compensatory time off.

No more than two hundred forty (240) hours of such compensatory time off may be accumulated at any one time.

When an employee in Work Group 2 is separated from County service, their remaining compensatory time shall be added to their final compensation.

Note: Work Groups 3 and 4 pertain to employees not covered by this Memorandum of Understanding.

- 3) Work Group 5: Employees in Work Group 5 are exempted from the Fair Labor Standards Act and may be compensated for overtime worked either by monetary payment or by compensatory time off, at the option of the employee. Compensatory time off which accrues in excess of 80 hours must be liquidated by monetary payment.

Notwithstanding the allocation of job classifications to work groups, any employee covered by the Fair Labor Standards Act shall be compensated in accordance with the Act.

Should the County, through some future Federal ruling, be exempted from the Fair Labor Standards Act, the County shall then revert to the base rate for the computation of overtime.

When an employee transfers into a different (proposed) position, or an employee's position is moved between work groups, any compensatory accrual that is in excess of the proposed position's compensatory accrual limit will be liquidated by monetary payment.

7.4 Call Back

Employees required to physically report back to work during off-duty hours shall be compensated for a minimum of three (3) hours of overtime pay.

Full-time employees required by their supervisor to conduct work via a remote connection (telephone or computer) during off-duty hours shall receive overtime pay for a minimum of thirty (30) minutes and any additional actual time worked rounded up to the nearest six-minute increment. Part time workers will receive compensation for work via a remote connection during off-duty hours in accordance with hours worked within the workweek.

Employees called back to work under this Section 7.4 shall be reimbursed for any bridge tolls incurred as a result of travel from home back to the County location to respond to the call back. Reimbursement requests must be submitted in accordance with County policy and procedures.

7.5 Compensatory Time Off

Utilization of compensatory time off shall be by mutual agreement between the department head and the employee. Requests for compensatory time shall not be unreasonably denied. The smallest increment of compensatory time which may be taken off is six (6) minutes. If the Department Head determines that they will not approve a request for compensatory time off, the employee will be so notified and have the

opportunity to discuss this matter with the Human Resources Director whose decision shall be final.

7.6 Scheduled Workday

Employees covered by this Memorandum of Understanding will not have a scheduled workday reduced in whole or in part to compensate for time which they are ordered to work in excess of another regularly scheduled workday.

7.7 Out of Town Weekend Work Assignments

Any employee who is assigned work that requires them to be out of town overnight on one or more weekend days shall be compensated as follows:

- 1) Fifty dollars (\$50.00) per day for each weekend day (Saturday and/or Sunday) the employee is out of town.
- 2) Regular and/or overtime compensation as provided in this section for each hour actually worked during such assignments, subject to the usual pre-approval requirements.
- 3) Travel time for such assignments shall be compensated at actual time traveled portal to portal. If such travel time results in actual time worked of more than forty (40) hours per week, then such time shall be paid pursuant to the provisions for Overtime set forth in Section 7 of this MOU.

Section 8. Shift Differential

8.1 Definition

- 1) Shift differential pay, for the purpose of this Section, is defined as pay at a rate which is one step above the employee's base pay in the salary range for their classification. Effective November 19, 2006, shift differential pay is defined as pay at a rate which is 8% above the employee's base pay.
- 2) Notwithstanding paragraph (1) above, the biweekly shift differential pay for full-time employees shall be at least Twenty Dollars (\$20.00) above the employee's base pay, to be prorated for part-time employees.
- 3) Notwithstanding paragraph (1) above, the shift differential pay for the Licensed Vocational Nurse and Licensed Vocational Nurse Trainee classifications shall be computed as set forth in Exhibit E, attached hereto.

8.2 Applicable Shifts

Effective as soon as possible but no later than within the first three pay periods following Board of Supervisors' adoption of a successor MOU, employees who are regularly assigned to work a shift of eight (8) hours or more which starts after 11:59 a.m. and before 1:01 a.m. shall be paid at shift differential rates for all hours worked during such shift. To be eligible for shift differential, such shifts must be approved by the Department Head or designee. Time worked on a flexible schedule requested by the employee and approved by the supervisor shall not be eligible for shift differential.

8.3 Split Shifts

A split shift shall be defined as a daily work schedule that is interrupted by non-paid, non-working periods established by the County, other than bona fide rest or meal periods.

Employees who are assigned to, and work, a split shift as defined in this Section shall be paid a minimum of one (1) hour of pay at the California state minimum wage or San Mateo County minimum wage, whichever is greater, in addition to the shift differential described in Section 8.2 where applicable.

For employees who work a split shift, hours worked before 11:59 am shall not be combined with hours worked after 11:59 am in order to achieve the requisite eight (8) hours for shift differential pay described in Section 8.2 entitled "Applicable Shifts."

Where shift differential is paid, it will only be paid for actual hours worked, not for the additional one (1) hour of pay at the California state minimum wage.

Section 9. Application of Differentials

9.1 If an employee has been receiving a shift differential or some other differential, except pay for work-out-of-class as provided in this Memorandum of Understanding or in the Salary Ordinance for thirty (30) or more calendar days immediately preceding a paid holiday, or the commencement of a vacation or the commencement of a paid sick leave period, or compensatory time off, as the case may be, the applicable differential shall be included in such employee's holiday pay, vacation pay, paid sick leave or paid compensatory time. The vacation, sick leave, holiday and compensatory time off pay of an employee on a rotating shift shall include the shift differential such employee would have received had they been working during such period.

9.2 If an employee has been receiving pay for work out of class as provided in this Memorandum of Understanding or in the Salary Ordinance for thirty (30) or more calendar days immediately preceding a paid holiday, compensatory time off, or the commencement of a vacation or paid sick leave period, the work-out-of-class pay shall be included in such employee's holiday pay, vacation pay, paid sick leave or paid compensatory time for the first two weeks of paid time off.

If an employee is receiving work out of class pay and they are on paid time off that exceeds four (4) consecutive work weeks, then the work out of class pay will end automatically at the conclusion of the fourth consecutive workweek.

9.3 Differentials are not included when an employee elects to be compensated for overtime by compensatory time (i.e., compensatory time is paid at the employee's rate of pay when the time is used, not at the rate at which it was earned).

Section 10. On-Call Assignments

A. Policy

When warranted and in the interest of the County operation, department heads may assign employees to on-call status during off-duty time, to ensure that such employees will be available to respond or return to work to address unplanned, unforeseen, or emergency situations. While on-call, an employee is required to be available by phone at all times. While on call, the employee is not on duty, is not required to remain on

County premises. An employee is not required to restrict personal activities while on-call, but must remain free of the influence of prescription drugs that adversely affect the employee's ability to safety and effectively perform their job duties, alcohol, and illegal drugs.

This Section clarifies the existing process for the assignment of on-call for employees represented by the AFSCME bargaining units. For the purpose of this Section 10 only, each of the special assignments referred to in subsection B below shall constitute an organizational unit.

B. On-Call Assignments

1. Regular and Required On-Call Assignments: Each department will designate certain positions required to perform regular and mandatory on-call assignments, for which they earn on-call pay.
2. Voluntary On-Call Assignments: Departments may also designate certain positions eligible to volunteer for on-call assignments.

C. Process for On-Call Assignment

1. Regular and required on-call assignments, and re-assignments as needed due to employee absences, will be assigned on a rotating schedule and equitably distributed to all employees in such designated positions.
2. For Voluntary on-call assignments, a department may solicit volunteers on a rolling basis, and assignments will be provided on a first come, first serve basis. Individual voluntary on-call assignments may be assigned on an ad hoc basis in the absence of sufficient volunteers.

D. On-Call Compensation

Compensation for on-call duty shall be computed as follows:

Employees shall be paid an hourly rate of Five Dollars and forty cents (\$5.40) for time in which they are required to be in an on-call status, unless otherwise provided below.

Effective November 19, 2006, employees assigned to the Hazardous Materials Emergency Response Team will receive an additional \$1.50 per hour to the above on-call differential amounts.

Operating Room Technicians and employees of the Clinical Laboratory Scientist Unit shall be paid the hourly equivalent rate of one-half (1/2) their base pay for time in which they are required to be in an on-call status. For the purpose of computing pay, overnight assignment will constitute one (1) day; a weekend in on-call status will constitute three (3) days for pay purposes.

Radiologic Technologists, Imaging Specialists, and Respiratory Therapists shall be paid the hourly equivalent rate of one-half (1/2) their base pay for time in which they are required to be in an on-call status.

Environmental Health Division employees shall be granted eight (8) straight-time hours compensatory time off for each sixty-one (61) hour weekend shift during which they are in on-call status.

Refer to Exhibit E regarding On-Call Duty provisions for Licensed Vocational Nurses and Licensed Vocational Nurse Trainees.

An employee receiving call-back pay shall not be entitled to "on-call" pay simultaneously.

Section 11. Bilingual Pay

A salary differential of Ninety Dollars (\$90.00) biweekly shall be paid to incumbents of positions requiring bilingual proficiency as designated by their respective Department Heads or their designee. Said differential shall be prorated for employees working less than full-time or who are in an unpaid leave of absence status for a portion of any given pay period. Bilingual pay is effective the first pay period after Human Resources certifies the result of the bilingual exam. Under no circumstances is bilingual pay retroactive except in cases where availability of an examiner delayed the examination.

Designation of positions for which bilingual proficiency is required is the sole prerogative of the Department and is based on operational and staffing needs of the Department. Human Resources will oversee the bilingual examination, certify exam results and determine effective date of bilingual pay of any individual submitted by the Department for testing. The Union shall be provided listings of employees receiving bilingual pay on a biweekly basis.

Individuals who promote or transfer to another position or Department will be reevaluated by the receiving Department to determine if bilingual pay should be continued. Should bilingual pay be continued, Department must submit request for continuation with the Human Resources Department.

If any worker's request for bilingual pay consideration is denied by the Department, such denial shall be subject to appeal to the Human Resources Director whose decision shall be final.

If an employee who has not been designated/approved for bilingual pay is required by the Department to perform bilingual services, the employee may report this issue to their supervisor, who will approve or decline the request for bilingual pay. If the supervisor declines the request the employee may submit the matter to Employee Relations who will investigate the matter within thirty (30) days.

11.1 Hiring and Selection

The County will continue to recruit and hire employees based on a specific need for bilingual skills.

11.2 Testing

All employees hired to fill positions requiring bilingual skills will be tested for bilingual proficiency.

11.3 Continued Use of Bilingual Language Skill

Employees hired to fill positions requiring bilingual skills may be required to remain in bilingual pay positions. Nothing herein precludes any of the above specified employees from promoting to higher classifications.

11.4 Transfers

Transfers of employees occupying bilingual pay positions shall be in accordance with County policy and practice and shall not be in violation of the Memorandum of Understanding. It is recognized that utilization of a bilingual skill may be the sole reason for transfer in order to meet a specific County need.

11.5 Review

The number and location of bilingual pay positions shall be periodically reviewed by management. The

Union and the affected employee(s) will be given reasonable notice prior to loss of the bilingual pay differential if the number of filled positions in a specific division or geographical location is to be reduced.

11.6 Administration

Administration of the bilingual pay plan will be the overall responsibility of the Human Resources Department. Any disputes concerning the interpretation or application of the bilingual pay plan shall be referred to the Human Resources Director whose decision shall be final.

Section 12. Mileage Reimbursement Policy

12.1 General

Except where indicated below, the County does not reimburse employees for home to work and work to home travel. Any disputes concerning the interpretation or application of the mileage reimbursement policy shall be referred to the Human Resources Department Director whose decision shall be final. As soon as practicable after notification is received from the IRS of a change in its allowable mileage rate, the County shall change its rate to coincide with that set by the IRS.

12.2 Definition of Regular Work Location:

The County facility(ies) or designated area(s) within the County where an employee reports when commencing their regularly assigned functions.

Any County facility(ies) or designated area(s) to which an employee is assigned for a period in excess of twenty (20) consecutive work days shall ordinarily be considered a regular work location and, as such, not subject to employee mileage reimbursement. Temporary assignments which extend beyond twenty days may be considered for a mileage reimbursement eligibility extension not to exceed a total of ten (10) additional workdays. All approval authority for extensions rests with the Human Resources Director whose decision shall be final.

An employee is entitled to mileage reimbursement under the conditions specified below:

- 1) Once an employee arrives at their regular work location, any subsequent work-related travel in the employee's own vehicle shall be eligible for mileage reimbursement.
- 2) Travel to Trainings and Conferences
 - a) If an employee uses their own vehicle for travel to and from any required training program or conference, the employee shall be entitled to mileage reimbursement for all miles traveled unless the employee is leaving directly from their residence, in which case the total shall be less the normal mileage to or from the employee's regular work location.
 - b) If an employee uses their own vehicle for travel to and from any optional work-related training program or conference the employee may, with department head pre-approval, be eligible for mileage reimbursement up to the limits specified in paragraph "a" above.
- 3) An employee who is required to travel from their residence to a location other than their regular work

location shall be entitled to mileage reimbursement for all miles traveled less the normal mileage to or from their regular work location.

For Example: An employee's residence is in Burlingame and regular work location is in San Mateo. Distance from home to work is 8 miles. Because of an early morning meeting, the employee must travel from home to Redwood City, a distance of 21 miles. Based upon the above rule, the employee would be entitled to 13 miles of reimbursement. This figure is arrived at by subtracting 8 miles (normal mileage from home to work) from 21 miles (distance from home to Redwood City).

- 4) An employee who is required to engage in any work-related travel at the conclusion of which the employee's workday will be completed shall be entitled to mileage reimbursement for all miles traveled less the normal mileage from the regular work location to their residence. For example: An employee's residence is in Palo Alto and regular work location is in Redwood City. Distance from home to work is 13 miles. The employee has a meeting at the Hayward City Hall (31 miles) which will not conclude until 5:00 p.m. and therefore, the employee will go directly home, a distance of 31 miles. Based on the above rule, the employee would be entitled to 18 miles of reimbursement. This figure is arrived at by subtracting 13 miles (normal mileage from home to work) from 31 miles (distance from Hayward to home).

Any exceptions to the above policy may be considered on a case-by-case basis by the Human Resources Director, whose decision shall be final.

Section 13. Tuition Reimbursement

The County may reimburse an employee for tuition and related fees paid for taking courses of study in an off-duty status if the subject matter content of the courses are closely related to the employee's present or probable future work assignments. Limits to the amount of reimbursable expense may be set by the Human Resources Director with concurrence of the County Manager. There must be a reasonable expectation that the employee's work performance or value to the County will be enhanced as a result of the course of study. Courses taken as part of a program of study for a college undergraduate or graduate degree, or for courses taken as part of a program of study for a trades certificate at a bona fide institution of learning as required by the Fair Labor Standards Act, will be evaluated individually for job relatedness under the above-described criteria. The employee must both begin and successfully complete the course while employed by the County.

The employee must submit an application on the prescribed form to their department head giving all information needed for an evaluation of the request. The department head shall recommend approval or disapproval and forward the request to the Human Resources Director whose decision shall be final. In order to be reimbursed the employee's application must have been approved before enrolling in the course. If a course is approved and later found to be unavailable, a substitute course may be approved after enrollment. Upon completion of the course the employee must submit to the Human Resources Department a request for reimbursement accompanied by a copy of the school grade report or a certificate of completion. Human Resources shall, if it approves the request, forward it to the Controller for payment. Reimbursement may include the costs of tuition and related fees. The County will reimburse up to \$50.00

per course for books and other required course materials (excluding laptops and other electronic devices), under conditions specified in the Tuition Reimbursement program. Reimbursement for books will only be made for community college, undergraduate level or graduate level courses.

Section 14. Layoff and Reemployment

14.1 Definition of Layoff

The County may layoff employees because of lack of work, lack of funds, reorganization, or otherwise when in the best interest of the County.

14.2 Notice of Layoff

The department head will give at least thirty (30) days advance written notice to employees to be laid off except in an emergency situation in which case the Human Resources Director may authorize a shorter period of time.

14.3 Precedence by Employment Status

No permanent employee shall be laid off while employees working in extra-help, seasonal, temporary, provisional, or probationary status are retained in the same classification unless that employee has been offered the extra-help, seasonal, temporary, or provisional appointment. The order of layoff among employees not having permanent status shall be according to the following categories:

- 1) Extra-Help, Term, or Seasonal
- 2) Temporary
- 3) Provisional
- 4) Probationary - among probationary employees in a given classification, order of layoff shall be according to reverse order of seniority as determined by total continuous County civil service, not continuous time in that probationary period. Employees in flexibly-staffed positions serving a second probationary period (at a higher level classification in the series) shall not be considered probationary for layoff purposes.

Seniority

Layoffs shall be by job classification according to reverse order of seniority as determined by total continuous County civil service, except as specified above. For employees within the Court, all Court service time counts in determining seniority within the Court. If an employee transfers or otherwise moves from the Court to a County position, or if an employee transfers or otherwise moves from a County position to the Court, only the employee's time in the Classified service counts in determining seniority for purposes of layoff. Subject to Court participation, the County and Union agree to reopen this language within the first six (6) months following the effective date of this agreement.

The following provisions shall apply in computing total continuous service:

- 1) The following shall count as County service:
 - a. Time spent on military leave
 - b. Leave to accept temporary employment of less than one (1) year outside the County government, and
 - c. Leave to accept a position in the unclassified service.
- 2) Periods of time during which an employee is required to be absent from their position by reason of an injury or disease for which they are entitled to and currently receiving Workers' Compensation benefits shall be included in computing length of service for the purpose of determining that employee's seniority rights.
- 3) Time worked in an extra-help or seasonal status shall not count as County service.
- 4) Time worked in a permanent, probationary, provisional, or temporary status shall count as County service. Part-time status shall count at the rate of one (1) year of continuous employment for each 2080 straight-time hours worked.

If two (2) or more employees have the same seniority, the examination scores for their present classification shall determine seniority.

14.4 Identification of Positions for Layoff

- 1) The classifications in a flexibly staffed series are treated as one classification for purposes of layoff.
- 2) When a classification has formal numbered options, each of which specifies separate hiring criteria, each option shall be treated as a separate classification for layoff purposes.

14.5 Procedures

- 1) A displaced employee will be transferred to any vacancy with equivalent FTE status in their classification in their home department. For the purpose of this section, the following shall be considered "departments":

Agriculture, Weights and Measures
 Assessor, County-Clerk Recorder & Chief
 Elections Officer Board of Supervisors
 Child Support Services
 Controller
 Coroner
 County Counsel
 County Managers Office/Clerk of
 the Board Court

District Attorney
 Fire Protection Services
 Health System – San Mateo Medical
 Center Health System – All Other
 Health
 Housing
 Human Resources
 Department Human
 Services Agency
 Information Services
 Department Parks
 Department
 Planning and
 Building Probation
 Public Works
 Library Sheriff's Office
 Tax Collector/Treasurer/Revenue Services

If no vacancy with equivalent FTE status exists in the employee's classification in the home department an employee shall have the right to interview for any other vacancies, County-wide, in their classification, or other classifications for which they have bumping rights. Employees who choose this option shall have a list of all vacancies provided by the County. The County will arrange for interviews for vacancies in which the employee is interested.

- 2) Employees who are notified that they will be laid off shall have the choice to take a voluntary demotion within the same department to any classification, at the employee's discretion, in which the employee had prior probationary or permanent status provided such a position is held by an employee with less seniority.
- 3) On a departmental basis, displace the employee in the same classification having the least seniority in County service. Displaced employees may request the Human Resources Director to place the employee's name on the promotional eligible list or open eligible list for any classification for which, in the Human Resources Director's opinion, the employee is qualified. The employee's name will be above the names of persons who have not been displaced, ranked in the order specified in subsection 14.3.
- 4) Pursuant to Rule XI, Sections 11 and 12 of the Civil Service Rules as revised, an employee may, with the approval of the Human Resources Director and the department head, demote or transfer to a vacant position for which they possess the necessary skills and fitness.
- 5) A transfer, for layoff purposes is defined as a change from one position to another in the same classification or in another classification, the salary range of which is not more than ten percent (10%) higher.

- 6) Part-time employees shall not displace full-time employees, unless the part-time employee has held full-time status in the classification within the last five (5) years.
- 7) In addition to all other options, employees in classifications at risk of being eliminated, as determined by the affected department head, may also be placed on the reinstatement list.

14.6 Names of Employees Laid Off to be Placed on Reemployment and General Eligible Lists

The names of employees laid off shall be placed on reemployment eligible lists as hereinafter specified. Former employees appointed from a reemployment eligible list shall be restored all rights accrued prior to being laid off, such as sick leave, vacation credits, and credit for years of service. However, such reemployed employees shall not be eligible for benefits for which they received compensation at the time of or subsequent to the date they were laid off.

The departmental reemployment eligible list for each classification shall consist of the names of employees and former employees having probationary or permanent status, and who were laid off or whose positions were reallocated downward as a result of reclassification. The rank order on such lists shall be determined by relative seniority as specified in subsection 14.3. Such lists shall take precedence over all other eligible lists in making certifications to the department in which the employee worked.

The general reemployment eligible list for each classification shall consist of the names of employees and former employees having probationary or permanent status, and who were laid off or whose positions were reallocated downward as a result of reclassification. The rank order on such lists shall be determined by relative seniority. Such lists shall take precedence over all other eligible lists, except departmental reemployment eligible lists, in making certifications on a County-wide basis.

The provisions of this subsection 14.6 shall not apply to employees who have accepted severance pay as defined in Section 15 of this MOU entitled "Severance Pay" upon termination of employment.

14.7 Abolition of Position

The provisions of this Section 14 shall apply when an occupied position is abolished resulting in a classified employee losing status in their assigned classification in their department.

Section 15. Severance Pay

15.1 Application

Unless herein provided for in Section 15.3, in the event that an employee's position is abolished and such employee is unable to displace another County employee or be placed in another County position as provided in Section 14 of this Memorandum of Understanding, such employee shall receive reimbursement of one week of pay for each full year (2080 hours) of regular service to the County, and fifty percent (50%) of the cash value of such employee's unused sick leave; provided, however that such employee shall be eligible for reimbursement only if the employee remains in the service of the County until their services are no longer required by the department head. The County shall make every effort to secure comparable employment for the displaced employee in other agencies, and if such employment is secured, the employee will not be entitled to the aforementioned reimbursement.

Severance pay as described in Section 15.1 above shall not be denied because a full-time employee refuses to take a position which requires twenty-nine (29) hours or less work per week.

15.2 Health Benefits Following Layoff

The County agrees to pay the County premium for nine (9) months of medical coverage for an individual who is laid off. This coverage is contingent on the following conditions:

- the individual has not refused a County job offer;
- the individual is unemployed;
- the individual continues to pay their share of the premium;
- the coverage is for health only and does not cover dental or vision; and
- Such coverage runs concurrently with COBRA and CalCOBRA

15.3 Education Stipend

If an employee is laid off and not reemployed by the County through a transfer, demotion, or displacement of another employee, the County will pay up to four thousand dollars (\$4,000) for tuition or fees in payment for accredited courses or training taken within twelve (12) months of layoff, and taken for the purpose of finding new employment. The administration of this new benefit will be determined by mutual agreement between the County and the Union

Section 16. Holidays

16.1 Eligibility

Regular full-time employees in established positions shall be entitled to take all authorized holidays at full pay, not to exceed eight (8) hours for any one (1) day, provided they are in a full pay status on both their regularly scheduled workdays immediately preceding and following the holiday. Part-time employees shall be entitled to holiday pay in proportion to the average percentage of full-time hours worked during the two (2) pay periods immediately preceding the pay period which includes the holiday. If two or more holidays fall on succeeding or alternate pay periods, then the average full-time hours worked in the two (2) pay periods immediately preceding the first holiday shall be used in determining the holiday pay entitlement for the subsequent holiday.

16.2 Holidays

The holidays for the County are:

- | | |
|-------------------------------|---------------------------------------|
| 1) January 1 | (New Year's Day) |
| 2) Third Monday in January | (Martin Luther King, Jr.'s Birthday) |
| 3) Third Monday in February | (Washington's Birthday) |
| 4) March 31 | (Cesar Chavez Day) |
| 5) Last Monday in May | (Memorial Day) |
| 6) June 19 | (Juneteenth) |
| 7) July 4 | (Independence Day) |
| 8) First Monday in September | (Labor Day) |
| 9) Second Monday in October** | (Columbus Day/Indigenous Peoples Day) |

- 10) November 11 (Veterans Day)
- 11) Fourth Thursday in November (Thanksgiving Day)
- 12) Friday following Thanksgiving Day
- 13) December 25 (Christmas)
- 14) Every day appointed by the President of the United States or the Governor of the State of California to be a day of public mourning, thanksgiving, or holiday. The granting of such holidays shall be discretionary with the Board of Supervisors.

** Effective February, 2001, the Lincoln’s Birthday holiday was eliminated and replaced with a floating holiday (8 hours of holiday time) which will accrue on February 12. The floating holiday may be used starting in the first pay period that begins after February 12th.

If the legislature or the Governor appoints a date different from the one shown above for the observance of one of these holidays, then San Mateo County shall observe the holiday on the date appointed by the Legislature or the Governor.

Wellness Days

In addition to the paid holidays listed above, employees shall be entitled to sixteen (16) hours of time off as wellness days or days of reflection (floating holiday) each fiscal year. Employees may use the wellness time off on any day mutually agreed by the employee and their supervisor. Wellness days not used by the end of the fiscal year will be deemed forfeited and have no cash value.

16.3 Holiday Falling on a Sunday

If one of the holidays listed above falls on Sunday and the employee is not scheduled to work that day, the holiday will be observed on Monday.

In County facilities where there is 24-hour per day coverage, employees in those facilities, and Park Rangers working 7-day per week coverage, shall observe holidays on the actual day of the holiday.

16.4 Holiday Falling on Employee’s Regular Day Off

If any of the holidays listed above falls on a day other than Sunday and the employee is not regularly scheduled to work that day, or if an employee is required to work on a holiday, the employee shall be entitled to equivalent straight time off with pay. This equivalent straight time off earned is limited to 120 hours with any time earned in excess of 120 hours cashed out at the equivalent straight time rate. If an employee leaves County service with accrued hours, those hours will be cashed out.

16.5 Hours Worked on a Holiday

Employees working on a holiday shall be compensated for such time worked at the rate of one and one-half (1 ½) times the straight-time rate as provided in Section 7 Overtime.

Section 17. Election Days

The County does not intend to prohibit employees from being absent from work on election days if employees can charge such time off to a floating holiday, accumulated vacation, or compensatory time. Every effort will be made to grant their requests unless the absences would be likely to create serious problems in rendering proper services to the public.

Section 18. Vacations

18.1 Vacation Allowance

Employees, excluding seasonal and extra-help, or as herein otherwise provided, shall be entitled to vacation with pay in accordance with the following schedule, based on a full-time work schedule. Accruals listed are prorated for part time employees:

Effective the first full pay period following Board approval of a successor MOU in 2022, vacation accrual shall be as follows:

- 1) During the first five (5) years of continuous service, vacation will be accrued at the rate of 4.0 hours per biweekly pay period worked.
- 2) After the completion of five (5) years of continuous service, vacation will be accrued at the rate of five (5) hours per biweekly pay period worked.
- 3) After the completion of ten (10) years of continuous service, vacation will be accrued at the rate of six (6) hours per biweekly pay period worked.
- 4) After the completion of fifteen (15) years of continuous service, vacation will be accrued at the rate of seven (7) hours per biweekly pay period worked.
- 5) After the completion of twenty (20) years of continuous service, vacation will be accrued at the rate of eight (8) hours per biweekly pay period worked.
- 6) After the completion of twenty-five (25) years of continuous service, vacation will be accrued at the rate of nine (9) hours per biweekly pay period worked.
- 7) No employee will be allowed to have an accumulation of more than fifty-two (52) biweekly pay periods vacation accrual to their credit at any one time. However, employees may accrue unlimited vacation time in excess of the maximum allowance when such vacation accrues because of remaining in a pay status during periods of illness or injury which precluded liquidating vacation credits earned in excess of the maximum allowed.
- 8) No vacation will be permitted prior to the completion of thirteen (13) biweekly pay periods of service. Such service includes time in an extra-help status provide that there has not been a break in service as specified in paragraph (10) below.
- 9) Vacation may be used in increments of six (6) minutes.
- 10) Seasonal and extra-help employees do not accrue vacation credits, except that the service of an employee in a seasonal or extra-help capacity shall be included with service in a regular established position in computing vacation allowance for the purpose of this Section. However, such service in an extra-help or seasonal capacity may not be included if it preceded a period of over twenty-eight (28) consecutive calendar days during which the employee was not in a pay status.

18.2 Vacation Schedule

The time at which employees shall be granted vacation shall be at the discretion of the appointing authority. Length of service and seniority of employees shall be given consideration in scheduling vacations and in giving preference as to vacation time. Written requests for vacation shall normally be approved or denied within one (1) calendar month of the appointing authority's receipt of the request, absent special circumstances. Special circumstances may include, but are not limited to, uncertainty regarding sufficient staffing coverage for the requested time off. In the event of special circumstances, within one (1) calendar month of receipt of the written request, the appointing authority shall notify the requesting employee that special circumstances exist.

18.3 Vacation Allowance for Separated Employees

When an employee is separated from County service their remaining vacation allowance shall be added to their final compensation.

Section 19. Sick Leave

19.1 Accrual

Effective until June 12, 2022, employees shall accrue "old sick leave" at the rate of three and seven-tenths (3.7) hours for each biweekly pay period of full-time work. Such accrual shall be prorated for any employee who works less than full time during a pay period. For the purpose of this Section, absence in a pay status shall be considered work. Effective June 12, 2022, "old sick leave" will cease to accrue for all employees.

Effective June 12, 2022, employees will accrue "new" sick leave at a rate of three and seven-tenths (3.7) hours for each biweekly pay period of full-time work. "New" sick leave will have no cash value and will not have conversion value for the purpose of sick leave conversion for retiree health coverage. Such accrual will be prorated for an employee who works less than full time during a pay period. For the purpose of this Section, absence in a pay status shall be considered work.

"New" sick leave can accrue up to a cap of seven hundred twenty (720) hours. Once an employee accrues up to the cap of seven hundred twenty (720) hours, the employee will cease to accrue sick leave until such time the employee uses sick leave to reduce accrued hours below the cap.

A break in service of twenty-eight (28) days or more will result in the forfeiture of all accrued, unused old and new sick leave. An approved leave of absence, including FMLA/CFRA, disability, and pregnancy disability leave, will not constitute a break in service for the purpose of this section.

19.2 Usage

Sick leave is accrued paid leave from work that can be used for any of the following purposes:

- 1) Diagnosis, care, or treatment of an employee's illness, injury, health condition, or exposure to contagious disease which incapacitates them from performance of duties.

This includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth,

and recovery therefrom as determined by a licensed physician, or, under the Kaiser plan, a licensed health care professional.

- 2) The employee's receipt of preventative care or required medical or dental care or consultation.
- 3) The employee's attendance, for the purpose of diagnosis, care, or treatment of an existing health condition of, or preventative care, on a member of the immediate family who is ill. For the purpose of this Section 19.2, immediate family means parent, spouse, domestic partner, son, daughter, sibling, stepchild, mother-in-law, father-in-law, grandparent or grandchild.
- 4) Up to five (5) workdays for the employee's preparation for or attendance at the funeral of a member of the immediate family.
- 5) The employee's attendance to an adoptive child or to a child born to the employee or the employee's spouse for up to six (6) weeks immediately after the birth or arrival of the child in the home. For the purpose of preparation for or attendance at a funeral, immediate family also includes son-in-law, daughter-in-law, grandparent-in-law, and sibling-in-law.
- 6) Sick leave used concurrently with California Family Rights Act (CFRA) leave for the purpose of bonding following the birth, adoption or foster care placement of a child of the employee must be concluded within one (1) year of the birth or placement of the child. The basic minimum duration of such leave is two (2) weeks. However, an employee is entitled to leave for one of these purposes (e.g. bonding with a newborn) for less than two (2) weeks duration on any two (2) occasions.
- 7) An employee who is a victim of domestic violence, sexual assault, or stalking may use up to one half (1/2) of their annual sick leave allotment to:
 - a. obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child; or
 - b. obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.

An employee may elect to use their full amount of "new" sick leave in advance of drawing on "old" sick leave accrued before June 12, 2022.

19.3 Procedures for Requesting and Approving Sick Leave

When the requirement for sick leave is known to the employee in advance of their absence, the employee shall request authorization for sick leave at such time, in the manner hereinafter specified.

In all other instances the employee shall notify their supervisor as promptly as possible by telephone or other means.

Before an employee may be paid for the use of accrued sick leave they shall complete and submit to their

department head or designee a request stating the dates and hours of absence, and such other information as is necessary for the request to be evaluated.

If an employee does not return to work prior to the preparation of the payroll, other arrangements may be made with the approval of the department head and the Controller.

The sick leave request shall be treated confidentially.

The department head or designee may require a physician's statement from an employee who applies for sick leave. The County agrees to accept doctor's notes from an employee, regardless of the employee's health care provider, as documentation of an employee absence.

The department head or designee may make whatever investigation into the circumstances of an employee's request for sick leave that appears warranted before taking action on the request.

Employees who are absent from work because of illness or injury shall not be disciplined because they are unable to provide a physician's certificate when said document has not been requested prior to the employee's return to work.

An employee who has exhausted their accrued sick leave balance may use other accrued leaves (vacation, comp time, holiday credits), in lieu of sick leave which meets the criteria specified in Section 19, subject to approval by the employee's supervisor. Use of other accrued leaves will normally be permitted, unless such employee has been documented by management for attendance problems within the last four (4) months, or if the use of leave would result in overtime pay for time worked in the same work week. In that event, such other leaves may only be used for pre-scheduled and pre-approved medical and dental appointments. The use of such leave in lieu of sick leave is subject to all other provisions of Section 19.

19.4 Accounting for Sick Leave

Sick leave may be used in increments of six (6) minutes.

19.5 Credits

When an employee who has been working in a seasonal or extra-help category is appointed to a permanent position such appointee shall receive credit for any accrued but unused sick leave remaining in their extra help/seasonal sick leave bank at the time of their appointment to a permanent position.

If an employee who has unused sick leave accrued is laid off and subsequently re-employed in a permanent position, such sick leave credits shall be restored to them upon reemployment. The employee shall not have any portion of sick leave credits restored for which they received compensation at the time of or subsequent to the day of layoff.

19.6 Incapacity to Perform Duties

If the appointing authority has been informed through a doctor's report of a medical examination, that an employee is not capable of properly performing their duties, they may require the employee to absent themselves from work until the incapacity is remedied. During such absence the employee may utilize any accumulated sick leave, vacation, holiday and compensatory time.

19.7 Use of Sick Leave While on Vacation

An employee who is injured or who becomes ill while on vacation may be paid for sick leave in lieu of vacation provided that the employee:

- 1) was hospitalized during the period for which sick leave is claimed, or
- 2) received medical treatment or diagnosis and presents a statement indicating illness or disability signed by a physician covering the period for which sick leave is claimed, or
- 3) was preparing for or attending the funeral of a member of the immediate family.

To have sick leave considered in lieu of vacation the request and substantiation must be provided within ten (10) days of the employees' return to work.

19.8 Sick Leave During Holidays

Paid holidays shall not be considered as part of any period of sick leave, unless the employee is scheduled to work on that holiday.

19.9 Catastrophic Leave

Leave credits may be transferred from one or more donating employees to another receiving employee under the following conditions:

- 1) The receiving employee is a permanent full or part-time employee whose participation has been approved by their department head;
- 2) The receiving employee or the receiving employee's spouse/domestic partner or direct family member has sustained a life threatening or debilitating illness, injury or condition. (The Department Head may require that the condition be confirmed by a doctor's report);
- 3) The receiving employee has or will have exhausted all paid time off;
- 4) The receiving employee must be prevented from returning to work for at least thirty (30) days and must have applied for a medical leave of absence.

The County shall address changes to the Catastrophic Leave policy through a County-wide process. The County will prepare a modified policy and present it to all labor organizations for comments at the Benefits Committee in January 2019.

Transferring Time

Vacation and holiday time may be transferred by employees in all work groups. Compensatory time may be transferred by employees in work groups 1, 2, 4, and 5.

Sick leave may be transferred at the rate of one (1) hour of sick leave for every four (4) hours of other time (i.e., holiday, vacation, MOT or compensatory time).

Donated time will be converted from the type of leave given to sick leave and credited to the receiving employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee.

Donations must be a minimum of eight hours and thereafter in whole hour increments.

The total leave credits received by the employee shall normally not exceed three months; however, if

approved by the department head, the total leave credits received may be up to a maximum of one year.

Donations approved shall be made on a Catastrophic Leave Time Grant form signed by the donating employee and approved by the receiving employee's department head. Once posted, these donations are irrevocable except in the event of the untimely death of a Catastrophic Leave recipient. In that event, any excess leave will be returned to donating employees on a last in-first out basis (i.e., excess leave would be returned to the last employee(s) to have donated).

Appeal Rights

Employees denied participation in the program by the department head may appeal the decision to the Human Resources Director and the County Manager whose decision shall be final.

Section 20. Leaves of Absence

20.1 General

Employees shall not be entitled to leaves of absence as a matter of right, but only in accordance with the provisions of law and this Memorandum of Understanding. Unless otherwise provided, the granting of a leave of absence also grants to the employee the right to return to a position in the same classification, or equivalent classification in the same department as they held at the time the leave was granted. The granting of any leave of absence shall be based on the presumption that the employee intends to return to work upon the expiration of the leave. However, if a disability retirement application has been filed with the County Board of Retirement a leave may be granted pending decision by that Board. Nothing in Section 20 shall abridge the rights to which employees are entitled under the Family and Medical Leave Act (FMLA). Information regarding FMLA is contained in the Letters section of this MOU.

Total Period of Leave:

Except for Disability Leaves as provided above and in Section 20.4 (2) (c) below, no leave of absence or combination of leaves of absence when taken consecutively, shall exceed a total period of twenty-six (26) biweekly pay periods.

Approval and Appeals:

Initial action to approve or disapprove any leave of absence shall be by the employee's department head; however, leaves of absence of more than two (2) biweekly pay periods must also be approved by the Human Resources Director. Denial of requested leave in whole or in part at the department head level may be appealed by the employee to the Human Resources Director, whose decision shall be final.

20.2 Benefit Entitlement

Employees on leaves of absence without pay for more than two (2) biweekly pay periods shall not be entitled to payment of the County's portion of the premiums for the health, dental, life, or long-term disability insurance, except as provided hereinafter. The entitlement to payment of the County's portion of the premiums shall end on the last day of two (2) full biweekly pay periods in which the employee was absent.

An employee who is granted a leave of absence without pay for reasons of the employee's illness or accident shall be entitled to two (2) biweekly pay periods of the County's portion of the insurance premiums for each year of County service, or major fraction thereof, up to a maximum of twenty-six (26) bi-weekly pay periods payment of premiums.

Where applicable, payment of the County's portion of the insurance premiums described in this Section 20.2 shall count toward fulfillment of statutory requirements for payment of the County's contributions toward health insurance under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and California Pregnancy Disability Leave (PDL).

20.3 Seniority Rights and Salary Adjustments

Any authorized absence without pay (regardless of length) which begins on or after October 20, 1996, shall not be included in determining salary adjustment rights, or any seniority rights, based on the length of employment.

20.4 Job Incurred Disability Leave

1) Job Incurred Disability Leave With Pay

- a) Definition: Job incurred disability leave with pay is an employee's absence from duty with pay because of disability caused by illness or injury arising out of and in the course of their employment which has been declared to be compensable under the Workers' Compensation Law.

Only permanent or probationary employees occupying permanent positions are eligible for job incurred disability leave with pay.

- b) Payment: Payment of job incurred disability leave shall be at the base pay of the employee and shall be reduced by the amount of temporary disability indemnity received, pursuant to Workers' Compensation Law.
- c) Application for and Approval of Job Incurred Disability Leave With Pay: In order to receive pay for job incurred disability leave an employee must submit a request on the prescribed form to their department head describing the illness or accident and all information required for the department head to evaluate the request. The employee must attach to the request a statement from a physician certifying to the nature, extent, and probable period of illness or disability.

No job incurred disability leave with pay may be granted until after the County, the County Workers' Compensation Adjuster, or the State Compensation Insurance Fund has declared the illness or injury to be compensable under the California Workers' Compensation Law and has accepted liability.

- d) Length of Job Incurred Disability Leave With Pay: Eligible employees shall be entitled to disability leave for the period of incapacity as determined by a physician, but not to exceed a maximum of ninety (90) calendar days for any one illness or injury. Holidays falling within the period of disability shall extend the maximum time allowance by the number of such holidays.

2) Job Incurred Disability Leave Without Pay

- a) Definition: Job incurred disability leave without pay is an employee's absence from duty without County pay because of disability caused by illness or injury arising out of and in the course of their employment which has been declared to be compensable under the Workers' Compensation Law. Only permanent or probationary employees occupying permanent positions are eligible for job incurred disability leave without pay. Such leave is taken after the disabled employee has used up allowable job incurred disability leave with pay, as well as accrued credits for sick leave. At the employee's option, vacation and compensatory time-off accruals may also be used.
- b) Application for and Approval of Job Incurred Disability Leave Without Pay: In order to receive job incurred disability leave without pay an eligible employee must submit a request on the prescribed form to their department head describing the illness or accident and all information required for the department head to evaluate the request. The employee must attach to the request a statement from a physician certifying as to the nature, extent, and probable period of illness of disability.
- c) Length and Amount of Job Incurred Disability Leave Without Pay: Job incurred disability leave without pay may not exceed twenty-six (26) biweekly pay periods for any one injury. The combined total of job incurred disability leave with pay and job incurred disability leave without pay for one accident or illness may not exceed thirty-two (32) biweekly pay periods. In the event an employee is disabled and is receiving Workers' Compensation benefits this leave may be extended as long as such disability continues.

20.5 Leave of Absence Without Pay

1) General Provisions

- a) Qualifying: Only permanent or probationary employees occupying permanent positions are eligible for leaves of absence without pay under the provisions of this Section.
 - b) Application for and Approval of Leaves of Absence Without Pay: In order to receive leave without pay, an employee must submit a request on the prescribed form to their department head describing the reasons for the request and all other information required for the department head, or their representative, to evaluate the request.
 - c) Granting of Leaves of Absence Without Pay: An appointing authority may grant leave of absence without pay for up to a maximum of two (2) biweekly pay periods. Leaves of absence of more than two (2) biweekly pay periods must be approved by the Human Resources Director and shall be subject to review by the County Manager, whose ruling shall be final.
- 2) Leaves of Absence Without Pay For Non-Job Incurred Illness or Injury: Leaves of Absence without pay on account of illness or injury which are not job incurred may be granted for a maximum period of twenty-six (26) full biweekly pay periods. This includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom. Such leaves will be granted only after all accrued sick leave credits have been used and shall be substantiated by a physician's statement.

- 3) Leaves of Absence Without Pay for Personal Reasons: Leaves of absence without pay on account of personal reasons unrelated to illness or injury (including but not limited to being employed on a full-time basis by the Union(s) signatory to this Memorandum) may be granted for a maximum period of thirteen (13) full biweekly pay periods. Such leaves shall only be granted after all accrued vacation and holiday credits have been used; however, an employee may request in case of personal emergency, including an emergency relating to the non-disability portion of maternity leave, that one (1) weeks' vacation be retained. The decision of the Human Resources Director shall be final.
- 4) Leaves of Absence Without Pay for Union Work: Leaves of absence without pay to take employment with the Union signatory to this MOU may be granted for a maximum period of thirteen (13) full biweekly pay periods. Employees are entitled to retain any accrued vacation and holiday credits while on such leaves.

In the event that an employee on approved Union leave want to continue group benefits coverage (including medical, dental, vision and life insurance) through the County plans, arrangements will be made for the Union to reimburse the County for the costs associated with continuing such coverage.

- 5) Parental Leave: An employee/parent of either sex may be granted a leave of absence without pay for the purpose of fulfilling parenting responsibilities during the period of one (1) year following the child's birth, or one (1) year following the filing of application for adoption and actual arrival of child in the home. Such leave shall be for a maximum period of thirteen (13) biweekly pay periods. Use of accrued vacation, sick, compensatory time or holiday credits shall not be a pre-condition for the granting of such parental leave. Employees who must assume custody of a minor will be eligible for parental leave.

20.6 Military Leaves of Absence

The provisions of the Military and Veterans Code of the State of California as well as the Uniformed Services Employment and Reemployment Rights Act (USERRA) shall govern military leave of County employees.

20.7 Absence Due To Required Attendance in Court

Upon approval by the department head, an employee, other than extra-help or a seasonal worker, shall be permitted authorized absence from duty for appearance in Court because of jury service, in obedience to subpoena related to the employee's San Mateo County employment or by direction of proper authority, in accordance with the following provisions:

- 1) Said absence from duty will be with full pay to a maximum of eight hours for each day the employee serves on the jury or testifies as a witness in a criminal case, other than as a defendant, including necessary travel time. As a condition of receiving such full pay, the employee must remit to the County Treasurer, through the employee's department head within fifteen (15) days after receipt, all fees received except those specifically allowed for mileage and expenses.
- 2) Attendance in Court in connection with an employee's usual official duties or in connection with a case in which the County of San Mateo is a party, together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this Section.

- 3) An employee required to appear in court in a matter unrelated to their County job duties or because of civil or administrative proceedings that they initiated does not receive compensation for time spent related to those proceedings. An employee may request to receive time off using vacation, compensatory, holiday or voluntary time off if accrued balances are available, or will be in an unpaid status, for time spent related to those proceedings. This provision does not apply to grievance proceedings pursuant to this MOU, San Mateo

County Civil Service Commission proceedings, EAP or Peninsula Conflict Resolution Center (PCRC) mediation proceedings, or administrative proceedings related to the Meyers Millias Brown Act or the MOU between the parties.

- 4) Any fees allowed, except for reimbursement of expenses incurred, shall be remitted to the County Treasurer through the employee's department head.

20.8 Educational Leave of Absence With Pay

Educational leave of absence with pay may be granted to employees under the conditions specified in this Section. In order to be granted educational leave of absence with pay an employee must submit on the prescribed form a request to the appointing authority containing all information required to evaluate the request.

The County may, after approval of an employee's application, grant a leave of absence with pay for a maximum of sixty-five (65) working days during any fifty-two (52) biweekly pay periods for the purpose of attending a formal training or educational course of study. Eligibility for such leaves will be limited to employees with at least thirteen (13) biweekly pay periods of continuous service and who are not extra-help, temporary or seasonal. Such leaves will be granted only in cases where there is a reasonable expectation that the employee's work performance or value to the County will be enhanced as a result of the course of study. Courses taken as part of a program of study for a college undergraduate or graduate degree will be evaluated individually for job relatedness under the above described criteria. The employees must agree in writing to continue working for the County for at least the following minimum periods of time after expiration of the leave of absence:

<u>Length of Leave of Absence</u>	<u>Period of Obligated Employment</u>
44 to 65 workdays	52 biweekly pay periods
22 to 43 workdays	26 biweekly pay periods
6 to 21 workdays	13 biweekly pay periods

Additional provisions to educational leave for Licensed Vocational Nurses shall be found in Exhibit E.

20.9 Absence Without Leave or Refusal of Leave or Failure to Return After Leave

Failure to report for duty after a leave of absence request has been disapproved, revoked, or canceled by the appointing authority, or at the expiration of a leave, shall be considered an absence without leave.

Absence Without Leave

Absence from duty without leave for any length of time without a satisfactory explanation is cause for dismissal. Absence without leave for four (4) or more consecutive days without a satisfactory explanation

shall be deemed a tender of resignation. If within thirty (30) days after the first day of absence without leave a person who has been absent makes an explanation satisfactory to the Board of Supervisors, the Board may reinstate such person.

20.10 Bereavement Leave

The County will provide up to twenty-four (24) hours paid bereavement leave upon the death of an employee's parents, spouse, domestic partner, child (including through miscarriage or stillbirth), step-child sibling, sibling-in-law, mother-in-law, father-in-law, grandparent, grandparent-in-law or grandchild.

In addition, employees may utilize up to an additional five (5) days from their accrued leave banks pursuant to Section 19.2-4.

The Department may require that the employee, within 30 days of the first day of leave, provide documentation of the death of the family member consistent with the County policy on bereavement leave.

Bereavement leave does not need to be taken consecutively and must be completed within three (3) months of the day of death of the family member.

Section 21. Hospitalization and Medical Care

21.1 Payment of Healthcare Premiums

The County and covered employees share in the cost of health care premiums. For full-time employees enrolled in County-offered health insurance plans, the County will pay eighty-five percent (85%) of the total premium for the Kaiser HMO, , or Kaiser High Deductible Health Plans (employees pay fifteen percent (15%) of the total premium), and the County pays ninety percent (90%) of the total premium for the Aetna HMO Plan (employees pay ten percent (10%) of the total premium). The County will pay 75% of the total premium for the Aetna POS Plan (employees pay 25% of the total premium).

For full-time employees enrolled in a County-offered High Deductible Health Plan, the County will contribute fifty percent (50%) of the deductible to the employee's Health Savings Account over the course of the calendar year. Contributions will occur biweekly.

21.2 In an effort to offset the employee cost for healthcare costs, effective the first full pay period in October 2025 until the first pay period in October 2027, the County will contribute \$59 per month (\$29.50 each for the first 2 pay periods of each month) (the equivalent of 0.5% of pay Countywide) as a "Premium Only" contribution to each benefit-eligible employee's Section 125 account to be used for premium expenses.

21.3 Part Time Employees

For County employees occupying permanent part-time positions, who work a minimum of forty (40), but less than sixty (60) hours in a biweekly pay period, the County will pay one-half (½) of the County contribution to hospital and medical care premiums described above for full-time employees.

For County employees occupying permanent part-time positions who work a minimum of sixty (60), but less than eighty (80) hours in a biweekly pay period, or qualify for health benefits under the Affordable

Care Act (ACA), the County will pay eighty five percent (85%) of the County-offered group High Deductible Health Plan (HDHP) or three-fourths (3/4) of the County contribution to hospital and medical care premiums described above. For County employees occupying permanent part-time positions who work a minimum of sixty (60), but less than eighty (80) hours in a biweekly pay period who are enrolled in a County-offered High Deductible Health Plan, the County will contribute fifty percent (50%) of the deductible to the employee's Health Savings Account over the course of the calendar year. Contributions will occur biweekly.

21.4 Healthcare Legislation Reopener

Upon request from the County or the Union, the parties will reopen Section 21 during the term of the agreement if necessary to address changes required under the ACA or other healthcare legislation.

21.5 Retiree Health Reimbursement Account

Effective June 12, 2022, the County will establish a Retiree Health Reimbursement Account (RHRA) for each active employee, to which the County and employees contribute to save, on a nontaxable basis, money to help pay the cost of eligible medical expenses after terminating from County employment. The RHRA is intended to constitute a "health reimbursement arrangement" within the meaning of IRS Notice 2002-45.

A. Contributions

The following contributions will be made to each employee's RHRA:

1. County Contributions for Employees Hired On or After June 12, 2022:

Effective June 12, 2022, the County will contribute fifty dollars (\$50) per month to the RHRA for each full-time employee hired on or after June 12, 2022, prorated for part time employees.

To receive and become vested in the County's monthly RHRA contributions, an employee must complete five (5) years of continuous, paid County employment in a regular position. During an employee's initial five (5) years of employment with the County, the County will not contribute to the employee's RHRA. Upon successful completion of five (5) years of regular employment with the County, the County will contribute a lump sum of three thousand dollars (\$3,000) (the equivalent of \$50 per month for five years of service), prorated for part time employees. Each month thereafter, the County will deposit fifty dollars (\$50) per month to the full-time employee's RHRA, prorated for part time employees. Once vested in the County's contributions to the RHRA, if the employee separates from County service prior to attaining benefit eligibility, the employee and County contributions in the account will remain in the individual's name and will be invested as directed by the individual.

A break in service of twenty-eight (28) days or more will result in the exclusion of prior service in calculation of the employee's RHRA vesting service requirement. An approved leave of absence, including FMLA/CFRA, disability, and pregnancy disability leave, will not constitute a break in service for the purpose of this section.

If an employee's County employment terminates before completion of five (5) years of continuous County employment, the employee will not receive County contributions to the employee's RHRA.

Upon an employee's separation from employment with the County, the County will cease contributions to that individual's RHRA. Employees will have no vested right in ongoing County contributions to the RHRA; the contributions may be increased, decreased or frozen at any time in accordance with future MOU's.

2. Mandatory Employee Contributions: Three types of employee contributions will be made to the RHRA, as specified below. These employee contributions are mandatory. No employee will have any right to elect to receive cash or any benefit in lieu of the contributions.
 - a. Regular Contribution: Effective June 12, 2022, each employee hired on or after June 12, 2022, will contribute fifty dollars (\$50) per month to the employee's RHRA. An employee's RHRA contributions, including any allocable investment earnings, are 100% vested at all times.
 - b. Unused CTO and Vacation Accruals: For all employees regardless of hire date, at separation from County service, a percentage of the employee's earned and unused Compensatory Time Off, and a percentage of the employee's earned and unused vacation will be cashed out and deposited into the employee's RHRA; except if the employee dies while in County employment, then CTO and vacation accruals will not be deposited into the employee's RHRA and will instead be converted to cash and distributed to the employee's estate. The Union will advise the County by May 2, 2022, what uniform percentages, if any, of CTO and vacation will be cashed into the RHRA at separation for employees in the bargaining unit.
 - c. Converted Old Sick Leave for Employees Hired Before June 12, 2022: For employees hired before June 12, 2022, who retire on or after June 12, 2022, simultaneous with separation from County service, upon retirement from the County, contributions of "old" sick leave will be made to an eligible employee's RHRA subject to the terms and conditions specified in Section 21.5 of the MOU.

B. Distributions

After an employee separates from County employment, the employee's RHRA funds may be used for any eligible medical expenses incurred by the employee, the employee's spouse, or the employee's eligible dependents. "Eligible medical expenses" are expenses described in section 213(d) of the Internal Revenue Code, as amended from time to time, including but not limited to, qualifying insurance premiums, deductibles, co-pays, prescription drugs, eyeglasses & contact lenses, dental care, medical equipment costs and other qualifying expenses. RHRA funds may not be used for any other purpose, including cash out or conversion to another plan.

In addition, the use of the RHRA funds will be subject to the terms of the governing RHRA plan document.

The parties acknowledge that the RHRA plan will be subject to non-discrimination testing. Non-compliance with non-discrimination rules may result in taxation of discriminatory coverage. In the event of taxation of discriminatory coverage, the parties will reevaluate and negotiate changes to the plan design to comply with non-discrimination rules.

C. Fees and Forfeitures**A. Fees**

1. Employees and retirees will be responsible for payment of RHRA basis point fees, mutual fund fees, and annual system charges.
2. The County will be responsible for payment of the PCORI fees.

B. Forfeitures: Plan forfeitures will first be allocated to the County to cover the cost of future PCORI fees as well as those dating back to the transition date (June 12, 2022). Remaining forfeitures will be allocated among qualifying participants in the plan. Qualifying participants include existing employees with five (5) or more continuous years of County service in a regular position, and retirees with RHRA plans established on or after June 12, 2022.

C. Annual Report: The County will provide an annual report of County-wide fees and forfeitures to the Deferred Compensation Committee.

21.6 “Old” Sick Leave Conversion to Health Coverage Upon Retirement and Retiree Health Benefit for Employees Hired by the County Before June 12, 2022

A. The following terms apply only to employees hired by the County before June 12, 2022:

1. **Employee Contribution:** Effective on the transition date (“June 12, 2022”), all employees hired before the June 12, 2022, will contribute seven-tenths of a percent (0.7%) of the employee’s base wage rate each pay period for the duration of their employment with the County, to the County to contribute to the cost of the retiree health benefit described herein.
2. “Old Sick Leave” will be defined as sick leave earned before June 12, 2022. Old Sick Leave will cease to accrue as of June 12, 2022 (“transition date”). For employees hired by the County before June 12, 2022, old sick leave accrued and unused as of June 12, 2022, with the exception of one hundred ninety-two (192) hours, will be removed from the employee’s sick leave bank. A record of the number of frozen hours of old sick leave will be kept on file with the County, pending the employee’s retirement from County service.
3. Employees hired before June 12, 2022, will retain up to one hundred ninety-two (192) hours of accrued, unused Old Sick Leave in their sick leave bank to use as needed.
 - i. Employees hired before June 12, 2022 who take long-term, FMLA, CFRA or disability (including pregnancy disability) leaves of absence on or after June 12, 2022, who exhaust their one hundred ninety-two (192) hours of Old Sick Leave hours, as well as their New

Sick Leave accrued after June 12, 2022, will be permitted to use additional hours of Old Sick Leave upon request for sick leave purposes listed in this MOU.

- ii. Employees hired before June 12, 2022, who have less than one hundred ninety-two

(192) hours of accrued, unused Old Sick Leave in their sick leave bank will retain remaining Old Sick Leave in their sick leave bank to use as needed.

4. A break in service of twenty-eight (28) days or more will result in the exclusion of prior service in the calculation of hire date and service time for the purpose of this section.
 5. “Severed by reason of retirement” is defined as an employee retiring and drawing pension benefits from SamCERA simultaneous with separation from the County employment.
- B. For Employees Hired Before June 12, 2022, With **Less Than Fifteen (15) Years Of Service**, Whose Employment With The County Is Severed By Reason Of Retirement:

1. For employees hired prior to June 12, 2022 whose employment with the County is severed by reason of retirement during the term of this MOU, and who have **less than fifteen (15) years of service at retirement**, the County will contribute to the retiree’s RHRA in the amount of the employee’s unused, frozen, old sick leave at time of retirement on the following basis:
 - a. For employees hired prior to January 1, 2011, for each eight (8) hours of unused, frozen, old sick leave at time of retirement (including any remaining, unused hours from the 192 hours of old sick leave left in the employee’s sick leave bank as of the transition date), the County shall contribute four hundred forty dollars (\$440).
 - b. For employees hired on or after January 1, 2011, and before June 12, 2022, for each eight (8) hours of unused, frozen, old sick leave at time of retirement, the County shall contribute four hundred dollars (\$400).

- C. For Employees Hired Before June 12, 2022, Whose Employment With The County Is Severed By Reason Of Retirement, Who Retire **With Fifteen (15) or More and Less than Twenty (20) Years Of Service**:

For an employee hired before June 12, 2022, who has fifteen (15) or more and less than twenty (20) years of County service, and whose employment with the County is severed by reason of retirement:

1. From the date of retirement until the retiree reaches the age of Medicare eligibility, the County will contribute eight hundred and ninety-one dollars and ninety-five cents (\$891.95) per month to the retiree for the purchase of medical, dental and vision insurance through the County health plans. For retirees not enrolled in County benefit plans, the County will deposit the \$891.95 into the retiree’s RHRA on a monthly basis. If the retiree passes away before the age of 65, the benefits payable to a surviving spouse will be four hundred forty-five dollars and ninety-seven cents (\$445.97) per month paid until the retiree would have reached the age of Medicare eligibility. Retirees who retire at or after age 65 (the age of Medicare eligibility) will not be eligible to receive any portion of the pre-65 benefit.
2. When the retiree reaches the age of Medicare eligibility, the County will contribute an amount

each month specified herein.

- a. For married retirees, the Medicare-eligible benefit will be double the single premiums specified herein. As with the pre-Medicare-eligible benefits, the County's payments will be based on the retiree's Medicare eligibility only, with this benefit payable while the retiree is age 65 and older. The spouse's age will not influence the amount of the County's maximum payment.
3. The Medicare-eligible benefit will be payable for ten (10) years.
 - a. For retirees who retire prior to age 65, this benefit will first be payable at age 65 and continue for ten (10) years.
 - b. For retirees who retire at or after age 65, the benefit will be payable for ten (10) years after retirement.
 - c. If the retiree dies before the ten (10) year period expires, a surviving spouse will receive the Medicare-eligible benefit for one (1) person for the remaining period of time until the ten (10) year period would have expired for the retiree.
 4. Effective for retirees who retire on or after June 12, 2022, the County's Medicare-eligible benefit contribution will be one hundred fifty seven dollars and eleven cents (\$157.11). The County's Medicare-eligible contribution will be adjusted each year in accordance with adjustments made by the Centers for Medicare and Medicaid Services to the retiree cost of Medicare Part B, not to exceed an annual adjustment of 5.8% between 2023 and 2026, and not to exceed an annual adjustment of 5% in 2027 and beyond.
 5. Following retirement, retirees and dependents will have only one opportunity to enroll in County medical, dental and vision insurance plans. If the retiree and/or their dependents opt out of any of the above benefits following enrollment, the individual will not have an opportunity to opt back in to County medical, dental and vision insurance plans at a later date. Nothing in this section prohibits a retiree from using the benefit(s) and amounts outlined above towards a market-based plan (non-county plan) should the retiree elect to do so, either at the time of retirement, or at a later date.
 6. For retirees enrolled in County benefit plans, the County will contribute the contribution specified in Section 21.5, subsection C(1) or C(2) toward the benefit premiums for the County medical, dental and vision benefits elected by the retiree and qualified dependents. If the cost of the premium(s) is greater than the County's contribution, the retiree will be required to pay the difference through an automatic ACH bank withdrawal. If the cost of the premium(s) is less than the County's contribution, the County will deposit the difference in the retiree's RHRA.

For retirees not enrolled in County benefit plans, the County will deposit the contribution specified in Section 21.5, subsection C(1) or C(2) into the retiree's RHRA on a monthly basis.

7. At the time of retirement, the County will deposit an amount into the retiree's RHRA equal to fifty percent (50%) of the unused, frozen Old Sick Leave hours (plus fifty percent (50%) of any remaining, unused hours from the 192 hours of old sick leave left in the employee's sick leave bank as of the transition date), multiplied by the rate of employee's base hourly wage.

D. For Employees Hired Before June 12, 2022, Whose Employment With The County Is Severed By Reason Of Retirement, Who Retire **With Twenty (20) or More Years Of Service:**

For an employee hired before June 12, 2022, who twenty (20) or more years of County service, and whose employment with the County is severed by reason of retirement:

1. From the date of retirement until the retiree reaches the age of Medicare eligibility, the County will contribute one thousand one hundred eighty-nine dollars and twenty-seven cents (\$1,189.27) per month to the retiree for the purchase of medical, dental and vision insurance through the County health plans. For retirees not enrolled in County benefit plans, the County will deposit the \$1,189.27 into the retiree's RHRA on a monthly basis. If the retiree passes away before the age of 65, the benefits payable to a surviving spouse will be five hundred ninety-four dollars and sixty-three cents (\$594.63) per month, paid until the retiree would have reached the age of Medicare eligibility. Retirees who retire at or after age 65 (the age of Medicare eligibility) will not be eligible to receive any portion of the pre-65 benefit.
2. When the retiree reaches the age of Medicare eligibility, the County will contribute an amount each month specified herein.
 - a. For married retirees, the Medicare-eligible benefit will be double the single premiums specified herein. As with the pre-Medicare-eligible benefits, the County's payments will be based on the retiree's Medicare eligibility only, with this benefit payable while the retiree is age 65 and older. The spouse's age will not influence the amount of the County's maximum payment.
3. The Medicare-eligible benefit will be payable for ten (10) years.
 - a. For retirees who retire prior to age 65, this benefit will first be payable at age 65 and continue for ten (10) years.
 - b. For retirees who retire at or after age 65, the benefit will be payable for ten (10) years after retirement.
 - c. If the retiree dies before the ten (10) year period expires, a surviving spouse will receive the Medicare-eligible benefit for one (1) person for the remaining period of time until the ten (10) year period would have expired for the retiree.
4. Effective for retirees who retire on or after June 12, 2022, the County's Medicare-eligible benefit contribution will be one hundred fifty-seven dollars and eleven cents (\$157.11) per month. The County's Medicare-eligible contribution will be adjusted each year in accordance

with adjustments made by the Centers for Medicare and Medicaid Services to the retiree cost of Medicare Part B, not to exceed an annual adjustment of 5.8% between 2023 and 2026, and not to exceed an annual adjustment of 5% in 2027 and beyond.

5. Following retirement, retirees and dependents will have only one opportunity to enroll in County medical, dental and vision insurance plans. If the retiree and/or their dependents opt out of any of the above benefits following enrollment, the individual will not have an opportunity to opt back in to County medical, dental and vision insurance plans at a later date. Nothing in this section prohibits a retiree from using the benefit(s) and amounts outlined above towards a market-based plan (non-county plan) should the retiree elect to do so, either at the time of retirement, or at a later date.
6. For retirees enrolled in County benefit plans, the County will contribute the contribution specified in Section 21.5, subsection D(1) or D(2) toward the benefit premiums for the County medical, dental and vision benefits elected by the retiree and qualified dependents. If the cost of the premium(s) is greater than the County's contribution, the retiree will be required to pay the difference through an automatic ACH bank withdrawal. If the cost of the premium(s) is less than the County's contribution, the County will deposit the difference in the retiree's RHRA.

For retirees not enrolled in County benefit plans, the County will deposit the contribution specified in Section 21.5, subsection D(1) or D(2) into the retiree's RHRA on a monthly basis.

7. At the time of retirement, the County will deposit an amount into the retiree's RHRA equal to fifty percent (50%) of the unused, frozen Old Sick Leave hours (plus fifty percent (50%) of any remaining, unused hours from the 192 hours of old sick leave left in the employee's sick leave bank as of the transition date), multiplied by the rate of employee's base hourly wage.
- F. Funds for conversion of frozen "Old Sick Leave" remain in the County's possession until and if the employee's employment with the County is severed by reason of retirement. While in the County's possession, the County maintains the right to continue to earn interest on the funds.
- G. Employees who separate from the County without simultaneously retiring forfeit their "old sick leave" and "new sick leave" upon separation.

21.7 Sick Leave Conversion – Survivor Benefit

The surviving spouse of an active employee who dies may, if they elect a retirement allowance, convert the employee's accrued and unused old, frozen sick leave (including any unused amount from the 192 hours) to the above specified limits providing that the employee was age 55 or over with at least twenty years (20) of continuous service. "Spouse" means, unless otherwise specifically defined in the Adoption Agreement, an individual who is legally married to a Participant (and who is treated as a spouse as recognized to be legally married) as provided in applicable IRS regulations.

21.8 Taxation

The County shall continue its practice of calculating employee contributions for health and dental

premiums on a pre-tax basis consistent with Section 125 of the IRS Code.

21.9 Dependent Grandchildren

Effective October 20, 1996, grandchildren of custodial grandparents will be eligible dependents on all health, dental, and vision plans, whether or not formal adoption has occurred. This eligibility is contingent on documentation which is acceptable to the Health Plan.

21.10 Deferred Compensation Automatic Enrollment For New Employees

Subject to applicable federal regulations, the County agrees to provide a deferred compensation plan that allows employees to defer compensation on a pre-tax basis through payroll deduction. Each new employee hired after January 1, 2016 will be automatically enrolled in the County's Deferred Compensation program, at the rate of one percent (1%) of their pre-tax wages, unless they choose to opt out or to voluntarily change deferrals to greater than or less than the default one percent (>1%) as allowed in the plan or as allowed by law. The pre-tax deduction will be invested in the target fund associated with the employees' date of birth. All deferrals are fully vested at the time of deferrals; there will be no waiting periods for vesting rights.

Section 22. Dental Care and Vision Care

The County shall continue to offer dental care coverage for employees and their eligible dependents. The County will pay ninety percent (90%) of the premium for this coverage.

The County shall continue to offer vision care coverage for employees and their eligible dependents. The County will pay the entire premium for this coverage.

Section 23. Optional Additional Benefits

Optional additional benefits may be available during open enrollment at an additional cost to the employee.

Section 24. Change in Employee Benefit Plans

24.1 New Plans

During the term of this Memorandum of Understanding, the County and the Unions shall convene the Benefits Committee for the following purposes:

- A. To continue ongoing discussions regarding cost structures as a part of an overall strategy to maintain balanced enrollment in County plans,
- B. To investigate the feasibility of revising medical and/or dental coverage and/or plan(s) and strategies to integrate wellness program participation into benefit insurance cost structure, and
- C. To address legislative changes to health insurance legislation, including, but not limited to, the Affordable Care Act.

The Benefits Committee will be composed of County and labor representatives, not to exceed two (2) representatives from each participating labor organization and four (4) County representatives.

24.2 Benefits Levels

During the term of this agreement, the County agrees to continue all benefit programs at current benefit levels as listed in the MOU and the Benefit Summary.

24.3 Agreement Implementation

Agreements reached as part of the Benefits Committee may be implemented outside of negotiations if employee organizations representing a majority of employees agree, providing, however, all employee organizations are given an opportunity to meet and confer regarding such agreements.

24.4 Health Plan Changes

Health plan changes that are initiated by the health plan based on either legislative/ regulatory changes or health plan organization policy changes are provided to employers each year. These changes are typically not significant in terms of the number of individuals who are impacted by the change. For instance, they do not often include co-pay changes for outpatient or inpatient physician or facility services, prescription drug or other major plan design co-pays. Where health plans initiate these kinds of changes to the contract, Employee Benefits will share with labor the specific changes health plans are communicating at the time of renewal, before implementing the changes. Where the changes may be eliminated by the employer purchasing, at additional cost, a rider to cover the benefit, it is the County's desire to implement such changes without riders to keep its design in conformance with the health plans' book of business design, provided however, it will first meet and confer with the Union on any such matter.

24.5 Health Insurance Tax and Legislation Reopener

Upon the County or the Union's request, the County and Union shall reopen the issue of payment of any taxation assessed against employers in association with employer health insurance contributions, any changes to healthcare legislation, or other taxation resulting from future healthcare legislation.

24.6 Benefit Booklets

The County agrees to receive and discuss any suggestions the Unions may have for improvement of the booklets or folders describing various employee benefits provided by the County.

Section 25. Retirement Plans**25.1 Employees Hired before August 7, 2011**

Effective March 13, 2005, the County implemented the 2%@55.5 retirement enhancement (Government Code Section 31676.14) for employees in Plans 1, 2 or 4.

The enhancement applies to all future service and all service back to the date of employment pursuant to the Board of Supervisor's authority under Government Code section 31678.2(a). Government Code section 31678.2(b) authorizes the collection, from employees, of all or part of the contributions by a member or employer or both, that would have been required if section 31676.14 had been in effect during the time period specified in the resolution adopting section 31676.14, and that the time period specified in the resolution will be all future and past general service back to the date of employment. Based upon this understanding and agreement, employees will share in the cost of the 31676.14 enhancement through increased retirement contributions by way of payroll deductions and shall contribute 3% of compensation earnable as defined in SamCERA regulations.

These contributions will not be reduced by the employer pick-ups described in Section 25.1.

The County paid a general wage increase of pay as set forth in Section 5.1 of this MOU, and it is understood and agreed that this wage increase will help employees pay the increased retirement contributions.

Plan 3: Non-contributory plan. Plan 3 is closed to all employees hired on or after December 23, 2012. If an employee is already in Plan 3, the employee has the option to transfer to Plan 2 or 4 after providing the equivalent of five years of consecutive service (10,400 hours) to the County. These employees may elect to transfer by entering into an agreement with the San Mateo County Employees' Retirement Association (SamCERA) to pay all of the incremental employee and employer contributions that would have been required if the employee had been in Plan 2 or Plan 4 since the date of employment, plus interest.

25.2 Employees Hired Between August 7, 2011 and December 31, 2012

Plan 5: 1.725% @ 58 (pre-enhancement tier) with no 3% cost share

Current Plan 4: 2% @ 55.5 (as described in 25.1 above) is closed to new employees hired on or after the effective date of the commencement of Plan 5. However, employees may transfer into Plan 4 after providing the equivalent of ten years (20800 hours) of service in Plan 5, and entering into an agreement with the San Mateo County Employee's Retirement Association to pay all of the employee and employer contributions that would have been required if the employee had been in Plan 4 since the date of employment, plus interest

Plan 3: Plan 3 is closed to all employees hired on or after December 23, 2012. If an employee is already in Plan 3 with the option to transfer to Plan 5 after providing the equivalent of five years of service (10,400 hours) to the County that option is for future Plan 5 service only. After providing the equivalent of ten years of service (20,800 hours) to the County, employees may elect to transfer to Plan 4 by entering into an agreement with the San Mateo County Employees' Retirement Association (SamCERA) to pay all of the incremental employee and employer contributions that would have been required if the employee had been in Plan 4 since the date of employment, plus interest.

25.3 Employees hired on or after January 1, 2013

Employees hired on or after January 1, 2013 will be placed into Plan 5 or Plan 7 (2%@62) depending upon their legacy eligibility as determined by SamCERA.

25.4 Retirement COLA Cost

Employees hired on or after August 7, 2011 will pay fifty percent (50%) of the Retirement COLA cost as determined by SamCERA. COLA costs are included in the Plan 7 statutory rate.

Effective July 5, 2015, all employees will pay fifty percent (50%) of the Retirement COLA cost as determined by SamCERA.

Section 26. Life Insurance

26.1 Coverage

The County will pay group life insurance and accidental death insurance premiums for the following

coverage:

- A. Life Insurance for each employee with a maximum benefit amount of Twenty Thousand Dollars (\$20,000).
- B. Life insurance for the employee's spouse and or registered domestic partner with a maximum benefit amount of Five Hundred Dollars (\$500), and
- C. Life insurance for each of the employee's children depending on age with a maximum benefit amount of Five Hundred (\$500)
- D. The County shall provide additional life insurance payable to the employee's beneficiary if the employee's death results from an accident either on or off the job up to a maximum benefit amount of ten thousand dollars (\$10,000).

26.2 Supplemental Coverage

Employees, depending on pre-qualification, may purchase additional term life insurance to a maximum of five hundred thousand dollars (\$500,000) for employee, two hundred fifty thousand dollars (\$250,000) for spouse or registered domestic partner, and ten thousand dollars (\$10,000) for each qualifying dependent. Applying for additional life insurance will not place an employee's current level of insurability at risk.

Section 27. Long-Term Disability Insurance

The County shall continue to provide its present long term income protection plan for permanent employees at no cost to said employees; provided, however, that in order to be eligible for such plan, employees must have been employed by the County for three (3) or more years.

Effective with disabilities commencing on or after January 1, 1988, the one hundred and twenty (120) day disability period required to qualify for long term income protection does not require continuous disability but shall be cumulative for any single medically verified illness or injury within a period of six (6) full months from the date of the disability's onset. The onset date shall be defined as the first workday the employee was unable to work.

The maximum benefit of the Long-Term Disability Plan shall be Two Thousand Four Hundred Dollars (\$2400) monthly. The County also agrees to cover under the LTD Plan, part-time employees who work a minimum of twenty (20) hours per week.

The Long-Term Disability Plan restricts benefits for psychiatric disabilities that result from stress, depression or other life events to two years. However, a disability resulting from certain chronic psychotic disorders or a disorder with demonstrable organic brain deficits can qualify for benefits payable up to the age of sixty-five (65).

Section 28. State Disability Insurance

Employees covered by this Memorandum of Understanding are eligible for benefits pursuant to the State Disability Insurance Program.

Section 29. Promotion

29.1 Examinations

- 1) Open Examinations: Any person who meets the minimum qualifications for the job classification may compete.
- 2) General Promotional Examinations: Permanent and probationary employees who have served at least six months in such status prior to the date of the examination are eligible to compete. Persons who have been laid off and whose names are on a reemployment list are also eligible provided they had served at least six months prior to lay off.

Persons in unclassified positions, who previously held positions in the classified service and who did not have a break in County service between the classified and unclassified appointments are eligible to compete provided that they have at least six months total service prior to the final date to file an application.

- 3) Departmental Promotional Examinations: Permanent and probationary employees of the specific department in which a promotional opportunity exists who have served at least six months in such status prior to the date of the examination are eligible to compete. Persons who have been laid off and whose names appear on the appropriate departmental reemployment eligible list are also eligible provided they had served at least six months prior to layoff.
- 4) Open and Promotional Examinations: Any person who meets the minimum qualifications for the job classification may compete. In addition, any person competing in this type of an examination, and who meets the criteria described in (2) above, shall have 5 points added to the final passing score.
- 5) Veterans preference shall not apply to promotional examinations.

29.2 Promotional Eligible Lists

- 1) General Promotional Eligible Lists: The names of applicants successful in general promotional examinations shall be placed on general promotional eligible lists for the classifications examined.
- 2) Departmental Promotional Eligible Lists: The names of applicants successful in departmental promotional examinations shall be placed on departmental promotional eligible lists for the classifications examined.
- 3) These lists shall take precedence over General Eligible Lists.
- 4) If, at the time of termination, an employee's name appears on a promotional eligible list, their name shall be removed from the promotional list and placed on the open general eligible list for that classification in accordance with their final score.

29.3 Probationary Period

Permanent employees who are promoted to a higher classification shall undergo the probationary period prescribed for the higher classification, but shall have the right to demote to their former classification in their former department if a vacancy in their former classification exists. If no vacancy exists, such employees shall be placed in the longest standing vacancy, as determined by the requisition form date, County-wide. Should the longest standing vacancy entail "unusual" work hours, the employee shall have the one-time option of returning to the second longest standing vacancy should one exist. ("Unusual" shall mean work hours or work week dissimilar to those of the position from which or to which the employee was promoted.) If no vacancy exists, such employees shall displace the least senior employee as determined by Section 14. If no less senior position exists, then the employee shall be removed from County service.

Section 30. Career Opportunities Program

30.1 Purpose

The purpose of the Career Opportunities Program is to provide current employees with opportunities to promote, transfer, or change careers within the County in a way that is fair, competitive, easily understandable, efficient and appropriate to the County's needs. Investing in and utilizing talents of its employees will enhance the performance of the organization.

30.2 Components

A. Promotional Opportunities

Recruitments for classifications covered by this program will be conducted on either a promotional basis (as designated in Exhibit L 1.) or an open and promotional basis (as designated in Exhibit L 2.). All recruitments for these classifications will be conducted in accordance with the Civil Service Rules, and any appeals will be processed under authority of the Civil Service Rules.

B. Transfer Opportunities

The Transfer Program permits employees to transfer from one position to another without competitive examination, within the specific classification groupings listed in Exhibit L 3. Utilization of the Transfer Program is at the department's discretion. An employee wishing to transfer must meet the minimum qualifications for the position desired, and must possess any certificates, licenses, education and experience required for that position. Interested employees will be interviewed by the appointing authority, who may request that candidates submit paperwork for the interview. Depending on the number of interested employees, the appointing authority may conduct a screening prior to the interviews.

Career Development Committee

In 2015, the County established a labor-management Career Development Program (CDP) Committee to evaluate the needs of today's workplace and employees, and to restore and update the Career Opportunities Program.

The CDP Committee is composed of County and labor representatives, not to exceed two (2) representatives from each participating labor organization and four (4) County representatives.

The CDP Committee will continue meeting on a quarterly basis during the term of this agreement to address training and development activities to enable employees to improve knowledge, skills and abilities in order to achieve promotional eligibility.

The committee may agree to modify aspects of the program to include revisions to the classes listed in Exhibits L1 and L2.

30.3 Appeals Process

Notwithstanding the provisions of the Grievance Section of the Memorandum of Understanding appeals of employees of applications of the procedures of the Career Opportunities Program shall go directly to the Human Resources Director and if not satisfactorily resolved then to the Civil Service Commission. Procedures that are appealable under this section have been mutually agreed to by the Career Opportunities Program Joint Labor/Management Committee.

Section 31. Part-Time Positions Which Become Full-Time

When the workload increases so that a part-time position becomes full-time, the Human Resources Director may at their sole discretion, certify that part-time employee to a full-time position in the same geographical location.

Section 32. Geographical Displacement

32.1 Employee Preference

If it becomes necessary to transfer permanently one or more employees from one geographical location to one or more work locations in different cities, employees at the original geographical location who are working in the affected classifications shall be given an opportunity to express their desires for transfer. In such cases the department head shall give consideration to length of service and transportation factors along with such job related criteria as they deem appropriate, provided where all of these criteria are relatively equal, length of service shall prevail. Nothing shall preclude a department head from temporarily assigning employees to work at a different geographical location when prompt action is required by the needs of the County. The County shall discuss these criteria with the Union before selecting employees for transfer.

32.2 Non-Disciplinary Disposition

Employees shall not be transferred from one geographic location to another for disciplinary reasons.

Section 33. Change of Assigned Duties

No employee shall be required regularly to perform duties of a position outside of the classification to which they have been appointed. However, employees may be assigned temporarily duties outside their classification. In addition, under the conditions described in the Rules of the Civil Service Commission, a department head may temporarily assign to employees whatever duties are necessary to meet the requirements of an emergency situation.

An employee may submit to their department head a written request for re-evaluation of their position

based on significant changes in job content or significant discrepancies between job content and the job description. If the employee feels their request has been unreasonably denied and they are performing duties of a position outside of the classification to which they are assigned, they shall have the right to file a grievance in accordance with Section 38 of the MOU. If a study is conducted and the employee is denied the requested reclass, they shall have the right to file an appeal in accordance with Civil Service Commission Rule XIV, Section 1.B.

In the event a position is reclassified upwards, the re-classification shall be made effective retroactive to the first full pay period following thirty (30) days after the Human Resources Department receives the completed Job Description Questionnaire (JDQ) form(s).

Section 34. Pay for Work-Out-Of-Classification

When feasible, the County will offer work-out-of-class assignments to qualified, interested permanent employees prior to offering such assignments to extra-help employees. Departments will solicit interest in such assignments via bulletin board posting, internal memo, and/or email within the department or division as the department deems appropriate. If offered, it is the employee's responsibility to inform management of their interest in work-out-of- class assignments. The intent of this section is to provide additional career development opportunities to permanent County employees when such assignments do not cause unreasonable disruptions to the work environment or work production.

When feasible, the County will offer to rotate interested, qualified employees in previously identified long-term (more than 20 days) work-out-of-class assignments in three-month intervals. Work out of class assignments will not normally extend beyond one year. The intent of this section is to provide additional career development opportunities to permanent County employees when such assignments do not cause unreasonable disruptions to work environment or work production.

When an employee has been assigned in writing by the department head or designated representative to perform the work of a permanent position having a different classification and being paid at a higher rate, and if they have worked in such classification for five (5) consecutive workdays (or four consecutive workdays for employees on a 4 day workweek, or where due to a County holiday, the workweek is only 4 days), they shall be entitled to payment for the higher classification, as prescribed for promotions in subsection 5.5 of this Memorandum of Understanding, retroactive to the first (1st) workday and continuing during the period of temporary assignment, under the conditions specified below:

- 1) The assignment is caused by the temporary or permanent absence of the incumbent;
- 2) The employee performs the duties regularly performed by the absent incumbent, and these duties are clearly not included in the job description of their regular classification;
- 3) The temporary assignment to work-out-of-classification which extends beyond twenty (20) working days be approved by the Human Resources Director, a copy of the approval form to be given to the employee; and

- 4) A copy of the department head's written approval must be submitted in advance to the Human Resources Director. If the Director determines that they will not approve pay for work in the higher classification which exceeds twenty (20) workdays, the employee will be so notified and have the opportunity to discuss this matter with the Human Resources Director whose decision shall be final.

If an employee is receiving work out of class pay and they are on paid time off that exceeds four (4) consecutive work weeks, then the work out of class pay will end automatically at the conclusion of the fourth consecutive work week.

When a work-out-of-classification assignment for an individual employee extends beyond one year (or one full year equivalent for part-time employees), that employee's salary shall be raised to the next step in the classification in which the employee is working out of classification, except that the increase shall not exceed the maximum salary of the higher classification.

Section 35. Probationary Period

35.1 Length

Probationary employees shall undergo a probationary period of one thousand forty (1,040) regular hours of actual service in the employee's job classification, unless a longer period, not to exceed two thousand eighty (2,080) regular hours of actual service in the employee's job classification is prescribed by the Civil Service Commission for their classifications. Individual probationary periods may be extended with good cause upon request of the department head and concurrence of the Human Resources Director for up to an additional one thousand forty (1,040) regular hours of actual service in the employee's job classification.

If an employee takes authorized leave(s) of absence of three (3) calendar weeks or more, and/or is reassigned to work that is not part of the employee's normal duties due to modified duty or other business reason, the probation period for the primary job will be automatically extended for the duration of the leave(s) and/or reassignment. The employee shall be notified in writing of the probationary extension at the time of the leave(s) and/or reassignment.

Time worked by an employee in a temporary, extra-help, or provisional status shall not count towards completion of the probationary period. The probationary period shall start from the date of probationary appointment.

35.2 Regular Appointment

An employee who is not rejected prior to the completion of the prescribed probationary period shall acquire permanent status automatically. Former permanent employees appointed from a reemployment eligible list shall be given permanent appointments when re-employed. Permanent employees who are involuntarily demoted to lower classifications shall be given permanent appointments in the lower classifications.

35.3 Reemployment in New Classification

An employee who is laid off and subsequently appointed as a result of certification from a general

employment eligible list to a position in a different classification than that from which laid off shall undergo the probationary period prescribed for the class to which appointed. Former probationary employees whose names were placed on a reemployment eligible list before they achieved permanent status shall start a new probationary period when appointed from a reemployment eligible list.

35.4 Rejection During Probationary Period

The appointing authority may terminate a probationary employee at any time during the probationary period without right of appeal in any manner and without recourse to the procedures provided in Section 38 (Grievances) hereof, except when the employee alleges, and substantiates in writing that the termination was due to discrimination prohibited by county, state or federal statutes or regulations. If discrimination is alleged, the appeal or grievance shall be decided solely on the basis of whether or not the termination was due to discrimination; and unless it is determined that there was discrimination, the person or persons hearing the appeal or grievance shall not substitute their judgment for that of the appointing authority. In case of rejections during probationary periods, employees shall be given written notice, with reasons therefor, at once. The Human Resources Director may, upon request by an employee rejected during their probationary period, restore that employee's name to the eligible list for that classification. However, the employee's name shall not be certified to the department from which rejected without approval of the department head.

35.5 Transfer Within Existing Classification

Permanent employees who transfer to another position in the same classification within the same department shall not be required to undergo a new probationary period in the position into which transferred.

Employees who transfer within the same class to another department may be required by the department head to start a new probationary period. If a new probationary period is a condition for transfer, the employee must sign a statement indicating an understanding of this fact prior to the effective date of the transfer.

If a new probationary period is in force, the employee shall have a window period of twenty-eight (28) days from the date of transfer to elect to return to their former position. Should an employee be rejected at a point beyond the window period, they shall have the right to return to their former department if a vacancy in their former classification exists. If no vacancy exists, such employees shall be placed in the longest standing vacancy, as determined by the requisition form date, County-wide. Should the longest standing vacancy entail "unusual" work hours, the employee shall have the one-time option of returning to the second longest standing vacancy should one exist. ("Unusual" shall mean work hours or work week dissimilar to those of the position from which or to which the employee was promoted.) If no vacancy exists, such employees shall displace the least senior employee as determined by Section 14. If no less senior position exists, then the employee shall be removed from County service.

Section 36. Performance Evaluations

36.1 Formal Appeal

Notwithstanding the provisions of Section 38 of the Memorandum of Understanding, appeals of permanent employees relating to performance evaluations which are below a standard score or rating set by the

Human Resources Director shall go directly to the Civil Service Commission. Upon receipt of the appeal the Commission will review the facts and order such action as it determines is appropriate. Appeals must be filed with the Commission within ten (10) calendar days after the evaluation's finalization. No evaluation shall be considered finalized until the employee has been given ten (10) working days for review and comment.

36.2 Informal Appeal

Permanent employees may also request an informal appeal of below standard evaluations. At the request of the employee and the union to the Human Resources Director or their designee, a meeting will be arranged in an effort to clarify and, if possible, resolve areas of disagreement. Such meetings will be attended by the employee, their union representative, the employee's first and second level supervisors, and a representative of the Human Resources Department. Informal appeals may be granted at any time prior to Civil Service Commission review.

36.3 Clarification of Probationary Evaluations

Probationary employees are entitled to clarification of below standard evaluations and may request that a union representative be present. All such requests must first be made to the Human Resources Director, or their designee.

Section 37. Dismissal, Suspension, Reduction in Step or Demotion for Cause

The appointing authority may dismiss, issue non-punitive disciplinary letters to, suspend, reduce in step, or demote any employee in the classified service provided the rules and regulations of the Civil Service Commission are followed. A reduction in step is defined as movement to the next lower salary step in the range for the classification for a period not to exceed six months.

The County agrees to investigate and, if proper, to correct any factual inaccuracies which may exist within employee Letters of Reprimand. This investigation may be done by a manager or a representative of the Employee Relations Division. The employee may request at which level she/he wishes the matter to be investigated, however, the final decision as to who will investigate the issue will be made by the Director, Human Resources Department.

When an employee is subject to a disciplinary investigation and the County's findings do not sustain any proposed discipline, the County shall contact the employee and notify them that the investigation has concluded, and no discipline was warranted.

For investigations that last longer than sixty (60) calendar days, upon request from the subject of the investigation, the County will provide status updates not to exceed once every thirty (30) calendar days.

Right to Steward Representation

Whenever an employee is required to meet with a supervisor and the employee reasonably anticipates that such meeting will involve questioning leading to disciplinary action, they shall be entitled to have a Steward present if they so request. It is not the intention of this provision to allow the presence of a Steward during the initial discussion(s) of an employee's performance evaluation.

Any employee may either appeal such dismissal, non-punitive discipline, suspension, reduction in step or demotion to the Civil Service Commission or file a grievance in accordance with subsection 38.2 of this Memorandum of Understanding. Appeal to the Civil Service Commission must be filed within fourteen (14) calendar days of receipt of such charges. Grievances filed in accordance with subsection 38.2 of this Memorandum of Understanding must be filed within fourteen (14) calendar days after receipt of written charges. No grievance involving demotion, suspension or dismissal of an employee will be entertained unless it is filed in writing with the Human Resources Director within fourteen (14) calendar days of the time at which the affected employee was notified of such action. An employee may not both appeal to the Civil Service Commission and file a grievance under subsection 38.2 of this Memorandum of Understanding.

A permanent classified employee may be dismissed, non-punitively disciplined, suspended, reduced in step or demoted for cause only. Any written notice of dismissal, suspension, reduction in step or demotion sent to an employee shall include a statement advising them of the right to be represented by the union concerning the disciplinary action.

Section 38. Grievances

38.1 Definition

A grievance is any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding excluding, however, those provisions of this Memorandum of Understanding which specifically provide that the decision of any County official shall be final, the interpretation or application of those provisions not being subject to the grievance procedure. If an employee files an EEOC, DFEH or administrative EEO complaint with the EEO Coordinator, the issue will no longer be subject to this grievance procedure but will be processed in accordance with regulations or procedures governing the processing of said complaints. An employee may, however, file an EEOC, DFEH or administrative EEO complaint and may also file a grievance if the grounds for the grievance are not based on discrimination and/or sexual harassment.

38.2 Procedure

Grievances shall be processed in the following manner:

a) **Step 1. Department Head and/or the Designated Representative**

Any employee who believes that they have a grievance may discuss their complaint with such management official in the department in which they work as the department head may designate. If the issue is not resolved within the department, or if the employee elects to submit their grievance directly to the Union recognized as the representative of their classification, the procedures hereinafter specified may be invoked, provided, however, that all complaints involving or concerning the payment of compensation shall be in writing to the Human Resources Director.

b) **Step 2. Human Resources Director**

Any employee or any official of the Union may notify the Human Resources Director in writing that

a grievance exists, stating the particulars of the grievance and, if possible, the nature of the determination desired. Such notification must be filed (as determined by postmark) within twenty-eight (28) calendar days from the date of the employee's knowledge of an alleged grievance. Any grievances involving demotion, non-punitive discipline, suspension, reduction in step or dismissal must be received within fourteen (14) calendar days (as determined by postmark) after receipt of written notification of such disciplinary action. The Human Resources Director or their designated representative shall have twenty-eight (28) calendar days in which to investigate the merits of the complaint, to meet with the complainant and, if the complainant is not the Union, to meet also with the officials of the Union, and to settle the grievance. No grievance may be processed under paragraph (c) below which has not first been filed and investigated in accordance with this paragraph (b).

c) Step 3. Adjustment Board

If the parties are unable to reach a mutually satisfactory accord on any grievance which arises and is presented during the term of this Memorandum of Understanding, the Union may advance the grievance to an Adjustment Board by submitting a written request to the Human Resources Director within twenty-eight (28) calendar days from the date that the grievance is denied at Step 2. The Adjustment Board shall be comprised of two (2) representatives designated by the Union and two (2) representatives designated by the County. Either party may request that one member of the Adjustment Board for the other party not be a County employee. Adjustment boards shall be convened within twenty-eight (28) calendar days from the date such notification is received. A majority decision of the Adjustment Board on all issues, including procedural issues, is final and binding.

d) Step 4. Arbitration

If an Adjustment Board is unable to arrive at a majority decision, the Union may advance the grievance to arbitration by submitting a written request to the Human Resources Director within twenty-eight (28) calendar days after receipt of the Adjustment Board decision. When arbitration is invoked in a timely manner, an impartial arbitrator shall be designated by mutual agreement between the Union and the Human Resources Director. The fees and expenses of the arbitrator and of the Court Reporter shall be shared equally by the Union and the County. Each party, however, shall bear the costs of its own presentation, including preparation and post-hearing briefs, if any.

- e) If the employee or the Union fails to process a grievance within the specified time limits, the grievance shall be deemed concluded on the basis of the last decision reached, if any, unless the parties have mutually agreed in writing to extend time limits for the applicable step. If the County fails to respond within the specified time limits, the grievant may appeal to the next step, within the specified time limits, unless the parties have mutually agreed in writing to extend time limits for the applicable step. Time limits in this article may be extended if mutually agreed upon by the parties in writing and the parties are encouraged to do so if needed.

38.3 Scope of Adjustment Board and Arbitration Decisions

- a) Decisions of Adjustment Boards and arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the Charter of the County.

- b) No Adjustment Board and no arbitrator shall entertain, hear, decide or make recommendations on any dispute unless such dispute involves a position in a unit represented by the Union which has been certified as the recognized employee organization for such unit and unless such dispute falls within the definition of a grievance as set forth in subsection 38.1.
- c) Proposals to add to or change this Memorandum of Understanding or written agreements or addenda supplementary hereto shall not be arbitrable and no proposal to modify, amend or terminate this Memorandum of Understanding, nor any matter or subject arising out of or in connection with such proposals, may be referred to arbitration under this Section. Neither any Adjustment Board nor any arbitrator shall have the power to amend or modify this Memorandum of Understanding or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.
- d) If the Human Resources Director pursuant to the procedures outlined in subsection 38.2 (b) above, or the Adjustment Board pursuant to the provisions of subsection 38.2 (c) above resolve a grievance which involves suspension or discharge, they may agree to payment for lost time or to reinstatement with or without payment for lost time.

38.4 Compensation Complaints

All complaints involving or concerning the payment of compensation shall be initially filed in writing with the Human Resources Director. Only complaints which allege that employees are not being compensated in accordance with the provisions of this Memorandum of Understanding shall be considered as grievances. Any other matters of compensation are to be resolved in the meet and confer process if not detailed in the Memorandum of Understanding which results from such meet and confer process shall be deemed withdrawn until the meet and confer process is next opened for such discussion. No adjustment shall be retroactive for more than sixty (60) calendar days from the date upon which the complaint was filed.

No change in this Memorandum of Understanding or interpretations thereof (except interpretations resulting from Adjustment Board or arbitration proceedings hereunder) will be recognized unless agreed to by the County and the Union.

38.5 Grievance Procedures/Practices

- a) Irrespective of the defenses of timeliness and/or arbitrability, all issues and remedies shall be fully discussed and/or responded to at each level, prior to and including arbitration, without prejudice to those defenses.
- b) For the purpose of meeting timelines, postmarks or date of hand delivery shall establish the dates of receipt.
- c) If a steward is present at a grievance meeting at any step in the procedure, they will be copied on the applicable grievance-related correspondence. If arbitration has been invoked, stewards will not be copied on correspondence to attorneys involved in the arbitration process.

38.6 No Strike

The Union, its members and representatives, agree that it and they will not engage in, authorize, sanction or support any strike, slowdown, stoppage of work, curtailment of production, concerted refusal of overtime work, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties; and neither the Union nor any representatives thereof shall engage in job action for the purpose of effecting changes in the directives or decisions of management of the County, nor to effect a change of personnel or operations of management or of employees not covered by this Memorandum of Understanding.

In the case of a legally declared lawful strike against a private sector employer which has been sanctioned and approved by the labor body or council having jurisdiction, an employee who is in danger of physical harm shall not be required to cross the picket line, provided the employee advises their supervisor prior to leaving the picketed location, and provided further that an employee may be required to cross a picket line where the performance of their duties is of an emergency nature and/or failure to perform such duties might cause or aggravate a danger to public health or safety.

38.7 County Charter and Civil Service Commission

- a) The provisions of this Section shall not abridge any rights to which an employee may be entitled under the County Charter, nor shall it be administered in a manner which would abrogate any power which, under the County Charter may be within the sole province and discretion of the Civil Service Commission.
- b) All grievances of employees in representation units represented by the Union shall be processed under this Section. If the County Charter requires that a differing option be available to the employee, no action under paragraph (b) of subsection 38.2 above shall be taken unless it is determined that the employee is not availing themselves of such option.
- c) No action under paragraph (b) of subsection 38.2 above shall be taken if action on the complaint or grievance has been taken by the Civil Service Commission, or if the complaint or grievance is pending before the Civil Service Commission.
- d) If any award by an Adjustment Board or arbitrator requires action by the Board of Supervisors or the Civil Service Commission before it can be placed in effect, the County Manager and the Human Resources Department Director will recommend to the Board of Supervisors or the Civil Service Commission, as appropriate, that it follow such award.

Section 39. Loss of Compensation

If an employee covered by this Memorandum of Understanding suffers loss of compensation due to the inequitable application of rules, regulations, policies and procedures and where said loss of compensation is not subject to the grievance procedure specified in Section 38 of the Memorandum of Understanding, the employee shall attempt to resolve this matter with the immediate supervisor. If unable to resolve this matter satisfactorily, the employee or the employee's Union representative may submit the complaint in writing to the Employee Relations Officer with a copy to the County Manager. If this matter is not resolved

by the Employee Relations Officer within thirty (30) working days from the date of receipt of the complaint, the employee or the Union representative shall advise the Human Resources Director in writing that the matter has not been resolved and the Human Resources Director shall render a decision within fifteen (15) working days of receipt of this notification which decision shall be final. The County recognizes that other employee problems also merit prompt attention and will attempt to resolve such matters in an expeditious manner.

Section 40. Personnel Files

40.1 Employee Review

Each employee shall have the right to inspect and review any official record relating to their performance as an employee or to a grievance concerning the employee which is kept or maintained by the County. The contents of such records shall be made available to the employee for inspection and review at reasonable intervals during the regular business hours of the County. The employee's designated representative may also review the personnel file with specific written authorization from the employee.

40.2 Employee Response

The County shall provide an opportunity for the employee to respond in writing, or personal interview, to any information about which they disagree. Such response shall become a permanent part of the employee's personnel record. The employee shall be responsible for providing the written responses to be included as part of the employee's permanent personnel record.

40.3 Performance Documents

At or before time of placement, employees shall be given copies of all letters or memoranda concerning the employee's job performance which are to be placed in the employee's official personnel file(s).

40.4 Request to Seal Records

Employees may request in writing to the Department Head with a copy to the Human Resources Director that letters of reprimand which are two (2) or more years old be sealed and kept separate from the employee's personnel files. Said letters of reprimand shall be sealed and removed provided the following conditions are met:

1. The file does not contain subsequent letters of reprimand or records of disciplinary action involving the same type of infraction in which case the prior letter of reprimand will remain in the employee's personnel file until the most current related letter of reprimand or record of disciplinary action is two (2) years old.
2. The employee has not been notified in writing of pending disciplinary action at the time the written request to remove said letters of reprimand is received by the Department Head.

40.5 Records Exempted

This Section does not apply to the records of an employee relating to the investigation of a possible criminal offense or to letters of reference; provided, however, that pre-employment reference materials obtained in confidence shall be removed from official personnel files after one (1) year of continuous County employment.

40.6 Criminal Investigation Records

With regards to the investigation of a possible criminal offense, if such investigation leads to neither conviction nor to disciplinary action, reference to the investigation shall be removed from the employee's personnel file. If the criminal investigation results in conviction and/or disciplinary action any reference to the investigation which may be in the employee's personnel file will be retained and will be subject to inspection pursuant to this Section.

Section 41. Committee Involvement

41.1 Employee Assistance Committee

The County shall maintain a management/employee committee that is charged with the responsibility for reviewing the Employee Assistance Program in San Mateo County. The employee representatives include one

(1) employee from AFSCME.

The County will provide young adult dependents and domestic partners access to the Employee Assistance Program.

41.2 EEO Advisory Committee

The County agrees that AFSCME may designate one (1) employee to serve on the EEO Advisory Committee.

41.3 Central Safety Committee

The County agrees that AFSCME may designate one (1) employee to serve on the Central Safety Committee.

41.4 Deferred Compensation Committee

The County agrees that AFSCME may designate one (1) employee to serve on the Deferred Compensation Committee.

41.5 San Mateo Medical Center In-Patient and Outpatient Education Committees

The County agrees that AFSCME may designate one (1) employee from an SMMC nursing unit to attend the In- patient and Outpatient Education Committees.

Section 42. Workday Reopener

During the term of agreement, upon request from the County, the Union agrees to meet and confer regarding issues within scope of representation related to the implementation of the Workday Human Resources information system.

Section 43. Contracting/Subcontracting

The County will notify the Union of its intent to contract or subcontract work customarily performed by members of the AFSCME bargaining units where such contracting or subcontracting would result in loss or potential loss through attrition or layoff of such bargaining unit members. The County will make such notification at least ninety (90) calendar days in advance of such action. The notice shall include an

explanation of the County's reason for proposing such contracting/subcontracting. The Union shall be given the opportunity to meet with the County to discuss the decision to contract out, and to meet and confer on the effect of such contracting out upon its members. The Union shall have 30 calendar days from the date of such notification to propose effective and economical alternative ways in which such services could continue to be provided by the County's own employees.

Section 44. Separability of Provisions

In the event that any provision of this Memorandum of Understanding is declared by a court of competent jurisdiction to be illegal or unenforceable, that provision of the Memorandum of Understanding shall be null and void but such nullification shall not affect any other provisions of this Memorandum of Understanding, all of which other provisions shall remain in full force and effect. By mutual agreement, the parties may enter into negotiations when requested by either party, for the sole purpose of arriving at a mutually satisfactory replacement for such provisions.

Section 45. Past Practices and Existing Memoranda of Understanding

45.1 Past Practices

Continuance of working conditions and practices not specifically authorized by ordinance or by resolution of the Board of Supervisors is not guaranteed by this Memorandum of Understanding.

45.2 Existing MOU

This Memorandum of Understanding shall supersede all existing memoranda of understanding between the County and the Union.

Section 46. Resignation and Reinstatement

A probationary or permanent employee who has resigned in good standing or accepted a voluntary demotion may, within two years following the effective date of the resignation or voluntary demotion, request that the Human Resources Director place their name on the reinstatement eligible list for any classification for which they are qualified. Additionally, employees who occupy positions which the department head has determined are at risk of being eliminated may be placed on appropriate reinstatement list prior to the anticipated date of layoff. This list may be considered by department heads in addition to either the promotional eligible or general eligible lists but cannot take precedence over the department reemployment or general reemployment eligible lists.

Section 47. Miscellaneous

- A. Workers who are required by the Department to obtain a Class A or Class B license will be reimbursed for the cost of the license fee. Additionally, the employee will be afforded reasonable time to obtain the required physical exam and the required DMV test on County time.
- B. Direct Deposit shall be mandatory for all employees hired after October 30, 1999.

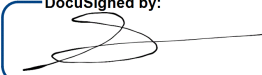
San Mateo County Memorandum of Understanding

AFSCME 2024-2027

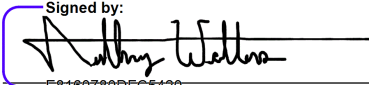
Made and entered into this day or _____, 2025

American Federation of State, County, & Municipal Employees, Local 829, AFL-CIO

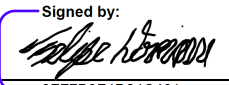
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Ryan Shannon, Representative

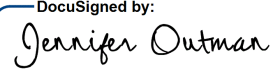
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Anthony Walters, Representative

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Felipe Donaire, President

Communications Dispatchers

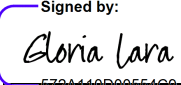
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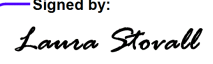
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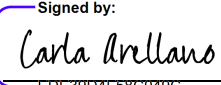
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Carla Arellano

Inspection and Regulation Unit

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Parks Unit

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Erica Adams

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County Management

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Kim Ferrario, Employee and Labor Relations

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Tory Newman

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Tory Newman, Department of Public Works

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Gabriela Behn

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Gabriela Behn, San Mateo Medical Center

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Heather Forshey

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Heather Forshey, Health Services

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Jeff Collins

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Jeff Collins, Public Safety Communications

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Rocio Kiryczun

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Blanca Tapia

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Blanca Tapia, Human Services Agency

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Emily Weaver

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Emily Weaver, San Mateo Medical Center

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Michele Medrano

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Michele Medrano, San Mateo Medical Center

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Charles Ice

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Charles Ice, Environmental Health Services

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Ziomara Ochoa

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Ziomara Ochoa, Behavioral Health and Recovery

Bargaining Unit and Occupational Exhibits and Wage Rates

EXHIBIT A: Health Services Unit

1. Rest Period. Each Licensed Psychiatric Technician (LPT) Crisis Team Technician (CTT) and Medical Services Assistant II (MSA II) shall have an unbroken rest period of at least twelve (12) hours between shifts, and of at least fifty-five (55) hours between shifts when the LPT, CTT or MSA II is off duty on the weekend or two (2) consecutive days off duty, and of at least thirty-one (31) hours between shifts when the LPT, CTT or MSA II is off-duty on a holiday or for a single day.

All hours worked within the above rest periods shall be paid at the rate of one and one-half (1 ½) times the LPT's, CTT's or MSA II's straight-time rate of pay. This provision may be waived on the request of the individual LPT, CTT or MSA II and with the agreement of the supervisor provided that the LPT, CTT or MSA II is not otherwise eligible to receive overtime compensation. If employees are receiving overtime for such rest period time, they are ineligible for this payment. The provisions of this Section shall not apply to LPT's, CTT's or MSA II's whose regularly scheduled shift requires less than twelve (12) hours between the end of one regularly scheduled workday and the beginning of the next regularly scheduled workday.

2. Discussions Regarding Continuing Education: At the request of the Union, appropriate County officials agree to meet to discuss the use of and need for continuing education. Such discussions shall include, but not be limited to educational leave hours and/or reimbursement for costs associated with continuing education.

Additionally, at such time as Continuing Education (CE) credits are required as a condition of State licensure, registration or certification for positions in this bargaining unit, the County agrees to meet with the Union regarding formal educational leave provisions for the fulfillment of such requirements.

3. Continuing Education Leave: The County shall provide continuing education leave as follows:

Classification	# of Hours	Frequency
Pharmacist	40	Per year
Radiologic Technologist and Lead Radiologic Technologist	40 (24 for ARRT and 15 for Mammography)	Every two years**
Medical Services Assistant II	16	Per year
Laboratory Assistant	8	Per year
Dietitian	24**	Per fiscal year
Licensed Psychiatric Technician	24**	Per fiscal year
Physical Therapist	24*	Per year
Occupational Therapist	24*	Per year
Supervising Physical or Occupational Therapist***	24*	Per year

Respiratory Therapist	16	Per year
Medical Laboratory Technician	16	Per year
Physician’s Assistant	40	Per year
Psychologist I/II	36	Every two years**
Supervising Mental Health Psychologist	18	Per year
Supervising Psychologist	18	Per year
Registered Dental Assistant	12	Per year
Speech Pathologist	12	Per year
Therapy Assistants	15	Per year
Ultrasonographer and Lead Ultrasonographer***	40	Every three years**
Cardiac Sonographer and Lead Cardiac Sonographer***	40	Every three years***

* The above amounts are meant to provide a baseline commitment to the continuing educational needs of the unit’s employees and do not constitute a limit on time for additional training that may be needed by the employee or the department.

** Balance periods for time off are annual, so 40 hours for a 2-year period is accrued at 20 hours per year; 36 hours every 2 years is accrued at 18 hours per year; 30 hours every 3 years is accrued at 10 hours per year.

*** Effective the first full pay period following Board of Supervisor approval of the 2022 successor MOU.

Continuing Education leave shall be provided under prescribed policies for leaves of absences for the purpose of completing Continuing Education (C.E.) requirements required by the State.

Qualifying employees may use continuing education leave with pay as follows:

- a. Such time must be used solely for the purpose of attending courses/seminars required for the employee’s State certification/ licensure.
- b. It is the employee’s responsibility to ensure that the courses/seminars requested under this provision be credited as appropriate to meet State requirements; otherwise reimbursement shall not be approved.
- c. Such time must be requested and approved in advance by the employee’s manager or designee.
- d. Such time will be paid at the straight time rate.
- e. The employee must submit documentation to substantiate the attendance and completion of the course.
- f. Reimbursement shall be paid within six (6) weeks from the time the employee submits complete and approved documentation.

Continuing educational leave with pay shall be prorated for part-time employees, or employees hired during the fiscal year, under the same conditions as stated above for full-time employees.

4. Lead Worker Differential:

a. A Licensed Psychiatric Technician or a Crisis Team Technician who is assigned to work in a lead capacity will receive a differential of one step in addition to all other compensation.

b. Creative Arts Therapists in San Mateo County Medical Center assigned as lead worker over other therapists shall receive premium pay at the rate of one step of their base salary in addition to all other compensation. Only one (1) employee at a time may be so assigned.

c. Respiratory Therapist I and II at the San Mateo County Medical Center assigned as lead worker over other therapists shall receive premium pay at the rate of one step of their base salary in addition to all other compensation. Only one (1) employee at a time may be so assigned.

d. Dietitians assigned as lead worker over other Dietitians shall receive premium pay at the rate of one step of their base salary in addition to all other compensation. Only one (1) employee at a time may be so assigned.

5. Chief Therapist Differential: In Family Health Services, one (1) Supervising Therapist designated as Chief Therapist shall receive a 5.74% differential, in addition to all other compensation, for having responsibilities for the overall organization and planning of the California Children Services Medical Therapy Unit. Only one employee at a time may be so assigned.

6. Advanced Patient Care Differential: Medical Services Assistants II who are assigned to the clinics and perform advanced patient care duties as defined in the classification specification shall receive a differential of six and two tenths' percent (6.2%) in addition to all other compensation.

7. Long Term Care Unit: Full-time nursing positions in the Long-Term Care Unit of San Mateo County Health Center in classifications covered by this bargaining unit will be filled from among internal permanent part-time applicants, if any. If more than one (1) permanent part-time employee applies for transfer, work performance and seniority will be the principal selection factors considered. Such a part-time employee, when transferred, will serve a thirty (30) day trial period, during which they may be returned to permanent part-time status, without right of appeal.

8. On Call Pay:

a. Dietitians assigned to weekend coverage shall receive on call pay at the hourly rate outlined in Section 10 of this MOU.

b. Pharmacists, Lead Pharmacists, Supervising Pharmacists, and Senior Clinical Pharmacist (formerly Clinical Coordinator of Pharmacy Services) in an on-call status

will be compensated at one quarter (1/4) of the Pharmacist's base pay for all time spent in such capacity. This agreement settles all outstanding grievances on the issue of on call pay for Lead Pharmacists, Supervising Pharmacists, and Senior Clinical Pharmacist (formerly Clinical Coordinator of Pharmacy Services).

Pharmacists contacted at home by phone will receive a minimum of one (1) hour pay at the overtime rate for each work-related telephone call received while in an on-call capacity so long as the calls are more than one (1) hour apart.

A Pharmacist called back to work will be compensated in accordance with Section 7.4 of the Memorandum of Understanding.

9. Personal Protective Equipment: The County will provide employees with Personal Protective Equipment, including disposable lab coats, that meets State and Federal regulatory guidelines.
10. Scrubs: Effective in 2019, the County began providing scrubs to Pharmacist Technicians. Effective in 2022, Pharmacy Technicians, Pharmacy Buyer, and employees in Central Supply were added to the linen distribution. Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2024, Dietitians and Registered Dental Assistants will be added to the linen distribution. Upon provision of scrubs, employees shall be required to wear them while at work.
11. Minimum Call Back Pay: Employees required to report back to work during off-duty hours in the San Mateo Medical Center in the Pharmacy, Operating Room, and Radiology shall be compensated for a minimum of two (2) hours of overtime at one and one-half (1 ½) times the employee's straight time rate. Employees called back to work for these departments are not covered under Section 7.4.
12. Discussion Regarding Conversion of Vacant Positions: The County will meet with the Union prior to converting any vacant Clinical Laboratory Scientist or vacant Laboratory Assistant position to a Medical Laboratory Technician to discuss the rationale for doing so.
13. Reduction in Force of Less than Fourteen (14) Days: For reductions in force of fourteen (14) days or less including "call-offs", scheduled hours shall be reduced or cancelled in the following order:
 - a. Employees working beyond 40 hours in a week
 - b. Volunteers to reduce or cancel hours
 - c. Extra Help
 - d. Part-Time working beyond hired FTE in that payroll week

Staff who volunteer or are involuntarily reduced may use (within accrual balances) earned vacation, holiday or comp time, or unpaid leave of absence.

Employees will be notified at least one and a half (1 ½) hours prior to the start of their shift. Employees who are not notified at least one and a half (1 ½) hours prior to the beginning of a scheduled shift and who report for work will be worked and paid a minimum of four (4) hours. This

minimum guarantee shall not apply if the employer has contacted the employee personally by telephone at least one and a half (1 ½) hours prior to the beginning of the shift. In attempting to make personal contact, the employer shall call employees in both call-off order and in order of seniority until an employee is contacted. If the employer is unable to personally contact any of the employees in a unit scheduled to work, and if all of those employees report for work, the employee at the top of the call-off list, with the least seniority shall be sent home without pay. It shall be the responsibility of each employee to notify the employer of their current home phone number and address.

Prior to temporarily closing, employees will be consulted on the timing and process of the closure. Every effort will be made to provide eight hours' notice prior to closing.

14. Speech Pathologist Salary: The salary schedule for the Speech Pathologist job classification will be aligned with the Physical Therapist II job classification and the Occupational Therapist II job classification.
15. Discussion Regarding Training of Students in Pharmacy: The County and Union will meet to discuss the Union's concerns regarding training of students in the Pharmacy department.
16. Cross-Trained Medical Laboratory Technicians and Laboratory Assistants: Effective 2022, Cross-trained Medical Laboratory Technicians shall receive an extra two and one-half percent (2.5%) base pay for being cross-trained in two areas of specialization. Cross-trained Medical Laboratory Technicians shall receive an extra five percent (5%) base pay for being cross-trained in three (3) or more areas of specialization.

Effective in 2022, Laboratory Assistants will receive an extra two and one-half percent (2.5%) base pay for being cross-trained to work in two (2) or more different worksites.

17. Physician Assistants Exempt Status and Leave Bank: In exchange for the elimination of receiving compensation for hours worked in excess forty (40) per week, as is currently agreed upon in the Memorandum of Understanding, Physician's Assistants (PA) shall be recognized as having exempt status under the Fair Labor Standards Act (FLSA). The increase received by the Nurse Practitioners, effective November 25, 2012, in exchange for no longer receiving overtime, will be granted to the Physician's Assistant as part of their salary alignment.

Physician's Assistants whose FTE status is seventy-five percent (75%) or greater shall receive the equivalent of three (3) hours per pay period of time placed into a bank for their use as paid time off throughout the year (78 hours per year). This bank will be established the first full pay period of each fiscal year and must be used prior to the final pay period in the fiscal year. Balances remaining at the end of the fiscal year will be forfeited with no cash value. Processes for advance approval for time off will not change and the Physician's Assistant will be expected to follow established policies when requesting to use this time.

18. Night Shift Differential: Employees in job classifications in the Health Unit who are regularly assigned by a supervisor to work the night shift, as defined by the County, at the San Mateo County Medical Center shall be paid shift differential rate of twelve percent (12%) for all hours worked during such shift. This is in lieu of shift differential provided under Section 8 (entitled “Shift Differential”) of the MOU between the parties.

To be eligible for shift differential, such shifts must be approved by the Department Head or designee. Time worked on a flexible schedule requested by the employee and approved by the supervisor shall not be eligible for shift differential.

19. Mammography, Computerize Tomography, and Fluoroscopy Certification Differential: Effective 2022, the County agrees to pay a ten percent (10%) differential for Radiologic Technicians II and III who maintain and utilize current Mammography, Computerize Tomography (CT) and/or Fluoroscopy certifications.

20. Specialty Certification Differentials: The County agrees to a one step (5.74%) differential for the following specialty certifications. Employees shall be eligible for a maximum of one (1) specialty certification differential at one time.

- a. Physical Therapy: Geriatrics, Neurology, Orthopedics, Women’s Health, Certified Hand Therapist, and Pediatrics
- b. Occupational Therapy: Gerontology, Physical Rehabilitation, Certified Hand Therapist, Pediatrics, and Mental Health
- c. Speech Therapy: Swallowing and swallowing disorders Supervisors who obtain above certifications will be eligible for the differential.

21. IBCLC Lactation Consultant Differential: Effective 2022, subject to pre-approval of the employee’s manager, employees in the classifications of Community Worker I/II, Peer Support Worker I/II, Supervising Dietitian, and Dietitian who are assigned to Family Health, who are certified as International Board Certified Lactation Consultants (IBCLC), and who provide lactation support and education for more than fifty percent (50%) of their work time, are eligible to receive a differential of one hundred dollars (\$100) per pay period.

22. Respiratory Therapist Pulmonary Function Testing Differential: Effective 2022, Respiratory Therapists certified as Pulmonary Function Technologists will receive a differential of one step (5.74%) only for time spent performing Pulmonary Function Testing.

23. Training Pay (Laboratory): Effective the first full pay period following Board of Supervisors’ approval of a successor MOU in 2024 employees regularly assigned to the Laboratory, who are assigned by a manager to train new hire(s) in the Laboratory will receive an additional five percent (5%) base pay only for time spent training.

24. Weekend Differential: Effective the first full pay period following Board of Supervisors’ approval of a successor MOU in 2024, Employees in job classifications in the Health Unit shall be paid a differential of six percent (6%) more than their base rate for any work performed at the San Mateo County Medical Center between Friday 2315 hours and Sunday 2315 hours. Employees may not

receive both the weekend differential and night shift differential concurrently (i.e., employees who qualify for a night shift differential and a weekend differential will receive only the night shift differential).

25. Ultrasonography Certification Differential: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2024, the County agrees to pay a three percent (3%) differential for Ultrasonographers who maintain and utilize two out of the following three certifications Abdomen, OB/GYN, or Breast.
26. Pharmacy Compounding Chemotherapy Differential: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2024, employees in the Pharmacy Technician, Pharmacy Buyer, and Pharmacist classifications assigned to compounding hazardous chemotherapy shall receive a five percent (5.0%) differential for all hours performing hazardous chemotherapy compounding.

AFSCME: Health Services (A01A) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F089-R	Cardiac Sonographer - Relief	1	5,648.00	5,972.80	6,314.40	6,679.20	7,060.00
F088	Cardiac Sonographer I	1	4,748.00	5,020.00	5,308.80	5,612.00	5,935.20
F089	Cardiac Sonographer II	1	5,615.20	5,935.20	6,275.20	6,636.80	7,017.60
F080	Central Services And Supply Supervisor - Exempt	1	4,048.80	4,283.20	4,528.00	4,788.00	5,061.60
E308	Clinical Documentation Specialist	1	4,420.80	4,675.20	4,943.20	5,227.20	5,528.00
F055	Community Health Planner	2	3,912.00	4,136.00	4,373.60	4,624.00	4,891.20
B417	Community Health Planner - Unclassified	2	3,912.00	4,136.00	4,373.60	4,624.00	4,891.20
F029	Creative Arts Therapist	5	3,237.60	3,424.80	3,621.60	3,828.80	4,048.00
F039	Dental Assistant	1	2,251.20	2,380.80	2,515.20	2,660.80	2,812.80
B086	Dental Assistant - Unclassified	1	2,251.20	2,380.80	2,515.20	2,660.80	2,812.80
F036	Dental Hygienist	1	3,395.20	3,590.40	3,796.80	4,015.20	4,244.80
S024	Dietitian I	5	3,646.40	3,858.40	4,077.60	4,311.20	4,557.60
S021	Dietitian II	5	3,852.80	4,076.00	4,309.60	4,556.80	4,819.20
F107	Electrograph Technician I	1	2,437.60	2,577.60	2,726.40	2,882.40	3,048.00
F107-R	Electrograph Technician I - Relief	1	2,556.80	2,704.80	2,860.00	3,025.60	3,196.00
B074	Electrograph Technician I - Unclassified	1	2,437.60	2,577.60	2,726.40	2,882.40	3,048.00
F108	Electrograph Technician II	1	2,811.20	2,972.80	3,144.00	3,324.00	3,514.40
F108-R	Electrograph Technician II - Relief	1	2,953.60	3,122.40	3,301.60	3,491.20	3,690.40
B075	Electrograph Technician II - Unclassified	1	2,811.20	2,972.80	3,144.00	3,324.00	3,514.40
F007	Epidemiologist I	5	3,565.60	3,768.80	3,984.80	4,213.60	4,456.80
F002	Epidemiologist II	5	3,986.40	4,215.20	4,457.60	4,714.40	4,983.20
B051	Epidemiologist II - Unclassified	5	3,986.40	4,215.20	4,457.60	4,714.40	4,983.20
G085	Health Education Associate	2	2,913.60	3,083.20	3,257.60	3,445.60	3,645.60
B115	Health Education Associate - Unclassified	2	2,913.60	3,083.20	3,257.60	3,445.60	3,645.60
F156	Laboratory Assistant II	1	2,341.60	2,476.00	2,619.20	2,769.60	2,927.20
F156-R	Laboratory Assistant II - Relief	1	2,458.40	2,599.20	2,747.20	2,904.80	3,071.20
B159	Laboratory Assistant II - Unclassified	1	2,341.60	2,476.00	2,619.20	2,769.60	2,927.20
F152	Laboratory Support Services Supervisor	5	3,080.80	3,256.80	3,444.00	3,641.60	3,850.40
G242	Lead Behavioral Health and Recovery Services Specialist	5	3,967.20	4,194.40	4,432.80	4,689.60	4,956.80

AFSCME: Health Services (A01A) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F091	Lead Cardiac Sonographer	1	5,980.80	6,294.40	6,656.80	7,039.20	7,442.40
F076	Lead Central Services And Supply Assistant	1	2,442.40	2,584.80	2,732.80	2,889.60	3,056.00
E359	Lead Medical Interpreter / Translator	1	3,100.80	3,278.40	3,467.20	3,665.60	3,875.20
F090	Lead Pharmacist	5	6,468.80	6,840.00	7,232.80	7,647.20	8,087.20
F061	Lead Pharmacy Technician	1	3,148.00	3,328.00	3,520.00	3,721.60	3,936.00
F160	Lead Public Health Laboratory Technician	1	2,989.60	3,160.00	3,341.60	3,533.60	3,734.40
F086	Lead Sterile Processing Technician	1	2,584.00	2,732.00	2,889.60	3,055.20	3,229.60
E040	Medical Coding Supervisor	5	4,376.80	4,626.40	4,892.80	5,174.40	5,470.40
E360	Medical Interpreter / Translator	1	2,604.80	2,755.20	2,911.20	3,080.00	3,255.20
F157	Medical Laboratory Technician	1	3,256.80	3,442.40	3,640.80	3,849.60	4,070.40
E305	Medical Records Coder I	1	2,781.60	2,941.60	3,111.20	3,291.20	3,478.40
E305-R	Medical Records Coder I - Relief	1	2,484.80	2,628.00	2,779.20	2,939.20	3,108.80
E306	Medical Records Coder II	1	3,432.00	3,628.80	3,839.20	4,060.00	4,292.80
E306-R	Medical Records Coder II - Relief	1	3,361.60	3,556.00	3,758.40	3,976.00	4,201.60
E307	Medical Records Coder III	1	3,948.00	4,173.60	4,415.20	4,668.80	4,936.80
E304	Medical Records Technician I	1	2,368.80	2,506.40	2,649.60	2,801.60	2,962.40
E304-R	Medical Records Technician I - Relief	1	2,484.80	2,628.00	2,779.20	2,939.20	3,108.80
E303	Medical Records Technician II	1	2,781.60	2,941.60	3,111.20	3,291.20	3,478.40
E303-R	Medical Records Technician II - Relief	1	2,923.20	3,091.20	3,269.60	3,456.80	3,652.80
F077	Medical Services Assistant I	1	-	-	-	-	-
F077-X	Medical Services Assistant I (Extra Help)	1	1,976.00	2,089.60	2,208.00	2,335.20	2,468.80
F079	Medical Services Assistant II	1	2,302.40	2,436.00	2,575.20	2,724.00	2,877.60
B082	Medical Services Assistant II - Unclassified	1	2,302.40	2,436.00	2,575.20	2,724.00	2,877.60
F174	Occupational Therapist I	5	3,885.60	4,108.00	4,347.20	4,595.20	4,859.20
B064	Occupational Therapist I - Unclassified	5	3,831.20	4,050.40	4,285.60	4,530.40	4,790.40
F184	Occupational Therapist I, California Children's Services	5	3,831.20	4,050.40	4,285.60	4,530.40	4,790.40
F175	Occupational Therapist II	5	4,355.20	4,605.60	4,868.00	5,149.60	5,444.00

AFSCME: Health Services (A01A) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B065	Occupational Therapist II - Unclassified	5	4,294.40	4,540.80	4,800.00	5,076.80	5,368.00
F185	Occupational Therapist II, California Children's Services	5	4,294.40	4,540.80	4,800.00	5,076.80	5,368.00
F068	Orthopedic Technician	1	2,535.20	2,680.80	2,833.60	2,995.20	3,168.00
F059	Pharmacist	5	6,130.40	6,482.40	6,852.00	7,247.20	7,664.00
F059-R	Pharmacist - Relief	5	6,177.60	6,529.60	6,904.80	7,300.00	7,720.00
B097	Pharmacist - Unclassified	5	6,130.40	6,482.40	6,852.00	7,247.20	7,664.00
B097-R	Pharmacist - Unclassified / Relief	5	6,177.60	6,529.60	6,904.80	7,300.00	7,720.00
F060	Pharmacy Aide	1	2,248.00	2,375.20	2,510.40	2,655.20	2,808.00
F053	Pharmacy Buyer	1	3,148.00	3,328.00	3,520.00	3,721.60	3,936.00
F058	Pharmacy Technician	1	2,976.80	3,148.80	3,328.00	3,520.00	3,721.60
B098	Pharmacy Technician - Unclassified	1	2,976.80	3,148.80	3,328.00	3,520.00	3,721.60
F171	Physical Therapist I	5	3,885.60	4,108.00	4,347.20	4,595.20	4,859.20
F181	Physical Therapist I, California Children's Services	5	3,831.20	4,050.40	4,285.60	4,530.40	4,790.40
F172	Physical Therapist II	5	4,355.20	4,605.60	4,868.00	5,149.60	5,444.00
F182	Physical Therapist II, California Children's Services	5	4,294.40	4,540.80	4,800.00	5,076.80	5,368.00
F116	Psychologist I	2	4,284.00	4,528.80	4,789.60	5,062.40	5,354.40
B045	Psychologist I - Unclassified	2	4,284.00	4,528.80	4,789.60	5,062.40	5,354.40
F050	Psychologist II	2	4,697.60	4,968.00	5,252.00	5,553.60	5,873.60
B046	Psychologist II - Unclassified	2	4,697.60	4,968.00	5,252.00	5,553.60	5,873.60
F057	Public Health Educator	2	3,912.00	4,136.00	4,373.60	4,624.00	4,891.20
B114	Public Health Educator - Unclassified	1	3,912.00	4,136.00	4,373.60	4,624.00	4,891.20
F158	Public Health Laboratory Technician I	1	2,512.80	2,656.80	2,810.40	2,971.20	3,143.20
F159	Public Health Laboratory Technician II	1	2,827.20	2,989.60	3,160.00	3,341.60	3,533.60
F063	Registered Dental Assistant	1	2,660.80	2,812.80	2,973.60	3,145.60	3,326.40
F047	Senior Clinical Pharmacist	5	6,829.60	7,220.80	7,636.00	8,071.20	8,535.20
F054	Senior Community Health Planner	2	4,207.20	4,448.00	4,704.00	4,973.60	5,257.60
F045	Senior Electrograph Technician	1	3,060.00	3,236.00	3,422.40	3,618.40	3,826.40
F056	Senior Public Health Educator	2	4,207.20	4,448.00	4,704.00	4,973.60	5,257.60

AFSCME: Health Services (A01A) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F003	Speech Pathologist	5	4,355.20	4,605.60	4,868.00	5,149.60	5,444.00
F085	Sterile Processing Technician	1	2,436.00	2,575.20	2,724.00	2,878.40	3,044.80
F168	Supervising Creative Arts Therapist - Exempt	5	3,889.60	4,111.20	4,349.60	4,595.20	4,860.80
S025	Supervising Dietitian	2	4,020.80	4,252.80	4,497.60	4,756.00	5,028.00
F101	Supervising Epidemiologist	5	4,674.40	4,941.60	5,226.40	5,527.20	5,844.00
F083	Supervising Medical Services Assistant	5	2,532.80	2,678.40	2,832.80	2,994.40	3,165.60
F006	Supervising Mental Health Psychologist - Exempt	2	5,239.20	5,540.00	5,857.60	6,193.60	6,548.80
F092	Supervising Pharmacist	5	6,829.60	7,220.80	7,636.00	8,071.20	8,535.20
F194	Supervising Psychologist - Exempt	2	5,054.40	5,343.20	5,650.40	5,975.20	6,315.20
F051	Supervising Public Health Nutritionist - Exempt	2	4,020.80	4,252.80	4,497.60	4,756.00	5,028.00
F187	Supervising Therapist - Exempt	5	5,140.00	5,435.20	5,748.00	6,077.60	6,426.40
F044	Therapy Aide	1	2,418.40	2,555.20	2,704.00	2,858.40	3,022.40
F166	Therapy Assistant	1	3,066.40	3,242.40	3,428.00	3,624.00	3,832.00
B059	Therapy Assistant - Unclassified	1	3,066.40	3,242.40	3,428.00	3,624.00	3,832.00

AFSCME: Health Services (A01A) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F089-R	Cardiac Sonographer - Relief	1	5,930.40	6,271.20	6,630.40	7,012.80	7,412.80
F088	Cardiac Sonographer I	1	4,985.60	5,271.20	5,574.40	5,892.80	6,232.00
F089	Cardiac Sonographer II	1	5,896.00	6,232.00	6,588.80	6,968.80	7,368.80
F080	Central Services And Supply Supervisor - Exempt	1	4,251.20	4,497.60	4,754.40	5,027.20	5,314.40
E308	Clinical Documentation Specialist	1	4,641.60	4,908.80	5,190.40	5,488.80	5,804.80
F055	Community Health Planner	2	4,108.00	4,343.20	4,592.00	4,855.20	5,136.00
B417	Community Health Planner - Unclassified	2	4,108.00	4,343.20	4,592.00	4,855.20	5,136.00
F029	Creative Arts Therapist	5	3,399.20	3,596.00	3,802.40	4,020.00	4,250.40
F039	Dental Assistant	1	2,364.00	2,500.00	2,640.80	2,793.60	2,953.60
B086	Dental Assistant - Unclassified	1	2,364.00	2,500.00	2,640.80	2,793.60	2,953.60
F036	Dental Hygienist	1	3,564.80	3,769.60	3,986.40	4,216.00	4,456.80
S024	Dietitian I	5	3,828.80	4,051.20	4,281.60	4,526.40	4,785.60
S021	Dietitian II	5	4,045.60	4,280.00	4,524.80	4,784.80	5,060.00
F107	Electrograph Technician I	1	2,559.20	2,706.40	2,862.40	3,026.40	3,200.80
F107-R	Electrograph Technician I - Relief	1	2,684.80	2,840.00	3,003.20	3,176.80	3,356.00
B074	Electrograph Technician I - Unclassified	1	2,559.20	2,706.40	2,862.40	3,026.40	3,200.80
F108	Electrograph Technician II	1	2,952.00	3,121.60	3,301.60	3,490.40	3,690.40
F108-R	Electrograph Technician II - Relief	1	3,101.60	3,278.40	3,466.40	3,665.60	3,875.20
B075	Electrograph Technician II - Unclassified	1	2,952.00	3,121.60	3,301.60	3,490.40	3,690.40
F007	Epidemiologist I	5	3,744.00	3,957.60	4,184.00	4,424.00	4,680.00
F002	Epidemiologist II	5	4,185.60	4,425.60	4,680.80	4,950.40	5,232.00
B051	Epidemiologist II - Unclassified	5	4,185.60	4,425.60	4,680.80	4,950.40	5,232.00
G085	Health Education Associate	2	3,059.20	3,237.60	3,420.80	3,617.60	3,828.00
B115	Health Education Associate - Unclassified	2	3,059.20	3,237.60	3,420.80	3,617.60	3,828.00
F156	Laboratory Assistant II	1	2,458.40	2,600.00	2,750.40	2,908.00	3,073.60
F156-R	Laboratory Assistant II - Relief	1	2,581.60	2,728.80	2,884.80	3,050.40	3,224.80
B159	Laboratory Assistant II - Unclassified	1	2,458.40	2,600.00	2,750.40	2,908.00	3,073.60
F152	Laboratory Support Services Supervisor	5	3,235.20	3,420.00	3,616.00	3,824.00	4,043.20
G242	Lead Behavioral Health and Recovery Services Specialist	5	4,165.60	4,404.00	4,654.40	4,924.00	5,204.80

AFSCME: Health Services (A01A) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F091	Lead Cardiac Sonographer	1	6,280.00	6,608.80	6,989.60	7,391.20	7,814.40
F076	Lead Central Services And Supply Assistant	1	2,564.80	2,714.40	2,869.60	3,034.40	3,208.80
E359	Lead Medical Interpreter / Translator	1	3,256.00	3,442.40	3,640.80	3,848.80	4,068.80
F090	Lead Pharmacist	5	6,792.00	7,182.40	7,594.40	8,029.60	8,491.20
F061	Lead Pharmacy Technician	1	3,305.60	3,494.40	3,696.00	3,908.00	4,132.80
F160	Lead Public Health Laboratory Technician	1	3,139.20	3,318.40	3,508.80	3,710.40	3,920.80
F086	Lead Sterile Processing Technician	1	2,713.60	2,868.80	3,034.40	3,208.00	3,391.20
E040	Medical Coding Supervisor	5	4,596.00	4,857.60	5,137.60	5,432.80	5,744.00
E360	Medical Interpreter / Translator	1	2,735.20	2,892.80	3,056.80	3,234.40	3,417.60
F157	Medical Laboratory Technician	1	3,420.00	3,614.40	3,823.20	4,042.40	4,273.60
E305	Medical Records Coder I	1	2,920.80	3,088.80	3,266.40	3,456.00	3,652.00
E305-R	Medical Records Coder I - Relief	1	2,608.80	2,759.20	2,918.40	3,086.40	3,264.00
E306	Medical Records Coder II	1	3,604.00	3,810.40	4,031.20	4,263.20	4,507.20
E306-R	Medical Records Coder II - Relief	1	3,529.60	3,733.60	3,946.40	4,175.20	4,412.00
E307	Medical Records Coder III	1	4,145.60	4,382.40	4,636.00	4,902.40	5,184.00
E304	Medical Records Technician I	1	2,487.20	2,632.00	2,782.40	2,941.60	3,110.40
E304-R	Medical Records Technician I - Relief	1	2,608.80	2,759.20	2,918.40	3,086.40	3,264.00
E303	Medical Records Technician II	1	2,920.80	3,088.80	3,266.40	3,456.00	3,652.00
E303-R	Medical Records Technician II - Relief	1	3,069.60	3,245.60	3,432.80	3,629.60	3,835.20
F077	Medical Services Assistant I	1	-	-	-	-	-
F077-X	Medical Services Assistant I (Extra Help)	1	2,075.20	2,194.40	2,318.40	2,452.00	2,592.00
F079	Medical Services Assistant II	1	2,417.60	2,557.60	2,704.00	2,860.00	3,021.60
B082	Medical Services Assistant II - Unclassified	1	2,417.60	2,557.60	2,704.00	2,860.00	3,021.60
F174	Occupational Therapist I	5	4,080.00	4,313.60	4,564.80	4,824.80	5,102.40
B064	Occupational Therapist I - Unclassified	5	4,022.40	4,252.80	4,500.00	4,756.80	5,029.60
F184	Occupational Therapist I, California Children's Services	5	4,022.40	4,252.80	4,500.00	4,756.80	5,029.60
F175	Occupational Therapist II	5	4,572.80	4,836.00	5,111.20	5,407.20	5,716.00

AFSCME: Health Services (A01A) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B065	Occupational Therapist II - Unclassified	5	4,508.80	4,768.00	5,040.00	5,330.40	5,636.80
F185	Occupational Therapist II, California Children's Services	5	4,508.80	4,768.00	5,040.00	5,330.40	5,636.80
F068	Orthopedic Technician	1	2,661.60	2,815.20	2,975.20	3,144.80	3,326.40
F059	Pharmacist	5	6,436.80	6,806.40	7,194.40	7,609.60	8,047.20
F059-R	Pharmacist - Relief	5	6,486.40	6,856.00	7,250.40	7,664.80	8,106.40
B097	Pharmacist - Unclassified	5	6,436.80	6,806.40	7,194.40	7,609.60	8,047.20
B097-R	Pharmacist - Unclassified / Relief	5	6,486.40	6,856.00	7,250.40	7,664.80	8,106.40
F060	Pharmacy Aide	1	2,360.80	2,493.60	2,636.00	2,788.00	2,948.80
F053	Pharmacy Buyer	1	3,305.60	3,494.40	3,696.00	3,908.00	4,132.80
F058	Pharmacy Technician	1	3,125.60	3,306.40	3,494.40	3,696.00	3,908.00
B098	Pharmacy Technician - Unclassified	1	3,125.60	3,306.40	3,494.40	3,696.00	3,908.00
F171	Physical Therapist I	5	4,080.00	4,313.60	4,564.80	4,824.80	5,102.40
F181	Physical Therapist I, California Children's Services	5	4,022.40	4,252.80	4,500.00	4,756.80	5,029.60
F172	Physical Therapist II	5	4,572.80	4,836.00	5,111.20	5,407.20	5,716.00
F182	Physical Therapist II, California Children's Services	5	4,508.80	4,768.00	5,040.00	5,330.40	5,636.80
F116	Psychologist I	2	4,498.40	4,755.20	5,028.80	5,315.20	5,622.40
B045	Psychologist I - Unclassified	2	4,498.40	4,755.20	5,028.80	5,315.20	5,622.40
F050	Psychologist II	2	4,932.80	5,216.80	5,514.40	5,831.20	6,167.20
B046	Psychologist II - Unclassified	2	4,932.80	5,216.80	5,514.40	5,831.20	6,167.20
F057	Public Health Educator	2	4,108.00	4,343.20	4,592.00	4,855.20	5,136.00
B114	Public Health Educator - Unclassified	1	4,108.00	4,343.20	4,592.00	4,855.20	5,136.00
F158	Public Health Laboratory Technician I	1	2,638.40	2,789.60	2,951.20	3,120.00	3,300.00
F159	Public Health Laboratory Technician II	1	2,968.80	3,139.20	3,318.40	3,508.80	3,710.40
F063	Registered Dental Assistant	1	2,793.60	2,953.60	3,122.40	3,303.20	3,492.80
F047	Senior Clinical Pharmacist	5	7,171.20	7,581.60	8,017.60	8,474.40	8,961.60
F054	Senior Community Health Planner	2	4,417.60	4,670.40	4,939.20	5,222.40	5,520.80
F045	Senior Electrograph Technician	1	3,212.80	3,397.60	3,593.60	3,799.20	4,017.60
F056	Senior Public Health Educator	2	4,417.60	4,670.40	4,939.20	5,222.40	5,520.80

AFSCME: Health Services (A01A) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F003	Speech Pathologist	5	4,572.80	4,836.00	5,111.20	5,407.20	5,716.00
F085	Sterile Processing Technician	1	2,557.60	2,704.00	2,860.00	3,022.40	3,196.80
F168	Supervising Creative Arts Therapist - Exempt	5	4,084.00	4,316.80	4,567.20	4,824.80	5,104.00
S025	Supervising Dietitian	2	4,221.60	4,465.60	4,722.40	4,993.60	5,279.20
F101	Supervising Epidemiologist	5	4,908.00	5,188.80	5,488.00	5,803.20	6,136.00
F083	Supervising Medical Services Assistant	5	2,659.20	2,812.00	2,974.40	3,144.00	3,324.00
F006	Supervising Mental Health Psychologist - Exempt	2	5,500.80	5,816.80	6,150.40	6,503.20	6,876.00
F092	Supervising Pharmacist	5	7,171.20	7,581.60	8,017.60	8,474.40	8,961.60
F194	Supervising Psychologist - Exempt	2	5,307.20	5,610.40	5,932.80	6,273.60	6,631.20
F051	Supervising Public Health Nutritionist - Exempt	2	4,221.60	4,465.60	4,722.40	4,993.60	5,279.20
F187	Supervising Therapist - Exempt	5	5,396.80	5,707.20	6,035.20	6,381.60	6,748.00
F044	Therapy Aide	1	2,539.20	2,683.20	2,839.20	3,001.60	3,173.60
F166	Therapy Assistant	1	3,220.00	3,404.80	3,599.20	3,805.60	4,024.00
B059	Therapy Assistant - Unclassified	1	3,220.00	3,404.80	3,599.20	3,805.60	4,024.00

AFSCME: Health Services (A01A) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F089-R	Cardiac Sonographer - Relief	1	6,168.00	6,522.40	6,896.00	7,293.60	7,709.60
F088	Cardiac Sonographer I	1	5,184.80	5,482.40	5,797.60	6,128.80	6,481.60
F089	Cardiac Sonographer II	1	6,132.00	6,481.60	6,852.00	7,247.20	7,663.20
F080	Central Services And Supply Supervisor - Exempt	1	4,421.60	4,677.60	4,944.80	5,228.00	5,527.20
E308	Clinical Documentation Specialist	1	4,827.20	5,104.80	5,398.40	5,708.00	6,036.80
F055	Community Health Planner	2	4,272.00	4,516.80	4,776.00	5,049.60	5,341.60
B417	Community Health Planner - Unclassified	2	4,272.00	4,516.80	4,776.00	5,049.60	5,341.60
F029	Creative Arts Therapist	5	3,535.20	3,740.00	3,954.40	4,180.80	4,420.80
F039	Dental Assistant	1	2,458.40	2,600.00	2,746.40	2,905.60	3,072.00
B086	Dental Assistant - Unclassified	1	2,458.40	2,600.00	2,746.40	2,905.60	3,072.00
F036	Dental Hygienist	1	3,707.20	3,920.00	4,145.60	4,384.80	4,635.20
S024	Dietitian I	5	3,981.60	4,213.60	4,452.80	4,707.20	4,976.80
S021	Dietitian II	5	4,207.20	4,451.20	4,705.60	4,976.00	5,262.40
F107	Electrograph Technician I	1	2,661.60	2,814.40	2,976.80	3,147.20	3,328.80
F107-R	Electrograph Technician I - Relief	1	2,792.00	2,953.60	3,123.20	3,304.00	3,490.40
B074	Electrograph Technician I - Unclassified	1	2,661.60	2,814.40	2,976.80	3,147.20	3,328.80
F108	Electrograph Technician II	1	3,070.40	3,246.40	3,433.60	3,630.40	3,838.40
F108-R	Electrograph Technician II - Relief	1	3,225.60	3,409.60	3,604.80	3,812.00	4,030.40
B075	Electrograph Technician II - Unclassified	1	3,070.40	3,246.40	3,433.60	3,630.40	3,838.40
F007	Epidemiologist I	5	3,893.60	4,116.00	4,351.20	4,600.80	4,867.20
F002	Epidemiologist II	5	4,352.80	4,602.40	4,868.00	5,148.80	5,441.60
B051	Epidemiologist II - Unclassified	5	4,352.80	4,602.40	4,868.00	5,148.80	5,441.60
G085	Health Education Associate	2	3,181.60	3,367.20	3,557.60	3,762.40	3,980.80
B115	Health Education Associate - Unclassified	2	3,181.60	3,367.20	3,557.60	3,762.40	3,980.80
F156	Laboratory Assistant II	1	2,556.80	2,704.00	2,860.80	3,024.00	3,196.80
F156-R	Laboratory Assistant II - Relief	1	2,684.80	2,837.60	3,000.00	3,172.80	3,353.60
B159	Laboratory Assistant II - Unclassified	1	2,556.80	2,704.00	2,860.80	3,024.00	3,196.80
F152	Laboratory Support Services Supervisor	5	3,364.80	3,556.80	3,760.80	3,976.80	4,204.80

AFSCME: Health Services (A01A) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
G242	Lead Behavioral Health and Recovery Services Specialist	5	4,332.00	4,580.00	4,840.80	5,120.80	5,412.80
F091	Lead Cardiac Sonographer	1	6,531.20	6,872.80	7,268.80	7,687.20	8,127.20
F076	Lead Central Services And Supply Assistant	1	2,667.20	2,823.20	2,984.00	3,156.00	3,336.80
E359	Lead Medical Interpreter / Translator	1	3,386.40	3,580.00	3,786.40	4,002.40	4,231.20
F090	Lead Pharmacist	5	7,064.00	7,469.60	7,898.40	8,350.40	8,831.20
F061	Lead Pharmacy Technician	1	3,437.60	3,634.40	3,844.00	4,064.00	4,298.40
F160	Lead Public Health Laboratory Technician	1	3,264.80	3,451.20	3,648.80	3,859.20	4,077.60
F086	Lead Sterile Processing Technician	1	2,822.40	2,983.20	3,156.00	3,336.00	3,527.20
E040	Medical Coding Supervisor	5	4,780.00	5,052.00	5,343.20	5,650.40	5,973.60
E360	Medical Interpreter / Translator	1	2,844.80	3,008.80	3,179.20	3,364.00	3,554.40
F157	Medical Laboratory Technician	1	3,556.80	3,759.20	3,976.00	4,204.00	4,444.80
E305	Medical Records Coder I	1	3,037.60	3,212.00	3,396.80	3,594.40	3,798.40
E305-R	Medical Records Coder I - Relief	1	2,712.80	2,869.60	3,035.20	3,209.60	3,394.40
E306	Medical Records Coder II	1	3,748.00	3,963.20	4,192.80	4,433.60	4,687.20
E306-R	Medical Records Coder II - Relief	1	3,670.40	3,883.20	4,104.00	4,342.40	4,588.80
E307	Medical Records Coder III	1	4,311.20	4,557.60	4,821.60	5,098.40	5,391.20
E304	Medical Records Technician I	1	2,586.40	2,737.60	2,893.60	3,059.20	3,235.20
E304-R	Medical Records Technician I - Relief	1	2,712.80	2,869.60	3,035.20	3,209.60	3,394.40
E303	Medical Records Technician II	1	3,037.60	3,212.00	3,396.80	3,594.40	3,798.40
E303-R	Medical Records Technician II - Relief	1	3,192.00	3,375.20	3,570.40	3,774.40	3,988.80
F077	Medical Services Assistant I	1	-	-	-	-	-
F077-X	Medical Services Assistant I (Extra Help)	1	2,158.40	2,282.40	2,411.20	2,550.40	2,696.00
F079	Medical Services Assistant II	1	2,514.40	2,660.00	2,812.00	2,974.40	3,142.40
B082	Medical Services Assistant II - Unclassified	1	2,514.40	2,660.00	2,812.00	2,974.40	3,142.40
F174	Occupational Therapist I	5	4,243.20	4,486.40	4,747.20	5,017.60	5,306.40

AFSCME: Health Services (A01A) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B064	Occupational Therapist I - Unclassified	5	4,183.20	4,423.20	4,680.00	4,947.20	5,230.40
F184	Occupational Therapist I, California Children's Services	5	4,183.20	4,423.20	4,680.00	4,947.20	5,230.40
F175	Occupational Therapist II	5	4,756.00	5,029.60	5,316.00	5,623.20	5,944.80
B065	Occupational Therapist II - Unclassified	5	4,688.80	4,958.40	5,241.60	5,544.00	5,862.40
F185	Occupational Therapist II, California Children's Services	5	4,688.80	4,958.40	5,241.60	5,544.00	5,862.40
F068	Orthopedic Technician	1	2,768.00	2,928.00	3,094.40	3,270.40	3,459.20
F059	Pharmacist	5	6,694.40	7,078.40	7,482.40	7,913.60	8,368.80
F059-R	Pharmacist - Relief	5	6,745.60	7,130.40	7,540.80	7,971.20	8,430.40
B097	Pharmacist - Unclassified	5	6,694.40	7,078.40	7,482.40	7,913.60	8,368.80
B097-R	Pharmacist - Unclassified / Relief	5	6,745.60	7,130.40	7,540.80	7,971.20	8,430.40
F060	Pharmacy Aide	1	2,455.20	2,593.60	2,741.60	2,899.20	3,066.40
F053	Pharmacy Buyer	1	3,437.60	3,634.40	3,844.00	4,064.00	4,298.40
F058	Pharmacy Technician	1	3,250.40	3,438.40	3,634.40	3,844.00	4,064.00
B098	Pharmacy Technician - Unclassified	1	3,250.40	3,438.40	3,634.40	3,844.00	4,064.00
F171	Physical Therapist I	5	4,243.20	4,486.40	4,747.20	5,017.60	5,306.40
F181	Physical Therapist I, California Children's Services	5	4,183.20	4,423.20	4,680.00	4,947.20	5,230.40
F172	Physical Therapist II	5	4,756.00	5,029.60	5,316.00	5,623.20	5,944.80
F182	Physical Therapist II, California Children's Services	5	4,688.80	4,958.40	5,241.60	5,544.00	5,862.40
F116	Psychologist I	2	4,678.40	4,945.60	5,229.60	5,528.00	5,847.20
B045	Psychologist I - Unclassified	2	4,678.40	4,945.60	5,229.60	5,528.00	5,847.20
F050	Psychologist II	2	5,130.40	5,425.60	5,735.20	6,064.80	6,413.60
B046	Psychologist II - Unclassified	2	5,130.40	5,425.60	5,735.20	6,064.80	6,413.60
F057	Public Health Educator	2	4,272.00	4,516.80	4,776.00	5,049.60	5,341.60
B114	Public Health Educator - Unclassified	1	4,272.00	4,516.80	4,776.00	5,049.60	5,341.60
F158	Public Health Laboratory Technician I	1	2,744.00	2,900.80	3,069.60	3,244.80	3,432.00
F159	Public Health Laboratory Technician II	1	3,087.20	3,264.80	3,451.20	3,648.80	3,859.20

AFSCME: Health Services (A01A) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F063	Registered Dental Assistant	1	2,905.60	3,072.00	3,247.20	3,435.20	3,632.80
F047	Senior Clinical Pharmacist	5	7,458.40	7,884.80	8,338.40	8,813.60	9,320.00
F054	Senior Community Health Planner	2	4,594.40	4,857.60	5,136.80	5,431.20	5,741.60
F045	Senior Electrograph Technician	1	3,341.60	3,533.60	3,737.60	3,951.20	4,178.40
F056	Senior Public Health Educator	2	4,594.40	4,857.60	5,136.80	5,431.20	5,741.60
F003	Speech Pathologist	5	4,756.00	5,029.60	5,316.00	5,623.20	5,944.80
F085	Sterile Processing Technician	1	2,660.00	2,812.00	2,974.40	3,143.20	3,324.80
F168	Supervising Creative Arts Therapist - Exempt	5	4,247.20	4,489.60	4,749.60	5,017.60	5,308.00
S025	Supervising Dietitian	2	4,390.40	4,644.00	4,911.20	5,193.60	5,490.40
F101	Supervising Epidemiologist	5	5,104.00	5,396.00	5,707.20	6,035.20	6,381.60
F083	Supervising Medical Services Assistant	5	2,765.60	2,924.80	3,093.60	3,269.60	3,456.80
F006	Supervising Mental Health Psychologist - Exempt	2	5,720.80	6,049.60	6,396.80	6,763.20	7,151.20
F092	Supervising Pharmacist	5	7,458.40	7,884.80	8,338.40	8,813.60	9,320.00
F194	Supervising Psychologist - Exempt	2	5,519.20	5,835.20	6,170.40	6,524.80	6,896.80
F051	Supervising Public Health Nutritionist - Exempt	2	4,390.40	4,644.00	4,911.20	5,193.60	5,490.40
F187	Supervising Therapist - Exempt	5	5,612.80	5,935.20	6,276.80	6,636.80	7,017.60
F044	Therapy Aide	1	2,640.80	2,790.40	2,952.80	3,121.60	3,300.80
F166	Therapy Assistant	1	3,348.80	3,540.80	3,743.20	3,957.60	4,184.80
B059	Therapy Assistant - Unclassified	1	3,348.80	3,540.80	3,743.20	3,957.60	4,184.80

AFSCME: Technical 1(A01B) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F121	Crisis Team Technician	1	2,996.00	3,169.60	3,349.60	3,542.40	3,747.20
F120	Licensed Psychiatric Technician	1	2,996.00	3,169.60	3,349.60	3,542.40	3,747.20
F120-R	Licensed Psychiatric Technician - Relief	1	3,145.60	3,326.40	3,516.80	3,717.60	3,932.00
B154	Licensed Psychiatric Technician - Unclassified	1	2,996.00	3,169.60	3,349.60	3,542.40	3,747.20
B154-R	Licensed Psychiatric Technician - Unclassified / Relief	1	3,145.60	3,326.40	3,516.80	3,717.60	3,932.00

AFSCME: Technical 1(A01B) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F121	Crisis Team Technician	1	3,145.60	3,328.00	3,516.80	3,719.20	3,934.40
F120	Licensed Psychiatric Technician	1	3,145.60	3,328.00	3,516.80	3,719.20	3,934.40
F120-R	Licensed Psychiatric Technician - Relief	1	3,303.20	3,492.80	3,692.80	3,903.20	4,128.80
B154	Licensed Psychiatric Technician - Unclassified	1	3,145.60	3,328.00	3,516.80	3,719.20	3,934.40
B154-R	Licensed Psychiatric Technician - Unclassified / Relief	1	3,303.20	3,492.80	3,692.80	3,903.20	4,128.80

AFSCME: Technical 1(A01B) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F121	Crisis Team Technician	1	3,271.20	3,460.80	3,657.60	3,868.00	4,092.00
F120	Licensed Psychiatric Technician	1	3,271.20	3,460.80	3,657.60	3,868.00	4,092.00
F120-R	Licensed Psychiatric Technician - Relief	1	3,435.20	3,632.80	3,840.80	4,059.20	4,293.60
B154	Licensed Psychiatric Technician - Unclassified	1	3,271.20	3,460.80	3,657.60	3,868.00	4,092.00
B154-R	Licensed Psychiatric Technician - Unclassified / Relief	1	3,435.20	3,632.80	3,840.80	4,059.20	4,293.60

AFSCME: Technical 2(A01C) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F118	Lead Radiologic Technologist	1	5,336.80	5,642.40	5,967.20	6,308.00	6,671.20
F082	Lead Ultrasonographer	1	5,980.80	6,294.40	6,656.80	7,039.20	7,442.40
F084	Operating Room Technician	1	2,996.00	3,169.60	3,349.60	3,542.40	3,747.20
F084-R	Operating Room Technician - Relief	1	3,145.60	3,326.40	3,516.80	3,717.60	3,932.00
F075	Radiologic Technologist I	1	4,428.00	4,683.20	4,952.00	5,233.60	5,536.00
F075-R	Radiologic Technologist I - Relief	1	4,136.00	4,373.60	4,624.00	4,891.20	5,168.80
F119	Radiologic Technologist II	1	4,684.00	4,954.40	5,236.00	5,539.20	5,856.80
F119-R	Radiologic Technologist II - Relief	1	4,374.40	4,624.80	4,892.00	5,172.00	5,467.20
F125	Radiologic Technologist III	1	4,948.80	5,232.80	5,533.60	5,852.00	6,187.20
F125-R	Radiologic Technologist III - Relief	1	4,624.80	4,892.00	5,169.60	5,467.20	5,782.40
B072	Radiologic Technologist III - Unclassified	1	4,403.20	4,656.00	4,924.00	5,207.20	5,505.60
F072	Radiology Assistant	1	2,437.60	2,577.60	2,726.40	2,882.40	3,048.00
F130	Respiratory Therapist I	1	3,216.00	3,399.20	3,592.00	3,800.80	4,017.60
F130-R	Respiratory Therapist I - Relief	1	3,340.80	3,532.00	3,732.80	3,948.80	4,175.20
F132	Respiratory Therapist II	1	3,841.60	4,061.60	4,294.40	4,541.60	4,803.20
F132-R	Respiratory Therapist II - Relief	1	3,991.20	4,220.00	4,463.20	4,717.60	4,987.20
F134	Respiratory Therapist III	1	4,262.40	4,509.60	4,765.60	5,040.00	5,328.80
F134-R	Respiratory Therapist III - Relief	1	4,431.20	4,684.00	4,952.80	5,237.60	5,538.40
F135	Respiratory Therapy Supervisor	5	4,848.80	5,128.80	5,422.40	5,733.60	6,062.40
F126	Supervising Radiologic Technologist - Exempt	1	6,035.20	6,381.60	6,748.80	7,135.20	7,544.80
F081-R	Ultrasonographer - Relief	1	5,648.00	5,972.80	6,314.40	6,679.20	7,060.00
F087	Ultrasonographer I	1	4,748.00	5,020.00	5,308.80	5,612.00	5,935.20
F081	Ultrasonographer II	1	5,615.20	5,935.20	6,275.20	6,636.80	7,017.60

AFSCME: Technical 2(A01C) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F118	Lead Radiologic Technologist	1	5,604.00	5,924.80	6,265.60	6,623.20	7,004.80
F082	Lead Ultrasonographer	1	6,280.00	6,608.80	6,989.60	7,391.20	7,814.40
F084	Operating Room Technician	1	3,145.60	3,328.00	3,516.80	3,719.20	3,934.40
F084-R	Operating Room Technician - Relief	1	3,303.20	3,492.80	3,692.80	3,903.20	4,128.80
F075	Radiologic Technologist I	1	4,649.60	4,917.60	5,200.00	5,495.20	5,812.80
F075-R	Radiologic Technologist I - Relief	1	4,343.20	4,592.00	4,855.20	5,136.00	5,427.20
F119	Radiologic Technologist II	1	4,918.40	5,202.40	5,497.60	5,816.00	6,149.60
F119-R	Radiologic Technologist II - Relief	1	4,592.80	4,856.00	5,136.80	5,430.40	5,740.80
F125	Radiologic Technologist III	1	5,196.00	5,494.40	5,810.40	6,144.80	6,496.80
F125-R	Radiologic Technologist III - Relief	1	4,856.00	5,136.80	5,428.00	5,740.80	6,071.20
B072	Radiologic Technologist III - Unclassified	1	4,623.20	4,888.80	5,170.40	5,467.20	5,780.80
F072	Radiology Assistant	1	2,559.20	2,706.40	2,862.40	3,026.40	3,200.80
F130	Respiratory Therapist I	1	3,376.80	3,568.80	3,772.00	3,991.20	4,218.40
F130-R	Respiratory Therapist I - Relief	1	3,508.00	3,708.80	3,919.20	4,146.40	4,384.00
F132	Respiratory Therapist II	1	4,033.60	4,264.80	4,508.80	4,768.80	5,043.20
F132-R	Respiratory Therapist II - Relief	1	4,190.40	4,431.20	4,686.40	4,953.60	5,236.80
F134	Respiratory Therapist III	1	4,475.20	4,735.20	5,004.00	5,292.00	5,595.20
F134-R	Respiratory Therapist III - Relief	1	4,652.80	4,918.40	5,200.80	5,499.20	5,815.20
F135	Respiratory Therapy Supervisor	5	5,091.20	5,385.60	5,693.60	6,020.00	6,365.60
F126	Supervising Radiologic Technologist - Exempt	1	6,336.80	6,700.80	7,086.40	7,492.00	7,922.40
F081-R	Ultrasonographer - Relief	1	5,930.40	6,271.20	6,630.40	7,012.80	7,412.80
F087	Ultrasonographer I	1	4,985.60	5,271.20	5,574.40	5,892.80	6,232.00
F081	Ultrasonographer II	1	5,896.00	6,232.00	6,588.80	6,968.80	7,368.80

AFSCME: Technical 2(A01C) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F118	Lead Radiologic Technologist	1	5,828.00	6,161.60	6,516.00	6,888.00	7,284.80
F082	Lead Ultrasonographer	1	6,531.20	6,872.80	7,268.80	7,687.20	8,127.20
F084	Operating Room Technician	1	3,271.20	3,460.80	3,657.60	3,868.00	4,092.00
F084-R	Operating Room Technician - Relief	1	3,435.20	3,632.80	3,840.80	4,059.20	4,293.60
F075	Radiologic Technologist I	1	4,835.20	5,114.40	5,408.00	5,715.20	6,045.60
F075-R	Radiologic Technologist I - Relief	1	4,516.80	4,776.00	5,049.60	5,341.60	5,644.00
F119	Radiologic Technologist II	1	5,115.20	5,410.40	5,717.60	6,048.80	6,395.20
F119-R	Radiologic Technologist II - Relief	1	4,776.80	5,050.40	5,342.40	5,648.00	5,970.40
F125	Radiologic Technologist III	1	5,404.00	5,714.40	6,043.20	6,390.40	6,756.80
F125-R	Radiologic Technologist III - Relief	1	5,050.40	5,342.40	5,644.80	5,970.40	6,314.40
B072	Radiologic Technologist III - Unclassified	1	4,808.00	5,084.00	5,377.60	5,685.60	6,012.00
F072	Radiology Assistant	1	2,661.60	2,814.40	2,976.80	3,147.20	3,328.80
F130	Respiratory Therapist I	1	3,512.00	3,711.20	3,923.20	4,151.20	4,387.20
F130-R	Respiratory Therapist I - Relief	1	3,648.00	3,856.80	4,076.00	4,312.00	4,559.20
F132	Respiratory Therapist II	1	4,195.20	4,435.20	4,688.80	4,959.20	5,244.80
F132-R	Respiratory Therapist II - Relief	1	4,358.40	4,608.80	4,873.60	5,152.00	5,446.40
F134	Respiratory Therapist III	1	4,654.40	4,924.80	5,204.00	5,504.00	5,819.20
F134-R	Respiratory Therapist III - Relief	1	4,839.20	5,115.20	5,408.80	5,719.20	6,048.00
F135	Respiratory Therapy Supervisor	5	5,295.20	5,600.80	5,921.60	6,260.80	6,620.00
F126	Supervising Radiologic Technologist - Exempt	1	6,590.40	6,968.80	7,369.60	7,792.00	8,239.20
F081-R	Ultrasonographer - Relief	1	6,168.00	6,522.40	6,896.00	7,293.60	7,709.60
F087	Ultrasonographer I	1	5,184.80	5,482.40	5,797.60	6,128.80	6,481.60
F081	Ultrasonographer II	1	6,132.00	6,481.60	6,852.00	7,247.20	7,663.20

AFSCME: Physician Assistant(A01D) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F109	Physicians Assistant	5	7,638.40	8,077.60	8,542.40	9,032.00	9,548.00

AFSCME: Physician Assistant(A01D) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F109	Physicians Assistant	5	8,020.00	8,481.60	8,969.60	9,484.00	10,025.60

AFSCME: Physician Assistant(A01D) Salaries - Effective 10/11/2026							
Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F109	Physicians Assistant	5	8,340.80	8,820.80	9,328.00	9,863.20	10,426.40

EXHIBIT B: Human Services Unit

1) Continuing Education (CE) Credits: Effective January 1, 2022, the Human Services Agency will provide continuing education leave to employees in the below-listed classifications as follows:

Classification	# of Hours	Frequency
Psychiatric Social Worker II	36	Every two years**
Marriage and Family Therapist II	36	Every two years**
Mental Health Program Specialist	36	Every two years**
Supervising Mental Health Clinician	36	Every two years**
Case Management Assessment Specialist III	40	Every two years**

In lieu of the continuing education leave described above, BHRS will continue to provide continuing education leave for the above classifications in accordance with its current department education leave policy, policy number 96-06.

The above amounts are intended to provide a baseline commitment to the continuing educational needs of the unit’s employees and do not constitute a limit on time for additional training that may be needed by the employee or the department.

Balance periods for time off are annual; for example, thirty-six (36) hours for a 2-year period accrue at eighteen (18) hours per year.

Qualifying employees may use continuing education leave with pay as follows:

- a. Such time must be used solely for the purpose of attending courses/seminars required for the employee’s State certification/ licensure.
- b. It is the employee’s responsibility to ensure that the courses/seminars requested under this provision be credited as appropriate to meet State requirements; otherwise reimbursement shall not be approved.
- c. Such time must be requested and approved in advance by the employee’s manager or designee.
- d. Such time will be paid at the straight time rate.
- e. The employee must submit documentation to substantiate the attendance and completion of the course.

- f. Reimbursement will be paid within six (6) weeks from the time the employee submits complete and approved documentation.

Continuing educational leave with pay will be prorated for part-time employees, or employees hired during the fiscal year, under the same conditions as stated above for full-time employees.

At such time as Continuing Education (CE) credits are required as a condition of State licensure, registration or certification for positions in this bargaining unit, the County agrees to meet with the Union regarding formal educational leave provisions for the fulfillment of such requirements.

- 2) Social Worker Lead Premium Pay: Psychiatric Social Workers or Social Workers at San Mateo County Health Center who are assigned as lead worker over other social work staff shall receive premium pay at the rate of one step of their base salary (5.74%) in addition to all other compensation. Only one employee at a time may be so assigned.
- 3) New Worker Training Units: The department is committed to providing new worker training units to provide thorough and appropriate training to new employees in the Children's Protective Services area. The parties understand that the extent of such training is contingent on available budget.
- 4) Former Differential Pay: The differentials for Children's Services Social Worker and Children's Services Social Work Supervisor who perform child or adult protective services, and Emergency Response and Family Maintenance/Family Reunification were rolled into the base salary for these classifications effective December 3, 2017, as described in the Side letter dated December 14, 2017.
- 5) Clinician Treatment Concerns: Upon clinician request, the supervisor will schedule a meeting to develop a plan to address clinician concerns about this ability to provide appropriate treatment. Training needs identified by the clinical staff can be communicated in the following venues: clinical supervision meeting; weekly team meeting; Workforce Development, Education and Training Committee meeting; annual staff satisfaction survey; and/or Labor/Management meetings.
- 6) BHRS Clinician Caseload: Effective within one hundred eighty (180) days of Board of Supervisors' approval of a successor MOU in 2022, BHRS will provide the Union with quarterly reports for clinician caseloads for LMC.
 - a. A Clinician may request a reduction of a caseload with an explanation of the basis for the requested reduction. Management will approve or deny the request in writing within fourteen (14) calendar days.
 - b. Effective within ninety (90) days of Board of Supervisors' approval of a successor MOU in 2022, the County, including two (2) BHRS representatives and a representative from Recruitment will meet with two (2) AFSCME representatives to discuss the hiring process and ideas for expediting hiring, and to discuss the process for redistributing cases following employee separation.
- 7) Economic Self-Sufficiency Labor Management Committee: The County and Union agree to convene an Economic Self-Sufficiency Labor Management Committee (LMC) as needed, not to exceed one

meeting per quarter. Additional meetings may be scheduled to follow up on specific, unresolved agenda action items. Each party shall provide the other party with a list of topics to be discussed at least one (1) week in advance. Topics will include, but will not be limited to, workload issues. The first meeting shall be scheduled within thirty (30) days of Board of Supervisors' approval of a successor MOU in 2022. In addition to release time for three (3) shop stewards to attend LMC meetings as provided in Section 3.1 of the MOU between the parties, the Union may request and the County may agree to provide paid release time for up to two (2) additional employees to serve as subject matter experts in individual LMC meetings.

- 8) Children and Family Services LMC: The County and Union agree to convene a Children and Family Services Labor Management Committee as needed, not to exceed one meeting per quarter. Additional meetings may be scheduled to follow up on specific, unresolved agenda action items. Each party shall provide the other party with a list of topics to be discussed at least one (1) week in advance. The first meeting shall be scheduled within thirty (30) days of Board of Supervisors' approval of a successor MOU in 2022. In addition to release time for three (3) shop stewards to attend LMC meetings as provided in Section 3.1 of the MOU between the parties, the Union may request and the County may agree to provide paid release time for up to two (2) additional employees to serve as subject matter experts in individual LMC meetings.
- 9) Other Unit LMC's: The County and Union agree to convene LMC meetings for other divisions upon request from either party. LMC's for other divisions will not exceed one meeting per quarter. Additional meetings may be scheduled to follow up on specific, unresolved agenda action items. Each party shall provide the other party with a list of topics to be discussed at least one (1) week in advance. In addition to release time for three (3) shop stewards to attend LMC meetings as provided in Section 3.1 of the MOU between the parties, the Union may request and the County may agree to provide paid release time for up to two (2) additional employees to serve as subject matter experts in individual LMC meetings.
- 10) Children and Family Services Safety Committee: Children and Family Services (CFS) will establish an ongoing work group comprised of the CFS Director, one (1) Program Manager, two (2) Social Worker Supervisors, three (3) Social Workers, and two (2) Support Staff to discuss safety concerns, and to discuss policies and procedures to ensure staff safety.
- 11) Parity:
 - a. Effective March 24, 2019, the Supervising Mental Health Clinician will maintain parity with Children's Services Social Worker Supervisor. Parity applies to base salary only and does not include staffing differential pay.
 - b. Effective March 24, 2019, Psychiatric Social Workers will maintain parity with Children's Services Social Workers. Parity applies to base salary only and does not include staffing differential pay.

- 12) De-Escalation Training: Effective within ninety (90) days of the Board of Supervisors' approval of a successor MOU in 2022, the County will provide the CPI Crisis Intervention training program (with exception of Unit 9: Physical Intervention Holding Skills) to train all CFS Social Workers and Supervisors, Care Counselors, Community Workers, Transportation Officers, Face-to-Face Benefit Analysts and Supervisors of Face-to-Face Benefit Analysts in the Human Services Agency.

Effective within one hundred eighty (180) days of the Board of Supervisors' approval of a successor MOU in 2022, BHRS will provide de-escalation training to all BHRS Peer Support Workers; Licensed Clinical Social Workers; Licensed Marriage and Family Therapists; Licensed Professional Clinical Counselors; Program Specialists; Supervising Mental Health Clinicians, Mental Health Counselors, Case Management Assessment Specialists, BHRS Supervisors, and Lead Behavioral Health Specialists (represented by the Health Unit).

Effective within one hundred eighty (180) days of the Board of Supervisors' approval of a successor MOU in 2022, HSA will provide de-escalation training to all face-to-face Benefit Analysts.

- 13) The County agrees to provide de-escalation training to employees upon request. Mandatory and Voluntary Time Off Between Shifts: For CFS employees who work on-call, after sixteen (16) consecutive hours of County work (including regular work shift, overtime and call back combined, but not including time on-call), the affected employee will be required to take time off work between shifts, with the understanding that the employee will be required to work their full, regular shift upon return to work, unless use of accrued vacation or CTO is approved by a supervisor. Employees may flex regular work hours missed as a result of a mandatory rest period within a period of two (2) shifts within the same designated workweek; however, the flexing of time will not be approved if it will result in overtime. The time off between shifts will be a minimum of four (4) hours and up to eight (8) hours.

An employee who is on-call and who does not receive at least four (4) uninterrupted hours during the on-call period due to interruptions from phone calls and call back, may request time off between the on-call and regular work shift of up to eight (8) hours, with the understanding that the employee will be required to work their full, regular shift upon return to work, unless use of accrued vacation or CTO is approved by a supervisor. Employees may flex regular work hours missed as a result of the requested rest period within a period of two

(2) shifts within the same designated workweek; the flexing of time will not be approved if it will result in overtime.

- 14) Paid Leave to Supplement Holiday Pay: Family Care Workers and Shelter Care Counselors who work a 4/10 or 9/80 and must use paid leave to supplement holiday pay in order to take the full holiday off with full pay, the County will count paid leave used on a holiday to supplement holiday pay as hours worked for the purpose of calculating overtime eligibility.

15) Staffing Differential Pay: Effective March 24, 2019, the County shall pay staffing differential pay as follows:

Social Worker I	2.00%
Social Worker II	2.00%
Social Worker III	2.00%
Social Work Supervisor	2.00%
Children's Services Social Worker I	2.00%
Children's Services Social Worker II	2.00%
Children's Services Social Worker III	2.00%
Children's Services Social Work Supervisor	2.00%

Effective the first pay period following Board of Supervisors’ approval of a successor MOU in 2022, the County will pay a two percent (2%) staffing differential to the Deputy Public Guardians and Supervising Deputy Public Guardians.

16) R3 Data:

- a. Within sixty (60) days of the County Board of Supervisors’ approval of a successor MOU in 2022, the County will meet with the Union to discuss R3 targets on a job class/work unit basis.
- b. Performance evaluations and discussions between employees and supervisors will be used to help employees meet R3 goals. However, R3 data will not be the sole basis for removal of previously-authorized telework or flextime authorization for purposes related to performance management.
- c. The parties recognize the importance of documentation of direct client services for BHRS clinical staff and the peer support workforce, as critical to the generation of revenue for MediCal services. R3 is a tool to help employees know how they are spending their work time and to encourage the accurate billing of billable time. Supervisors are encouraged to work with employees proactively to make adjustments to help employees focus on their core work and meet target goals (e.g., temporarily remove from workgroups or community coalitions in order to free up hours for billable work for an employee who is behind on targets), as well as other remedial solutions. While Officer of the Day (OOD) assignments are considered core work, a supervisor may decide to temporarily reduce or reassign an OOD assignment on an ad hoc basis in order to enable an employee to catch up on billing in order to meet their target goals. Such changes are at the full discretion of the supervisor.
- d. BHRS will review issues that affect most or all employees and will consider removal from the R3 hour denomination.

17) Protocol and Training for Health and Safety Concerns: Effective within one hundred eighty (180) days of the Board of Supervisors’ approval of a successor MOU in 2022, the County will establish protocols and schedule training for CFS Social Workers and Supervisors, Care Counselors, Community Workers, and Transportation Officers in the Human Services Agency regarding how to address threats, home

visits where there are guns in the home, transportation of people with significant violent history, video-recording of employees, and preventing transmission of communicable diseases.

- 18) Economic Self-Sufficiency Supervisor Transfers: Generally, transfer opportunities will be posted internally for two (2) weeks in advance for any interested and qualified candidates to apply. However, a shorter posting time may be provided if/when, due to unforeseen circumstances, allowing two (2) weeks would cause a negative impact to staff, customer care, or business operations.
- 19) Economic Self-Sufficiency Phone Worker Breaks: For Economic Self-Sufficiency Phone Workers, rest and meal period schedules will be provided one week in advance whenever possible. However, unforeseen circumstances, such as unexpected leaves, unscheduled absences, emergencies or unusual service demands may require same-day schedule changes.
- 20) Economic Self-Sufficiency Alternative Work Schedules (i.e., earlier or later start times): The Department will consider alternative work schedules for employees in Economic Self-Sufficiency. Subject to the availability of supervisor coverage, operational requirements, and unit schedule coordination, employees in Economic Self-Sufficiency may submit a written request for an Alternative Work Schedule to their manager. Requests will be considered and approved or denied within two (2) weeks. If a request is denied, a written explanation of the reasons for denial will be provided to the employee. Denial of an alternative work schedule is not subject to the grievance procedure.
- 21) Economic Self-Sufficiency Work Out of Class Assignments: A supervisor may request work out of class assignment to cover a Benefit Analyst III position, and will be reviewed by management on a case by case basis. Decisions will be issued thirty (30) days or less from date of request to allow for initial branch review and final Director approval or denial. The decision whether to approve a work out of class assignment is not subject to the grievance procedure.
- 22) Economic Self-Sufficiency Direct Reports: Effective within sixty (60) days of Board of Supervisors' approval of a successor MOU in 2022, the County will provide the Union with quarterly list of Benefit Analyst Supervisor direct reports. The Union may request a meeting with management to discuss potential redistribution of direct reports due to inequitable distribution. Such meetings will not exceed one per quarter. An employee's volume of direct reports is not subject to the grievance procedure.
- 23) Voluntary Time Off (VTO): Effective within sixty (60) days of Board of Supervisors' approval of a successor MOU in 2022, the Human Services Agency will consider VTO applications for non-FMLA reasons up to five percent (5%). Where coverage is a concern, taking into account alternate work schedules (e.g. flex schedules), and telework already in effect for the employee and the employee's team, such VTO requests may be limited to block time off and may not include VTO used to shorten a regular work day or regular work week. The decision whether to approve a VTO request is not subject to the grievance procedure, but will be subject to appeal to the Human Resources Director under the terms of the VTO policy.
- 24) Telework: The current Human Services Agency COVID-19 Telework Policy is anticipated to be in place until approximately March 2022; however this date is contingent on factors related to public

health and safety orders and may change as a result. The Human Services Agency anticipates establishing a post-COVID Telework policy. Once established, the policy will reflect the following principles regarding telework:

- a. The County recognizes that telework may provide benefits to employees and the County when specific job requirements are compatible with the performance of work from an approved remote worksite other than the employee's normal work location.
- b. Telework is a benefit, not an entitlement. Employees who wish to telework upon implementation of the new policy will be required to have the requested arrangement pre-approved by their Department Director and to sign a Teleworking Application and Agreement. Each department may have additional teleworking requirements, guidelines, or procedures.
- c. Field work/community work can be performed on either an office or telework day without altering the rest of the week's schedule, and will not create a bank of office or telework days. However, the parties acknowledge that employees may be required to appear in person in the office if field work occurring on office days, in addition to telework, results in an employee's extended absence from the office.
- d. Factors to be considered in evaluating telework requests include:
 - i. Hybrid options.
 - ii. State and federal confidentiality mandates and the continuation of temporary waivers
 - iii. State and federal in-person hearing requirements
 - iv. Procedures for physical transfer of files and confidentiality measures
 - v. Public facing job requirements and public service levels as determined by the County
 - vi. Coverage and scheduling issues, including alternate work schedule and scheduling issues of those of the employee's team
 - vii. Job performance
 - viii. Requirements for supervisor and peer interaction, and in-person training and events as determined by the County
- e. The policy will include an appeals process for employees who are denied their request to telework. Such denials will not be subject to the grievance procedure.

25) Classification Studies: Within six (6) months following Board of Supervisors approval of a successor MOU in 2024, the County agrees to perform a classification study of the four (4) identified Mental Health Program Specialists to determine whether they should be reclassified as Supervising Mental Health Clinician positions.

26) Public Assistance Program Support Differential: Supervisors and Benefits Analysts assigned to regional In-Person or Phone Support functions shall receive a 5.74% differential for performing work that requires knowledge and application of all 4 (CalWORKs, General Assistance, Medi-Cal, and CalFresh) public assistance programs.

AFSCME: Human Services(A08) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B278	Behavioral Health & Recovery Svcs Analyst I - Unclassified	1	3,380.00	3,574.40	3,779.20	3,996.00	4,225.60
B279	Behavioral Health & Recovery Svcs Analyst II - Unclassified	5	3,967.20	4,194.40	4,432.80	4,689.60	4,956.80
G078	Behavioral Health And Recovery Services Analyst I	1	3,380.00	3,574.40	3,779.20	3,996.00	4,225.60
G079	Behavioral Health And Recovery Services Analyst II	5	3,967.20	4,194.40	4,432.80	4,689.60	4,956.80
G080	Behavioral Health And Recovery Services Supervisor	5	4,343.20	4,592.00	4,856.80	5,132.80	5,429.60
G071	Benefits Analyst I	1	-	-	2,876.80	3,043.20	3,216.00
B123	Benefits Analyst I - Unclassified	1	-	-	2,876.80	3,043.20	3,216.00
G070	Benefits Analyst II	1	2,913.60	3,083.20	3,257.60	3,445.60	3,645.60
B124	Benefits Analyst II - Unclassified	1	2,913.60	3,083.20	3,257.60	3,445.60	3,645.60
G069	Benefits Analyst III	1	3,132.00	3,313.60	3,503.20	3,706.40	3,916.80
B202	Benefits Analyst III - Unclassified	1	3,132.00	3,313.60	3,503.20	3,706.40	3,916.80
G253	Care Management Specialist I	5	-	-	3,148.00	3,328.80	3,520.00
G254	Care Management Specialist II	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
G255	Care Management Specialist III	5	3,751.20	3,966.40	4,193.60	4,435.20	4,688.00
G239	Case Management / Assessment Specialist I	5	-	-	3,148.00	3,328.80	3,520.00
B012	Case Management / Assessment Specialist I - Unclassified	5	-	-	3,148.00	3,328.80	3,520.00
G240	Case Management / Assessment Specialist II	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
B013	Case Management / Assessment Specialist II - Unclassified	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
G241	Case Management / Assessment Specialist III	5	3,751.20	3,966.40	4,193.60	4,435.20	4,688.00
B332	Case Management / Assessment Specialist III - Unclassified	5	3,751.20	3,966.40	4,193.60	4,435.20	4,688.00
E433	Child Support Investigator	1	3,732.00	3,948.00	4,173.60	4,415.20	4,668.80

AFSCME: Human Services(A08) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B029	Child Support Investigator - Unclassified	1	3,732.00	3,948.00	4,173.60	4,415.20	4,668.80
G094	Children's Services Social Work Supervisor - E	5	4,892.00	5,171.20	5,467.20	5,781.60	6,114.40
G090	Children's Services Social Worker I	5	-	-	3,455.20	3,651.20	3,861.60
B286	Children's Services Social Worker I - Unclassified	5	-	-	3,455.20	3,651.20	3,861.60
G091	Children's Services Social Worker II	5	3,488.80	3,690.40	3,900.80	4,128.00	4,360.80
B287	Children's Services Social Worker II - Unclassified	5	3,488.80	3,690.40	3,900.80	4,128.00	4,360.80
G092	Children's Services Social Worker III	5	4,114.40	4,352.00	4,600.80	4,864.80	5,145.60
B288	Children's Services Social Worker III - Unclassified	5	4,114.40	4,352.00	4,600.80	4,864.80	5,145.60
G112	Community Worker I	1	2,201.60	2,328.00	2,461.60	2,603.20	2,751.20
B183	Community Worker I - Unclassified	1	2,201.60	2,328.00	2,461.60	2,603.20	2,751.20
G113	Community Worker II	1	2,431.20	2,571.20	2,716.80	2,873.60	3,036.80
B184	Community Worker II - Unclassified	1	2,431.20	2,571.20	2,716.80	2,873.60	3,036.80
G050	Crime Analyst	5	3,746.40	3,959.20	4,188.00	4,427.20	4,681.60
B010	Crime Analyst - Unclassified	5	3,746.40	3,959.20	4,188.00	4,427.20	4,681.60
G223	Deputy Public Administrator I	1	-	-	3,148.00	3,328.80	3,520.00
B325	Deputy Public Administrator I - Unclassified	1	-	-	3,148.00	3,328.80	3,520.00
G224	Deputy Public Administrator II	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
B326	Deputy Public Administrator II - Unclassified	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
G220	Deputy Public Guardian Conservator I	1	-	-	3,148.00	3,328.80	3,520.00
G225	Deputy Public Guardian Conservator II	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
G217	Deputy Public Guardian Conservator III	5	3,751.20	3,966.40	4,193.60	4,435.20	4,688.00
G110	District Attorney's Office Supervising Victim Advocate	5	3,543.20	3,747.20	3,962.40	4,190.40	4,430.40
G111	District Attorney's Office Victim Advocate I	1	2,723.20	2,879.20	3,042.40	3,218.40	3,400.80
B401	District Attorney's Office Victim Advocate I - Unclassified	1	2,723.20	2,879.20	3,042.40	3,218.40	3,400.80

AFSCME: Human Services(A08) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
G114	District Attorney's Office Victim Advocate II	1	3,212.00	3,397.60	3,592.00	3,798.40	4,016.80
B402	District Attorney's Office Victim Advocate II - Unclassified	1	3,212.00	3,397.60	3,592.00	3,798.40	4,016.80
G237	Employment Services Specialist I	1	2,815.20	2,976.80	3,148.00	3,328.80	3,520.00
B143	Employment Services Specialist I - Unclassified	1	2,815.20	2,976.80	3,148.00	3,328.80	3,520.00
G238	Employment Services Specialist II	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
B144	Employment Services Specialist II - Unclassified	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
G215	Estate Property Supervisor - Exempt	5	4,416.00	4,669.60	4,937.60	5,220.00	5,520.00
G065	Fraud Investigator I	1	3,355.20	3,547.20	3,751.20	3,966.40	4,195.20
G066	Fraud Investigator II	1	3,938.40	4,164.80	4,404.00	4,657.60	4,924.80
G230	Human Services Analyst I	1	3,020.00	3,191.20	3,375.20	3,568.00	3,772.80
B062	Human Services Analyst I - Unclassified	1	3,020.00	3,191.20	3,375.20	3,568.00	3,772.80
G231	Human Services Analyst II	5	3,539.20	3,744.00	3,955.20	4,181.60	4,421.60
B061	Human Services Analyst II - Unclassified	5	3,539.20	3,744.00	3,955.20	4,181.60	4,421.60
G061	Human Services Care Counselor I	1	3,009.60	3,184.00	3,365.60	3,560.00	3,763.20
G061-R	Human Services Care Counselor I - Relief	1	3,160.00	3,341.60	3,534.40	3,736.00	3,951.20
G062	Human Services Care Counselor II	1	3,347.20	3,540.00	3,744.00	3,956.80	4,183.20
G062-R	Human Services Care Counselor II - Relief	1	3,514.40	3,716.00	3,928.00	4,152.80	4,392.00
G233	Human Services Hearings Officer	1	3,948.00	4,172.80	4,414.40	4,668.00	4,936.00
G221	Human Services Program Policy Analyst	5	4,144.80	4,383.20	4,636.00	4,900.00	5,183.20
B231	Human Services Program Policy Analyst - Unclassified	5	4,144.80	4,383.20	4,636.00	4,900.00	5,183.20
G232	Human Services Supervisor - Exempt	5	3,948.00	4,172.80	4,414.40	4,668.00	4,936.00
B060	Human Services Supervisor - Unclassified / Exempt	5	3,948.00	4,172.80	4,414.40	4,668.00	4,936.00
G067	Investigative Analyst	1	3,142.40	3,323.20	3,514.40	3,716.00	3,927.20
G234	Job Development Specialist I	1	3,020.00	3,191.20	3,375.20	3,568.00	3,772.80

AFSCME: Human Services(A08) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B140	Job Development Specialist I - Unclassified	1	3,020.00	3,191.20	3,375.20	3,568.00	3,772.80
G235	Job Development Specialist II	2	3,539.20	3,744.00	3,955.20	4,181.60	4,421.60
B141	Job Development Specialist II - Unclassified	2	3,539.20	3,744.00	3,955.20	4,181.60	4,421.60
G051	Lead Crime Analyst	5	4,118.40	4,354.40	4,606.40	4,869.60	5,150.40
B007	Lead Crime Analyst - Unclassified	5	4,118.40	4,354.40	4,606.40	4,869.60	5,150.40
T104	Lead Transportation Officer	1	2,459.20	2,599.20	2,748.80	2,905.60	3,072.00
G121	Marriage And Family Therapist I	1	3,659.20	3,868.00	4,089.60	4,324.80	4,574.40
B110	Marriage And Family Therapist I - Unclassified	1	3,659.20	3,868.00	4,089.60	4,324.80	4,574.40
G120	Marriage And Family Therapist II	1	4,114.40	4,352.00	4,600.80	4,864.80	5,145.60
B109	Marriage And Family Therapist II - Unclassified	1	4,114.40	4,352.00	4,600.80	4,864.80	5,145.60
G119	Mental Health Counselor I	1	2,815.20	2,976.80	3,148.00	3,328.80	3,520.00
B104	Mental Health Counselor I - Unclassified	1	2,815.20	2,976.80	3,148.00	3,328.80	3,520.00
G118	Mental Health Counselor II	1	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
B105	Mental Health Counselor II - Unclassified	1	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
G081	Mental Health Program Specialist	5	4,448.80	4,702.40	4,973.60	5,259.20	5,560.00
B156	Mental Health Program Specialist - Unclassified	5	4,448.80	4,702.40	4,973.60	5,259.20	5,560.00
G084	Milieu Program Specialist	5	4,088.00	4,323.20	4,571.20	4,833.60	5,111.20
G075	Overpayments and Collections Analyst I	1	2,720.80	2,876.80	3,041.60	3,216.00	3,400.80
G074	Overpayments and Collections Analyst II	1	3,080.80	3,257.60	3,444.80	3,642.40	3,850.40
G073	Overpayments and Collections Analyst III	1	3,312.80	3,503.20	3,704.80	3,916.00	4,141.60
G072	Overpayments and Collections Supervisor	5	3,948.00	4,173.60	4,413.60	4,667.20	4,936.00
G191	Peer Support Specialist I	1	2,421.60	2,559.20	2,707.20	2,863.20	3,026.40
G192	Peer Support Specialist II	1	2,673.60	2,827.20	2,988.80	3,160.80	3,340.80
G115	Peer Support Worker I	1	2,201.60	2,328.00	2,461.60	2,603.20	2,751.20
B186	Peer Support Worker I - Unclassified	1	2,201.60	2,328.00	2,461.60	2,603.20	2,751.20
G116	Peer Support Worker II	1	2,431.20	2,571.20	2,716.80	2,873.60	3,036.80

AFSCME: Human Services(A08) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B187	Peer Support Worker II - Unclassified	1	2,431.20	2,571.20	2,716.80	2,873.60	3,036.80
G106	Program Counselor I	1	2,431.20	2,571.20	2,716.80	2,873.60	3,036.80
G107	Program Counselor II	1	3,347.20	3,540.00	3,744.00	3,956.80	4,183.20
G040	Psychiatric Social Worker I	5	3,659.20	3,868.00	4,089.60	4,324.80	4,574.40
B112	Psychiatric Social Worker I - Unclassified	5	3,659.20	3,868.00	4,089.60	4,324.80	4,574.40
G035	Psychiatric Social Worker II	5	4,114.40	4,352.00	4,600.80	4,864.80	5,145.60
B111	Psychiatric Social Worker II - Unclassified	5	4,114.40	4,352.00	4,600.80	4,864.80	5,145.60
F151	Rehabilitation Marketing Manager	5	4,030.40	4,262.40	4,507.20	4,766.40	5,040.00
F150	Rehabilitation Production Manager - Exempt	5	4,212.80	4,454.40	4,712.80	4,981.60	5,268.80
F041	Rehabilitation Production Supervisor I	5	2,755.20	2,912.00	3,080.80	3,256.00	3,443.20
B171	Rehabilitation Production Supervisor I - Unclassified	5	2,755.20	2,912.00	3,080.80	3,256.00	3,443.20
F043	Rehabilitation Production Supervisor II	5	3,128.00	3,309.60	3,499.20	3,698.40	3,912.80
B172	Rehabilitation Production Supervisor II - Unclassified	5	3,128.00	3,309.60	3,499.20	3,698.40	3,912.80
F048	Rehabilitation Production Supervisor III	5	3,504.00	3,707.20	3,917.60	4,143.20	4,380.80
G025	Residential Counselor I	1	3,009.60	3,184.00	3,365.60	3,560.00	3,763.20
G025-R	Residential Counselor I - Relief	1	3,160.00	3,341.60	3,534.40	3,736.00	3,951.20
G027	Residential Counselor II	1	3,347.20	3,540.00	3,744.00	3,956.80	4,183.20
G027-R	Residential Counselor II - Relief	1	3,514.40	3,716.00	3,928.00	4,152.80	4,392.00
G028	Residential Counselor III	1	3,540.00	3,743.20	3,957.60	4,185.60	4,421.60
G117	Senior Community Worker	5	2,815.20	2,976.80	3,148.00	3,328.80	3,520.00
B273	Senior Community Worker - Unclassified	5	2,815.20	2,976.80	3,148.00	3,328.80	3,520.00
G063	Senior Human Services Care Counselor - Exempt	5	3,716.00	3,931.20	4,152.80	4,393.60	4,645.60
G095	Social Work Supervisor	5	4,416.00	4,669.60	4,937.60	5,220.00	5,520.00
G093	Social Work Supervisor - Exempt	5	4,416.00	4,669.60	4,937.60	5,220.00	5,520.00
G093-R	Social Work Supervisor-Exempt-R	5	4,395.20	4,646.40	4,912.00	5,193.60	5,492.00
G098	Social Worker I	5	-	-	3,148.00	3,328.80	3,520.00
B107	Social Worker I - Unclassified	5	-	-	3,148.00	3,328.80	3,520.00
G097	Social Worker II	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80

AFSCME: Human Services(A08) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B108	Social Worker II - Unclassified	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
G096	Social Worker III	5	3,751.20	3,966.40	4,193.60	4,435.20	4,688.00
G096-R	Social Worker III - R	5	3,731.20	3,947.20	4,172.80	4,413.60	4,667.20
B106	Social Worker III - Unclassified	5	3,751.20	3,966.40	4,193.60	4,435.20	4,688.00
G097-R	Social Worker II-R	5	3,162.40	3,347.20	3,539.20	3,744.00	3,955.20
G098-R	Social Worker I-R	5	-	-	3,131.20	3,312.00	3,501.60
G218	Supervising Deputy Public Guardian - Conservator - Exempt	5	4,416.00	4,669.60	4,937.60	5,220.00	5,520.00
B329	Supervising Deputy Public Guardian Conservator- Unclassified	5	4,416.00	4,669.60	4,937.60	5,220.00	5,520.00
G076	Supervising Human Services Care Counselor	5	4,088.00	4,323.20	4,571.20	4,833.60	5,111.20
G252	Supervising Human Services Hearings Officer	5	4,343.20	4,590.40	4,855.20	5,134.40	5,429.60
F005	Supervising Mental Health Clinician - Exempt	2	4,892.00	5,171.20	5,467.20	5,781.60	6,114.40
G064	Supervisor Fraud Investigation Unit - Exempt	5	4,332.00	4,580.00	4,843.20	5,120.80	5,415.20
T103	Transportation Officer	1	-	-	2,536.80	2,682.40	2,836.00
G216	Veterans Services Officer	5	3,948.00	4,172.80	4,414.40	4,668.00	4,936.00
G219	Veterans Services Representative I	1	3,020.00	3,191.20	3,375.20	3,568.00	3,772.80
G222	Veterans Services Representative II	5	3,539.20	3,744.00	3,955.20	4,181.60	4,421.60
G100	Vocational Rehabilitation Counseling Supervisor	5	4,507.20	4,766.40	5,040.00	5,329.60	5,632.80
G200	Vocational Rehabilitation Counselor I	1	2,815.20	2,976.80	3,148.00	3,328.80	3,520.00
B176	Vocational Rehabilitation Counselor I - Unclassified	1	2,815.20	2,976.80	3,148.00	3,328.80	3,520.00
G013	Vocational Rehabilitation Counselor II	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
B177	Vocational Rehabilitation Counselor II - Unclassified	5	3,180.80	3,362.40	3,556.80	3,759.20	3,976.80
G190	Vocational Rehabilitation Counselor III	5	3,751.20	3,966.40	4,193.60	4,435.20	4,688.00
B178	Vocational Rehabilitation Counselor III - Unclassified	5	3,751.20	3,966.40	4,193.60	4,435.20	4,688.00

AFSCME: Human Services(A08) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B278	Behavioral Health & Recovery Svcs Analyst I - Unclassified	1	3,548.80	3,752.80	3,968.00	4,196.00	4,436.80
B279	Behavioral Health & Recovery Svcs Analyst II - Unclassified	5	4,165.60	4,404.00	4,654.40	4,924.00	5,204.80
G078	Behavioral Health And Recovery Services Analyst I	1	3,548.80	3,752.80	3,968.00	4,196.00	4,436.80
G079	Behavioral Health And Recovery Services Analyst II	5	4,165.60	4,404.00	4,654.40	4,924.00	5,204.80
G080	Behavioral Health And Recovery Services Supervisor	5	4,560.00	4,821.60	5,100.00	5,389.60	5,700.80
G071	Benefits Analyst I	1	-	-	3,020.80	3,195.20	3,376.80
B123	Benefits Analyst I - Unclassified	1	-	-	3,020.80	3,195.20	3,376.80
G070	Benefits Analyst II	1	3,059.20	3,237.60	3,420.80	3,617.60	3,828.00
B124	Benefits Analyst II - Unclassified	1	3,059.20	3,237.60	3,420.80	3,617.60	3,828.00
G069	Benefits Analyst III	1	3,288.80	3,479.20	3,678.40	3,892.00	4,112.80
B202	Benefits Analyst III - Unclassified	1	3,288.80	3,479.20	3,678.40	3,892.00	4,112.80
G253	Care Management Specialist I	5	-	-	3,305.60	3,495.20	3,696.00
G254	Care Management Specialist II	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
G255	Care Management Specialist III	5	3,938.40	4,164.80	4,403.20	4,656.80	4,922.40
G239	Case Management / Assessment Specialist I	5	-	-	3,305.60	3,495.20	3,696.00
B012	Case Management / Assessment Specialist I - Unclassified	5	-	-	3,305.60	3,495.20	3,696.00
G240	Case Management / Assessment Specialist II	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
B013	Case Management / Assessment Specialist II - Unclassified	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
G241	Case Management / Assessment Specialist III	5	3,938.40	4,164.80	4,403.20	4,656.80	4,922.40
B332	Case Management / Assessment Specialist III - Unclassified	5	3,938.40	4,164.80	4,403.20	4,656.80	4,922.40
E433	Child Support Investigator	1	3,918.40	4,145.60	4,382.40	4,636.00	4,902.40

AFSCME: Human Services(A08) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B029	Child Support Investigator - Unclassified	1	3,918.40	4,145.60	4,382.40	4,636.00	4,902.40
G094	Children's Services Social Work Supervisor - E	5	5,136.80	5,429.60	5,740.80	6,070.40	6,420.00
G090	Children's Services Social Worker I	5	-	-	3,628.00	3,833.60	4,054.40
B286	Children's Services Social Worker I - Unclassified	5	-	-	3,628.00	3,833.60	4,054.40
G091	Children's Services Social Worker II	5	3,663.20	3,875.20	4,096.00	4,334.40	4,579.20
B287	Children's Services Social Worker II - Unclassified	5	3,663.20	3,875.20	4,096.00	4,334.40	4,579.20
G092	Children's Services Social Worker III	5	4,320.00	4,569.60	4,831.20	5,108.00	5,403.20
B288	Children's Services Social Worker III - Unclassified	5	4,320.00	4,569.60	4,831.20	5,108.00	5,403.20
G112	Community Worker I	1	2,312.00	2,444.80	2,584.80	2,733.60	2,888.80
B183	Community Worker I - Unclassified	1	2,312.00	2,444.80	2,584.80	2,733.60	2,888.80
G113	Community Worker II	1	2,552.80	2,700.00	2,852.80	3,017.60	3,188.80
B184	Community Worker II - Unclassified	1	2,552.80	2,700.00	2,852.80	3,017.60	3,188.80
G050	Crime Analyst	5	3,933.60	4,156.80	4,397.60	4,648.80	4,916.00
B010	Crime Analyst - Unclassified	5	3,933.60	4,156.80	4,397.60	4,648.80	4,916.00
G223	Deputy Public Administrator I	1	-	-	3,305.60	3,495.20	3,696.00
B325	Deputy Public Administrator I - Unclassified	1	-	-	3,305.60	3,495.20	3,696.00
G224	Deputy Public Administrator II	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
B326	Deputy Public Administrator II - Unclassified	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
G220	Deputy Public Guardian Conservator I	1	-	-	3,305.60	3,495.20	3,696.00
G225	Deputy Public Guardian Conservator II	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
G217	Deputy Public Guardian Conservator III	5	3,938.40	4,164.80	4,403.20	4,656.80	4,922.40
G110	District Attorney's Office Supervising Victim Advocate	5	3,720.00	3,934.40	4,160.80	4,400.00	4,652.00
G111	District Attorney's Office Victim Advocate I	1	2,859.20	3,023.20	3,194.40	3,379.20	3,571.20
B401	District Attorney's Office Victim Advocate I - Unclassified	1	2,859.20	3,023.20	3,194.40	3,379.20	3,571.20

AFSCME: Human Services(A08) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
G114	District Attorney's Office Victim Advocate II	1	3,372.80	3,567.20	3,772.00	3,988.00	4,217.60
B402	District Attorney's Office Victim Advocate II - Unclassified	1	3,372.80	3,567.20	3,772.00	3,988.00	4,217.60
G237	Employment Services Specialist I	1	2,956.00	3,125.60	3,305.60	3,495.20	3,696.00
B143	Employment Services Specialist I - Unclassified	1	2,956.00	3,125.60	3,305.60	3,495.20	3,696.00
G238	Employment Services Specialist II	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
B144	Employment Services Specialist II - Unclassified	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
G215	Estate Property Supervisor - Exempt	5	4,636.80	4,903.20	5,184.80	5,480.80	5,796.00
G065	Fraud Investigator I	1	3,523.20	3,724.80	3,938.40	4,164.80	4,404.80
G066	Fraud Investigator II	1	4,135.20	4,372.80	4,624.00	4,890.40	5,171.20
G230	Human Services Analyst I	1	3,171.20	3,350.40	3,544.00	3,746.40	3,961.60
B062	Human Services Analyst I - Unclassified	1	3,171.20	3,350.40	3,544.00	3,746.40	3,961.60
G231	Human Services Analyst II	5	3,716.00	3,931.20	4,152.80	4,390.40	4,642.40
B061	Human Services Analyst II - Unclassified	5	3,716.00	3,931.20	4,152.80	4,390.40	4,642.40
G061	Human Services Care Counselor I	1	3,160.00	3,343.20	3,533.60	3,738.40	3,951.20
G061-R	Human Services Care Counselor I - Relief	1	3,318.40	3,508.80	3,711.20	3,923.20	4,148.80
G062	Human Services Care Counselor II	1	3,514.40	3,716.80	3,931.20	4,154.40	4,392.00
G062-R	Human Services Care Counselor II - Relief	1	3,690.40	3,901.60	4,124.80	4,360.80	4,612.00
G233	Human Services Hearings Officer	1	4,145.60	4,381.60	4,635.20	4,901.60	5,183.20
G221	Human Services Program Policy Analyst	5	4,352.00	4,602.40	4,868.00	5,144.80	5,442.40
B231	Human Services Program Policy Analyst - Unclassified	5	4,352.00	4,602.40	4,868.00	5,144.80	5,442.40
G232	Human Services Supervisor - Exempt	5	4,145.60	4,381.60	4,635.20	4,901.60	5,183.20
B060	Human Services Supervisor - Unclassified / Exempt	5	4,145.60	4,381.60	4,635.20	4,901.60	5,183.20
G067	Investigative Analyst	1	3,299.20	3,489.60	3,690.40	3,901.60	4,123.20
G234	Job Development Specialist I	1	3,171.20	3,350.40	3,544.00	3,746.40	3,961.60

AFSCME: Human Services(A08) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B140	Job Development Specialist I - Unclassified	1	3,171.20	3,350.40	3,544.00	3,746.40	3,961.60
G235	Job Development Specialist II	2	3,716.00	3,931.20	4,152.80	4,390.40	4,642.40
B141	Job Development Specialist II - Unclassified	2	3,716.00	3,931.20	4,152.80	4,390.40	4,642.40
G051	Lead Crime Analyst	5	4,324.00	4,572.00	4,836.80	5,112.80	5,408.00
B007	Lead Crime Analyst - Unclassified	5	4,324.00	4,572.00	4,836.80	5,112.80	5,408.00
T104	Lead Transportation Officer	1	2,582.40	2,728.80	2,886.40	3,051.20	3,225.60
G121	Marriage And Family Therapist I	1	3,842.40	4,061.60	4,294.40	4,540.80	4,803.20
B110	Marriage And Family Therapist I - Unclassified	1	3,842.40	4,061.60	4,294.40	4,540.80	4,803.20
G120	Marriage And Family Therapist II	1	4,320.00	4,569.60	4,831.20	5,108.00	5,403.20
B109	Marriage And Family Therapist II - Unclassified	1	4,320.00	4,569.60	4,831.20	5,108.00	5,403.20
G119	Mental Health Counselor I	1	2,956.00	3,125.60	3,305.60	3,495.20	3,696.00
B104	Mental Health Counselor I - Unclassified	1	2,956.00	3,125.60	3,305.60	3,495.20	3,696.00
G118	Mental Health Counselor II	1	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
B105	Mental Health Counselor II - Unclassified	1	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
G081	Mental Health Program Specialist	5	4,671.20	4,937.60	5,222.40	5,522.40	5,838.40
B156	Mental Health Program Specialist - Unclassified	5	4,671.20	4,937.60	5,222.40	5,522.40	5,838.40
G084	Milieu Program Specialist	5	4,292.80	4,539.20	4,800.00	5,075.20	5,366.40
G075	Overpayments and Collections Analyst I	1	2,856.80	3,020.80	3,193.60	3,376.80	3,571.20
G074	Overpayments and Collections Analyst II	1	3,235.20	3,420.80	3,616.80	3,824.80	4,043.20
G073	Overpayments and Collections Analyst III	1	3,478.40	3,678.40	3,890.40	4,112.00	4,348.80
G072	Overpayments and Collections Supervisor	5	4,145.60	4,382.40	4,634.40	4,900.80	5,183.20
G191	Peer Support Specialist I	1	2,542.40	2,687.20	2,842.40	3,006.40	3,177.60
G192	Peer Support Specialist II	1	2,807.20	2,968.80	3,138.40	3,319.20	3,508.00
G115	Peer Support Worker I	1	2,312.00	2,444.80	2,584.80	2,733.60	2,888.80
B186	Peer Support Worker I - Unclassified	1	2,312.00	2,444.80	2,584.80	2,733.60	2,888.80
G116	Peer Support Worker II	1	2,552.80	2,700.00	2,852.80	3,017.60	3,188.80

AFSCME: Human Services(A08) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B187	Peer Support Worker II - Unclassified	1	2,552.80	2,700.00	2,852.80	3,017.60	3,188.80
G106	Program Counselor I	1	2,552.80	2,700.00	2,852.80	3,017.60	3,188.80
G107	Program Counselor II	1	3,514.40	3,716.80	3,931.20	4,154.40	4,392.00
G040	Psychiatric Social Worker I	5	3,842.40	4,061.60	4,294.40	4,540.80	4,803.20
B112	Psychiatric Social Worker I - Unclassified	5	3,842.40	4,061.60	4,294.40	4,540.80	4,803.20
G035	Psychiatric Social Worker II	5	4,320.00	4,569.60	4,831.20	5,108.00	5,403.20
B111	Psychiatric Social Worker II - Unclassified	5	4,320.00	4,569.60	4,831.20	5,108.00	5,403.20
F151	Rehabilitation Marketing Manager	5	4,232.00	4,475.20	4,732.80	5,004.80	5,292.00
F150	Rehabilitation Production Manager - Exempt	5	4,423.20	4,676.80	4,948.80	5,230.40	5,532.00
F041	Rehabilitation Production Supervisor I	5	2,892.80	3,057.60	3,235.20	3,419.20	3,615.20
B171	Rehabilitation Production Supervisor I - Unclassified	5	2,892.80	3,057.60	3,235.20	3,419.20	3,615.20
F043	Rehabilitation Production Supervisor II	5	3,284.80	3,475.20	3,674.40	3,883.20	4,108.80
B172	Rehabilitation Production Supervisor II - Unclassified	5	3,284.80	3,475.20	3,674.40	3,883.20	4,108.80
F048	Rehabilitation Production Supervisor III	5	3,679.20	3,892.80	4,113.60	4,350.40	4,600.00
G025	Residential Counselor I	1	3,160.00	3,343.20	3,533.60	3,738.40	3,951.20
G025-R	Residential Counselor I - Relief	1	3,318.40	3,508.80	3,711.20	3,923.20	4,148.80
G027	Residential Counselor II	1	3,514.40	3,716.80	3,931.20	4,154.40	4,392.00
G027-R	Residential Counselor II - Relief	1	3,690.40	3,901.60	4,124.80	4,360.80	4,612.00
G028	Residential Counselor III	1	3,716.80	3,930.40	4,155.20	4,395.20	4,642.40
G117	Senior Community Worker	5	2,956.00	3,125.60	3,305.60	3,495.20	3,696.00
B273	Senior Community Worker - Unclassified	5	2,956.00	3,125.60	3,305.60	3,495.20	3,696.00
G063	Senior Human Services Care Counselor - Exempt	5	3,901.60	4,128.00	4,360.80	4,613.60	4,877.60
G095	Social Work Supervisor	5	4,636.80	4,903.20	5,184.80	5,480.80	5,796.00
G093	Social Work Supervisor - Exempt	5	4,636.80	4,903.20	5,184.80	5,480.80	5,796.00
G093-R	Social Work Supervisor- Exempt-R	5	4,615.20	4,878.40	5,157.60	5,453.60	5,766.40
G098	Social Worker I	5	-	-	3,305.60	3,495.20	3,696.00
B107	Social Worker I - Unclassified	5	-	-	3,305.60	3,495.20	3,696.00
G097	Social Worker II	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00

AFSCME: Human Services(A08) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B108	Social Worker II - Unclassified	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
G096	Social Worker III	5	3,938.40	4,164.80	4,403.20	4,656.80	4,922.40
G096-R	Social Worker III - R	5	3,917.60	4,144.80	4,381.60	4,634.40	4,900.80
B106	Social Worker III - Unclassified	5	3,938.40	4,164.80	4,403.20	4,656.80	4,922.40
G097-R	Social Worker II-R	5	3,320.80	3,514.40	3,716.00	3,931.20	4,152.80
G098-R	Social Worker I-R	5	-	-	3,288.00	3,477.60	3,676.80
G218	Supervising Deputy Public Guardian - Conservator - Exempt	5	4,636.80	4,903.20	5,184.80	5,480.80	5,796.00
B329	Supervising Deputy Public Guardian Conservator- Unclassified	5	4,636.80	4,903.20	5,184.80	5,480.80	5,796.00
G076	Supervising Human Services Care Counselor	5	4,292.80	4,539.20	4,800.00	5,075.20	5,366.40
G252	Supervising Human Services Hearings Officer	5	4,560.00	4,820.00	5,097.60	5,391.20	5,700.80
F005	Supervising Mental Health Clinician - Exempt	2	5,136.80	5,429.60	5,740.80	6,070.40	6,420.00
G064	Supervisor Fraud Investigation Unit - Exempt	5	4,548.80	4,808.80	5,085.60	5,376.80	5,685.60
T103	Transportation Officer	1	-	-	2,664.00	2,816.80	2,977.60
G216	Veterans Services Officer	5	4,145.60	4,381.60	4,635.20	4,901.60	5,183.20
G219	Veterans Services Representative I	1	3,171.20	3,350.40	3,544.00	3,746.40	3,961.60
G222	Veterans Services Representative II	5	3,716.00	3,931.20	4,152.80	4,390.40	4,642.40
G100	Vocational Rehabilitation Counseling Supervisor	5	4,732.80	5,004.80	5,292.00	5,596.00	5,914.40
G200	Vocational Rehabilitation Counselor I	1	2,956.00	3,125.60	3,305.60	3,495.20	3,696.00
B176	Vocational Rehabilitation Counselor I - Unclassified	1	2,956.00	3,125.60	3,305.60	3,495.20	3,696.00
G013	Vocational Rehabilitation Counselor II	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
B177	Vocational Rehabilitation Counselor II - Unclassified	5	3,340.00	3,530.40	3,734.40	3,947.20	4,176.00
G190	Vocational Rehabilitation Counselor III	5	3,938.40	4,164.80	4,403.20	4,656.80	4,922.40
B178	Vocational Rehabilitation Counselor III - Unclassified	5	3,938.40	4,164.80	4,403.20	4,656.80	4,922.40

AFSCME: Human Services(A08) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B278	Behavioral Health & Recovery Svcs Analyst I - Unclassified	1	3,690.40	3,903.20	4,126.40	4,364.00	4,614.40
B279	Behavioral Health & Recovery Svcs Analyst II - Unclassified	5	4,332.00	4,580.00	4,840.80	5,120.80	5,412.80
G078	Behavioral Health And Recovery Services Analyst I	1	3,690.40	3,903.20	4,126.40	4,364.00	4,614.40
G079	Behavioral Health And Recovery Services Analyst II	5	4,332.00	4,580.00	4,840.80	5,120.80	5,412.80
G080	Behavioral Health And Recovery Services Supervisor	5	4,742.40	5,014.40	5,304.00	5,604.80	5,928.80
G071	Benefits Analyst I	1	-	-	3,141.60	3,323.20	3,512.00
B123	Benefits Analyst I - Unclassified	1	-	-	3,141.60	3,323.20	3,512.00
G070	Benefits Analyst II	1	3,181.60	3,367.20	3,557.60	3,762.40	3,980.80
B124	Benefits Analyst II - Unclassified	1	3,181.60	3,367.20	3,557.60	3,762.40	3,980.80
G069	Benefits Analyst III	1	3,420.00	3,618.40	3,825.60	4,048.00	4,277.60
B202	Benefits Analyst III - Unclassified	1	3,420.00	3,618.40	3,825.60	4,048.00	4,277.60
G253	Care Management Specialist I	5	-	-	3,437.60	3,635.20	3,844.00
G254	Care Management Specialist II	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
G255	Care Management Specialist III	5	4,096.00	4,331.20	4,579.20	4,843.20	5,119.20
G239	Case Management / Assessment Specialist I	5	-	-	3,437.60	3,635.20	3,844.00
B012	Case Management / Assessment Specialist I - Unclassified	5	-	-	3,437.60	3,635.20	3,844.00
G240	Case Management / Assessment Specialist II	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
B013	Case Management / Assessment Specialist II - Unclassified	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
G241	Case Management / Assessment Specialist III	5	4,096.00	4,331.20	4,579.20	4,843.20	5,119.20
B332	Case Management / Assessment Specialist III - Unclassified	5	4,096.00	4,331.20	4,579.20	4,843.20	5,119.20

AFSCME: Human Services(A08) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
E433	Child Support Investigator	1	4,075.20	4,311.20	4,557.60	4,821.60	5,098.40
B029	Child Support Investigator - Unclassified	1	4,075.20	4,311.20	4,557.60	4,821.60	5,098.40
G094	Children's Services Social Work Supervisor - E	5	5,342.40	5,646.40	5,970.40	6,313.60	6,676.80
G090	Children's Services Social Worker I	5	-	-	3,772.80	3,987.20	4,216.80
B286	Children's Services Social Worker I - Unclassified	5	-	-	3,772.80	3,987.20	4,216.80
G091	Children's Services Social Worker II	5	3,809.60	4,030.40	4,260.00	4,508.00	4,762.40
B287	Children's Services Social Worker II - Unclassified	5	3,809.60	4,030.40	4,260.00	4,508.00	4,762.40
G092	Children's Services Social Worker III	5	4,492.80	4,752.00	5,024.80	5,312.00	5,619.20
B288	Children's Services Social Worker III - Unclassified	5	4,492.80	4,752.00	5,024.80	5,312.00	5,619.20
G112	Community Worker I	1	2,404.80	2,542.40	2,688.00	2,843.20	3,004.00
B183	Community Worker I - Unclassified	1	2,404.80	2,542.40	2,688.00	2,843.20	3,004.00
G113	Community Worker II	1	2,655.20	2,808.00	2,967.20	3,138.40	3,316.00
B184	Community Worker II - Unclassified	1	2,655.20	2,808.00	2,967.20	3,138.40	3,316.00
G050	Crime Analyst	5	4,091.20	4,323.20	4,573.60	4,834.40	5,112.80
B010	Crime Analyst - Unclassified	5	4,091.20	4,323.20	4,573.60	4,834.40	5,112.80
G223	Deputy Public Administrator I	1	-	-	3,437.60	3,635.20	3,844.00
B325	Deputy Public Administrator I - Unclassified	1	-	-	3,437.60	3,635.20	3,844.00
G224	Deputy Public Administrator II	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
B326	Deputy Public Administrator II - Unclassified	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
G220	Deputy Public Guardian Conservator I	1	-	-	3,437.60	3,635.20	3,844.00
G225	Deputy Public Guardian Conservator II	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
G217	Deputy Public Guardian Conservator III	5	4,096.00	4,331.20	4,579.20	4,843.20	5,119.20
G110	District Attorney's Office Supervising Victim Advocate	5	3,868.80	4,092.00	4,327.20	4,576.00	4,838.40

AFSCME: Human Services(A08) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
G111	District Attorney's Office Victim Advocate I	1	2,973.60	3,144.00	3,322.40	3,514.40	3,714.40
B401	District Attorney's Office Victim Advocate I - Unclassified	1	2,973.60	3,144.00	3,322.40	3,514.40	3,714.40
G114	District Attorney's Office Victim Advocate II	1	3,508.00	3,709.60	3,923.20	4,147.20	4,386.40
B402	District Attorney's Office Victim Advocate II - Unclassified	1	3,508.00	3,709.60	3,923.20	4,147.20	4,386.40
G237	Employment Services Specialist I	1	3,074.40	3,250.40	3,437.60	3,635.20	3,844.00
B143	Employment Services Specialist I - Unclassified	1	3,074.40	3,250.40	3,437.60	3,635.20	3,844.00
G238	Employment Services Specialist II	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
B144	Employment Services Specialist II - Unclassified	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
G215	Estate Property Supervisor - Exempt	5	4,822.40	5,099.20	5,392.00	5,700.00	6,028.00
G065	Fraud Investigator I	1	3,664.00	3,873.60	4,096.00	4,331.20	4,580.80
G066	Fraud Investigator II	1	4,300.80	4,548.00	4,808.80	5,086.40	5,378.40
G230	Human Services Analyst I	1	3,298.40	3,484.80	3,685.60	3,896.00	4,120.00
B062	Human Services Analyst I - Unclassified	1	3,298.40	3,484.80	3,685.60	3,896.00	4,120.00
G231	Human Services Analyst II	5	3,864.80	4,088.80	4,319.20	4,566.40	4,828.00
B061	Human Services Analyst II - Unclassified	5	3,864.80	4,088.80	4,319.20	4,566.40	4,828.00
G061	Human Services Care Counselor I	1	3,286.40	3,476.80	3,675.20	3,888.00	4,109.60
G061-R	Human Services Care Counselor I - Relief	1	3,451.20	3,648.80	3,860.00	4,080.00	4,314.40
G062	Human Services Care Counselor II	1	3,655.20	3,865.60	4,088.80	4,320.80	4,568.00
G062-R	Human Services Care Counselor II - Relief	1	3,838.40	4,057.60	4,289.60	4,535.20	4,796.80
G233	Human Services Hearings Officer	1	4,311.20	4,556.80	4,820.80	5,097.60	5,390.40
G221	Human Services Program Policy Analyst	5	4,526.40	4,786.40	5,062.40	5,350.40	5,660.00

AFSCME: Human Services(A08) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B231	Human Services Program Policy Analyst - Unclassified	5	4,526.40	4,786.40	5,062.40	5,350.40	5,660.00
G232	Human Services Supervisor - Exempt	5	4,311.20	4,556.80	4,820.80	5,097.60	5,390.40
B060	Human Services Supervisor - Unclassified / Exempt	5	4,311.20	4,556.80	4,820.80	5,097.60	5,390.40
G067	Investigative Analyst	1	3,431.20	3,628.80	3,838.40	4,057.60	4,288.00
G234	Job Development Specialist I	1	3,298.40	3,484.80	3,685.60	3,896.00	4,120.00
B140	Job Development Specialist I - Unclassified	1	3,298.40	3,484.80	3,685.60	3,896.00	4,120.00
G235	Job Development Specialist II	2	3,864.80	4,088.80	4,319.20	4,566.40	4,828.00
B141	Job Development Specialist II - Unclassified	2	3,864.80	4,088.80	4,319.20	4,566.40	4,828.00
G051	Lead Crime Analyst	5	4,496.80	4,755.20	5,030.40	5,317.60	5,624.00
B007	Lead Crime Analyst - Unclassified	5	4,496.80	4,755.20	5,030.40	5,317.60	5,624.00
T104	Lead Transportation Officer	1	2,685.60	2,837.60	3,001.60	3,173.60	3,354.40
G121	Marriage And Family Therapist I	1	3,996.00	4,224.00	4,466.40	4,722.40	4,995.20
B110	Marriage And Family Therapist I - Unclassified	1	3,996.00	4,224.00	4,466.40	4,722.40	4,995.20
G120	Marriage And Family Therapist II	1	4,492.80	4,752.00	5,024.80	5,312.00	5,619.20
B109	Marriage And Family Therapist II - Unclassified	1	4,492.80	4,752.00	5,024.80	5,312.00	5,619.20
G119	Mental Health Counselor I	1	3,074.40	3,250.40	3,437.60	3,635.20	3,844.00
B104	Mental Health Counselor I - Unclassified	1	3,074.40	3,250.40	3,437.60	3,635.20	3,844.00
G118	Mental Health Counselor II	1	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
B105	Mental Health Counselor II - Unclassified	1	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
G081	Mental Health Program Specialist	5	4,858.40	5,135.20	5,431.20	5,743.20	6,072.00
B156	Mental Health Program Specialist - Unclassified	5	4,858.40	5,135.20	5,431.20	5,743.20	6,072.00
G084	Milieu Program Specialist	5	4,464.80	4,720.80	4,992.00	5,278.40	5,580.80
G075	Overpayments and Collections Analyst I	1	2,971.20	3,141.60	3,321.60	3,512.00	3,714.40
G074	Overpayments and Collections Analyst II	1	3,364.80	3,557.60	3,761.60	3,977.60	4,204.80

AFSCME: Human Services(A08) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
G073	Overpayments and Collections Analyst III	1	3,617.60	3,825.60	4,046.40	4,276.80	4,522.40
G072	Overpayments and Collections Supervisor	5	4,311.20	4,557.60	4,820.00	5,096.80	5,390.40
G191	Peer Support Specialist I	1	2,644.00	2,794.40	2,956.00	3,126.40	3,304.80
G192	Peer Support Specialist II	1	2,919.20	3,087.20	3,264.00	3,452.00	3,648.00
G115	Peer Support Worker I	1	2,404.80	2,542.40	2,688.00	2,843.20	3,004.00
B186	Peer Support Worker I - Unclassified	1	2,404.80	2,542.40	2,688.00	2,843.20	3,004.00
G116	Peer Support Worker II	1	2,655.20	2,808.00	2,967.20	3,138.40	3,316.00
B187	Peer Support Worker II - Unclassified	1	2,655.20	2,808.00	2,967.20	3,138.40	3,316.00
G106	Program Counselor I	1	2,655.20	2,808.00	2,967.20	3,138.40	3,316.00
G107	Program Counselor II	1	3,655.20	3,865.60	4,088.80	4,320.80	4,568.00
G040	Psychiatric Social Worker I	5	3,996.00	4,224.00	4,466.40	4,722.40	4,995.20
B112	Psychiatric Social Worker I - Unclassified	5	3,996.00	4,224.00	4,466.40	4,722.40	4,995.20
G035	Psychiatric Social Worker II	5	4,492.80	4,752.00	5,024.80	5,312.00	5,619.20
B111	Psychiatric Social Worker II - Unclassified	5	4,492.80	4,752.00	5,024.80	5,312.00	5,619.20
F151	Rehabilitation Marketing Manager	5	4,401.60	4,654.40	4,922.40	5,204.80	5,504.00
F150	Rehabilitation Production Manager - Exempt	5	4,600.00	4,864.00	5,146.40	5,440.00	5,753.60
F041	Rehabilitation Production Supervisor I	5	3,008.80	3,180.00	3,364.80	3,556.00	3,760.00
B171	Rehabilitation Production Supervisor I - Unclassified	5	3,008.80	3,180.00	3,364.80	3,556.00	3,760.00
F043	Rehabilitation Production Supervisor II	5	3,416.00	3,614.40	3,821.60	4,038.40	4,272.80
B172	Rehabilitation Production Supervisor II - Unclassified	5	3,416.00	3,614.40	3,821.60	4,038.40	4,272.80
F048	Rehabilitation Production Supervisor III	5	3,826.40	4,048.80	4,278.40	4,524.80	4,784.00
G025	Residential Counselor I	1	3,286.40	3,476.80	3,675.20	3,888.00	4,109.60
G025-R	Residential Counselor I - Relief	1	3,451.20	3,648.80	3,860.00	4,080.00	4,314.40
G027	Residential Counselor II	1	3,655.20	3,865.60	4,088.80	4,320.80	4,568.00
G027-R	Residential Counselor II - Relief	1	3,838.40	4,057.60	4,289.60	4,535.20	4,796.80
G028	Residential Counselor III	1	3,865.60	4,088.00	4,321.60	4,571.20	4,828.00

AFSCME: Human Services(A08) Salaries - Effective 10/11/2026

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Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
G117	Senior Community Worker	5	3,074.40	3,250.40	3,437.60	3,635.20	3,844.00
B273	Senior Community Worker - Unclassified	5	3,074.40	3,250.40	3,437.60	3,635.20	3,844.00
G063	Senior Human Services Care Counselor - Exempt	5	4,057.60	4,292.80	4,535.20	4,798.40	5,072.80
G095	Social Work Supervisor	5	4,822.40	5,099.20	5,392.00	5,700.00	6,028.00
G093	Social Work Supervisor - Exempt	5	4,822.40	5,099.20	5,392.00	5,700.00	6,028.00
G093-R	Social Work Supervisor-Exempt-R	5	4,800.00	5,073.60	5,364.00	5,672.00	5,996.80
G098	Social Worker I	5	-	-	3,437.60	3,635.20	3,844.00
B107	Social Worker I - Unclassified	5	-	-	3,437.60	3,635.20	3,844.00
G097	Social Worker II	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
B108	Social Worker II - Unclassified	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
G096	Social Worker III	5	4,096.00	4,331.20	4,579.20	4,843.20	5,119.20
G096-R	Social Worker III - R	5	4,074.40	4,310.40	4,556.80	4,820.00	5,096.80
B106	Social Worker III - Unclassified	5	4,096.00	4,331.20	4,579.20	4,843.20	5,119.20
G097-R	Social Worker II-R	5	3,453.60	3,655.20	3,864.80	4,088.80	4,319.20
G098-R	Social Worker I-R	5	-	-	3,419.20	3,616.80	3,824.00
G218	Supervising Deputy Public Guardian - Conservator - Exempt	5	4,822.40	5,099.20	5,392.00	5,700.00	6,028.00
B329	Supervising Deputy Public Guardian Conservator- Unclassified	5	4,822.40	5,099.20	5,392.00	5,700.00	6,028.00
G076	Supervising Human Services Care Counselor	5	4,464.80	4,720.80	4,992.00	5,278.40	5,580.80
G252	Supervising Human Services Hearings Officer	5	4,742.40	5,012.80	5,301.60	5,607.20	5,928.80
F005	Supervising Mental Health Clinician - Exempt	2	5,342.40	5,646.40	5,970.40	6,313.60	6,676.80
G064	Supervisor Fraud Investigation Unit - Exempt	5	4,730.40	5,000.80	5,288.80	5,592.00	5,912.80
T103	Transportation Officer	1	-	-	2,770.40	2,929.60	3,096.80
G216	Veterans Services Officer	5	4,311.20	4,556.80	4,820.80	5,097.60	5,390.40
G219	Veterans Services Representative I	1	3,298.40	3,484.80	3,685.60	3,896.00	4,120.00
G222	Veterans Services Representative II	5	3,864.80	4,088.80	4,319.20	4,566.40	4,828.00

AFSCME: Human Services(A08) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
G100	Vocational Rehabilitation Counseling Supervisor	5	4,922.40	5,204.80	5,504.00	5,820.00	6,151.20
G200	Vocational Rehabilitation Counselor I	1	3,074.40	3,250.40	3,437.60	3,635.20	3,844.00
B176	Vocational Rehabilitation Counselor I - Unclassified	1	3,074.40	3,250.40	3,437.60	3,635.20	3,844.00
G013	Vocational Rehabilitation Counselor II	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
B177	Vocational Rehabilitation Counselor II - Unclassified	5	3,473.60	3,672.00	3,884.00	4,104.80	4,343.20
G190	Vocational Rehabilitation Counselor III	5	4,096.00	4,331.20	4,579.20	4,843.20	5,119.20
B178	Vocational Rehabilitation Counselor III - Unclassified	5	4,096.00	4,331.20	4,579.20	4,843.20	5,119.20

EXHIBIT C: Inspection and Regulation Unit

1. Geologist Differential: Environmental Health employees in the classifications of Environmental Health Program Supervisor, Environmental Health Program Specialist, and Hazardous Materials Specialist, who obtain and are assigned to work duties requiring a certificate/registration as a Professional Engineer, Registered Geologist, or Registered Engineering Geologist shall receive a differential of one step (5.74%) in addition to all other compensation. While the incumbents receiving the differential as of June 8, 2018 remain eligible for the differential, no more than two (2) employees at a time may receive this differential. At such time that one or more of the incumbents become ineligible to receive the differential, the parties agree to meet and confer over reduction of the number of employees who may receive this differential at one time.
2. Continuing Education Discussion: At the request of the union, appropriate County officials agree to meet to discuss the use of and need for continuing education. Such discussions shall include, but not be limited to, educational leave days and/or reimbursement for costs associated with continuing education, subject to supervisory approval.

Additionally, at such time as Continuing Education (CE) credits are required as a condition of State licensure, registration or certification for positions in this bargaining unit, the County agrees to meet with the Union regarding formal educational leave provisions for the fulfillment of such requirements.

3. Hazardous Materials On Call: Employees assigned to perform on-call duties for the Hazardous Materials Section of the Environmental Health Division shall, regardless of class or work group, be permitted a choice of earning pay or accrual of compensatory time off in compensation for call back time when actually required to report for duty, pursuant to Section 7.4 of this Memorandum of Agreement.
4. Life Insurance for HMERT Team: Effective September 13, 2006, the County and Union reached agreement to increase the Life Insurance for Environmental Health employees who are on the Hazardous Materials Emergency Response Team (HMERT). The County shall provide Fifty Thousand Dollars (\$50,000) of life insurance for the employee and an additional One Hundred Thousand Dollars (\$100,000) of Accidental Death and Dismemberment (AD&D) insurance payable to the employee's beneficiary if the employee's death results from an accident on the job. This increased Life Insurance coverage only applies to staff who are members of the HMERT and shall only apply when they are members of that Team.
5. New Certifications/Licenses: If the County requires new certifications or licenses for an employee's job classification, the County will offer the Union the opportunity to meet and confer over the impacts and effects of the new requirements in accordance with legal requirements.
6. Cell Phones: The County acknowledges the need for reliable cell phone communication between the County and Field Staff in the Environmental Health Specialist, Environmental Health Technician, Environmental Health Supervisor, Hazardous Materials Specialist, Hazardous Materials Supervisor job classifications in order to conduct County business. The County will provide Field Staff in the

Environmental Health Specialist, Environmental Health Technician, Environmental Health Supervisor, Hazardous Materials Specialist, Hazardous Materials Supervisor job classifications with a County cell phone to use for County business.

7. Safety Boots: The County will reimburse employees for purchase of safety boots and/or safety shoes up to two hundred fifty dollars (\$250) per calendar year, according to Department policy.
8. Lead Inspector & Assessor Differential: One (1) employee in the Environmental Health Specialist II or III classification who is assigned as Lead Inspector & Assessor, and who maintains a current Lead Inspector & Assessor certification, shall receive a differential of one step (5.74%) paid only for such hours spent performing Lead Inspector & Assessor work.
9. Certifications: Should Environmental Health employees be required by the State or the County to obtain new or additional certificates, the Union shall be notified and given the opportunity to meet and discuss the changes with the Department.
10. Certification Premium Pay: Building Inspectors who hold certifications in the following ICBO or ICC categories shall be granted certification premiums as follows in addition to the base salary rate for each such certification, provided that the certifications apply to assigned duties. The combined total of certification premiums below shall not exceed five percent (5.0%). Certification premiums will be paid only for current certifications.
 - CAsp Inspector Certification 4%
 - Plans Specialist 2%
 - ICC Mechanical Inspector Certification 2%
 - ICC Electrical Inspector 2%
 - ICC Plumbing Inspector 2%
 - Building Code Accessibility Specialist 2%
 - Coastal and Floodplain Inspector 2%
 - Residential Energy Code Specialist 2%
 - ATC Safety Assessment Program Certification 2%

AFSCME: Inspection & Regulation(A02) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J062	Biologist / Standards Specialist I	5	-	-	-	-	3,359.20
B093	Biologist / Standards Specialist I - Unclassified	5	-	-	-	-	3,359.20
J063	Biologist / Standards Specialist II	5	3,465.60	3,664.00	3,873.60	4,097.60	4,330.40
B094	Biologist / Standards Specialist II - Unclassified	5	3,465.60	3,664.00	3,873.60	4,097.60	4,330.40
J064	Biologist / Standards Specialist III	5	3,872.80	4,096.80	4,329.60	4,579.20	4,840.80
B095	Biologist / Standards Specialist III - Unclassified	5	3,872.80	4,096.80	4,329.60	4,579.20	4,840.80
J065	Biologist / Standards Specialist IV	5	4,339.20	4,588.80	4,852.00	5,130.40	5,426.40
B096	Biologist / Standards Specialist IV - Unclassified	5	4,339.20	4,588.80	4,852.00	5,130.40	5,426.40
J057	Building Inspector I	1	3,441.60	3,640.00	3,844.80	4,068.00	4,300.00
J058	Building Inspector II	1	-	-	4,716.80	4,986.40	5,273.60
J059	Building Inspector III	1	4,460.80	4,716.80	4,985.60	5,272.80	5,575.20
J056	Building Permit Coordinator	1	3,565.60	3,768.80	3,984.80	4,213.60	4,456.80
J050	Building Permit Services Supervisor	5	3,920.80	4,144.80	4,383.20	4,636.00	4,900.80
J060	Building Permit Technician I	1	2,507.20	2,650.40	2,802.40	2,963.20	3,132.00
J061	Building Permit Technician II	1	2,969.60	3,142.40	3,320.00	3,509.60	3,713.60
J066	Building Permit Technician III	1	3,140.80	3,320.00	3,511.20	3,712.00	3,927.20
J047	Communicable Disease Investigator	1	3,174.40	3,355.20	3,545.60	3,751.20	3,966.40
B050	Communicable Disease Investigator - Unclassified	1	3,174.40	3,355.20	3,545.60	3,751.20	3,966.40
J007	Environmental Health Program Supervisor - Exempt	2	5,270.40	5,571.20	5,892.00	6,229.60	6,586.40
J048	Environmental Health Specialist I	1	-	-	3,498.40	3,697.60	3,912.00
B005	Environmental Health Specialist I - Unclassified	1	3,127.20	3,308.00	3,498.40	3,697.60	3,912.00
J046	Environmental Health Specialist II	1	4,100.00	4,332.80	4,582.40	4,843.20	5,123.20
B006	Environmental Health Specialist II - Unclassified	1	4,100.00	4,332.80	4,582.40	4,843.20	5,123.20
J049	Environmental Health Specialist III	1	4,350.40	4,599.20	4,861.60	5,140.00	5,436.00

AFSCME: Inspection & Regulation(A02) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B009	Environmental Health Specialist III - Unclassified	1	4,350.40	4,599.20	4,861.60	5,140.00	5,436.00
J037	Environmental Health Specialist IV	5	4,696.00	4,965.60	5,248.00	5,549.60	5,868.80
J039	Environmental Health Technician I	1	2,776.80	2,936.00	3,105.60	3,280.80	3,470.40
B302	Environmental Health Technician I - Unclassified	1	2,776.80	2,936.00	3,105.60	3,280.80	3,470.40
J040	Environmental Health Technician II	1	2,932.80	3,100.80	3,278.40	3,468.00	3,667.20
B303	Environmental Health Technician II - Unclassified	1	2,932.80	3,100.80	3,278.40	3,468.00	3,667.20
J001	Hazardous Materials Specialist I	1	-	-	3,498.40	3,697.60	3,912.00
B033	Hazardous Materials Specialist I - Unclassified	1	-	-	3,498.40	3,697.60	3,912.00
J003	Hazardous Materials Specialist II	1	4,100.00	4,332.80	4,582.40	4,843.20	5,123.20
B052	Hazardous Materials Specialist II - Unclassified	1	4,100.00	4,332.80	4,582.40	4,843.20	5,123.20
J004	Hazardous Materials Specialist III	1	4,350.40	4,599.20	4,861.60	5,140.00	5,436.00
B053	Hazardous Materials Specialist III - Unclassified	1	4,350.40	4,599.20	4,861.60	5,140.00	5,436.00
J005	Hazardous Materials Specialist IV	5	4,696.00	4,965.60	5,248.00	5,549.60	5,868.80
B054	Hazardous Materials Specialist IV - Unclassified	5	4,696.00	4,965.60	5,248.00	5,549.60	5,868.80
J041	Lead Environmental Health Technician	1	3,112.80	3,291.20	3,478.40	3,678.40	3,888.00
J084	Natural Resource Specialist I	1	3,405.60	3,602.40	3,807.20	4,026.40	4,259.20
J085	Natural Resource Specialist II	1	3,748.80	3,962.40	4,192.00	4,432.00	4,685.60
J086	Natural Resource Specialist III	1	4,048.00	4,281.60	4,524.80	4,787.20	5,060.80
J067	Pest Detection Specialist	5	2,278.40	2,406.40	2,546.40	2,691.20	2,846.40
B092	Pest Detection Specialist - Unclassified	5	2,278.40	2,406.40	2,546.40	2,691.20	2,846.40
J070	Pest Detection Supervisor - Exempt	5	2,772.00	2,932.80	3,100.80	3,277.60	3,466.40
J082	Resource Conservation Specialist I	1	3,405.60	3,602.40	3,807.20	4,026.40	4,259.20
B047	Resource Conservation Specialist I - Unclassified	1	3,405.60	3,602.40	3,807.20	4,026.40	4,259.20

AFSCME: Inspection & Regulation(A02) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J083	Resource Conservation Specialist II	1	3,748.80	3,962.40	4,192.00	4,432.00	4,685.60
B048	Resource Conservation Specialist II - Unclassified	1	3,748.80	3,962.40	4,192.00	4,432.00	4,685.60
J081	Resource Conservation Specialist III	1	4,048.00	4,281.60	4,524.80	4,787.20	5,060.80
B011	Resource Conservation Specialist III - Unclassified	1	4,048.00	4,281.60	4,524.80	4,787.20	5,060.80
J045	Senior Communicable Diseases Investigator	1	3,354.40	3,544.80	3,749.60	3,964.80	4,192.80
J087	Senior Natural Resource Specialist	1	4,524.00	4,785.60	5,060.00	5,349.60	5,657.60
J080	Senior Sustainability Specialist	1	4,524.00	4,785.60	5,060.00	5,349.60	5,657.60

AFSCME: Inspection & Regulation(A02) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J062	Biologist / Standards Specialist I	5	-	-	-	-	3,527.20
B093	Biologist / Standards Specialist I - Unclassified	5	-	-	-	-	3,527.20
J063	Biologist / Standards Specialist II	5	3,639.20	3,847.20	4,067.20	4,302.40	4,547.20
B094	Biologist / Standards Specialist II - Unclassified	5	3,639.20	3,847.20	4,067.20	4,302.40	4,547.20
J064	Biologist / Standards Specialist III	5	4,066.40	4,301.60	4,546.40	4,808.00	5,083.20
B095	Biologist / Standards Specialist III - Unclassified	5	4,066.40	4,301.60	4,546.40	4,808.00	5,083.20
J065	Biologist / Standards Specialist IV	5	4,556.00	4,818.40	5,094.40	5,387.20	5,697.60
B096	Biologist / Standards Specialist IV - Unclassified	5	4,556.00	4,818.40	5,094.40	5,387.20	5,697.60
J057	Building Inspector I	1	3,613.60	3,822.40	4,036.80	4,271.20	4,515.20
J058	Building Inspector II	1	-	-	4,952.80	5,236.00	5,537.60
J059	Building Inspector III	1	4,684.00	4,952.80	5,235.20	5,536.80	5,853.60
J056	Building Permit Coordinator	1	3,744.00	3,957.60	4,184.00	4,424.00	4,680.00
J050	Building Permit Services Supervisor	5	4,116.80	4,352.00	4,602.40	4,868.00	5,145.60
J060	Building Permit Technician I	1	2,632.80	2,783.20	2,942.40	3,111.20	3,288.80
J061	Building Permit Technician II	1	3,118.40	3,299.20	3,486.40	3,684.80	3,899.20
J066	Building Permit Technician III	1	3,297.60	3,486.40	3,686.40	3,897.60	4,123.20
J047	Communicable Disease Investigator	1	3,332.80	3,523.20	3,723.20	3,938.40	4,164.80
B050	Communicable Disease Investigator - Unclassified	1	3,332.80	3,523.20	3,723.20	3,938.40	4,164.80
J007	Environmental Health Program Supervisor - Exempt	2	5,533.60	5,849.60	6,186.40	6,540.80	6,916.00
J048	Environmental Health Specialist I	1	-	-	3,673.60	3,882.40	4,108.00
B005	Environmental Health Specialist I - Unclassified	1	3,283.20	3,473.60	3,673.60	3,882.40	4,108.00
J046	Environmental Health Specialist II	1	4,304.80	4,549.60	4,811.20	5,085.60	5,379.20
B006	Environmental Health Specialist II - Unclassified	1	4,304.80	4,549.60	4,811.20	5,085.60	5,379.20
J049	Environmental Health Specialist III	1	4,568.00	4,828.80	5,104.80	5,396.80	5,708.00

AFSCME: Inspection & Regulation(A02) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
B009	Environmental Health Specialist III - Unclassified	1	4,568.00	4,828.80	5,104.80	5,396.80	5,708.00
J037	Environmental Health Specialist IV	5	4,931.20	5,213.60	5,510.40	5,827.20	6,162.40
J039	Environmental Health Technician I	1	2,916.00	3,083.20	3,260.80	3,444.80	3,644.00
B302	Environmental Health Technician I - Unclassified	1	2,916.00	3,083.20	3,260.80	3,444.80	3,644.00
J040	Environmental Health Technician II	1	3,079.20	3,256.00	3,442.40	3,641.60	3,850.40
B303	Environmental Health Technician II - Unclassified	1	3,079.20	3,256.00	3,442.40	3,641.60	3,850.40
J001	Hazardous Materials Specialist I	1	-	-	3,673.60	3,882.40	4,108.00
B033	Hazardous Materials Specialist I - Unclassified	1	-	-	3,673.60	3,882.40	4,108.00
J003	Hazardous Materials Specialist II	1	4,304.80	4,549.60	4,811.20	5,085.60	5,379.20
B052	Hazardous Materials Specialist II - Unclassified	1	4,304.80	4,549.60	4,811.20	5,085.60	5,379.20
J004	Hazardous Materials Specialist III	1	4,568.00	4,828.80	5,104.80	5,396.80	5,708.00
B053	Hazardous Materials Specialist III - Unclassified	1	4,568.00	4,828.80	5,104.80	5,396.80	5,708.00
J005	Hazardous Materials Specialist IV	5	4,931.20	5,213.60	5,510.40	5,827.20	6,162.40
B054	Hazardous Materials Specialist IV - Unclassified	5	4,931.20	5,213.60	5,510.40	5,827.20	6,162.40
J041	Lead Environmental Health Technician	1	3,268.80	3,456.00	3,652.00	3,862.40	4,082.40
J084	Natural Resource Specialist I	1	3,576.00	3,782.40	3,997.60	4,228.00	4,472.00
J085	Natural Resource Specialist II	1	3,936.00	4,160.80	4,401.60	4,653.60	4,920.00
J086	Natural Resource Specialist III	1	4,250.40	4,496.00	4,751.20	5,026.40	5,313.60
J067	Pest Detection Specialist	5	2,392.00	2,526.40	2,673.60	2,825.60	2,988.80
B092	Pest Detection Specialist - Unclassified	5	2,392.00	2,526.40	2,673.60	2,825.60	2,988.80
J070	Pest Detection Supervisor - Exempt	5	2,910.40	3,079.20	3,256.00	3,441.60	3,640.00
J082	Resource Conservation Specialist I	1	3,576.00	3,782.40	3,997.60	4,228.00	4,472.00
B047	Resource Conservation Specialist I - Unclassified	1	3,576.00	3,782.40	3,997.60	4,228.00	4,472.00

AFSCME: Inspection & Regulation(A02) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J083	Resource Conservation Specialist II	1	3,936.00	4,160.80	4,401.60	4,653.60	4,920.00
B048	Resource Conservation Specialist II - Unclassified	1	3,936.00	4,160.80	4,401.60	4,653.60	4,920.00
J081	Resource Conservation Specialist III	1	4,250.40	4,496.00	4,751.20	5,026.40	5,313.60
B011	Resource Conservation Specialist III - Unclassified	1	4,250.40	4,496.00	4,751.20	5,026.40	5,313.60
J045	Senior Communicable Diseases Investigator	1	3,522.40	3,722.40	3,936.80	4,163.20	4,402.40
J087	Senior Natural Resource Specialist	1	4,750.40	5,024.80	5,312.80	5,616.80	5,940.80
J080	Senior Sustainability Specialist	1	4,750.40	5,024.80	5,312.80	5,616.80	5,940.80

AFSCME: Inspection & Regulation(A02) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J062	Biologist / Standards Specialist I	5	-	-	-	-	3,668.00
B093	Biologist / Standards Specialist I - Unclassified	5	-	-	-	-	3,668.00
J063	Biologist / Standards Specialist II	5	3,784.80	4,000.80	4,229.60	4,474.40	4,728.80
B094	Biologist / Standards Specialist II - Unclassified	5	3,784.80	4,000.80	4,229.60	4,474.40	4,728.80
J064	Biologist / Standards Specialist III	5	4,228.80	4,473.60	4,728.00	5,000.00	5,286.40
B095	Biologist / Standards Specialist III - Unclassified	5	4,228.80	4,473.60	4,728.00	5,000.00	5,286.40
J065	Biologist / Standards Specialist IV	5	4,738.40	5,011.20	5,298.40	5,602.40	5,925.60
B096	Biologist / Standards Specialist IV - Unclassified	5	4,738.40	5,011.20	5,298.40	5,602.40	5,925.60
J057	Building Inspector I	1	3,758.40	3,975.20	4,198.40	4,442.40	4,696.00
J058	Building Inspector II	1	-	-	5,151.20	5,445.60	5,759.20
J059	Building Inspector III	1	4,871.20	5,151.20	5,444.80	5,758.40	6,088.00
J056	Building Permit Coordinator	1	3,893.60	4,116.00	4,351.20	4,600.80	4,867.20
J050	Building Permit Services Supervisor	5	4,281.60	4,526.40	4,786.40	5,062.40	5,351.20
J060	Building Permit Technician I	1	2,738.40	2,894.40	3,060.00	3,236.00	3,420.00
J061	Building Permit Technician II	1	3,243.20	3,431.20	3,625.60	3,832.00	4,055.20
J066	Building Permit Technician III	1	3,429.60	3,625.60	3,833.60	4,053.60	4,288.00
J047	Communicable Disease Investigator	1	3,466.40	3,664.00	3,872.00	4,096.00	4,331.20
B050	Communicable Disease Investigator - Unclassified	1	3,466.40	3,664.00	3,872.00	4,096.00	4,331.20
J007	Environmental Health Program Supervisor - Exempt	2	5,755.20	6,083.20	6,433.60	6,802.40	7,192.80
J048	Environmental Health Specialist I	1	-	-	3,820.80	4,037.60	4,272.00
B005	Environmental Health Specialist I - Unclassified	1	3,414.40	3,612.80	3,820.80	4,037.60	4,272.00
J046	Environmental Health Specialist II	1	4,476.80	4,731.20	5,004.00	5,288.80	5,594.40
B006	Environmental Health Specialist II - Unclassified	1	4,476.80	4,731.20	5,004.00	5,288.80	5,594.40

AFSCME: Inspection & Regulation(A02) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J049	Environmental Health Specialist III	1	4,750.40	5,021.60	5,308.80	5,612.80	5,936.00
B009	Environmental Health Specialist III - Unclassified	1	4,750.40	5,021.60	5,308.80	5,612.80	5,936.00
J037	Environmental Health Specialist IV	5	5,128.80	5,422.40	5,731.20	6,060.00	6,408.80
J039	Environmental Health Technician I	1	3,032.80	3,206.40	3,391.20	3,582.40	3,789.60
B302	Environmental Health Technician I - Unclassified	1	3,032.80	3,206.40	3,391.20	3,582.40	3,789.60
J040	Environmental Health Technician II	1	3,202.40	3,386.40	3,580.00	3,787.20	4,004.80
B303	Environmental Health Technician II - Unclassified	1	3,202.40	3,386.40	3,580.00	3,787.20	4,004.80
J001	Hazardous Materials Specialist I	1	-	-	3,820.80	4,037.60	4,272.00
B033	Hazardous Materials Specialist I - Unclassified	1	-	-	3,820.80	4,037.60	4,272.00
J003	Hazardous Materials Specialist II	1	4,476.80	4,731.20	5,004.00	5,288.80	5,594.40
B052	Hazardous Materials Specialist II - Unclassified	1	4,476.80	4,731.20	5,004.00	5,288.80	5,594.40
J004	Hazardous Materials Specialist III	1	4,750.40	5,021.60	5,308.80	5,612.80	5,936.00
B053	Hazardous Materials Specialist III - Unclassified	1	4,750.40	5,021.60	5,308.80	5,612.80	5,936.00
J005	Hazardous Materials Specialist IV	5	5,128.80	5,422.40	5,731.20	6,060.00	6,408.80
B054	Hazardous Materials Specialist IV - Unclassified	5	5,128.80	5,422.40	5,731.20	6,060.00	6,408.80
J041	Lead Environmental Health Technician	1	3,399.20	3,594.40	3,798.40	4,016.80	4,245.60
J084	Natural Resource Specialist I	1	3,719.20	3,933.60	4,157.60	4,396.80	4,651.20
J085	Natural Resource Specialist II	1	4,093.60	4,327.20	4,577.60	4,840.00	5,116.80
J086	Natural Resource Specialist III	1	4,420.80	4,676.00	4,941.60	5,227.20	5,526.40
J067	Pest Detection Specialist	5	2,488.00	2,627.20	2,780.80	2,938.40	3,108.00
B092	Pest Detection Specialist - Unclassified	5	2,488.00	2,627.20	2,780.80	2,938.40	3,108.00
J070	Pest Detection Supervisor - Exempt	5	3,027.20	3,202.40	3,386.40	3,579.20	3,785.60

AFSCME: Inspection & Regulation(A02) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J082	Resource Conservation Specialist I	1	3,719.20	3,933.60	4,157.60	4,396.80	4,651.20
B047	Resource Conservation Specialist I - Unclassified	1	3,719.20	3,933.60	4,157.60	4,396.80	4,651.20
J083	Resource Conservation Specialist II	1	4,093.60	4,327.20	4,577.60	4,840.00	5,116.80
B048	Resource Conservation Specialist II - Unclassified	1	4,093.60	4,327.20	4,577.60	4,840.00	5,116.80
J081	Resource Conservation Specialist III	1	4,420.80	4,676.00	4,941.60	5,227.20	5,526.40
B011	Resource Conservation Specialist III - Unclassified	1	4,420.80	4,676.00	4,941.60	5,227.20	5,526.40
J045	Senior Communicable Diseases Investigator	1	3,663.20	3,871.20	4,094.40	4,329.60	4,578.40
J087	Senior Natural Resource Specialist	1	4,940.80	5,225.60	5,525.60	5,841.60	6,178.40
J080	Senior Sustainability Specialist	1	4,940.80	5,225.60	5,525.60	5,841.60	6,178.40

EXHIBIT D: Institutional Services Unit

1. Uniforms: The County shall continue to provide appropriate uniforms for employees of the Food Services Division who must wear a uniform. In accordance with this provision, Lab Coats will be made available to all Food Services Supervisors.

Effective the first pay period following the Board of Supervisors approval of the MOU in 2024, and annually thereafter, the County will reimburse employees of the Food Services Division up to one hundred dollars (\$100) for the purchase of slip resistant shoes. Shoes must meet compliance standards established by the Food Services Division.

2. Culinary Knives: The County has agreed to provide knives for those culinary personnel required to use them in the course of their work.
3. Senior Meals Delivery Coordination Differential: Cooks who perform the duties of baker and AAA Senior Meals Program delivery coordination at San Mateo Medical Center shall receive a differential equivalent to the salary for the classification of Supervising Cook I. Only one employee at a time may be so assigned.
4. Lead Differential: A Food Service Worker or Cook who is assigned to work as a shift lead will receive a differential of one step in addition to all other compensation. This differential will only apply to the hours worked in that capacity.
5. Temporary Cook Differential: A Food Service Worker who is assigned to work as a Cook will receive a differential of one step in addition to all other compensation. This differential will only apply to the hours worked in that capacity.
6. Transfer List: The County encourages hiring managers to consider employees on the transfer list for the purpose of filling vacancies.
7. Layoff: For the purpose of Section 14.5 Layoff and Reemployment Procedures, employees in the following classifications in the Sheriff's Department and Health Systems - San Mateo Medical Center will be grouped together as one home department for the purpose of determining layoff and bumping order: Food Service Workers, Food Service Supervisors, Cooks, Supervising Cooks, Dietitians and Supervising Dietitians.

AFSCME: Institutional Services(A03) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
S030	Cook I	1	-	-	2,599.20	2,748.80	2,904.80
S027	Cook II	1	-	-	2,811.20	2,972.00	3,144.00
S032	Dietetic Assistant - Terminal	1	-	-	-	3,088.80	3,269.60
S035	Food Service Supervisor - Exempt	1	-	-	2,811.20	2,972.00	3,144.00
B035	Food Service Supervisor - Unclassified / Exempt	1	-	-	2,811.20	2,972.00	3,144.00
S038	Food Service Worker I	1	-	-	2,351.20	2,483.20	2,626.40
S037	Food Service Worker II	1	-	-	2,476.00	2,619.20	2,769.60
S020	Supervising Cook - Exempt	5	-	-	2,992.80	3,161.60	3,343.20

AFSCME: Institutional Services(A03) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
S030	Cook I	1	-	-	2,728.80	2,886.40	3,050.40
S027	Cook II	1	-	-	2,952.00	3,120.80	3,301.60
S032	Dietetic Assistant - Terminal	1	-	-	-	3,243.20	3,432.80
S035	Food Service Supervisor - Exempt	1	-	-	2,952.00	3,120.80	3,301.60
B035	Food Service Supervisor - Unclassified / Exempt	1	-	-	2,952.00	3,120.80	3,301.60
S038	Food Service Worker I	1	-	-	2,468.80	2,607.20	2,757.60
S037	Food Service Worker II	1	-	-	2,600.00	2,750.40	2,908.00
S020	Supervising Cook - Exempt	5	-	-	3,142.40	3,320.00	3,510.40

AFSCME: Institutional Services(A03) Salaries - Effective 10/11/2026							
Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
S030	Cook I	1	-	-	2,837.60	3,001.60	3,172.80
S027	Cook II	1	-	-	3,070.40	3,245.60	3,433.60
S032	Dietetic Assistant - Terminal	1	-	-	-	3,372.80	3,570.40
S035	Food Service Supervisor - Exempt	1	-	-	3,070.40	3,245.60	3,433.60
B035	Food Service Supervisor - Unclassified / Exempt	1	-	-	3,070.40	3,245.60	3,433.60
S038	Food Service Worker I	1	-	-	2,567.20	2,711.20	2,868.00
S037	Food Service Worker II	1	-	-	2,704.00	2,860.80	3,024.00
S020	Supervising Cook - Exempt	5	-	-	3,268.00	3,452.80	3,651.20

EXHIBIT E: Licensed Vocational Nurse Unit

1. Night Shift Differential: Employees in job classifications in the LVN Unit who are regularly assigned by a supervisor to work the night shift, as defined by the County, shall be paid shift differential rate of twelve percent (12%) for all hours worked during such shift. This is in lieu of shift differential provided under Section 8 (entitled "Shift Differential") of the MOU between the parties.

To be eligible for shift differential, such shifts must be approved by the Department Head or designee. Time worked on a flexible schedule requested by the employee and approved by the supervisor shall not be eligible for shift differential.

2. Rest Period: Each institutional Nurse shall have an unbroken rest period of at least twelve (12) hours between shifts, and of at least fifty-five (55) hours between shifts when the Nurse is off duty on the weekend or two (2) consecutive days off duty, and of at least thirty-one (31) hours between shifts when the Nurse is off-duty on a holiday or for a single day.

All hours worked within the above rest periods shall be paid at the rate of one and one-half (1 ½) times the nurse's straight-time rate of pay. This provision may be waived on the request of the individual Nurse and with the agreement of the supervisor provided that the Nurse is not otherwise eligible to receive overtime compensation. If employees are receiving overtime for such rest period time, they are ineligible for this payment. The provisions of this Section shall not apply to nurses whose regularly scheduled shift requires less than twelve (12) hours between the end of one (1) regularly scheduled workday and the beginning of the next regularly scheduled workday.

3. Scheduled Days Off: The County will continue its present practice with regard to scheduling employees an average of one out of three weekends off duty and shall endeavor to schedule employees an average of every other weekend off duty as soon as feasible. Patient care requirements and equitable staff scheduling shall be considered.
4. No Rotation of Shifts: Shift assignments shall not be rotated for the sole purpose of equalizing tours of duty for Licensed Vocational Nurses on each shift.
5. Shift Assignments: Licensed Vocational Nurses shall be assigned to the shift for which they were employed within (3) months following their first work day. Up to three (3) months of employment shall be considered an orientation period during which time Licensed Vocational Nurses will normally be assigned to the day shift.
6. Double Shift: Part-time nurses working less than forty (40) hours per week who work a double shift of sixteen (16) hours shall receive sixty dollars (\$60.00) in addition to all other compensation. Part-time nurses working more than eight (8) hours but less than sixteen (16) hours shall receive an hourly proration of the above rate.

7. On-Call Duty: Institutional nurses in the Licensed Vocational Nurses' Unit shall be paid the hourly equivalent of one-half (1/2) their base pay for each hour they are required to be in an on-call status. Nurses will not receive on-call pay for periods when they are actually at work.
8. Attendance at Educational Courses: The County will endeavor to schedule required hours of work for Licensed Vocational Nurses so as to permit them to attend educational courses directly related to the nursing profession; provided, however, that such scheduling shall not interfere with normal operation of the department.
9. Educational Leave: All Licensed Vocational Nurses shall be allowed six (6) days of educational leave each fiscal year under prescribed policies.
10. IV/Phlebotomy Skills: The County has agreed to encourage nursing supervisory staff to make use of IV and Phlebotomy skills of those nurses who have passed IV/Phlebotomy classes. The County also agrees to provide the necessary State qualifying training for nurses who are asked to carry out IV and phlebotomy activities.
11. Lead Worker: A Licensed Vocational Nurse who is assigned to work in a lead capacity will receive a differential of one step (5.74%) in addition to all other compensation.
12. Clinic Option Assignment Differential: Licensed Vocational Nurses employed in the Clinic Option shall receive compensation in the amount of 6.74% in addition to all other compensation.
13. Work Schedules: In areas with no regular schedule, a tentative work schedule shall be posted six (6) weeks prior to its effective date. The schedule shall be finalized no later than ten (10) working days prior to its effective date. Affected LVN's shall be notified before any changes are made to the final schedule.
14. Reduction in Force of Less than Fourteen (14) Days: For reductions in force of 14 days or less including "call-offs", scheduled hours shall be reduced or cancelled in the following order:
 - A. Employees working beyond 40 hours in a week
 - B. Volunteers to reduce or cancel hours
 - C. Extra Help
 - D. Part-Time working beyond hired FTE in that payroll week.

Staff who volunteer or are involuntarily reduced may use (within accrual balances) earned vacation, holiday or comp time, or unpaid leave of absence. Employees will be notified at least one and a half (1 ½) hours prior to the start of their shift. Employees who are not notified at least one and a half (1 ½) hours prior to the beginning of a scheduled shift and who report for work will be worked and paid a minimum of four (4) hours. This minimum guarantee shall not apply if the employer has contacted the employee personally by telephone at least one and a half (1 ½) hours

prior to the beginning of the shift. In attempting to make personal contact, the employer shall call employees in both call-off order and in order of seniority until an employee is contacted. If the employer is unable to personally contact any of the employees in a unit scheduled to work, and if all of those employees report for work, the employee at the top of the call-off list, with the least seniority shall be sent home without pay. It shall be the responsibility of each employee to notify the employer of their current home phone number and address. Prior to temporarily closing, employees will be consulted on the timing and process of the closure. Every effort will be made to provide eight hours' notice prior to closing.

15. Preceptor and Training Pay: Effective 2022, an LVN assigned Preceptor duties by a manager will be paid a preceptor differential at two dollars (\$2.00) above the hourly rate for each hour that the LVN is so assigned. The LVN preceptor will be paid the preceptor differential for the period of time determined by the employer for preceptor duties. Preceptors will be paid to train full time, part time and per diem newly hired and transferred LVNs. The manager will determine when the preceptor duties end once the LVN can satisfactorily and independently perform clinical functions.

Effective 2022, LVN's assigned in writing to provide training and lead direction to MSA's, over and above their regular duties as described by their job description, shall receive a differential pay of two dollars (\$2) per hour, in addition to all other compensation, only for time during which the training and lead direction is provided.

16. Scrub Discussion: At the Union's request, the County will meet with AFSCME to discuss the type of scrubs to be provided through the County's uniform service provider.
17. Weekend Differential: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2024, employees in job classifications in the LVN Unit shall be paid a differential of six percent (6%) more than their base rate for any work performed at the San Mateo County Medical Center between Friday 2315 hours and Sunday 2315 hours. Employees may not receive both the weekend differential and night shift differential concurrently (i.e., employees who qualify for a night shift differential and a weekend differential will receive only the night shift differential).

AFSCME: LVNs(A04) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F020	Licensed Vocational Nurse	1	-	3,169.60	3,349.60	3,542.40	3,747.20
F020-R	Licensed Vocational Nurse - Relief	1	3,145.60	3,326.40	3,516.80	3,717.60	3,932.00
B155	Licensed Vocational Nurse - Unclassified	1	-	3,169.60	3,349.60	3,542.40	3,747.20

AFSCME: LVNs(A04) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F020	Licensed Vocational Nurse	1	-	3,328.00	3,516.80	3,719.20	3,934.40
F020-R	Licensed Vocational Nurse - Relief	1	3,303.20	3,492.80	3,692.80	3,903.20	4,128.80
B155	Licensed Vocational Nurse - Unclassified	1	-	3,328.00	3,516.80	3,719.20	3,934.40

AFSCME: LVNs(A04) Salaries - Effective 10/11/2026							
Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F020	Licensed Vocational Nurse	1	-	3,460.80	3,657.60	3,868.00	4,092.00
F020-R	Licensed Vocational Nurse - Relief	1	3,435.20	3,632.80	3,840.80	4,059.20	4,293.60
B155	Licensed Vocational Nurse - Unclassified	1	-	3,460.80	3,657.60	3,868.00	4,092.00

EXHIBIT F: Parks Unit

1. Uniform Reimbursement: Following the completion of two (2) biweekly pay periods of service, employees in the Parks Unit (not including Park Aides) shall receive a uniform reimbursement of up to a maximum of nine hundred fifty dollars (\$950) per fiscal year for purchase, repair, maintenance, and dry-cleaning of uniform items. Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2024, following the completion of two (2) biweekly pay periods of service, employees in the Parks Unit (not including Park Aides) shall receive a uniform reimbursement of up to a maximum of one thousand fifty dollars (\$1050) per year for purchase, repair, maintenance, and dry-cleaning of uniform items.

Uniform Reimbursement is paid at the time of hire or (for continuing employees) in the pay period beginning after July 1 each fiscal year. Employees hired after May 1st shall receive the full uniform reimbursement. However, they will not receive a uniform reimbursement for the fiscal year immediately following their hire date. (For example, an employee hired on May 15, 2025 (a) will receive the full uniform reimbursement after two (2) pay periods of service, (b) will **not** receive a uniform reimbursement for FY 25-26 in July of 2025), and (c) will receive their next uniform reimbursement for FY 26-27 in July of 2026.) If the employee's service is terminated for any reason, the Employee will be required to return all County equipment and all clothing with identifying markings (e.g. patches or Parks logo).

Employees may use the uniform reimbursement to purchase items from approved vendors, including safety shoes, laces, inserts, and up to give (5) pairs of socks. For items not covered by the vendor agreements, employees will submit receipts for reimbursement. The uniform committee shall determine what items or services will be eligible for reimbursement outside the vendor contract. Whether directly billed to the County or reimbursed to employees, the total annual uniform reimbursement per employee will not exceed one thousand fifty dollars (\$1050)

The County agrees to continue the Uniform Committee as needed for the purpose of re-evaluating the uniform policy

2. Memorial Park Wastewater Certificate: A Park Ranger assigned to the Memorial Park Wastewater Treatment Plant who possesses a current California Grade II Wastewater Certificate, and who spends at least fifty percent (50%) of their time performing duties related to the Memorial Park Wastewater Treatment Plant, shall receive premium pay in the amount of one step (5.74%) in addition to all other compensation. Only one employee may be so assigned. Park Rangers so assigned will be responsible for day to day operations and communications in coordination with the contract provider.
3. Memorial Park Wastewater Relief: A Park Ranger with a current California Grade II Wastewater Certificate, who provides relief for the Ranger regularly assigned to Memorial Park Wastewater Treatment Plant, shall receive the amount of one step (5.74%) in addition to all other compensation paid only for such hours spent performing relief duties. Only one employee may be so assigned.
4. Park Department Maintenance Unit at Coyote Point: Park Rangers II, III, IV, Equipment Mechanic/Operator Parks, and the Parks Open Space Equipment Operator assigned to perform maintenance work at the Parks Department Maintenance Unit at Coyote Point shall receive premium

pay at the rate of ten percent (10%) of their base salary in addition to all other compensation. This ten percent (10%) premium pay will be paid beginning in the thirteenth pay period after the employee is assigned to the unit, provided that the employee has demonstrated acceptable maintenance skills.

- a. For Park Rangers assigned to perform maintenance work at the Parks Department Maintenance Unit at Coyote Point, the maintenance unit premium shall be paid in recognition of maintaining a Class A or B driver's license, and for regular performance of the following job duties the combination of which constitutes duties over and above the requirements of the employee's job description:
 - i. Regular operation of Class A vehicles such as bull dozers, skip loaders, backhoe, paving equipment, excavators, rollers, and industrial mowers in the performance of job duties. Such job duties may include, but are not limited to, transporting large equipment, delivering rock, and removing green waste materials; or regular operation of Class B vehicles such as garbage trucks in the performance of job duties;
 - ii. Regular performance of infrastructure repairs requiring highly skilled trade qualifications in areas such as such as electrical, carpentry, welding and metal manufacturing, concrete, roofing sewer lines, and tree hazard work.
 - b. For Equipment Mechanic/Operator Parks, and the Parks Open Space Equipment Operator, the maintenance unit premium shall be paid in recognition of regular performance of infrastructure repairs requiring highly skilled trade qualifications in areas such as electrical, carpentry, welding and metal manufacturing, concrete, roofing sewer lines, and tree hazard work.
5. Mileage Reimbursement: Per the Parks and Recreation Division's Administrative Policies and Procedures memo on "Mileage Reimbursement-Remote Areas", Park Rangers assigned to remote locations shall receive mileage reimbursement up to maximum of twenty-five (25) miles per day.
 6. Advance Notice of Trainings: It is the Department's intent to provide thirty (30) days' notice to employees of upcoming, required trainings, when feasible. The Department will make every effort to provide this notice to employees; however, the parties acknowledge the Department does not always have control over the schedules of the professionals providing these trainings. In cases where more than thirty (30) days' notice is given, the Department will work with the employees to reschedule days off to enable them to attend the required training. In cases where schedules must be changed because the Department cannot give thirty (30) days' notice, the County will compensate employees for time in attendance of the required training at the appropriate level of compensation.
 7. Labor Management Committee: The Parks Department and Union will continue to meet in a Labor/Management committee to discuss the future Department organization, work assignments, use of non- county personnel, and other issues to be identified. The Union may have up to one (1) representative per District on this committee.

8. Parity with Comparable Classes Represented by BCTC: The County will maintain parity between the following classifications represented by AFSCME and comparable job classifications represented by

Building and Construction Trades Council (BCTC):

AFSCME Classification

Equipment Mechanic/Operator Parks
 Open Space Equipment Operator
 Electrician and Maintenance Worker

BCTC Classification

Equipment Mechanic II Parks and
 Road Equipment Operator II Parks
 Electrician

9. California Playground Inspector Certification: Up to three (3) Park Rangers assigned by department management as California Playground Inspectors who maintain a current California Playground Inspector Certification shall receive a one-step (5.74%) salary differential paid only for such hours spent performing playground inspections and related work.
10. California Backflow Tester Certification: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2022, up to three (3) Park Rangers assigned by department management as Backflow Testers who maintain current California Backflow Tester Certification shall receive a one-step (5.74%) salary differential paid only for such hours spent performing backflow tests and related work.
11. Disaster Service Work Training: The County will endeavor to anticipate and train employees in Disaster Service Worker duties, and invites input from the Union and employees as to appropriate topics for such training. However, the County reserves the right to assign employees to Disaster Service Worker duties as needed in the event of a disaster or emergency.
12. Employee Job Responsibilities in the Event of Wildfire: Within one hundred twenty (120) days of the Board of Supervisors' approval of a successor MOU in 2022, a representative from Class and Comp will work with the department to add language into the job descriptions for the Park Ranger series to reflect the scope of Park Ranger responsibilities in the event of a wildfire. The Department agrees to review and update Policy 102 regarding Emergency Procedures effective within ninety (90) days following Board of Supervisors' approval of a successor MOU. The parties agree to begin discussions regarding the policy update immediately upon ratification of a successor MOU.
13. Transfer of Work: The County will provide the Union with the opportunity to meet and confer over the decision to reassign or transfer bargaining unit work out of the Parks unit to non-bargaining unit employees, except when the County has decided to completely eliminate such services or change the scope or direction of its operations. Where there is an established practice of overlapping duties between unit and non-unit employees, a change in that distribution will not result in a duty to bargain.

14. Harbor Patrol: Within six (6) months following Board of Supervisors' approval of a successor MOU in 2024, the County perform a classification study on the Park Ranger positions at the Harbor. If study results indicate a new classification is needed, will meet and confer with AFSCME before establishing the classification.

16. Wildlife Studies: For wildlife studies completed between the hours of 6 p.m. and 6 a.m., employees may flex their work schedule and receive a shift differential as defined in Section 8.1 of the MOU (8%) for all hours worked conducting wildlife studies between 6 p.m. and 6 a.m. The shift differential will only apply to employees who flex their work schedule and will not be paid in addition to overtime on the day of the wildlife study.

AFSCME: Parks(A07) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
L024	Assistant Harbormaster	5	3,459.20	3,656.00	3,868.00	4,088.80	4,323.20
L044	County Arborist - Urban Forester	5	4,194.40	4,434.40	4,688.80	4,957.60	5,244.80
L017	Equipment Mechanic / Operator Parks	1	3,787.20	4,004.80	4,233.60	4,478.40	4,733.60
L005	Lead Gardener	1	3,459.20	3,656.00	3,868.00	4,088.80	4,323.20
L046	Park Aide - Extra Help	1	1,667.20	1,764.00	1,864.00	1,972.00	2,087.20
L040	Park Ranger I	1	2,852.80	3,017.60	3,191.20	3,376.00	3,568.00
L041	Park Ranger II	1	3,231.20	3,417.60	3,613.60	3,820.80	4,040.80
L039	Park Ranger III	5	3,760.00	3,978.40	4,206.40	4,445.60	4,700.80
L025	Park Ranger IV - Exempt	5	4,194.40	4,434.40	4,688.80	4,957.60	5,244.80
L014	Parks And Open Space Equipment Operator	1	3,971.20	4,199.20	4,439.20	4,696.00	4,963.20
L043	Parks Electrician And Maintenance Worker	5	4,206.40	4,448.80	4,704.00	4,973.60	5,259.20

AFSCME: Parks(A07) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
L024	Assistant Harbormaster	5	3,632.00	3,839.20	4,061.60	4,293.60	4,539.20
L044	County Arborist - Urban Forester	5	4,404.00	4,656.00	4,923.20	5,205.60	5,507.20
L017	Equipment Mechanic / Operator Parks	1	3,976.80	4,204.80	4,445.60	4,702.40	4,970.40
L005	Lead Gardener	1	3,632.00	3,839.20	4,061.60	4,293.60	4,539.20
L046	Park Aide - Extra Help	1	1,750.40	1,852.00	1,957.60	2,070.40	2,191.20
L040	Park Ranger I	1	2,995.20	3,168.80	3,350.40	3,544.80	3,746.40
L041	Park Ranger II	1	3,392.80	3,588.80	3,794.40	4,012.00	4,243.20
L039	Park Ranger III	5	3,948.00	4,177.60	4,416.80	4,668.00	4,936.00
L025	Park Ranger IV - Exempt	5	4,404.00	4,656.00	4,923.20	5,205.60	5,507.20
L014	Parks And Open Space Equipment Operator	1	4,169.60	4,408.80	4,660.80	4,931.20	5,211.20
L043	Parks Electrician And Maintenance Worker	5	4,416.80	4,671.20	4,939.20	5,222.40	5,522.40

AFSCME: Parks(A07) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
L024	Assistant Harbormaster	5	3,777.60	3,992.80	4,224.00	4,465.60	4,720.80
L044	County Arborist - Urban Forester	5	4,580.00	4,842.40	5,120.00	5,413.60	5,727.20
L017	Equipment Mechanic / Operator Parks	1	4,136.00	4,372.80	4,623.20	4,890.40	5,169.60
L005	Lead Gardener	1	3,777.60	3,992.80	4,224.00	4,465.60	4,720.80
L046	Park Aide - Extra Help	1	1,820.80	1,926.40	2,036.00	2,153.60	2,279.20
L040	Park Ranger I	1	3,115.20	3,295.20	3,484.80	3,686.40	3,896.00
L041	Park Ranger II	1	3,528.80	3,732.00	3,946.40	4,172.80	4,412.80
L039	Park Ranger III	5	4,105.60	4,344.80	4,593.60	4,854.40	5,133.60
L025	Park Ranger IV - Exempt	5	4,580.00	4,842.40	5,120.00	5,413.60	5,727.20
L014	Parks And Open Space Equipment Operator	1	4,336.00	4,584.80	4,847.20	5,128.80	5,420.00
L043	Parks Electrician And Maintenance Worker	5	4,593.60	4,858.40	5,136.80	5,431.20	5,743.20

EXHIBIT G: Planning Unit

1. Notice of Reassignment: Departmental management shall discuss with employees proposed reassignments from one division to another, including workload transition, and shall advise employees of impending reassignments prior to the general release of such information, unless the absence of the employee makes this impossible.
2. Registration Fees. The County agrees to provide reimbursement of professional registration fees for employees in the classification of Capital Projects Manager.
3. Professional Societies and Associations. For employees in the classification of Capital Projects Manager, the County agrees to provide payment on a reimbursement basis up to a maximum of four hundred dollars (\$400) per calendar year for payment of the annual dues for a maximum of three (3) professional societies and/or associations (i.e. the total reimbursement for the three professional societies or associations will not exceed \$400 per year). Such professional societies and/or associations shall not have, as one of their principal purposes, the representation of individuals in matters concerning wages, hours or other terms and conditions of employment. The organizations which the employee wishes to join shall be selected by the employee. Reimbursement shall be subject to participation by the employee in said societies and/or associations, and written approval of the department head or their designated representative.

For employees in the classification of Planner, the County agrees to provide payment on a reimbursement basis for payment of annual membership dues for the American Planning Association (APA).

4. Educational Leave: For employees in the classification of Capital Projects Manager, the County agrees to provide one (1) day (eight (8) hours) of educational leave per fiscal year.
5. Major Project Coordination Premium Pay: Capital Projects Manager II assigned in writing, to perform project management and coordination for a major capital project with a budget in excess of forty million dollars (\$40M), and/or which requires a level of complexity that exceeds Capital Project Manager II project assignments, as determined by the department or unit head, shall receive premium pay. The premium pay will be ten percent (10%) of the Capital Projects Manager II's applicable salary, in addition to all other compensation. The premium pay will last for the duration of the employee's assignment to perform project management and coordination for the major capital project. Awarding of such allowance must accompany a letter to employee detailing the duration and specifics of the assignment.
6. Planner Assignment Premium Pay: Planners performing the duties of Bayside Design Review Officer, Coastside Design Review Officer, Zoning Hearing Officer, or a duty of equivalent responsibility as determined by the Community Development Director, shall be eligible to receive premium pay of ten percent (10%) in addition to all other compensation. The decision to pay the differential shall be based upon a determination by the Community Development Director that the

assigned Planner is performing all aspects of these and other assigned duties at a competent or exceptional level.

7. American Planning Association (APA) National Conference: Upon request from an employee in the classification of Planner, the Planning and Building Department will pay conference registration fees for the employee to attend the APA National Conference (or another professional conference if requested and approved by the Community Development Director, not to exceed attendance at one conference per year per Planner). Attendance at this conference is considered optional unless otherwise directed by the Department.

In the event that more than one Planner wishes to attend the same conference, Supervisors and Planners shall work together to ensure adequate coverage for the Department.

In the event of optional conference attendance, the employee shall be responsible for the cost of travel expenses. The Community Development Director may consider covering the cost of travel expenses on a case by case basis based on Department business needs, in accordance with the County Travel Policy.

8. Structural Engineering Certification: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2022, Building Plan Specialists who maintain a current Structural Engineering Certification will receive a one-step (5.74%) salary differential.

AFSCME: Planning(A05) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J068	Building Plans Examiner I	1	3,612.80	3,820.00	4,039.20	4,271.20	4,516.80
J069	Building Plans Examiner II	1	4,429.60	4,683.20	4,952.80	5,236.80	5,537.60
J055	Building Plans Specialist	2	5,120.00	5,412.80	5,724.80	6,051.20	6,400.00
B208	Capital Projects Manager - Unclassified	5	5,214.40	5,515.20	5,831.20	6,164.80	6,520.00
N001	Capital Projects Manager I	5	4,296.00	4,542.40	4,800.80	5,079.20	5,370.40
N108	Capital Projects Manager II	5	5,214.40	5,515.20	5,831.20	6,164.80	6,520.00
R004	Code Compliance Officer I	5	3,045.60	3,218.40	3,403.20	3,600.80	3,805.60
R005	Code Compliance Officer II	5	3,504.80	3,709.60	3,920.80	4,144.80	4,383.20
R007	Code Compliance Officer III	5	3,700.80	3,915.20	4,140.00	4,377.60	4,630.40
N106	Department Facilities Projects Coordinator I	1	3,271.20	3,458.40	3,655.20	3,866.40	4,087.20
N107	Department Facilities Projects Coordinator II	5	3,866.40	4,087.20	4,322.40	4,570.40	4,832.80
R001	Housing / Community Development Specialist I	1	3,236.80	3,424.00	3,620.80	3,826.40	4,047.20
R002	Housing / Community Development Specialist II	1	3,840.00	4,059.20	4,293.60	4,538.40	4,798.40
R003	Housing / Community Development Specialist III	1	4,396.00	4,648.00	4,915.20	5,196.00	5,496.00
R010	Housing And Community Development Supervisor	5	5,004.00	5,288.80	5,592.80	5,914.40	6,254.40
R060	Planner I	1	3,117.60	3,297.60	3,484.80	3,685.60	3,898.40
B058	Planner I - Unclassified	5	3,028.00	3,203.20	3,385.60	3,580.00	3,786.40
R050	Planner II	5	3,696.00	3,908.80	4,133.60	4,369.60	4,620.00
B057	Planner II - Unclassified	5	3,590.40	3,796.80	4,015.20	4,244.80	4,487.20
R040	Planner III	5	4,232.00	4,474.40	4,730.40	5,004.00	5,288.00
B056	Planner III - Unclassified	5	4,111.20	4,346.40	4,595.20	4,860.00	5,136.80
R065	Planning Technician	1	2,656.80	2,810.40	2,971.20	3,143.20	3,320.80
R006	Senior Code Compliance Officer - Exempt	5	4,192.00	4,432.00	4,685.60	4,953.60	5,239.20
R011	Senior Housing and Community Development Policy Analyst	1	5,004.00	5,288.80	5,592.80	5,914.40	6,254.40
R020	Senior Planner - Exempt	2	5,192.00	5,489.60	5,804.80	6,138.40	6,488.00
N109	Supervising Capital Projects Manager	5	5,512.80	5,830.40	6,166.40	6,520.00	6,894.40

AFSCME: Planning(A05) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J068	Building Plans Examiner I	1	3,793.60	4,011.20	4,240.80	4,484.80	4,742.40
J069	Building Plans Examiner II	1	4,651.20	4,917.60	5,200.80	5,498.40	5,814.40
J055	Building Plans Specialist	2	5,376.00	5,683.20	6,011.20	6,353.60	6,720.00
B208	Capital Projects Manager - Unclassified	5	5,475.20	5,791.20	6,122.40	6,472.80	6,846.40
N001	Capital Projects Manager I	5	4,511.20	4,769.60	5,040.80	5,332.80	5,639.20
N108	Capital Projects Manager II	5	5,475.20	5,791.20	6,122.40	6,472.80	6,846.40
R004	Code Compliance Officer I	5	3,197.60	3,379.20	3,573.60	3,780.80	3,996.00
R005	Code Compliance Officer II	5	3,680.00	3,895.20	4,116.80	4,352.00	4,602.40
R007	Code Compliance Officer III	5	3,885.60	4,111.20	4,347.20	4,596.80	4,861.60
N106	Department Facilities Projects Coordinator I	1	3,434.40	3,631.20	3,837.60	4,060.00	4,291.20
N107	Department Facilities Projects Coordinator II	5	4,060.00	4,291.20	4,538.40	4,799.20	5,074.40
R001	Housing / Community Development Specialist I	1	3,398.40	3,595.20	3,801.60	4,017.60	4,249.60
R002	Housing / Community Development Specialist II	1	4,032.00	4,262.40	4,508.00	4,765.60	5,038.40
R003	Housing / Community Development Specialist III	1	4,616.00	4,880.80	5,160.80	5,456.00	5,771.20
R010	Housing And Community Development Supervisor	5	5,254.40	5,553.60	5,872.80	6,210.40	6,567.20
R060	Planner I	1	3,273.60	3,462.40	3,659.20	3,869.60	4,093.60
B058	Planner I - Unclassified	5	3,179.20	3,363.20	3,555.20	3,759.20	3,976.00
R050	Planner II	5	3,880.80	4,104.00	4,340.00	4,588.00	4,851.20
B057	Planner II - Unclassified	5	3,769.60	3,986.40	4,216.00	4,456.80	4,711.20
R040	Planner III	5	4,444.00	4,698.40	4,967.20	5,254.40	5,552.80
B056	Planner III - Unclassified	5	4,316.80	4,564.00	4,824.80	5,103.20	5,393.60
R065	Planning Technician	1	2,789.60	2,951.20	3,120.00	3,300.00	3,487.20
R006	Senior Code Compliance Officer - Exempt	5	4,401.60	4,653.60	4,920.00	5,201.60	5,500.80
R011	Senior Housing and Community Development Policy Analyst	1	5,254.40	5,553.60	5,872.80	6,210.40	6,567.20
R020	Senior Planner - Exempt	2	5,452.00	5,764.00	6,095.20	6,445.60	6,812.80
N109	Supervising Capital Projects Manager	5	5,788.80	6,121.60	6,474.40	6,846.40	7,239.20

AFSCME: Planning(A05) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
J068	Building Plans Examiner I	1	3,945.60	4,172.00	4,410.40	4,664.00	4,932.00
J069	Building Plans Examiner II	1	4,837.60	5,114.40	5,408.80	5,718.40	6,047.20
J055	Building Plans Specialist	2	5,591.20	5,910.40	6,252.00	6,608.00	6,988.80
B208	Capital Projects Manager - Unclassified	5	5,694.40	6,023.20	6,367.20	6,732.00	7,120.00
N001	Capital Projects Manager I	5	4,692.00	4,960.00	5,242.40	5,546.40	5,864.80
N108	Capital Projects Manager II	5	5,694.40	6,023.20	6,367.20	6,732.00	7,120.00
R004	Code Compliance Officer I	5	3,325.60	3,514.40	3,716.80	3,932.00	4,156.00
R005	Code Compliance Officer II	5	3,827.20	4,051.20	4,281.60	4,526.40	4,786.40
R007	Code Compliance Officer III	5	4,040.80	4,276.00	4,520.80	4,780.80	5,056.00
N106	Department Facilities Projects Coordinator I	1	3,572.00	3,776.80	3,991.20	4,222.40	4,463.20
N107	Department Facilities Projects Coordinator II	5	4,222.40	4,463.20	4,720.00	4,991.20	5,277.60
R001	Housing / Community Development Specialist I	1	3,534.40	3,739.20	3,953.60	4,178.40	4,419.20
R002	Housing / Community Development Specialist II	1	4,193.60	4,432.80	4,688.00	4,956.00	5,240.00
R003	Housing / Community Development Specialist III	1	4,800.80	5,076.00	5,367.20	5,674.40	6,002.40
R010	Housing And Community Development Supervisor	5	5,464.80	5,776.00	6,108.00	6,459.20	6,829.60
R060	Planner I	1	3,404.80	3,600.80	3,805.60	4,024.00	4,257.60
B058	Planner I - Unclassified	5	3,306.40	3,497.60	3,697.60	3,909.60	4,135.20
R050	Planner II	5	4,036.00	4,268.00	4,513.60	4,771.20	5,045.60
B057	Planner II - Unclassified	5	3,920.00	4,145.60	4,384.80	4,635.20	4,900.00
R040	Planner III	5	4,621.60	4,886.40	5,165.60	5,464.80	5,775.20
B056	Planner III - Unclassified	5	4,489.60	4,746.40	5,017.60	5,307.20	5,609.60
R065	Planning Technician	1	2,900.80	3,069.60	3,244.80	3,432.00	3,626.40
R006	Senior Code Compliance Officer - Exempt	5	4,577.60	4,840.00	5,116.80	5,409.60	5,720.80
R011	Senior Housing and Community Development Policy Analyst	1	5,464.80	5,776.00	6,108.00	6,459.20	6,829.60
R020	Senior Planner - Exempt	2	5,670.40	5,994.40	6,339.20	6,703.20	7,085.60
N109	Supervising Capital Projects Manager	5	6,020.00	6,366.40	6,733.60	7,120.00	7,528.80

EXHIBIT H: Plant and Equipment Maintenance Unit

1. Tool Allowance: The County and the Union have agreed on a tool allowance of Four hundred dollars (\$400.00) per year for the Auto Service Worker I/II and III, Auto Mechanic, Auto Mechanic Trainee and Automotive Services Supervisor classifications. The allowance shall be in the form of a reimbursement for actual expenses and such reimbursement shall be made according to procedures developed by the department. If the employee's service is terminated for any reason, the County shall be entitled to a prorated refund, and the County may make the appropriate deduction from the employee's pay.
2. Flexible Staffing Automotive Service Worker: The County agrees that one position of Automotive Service Worker III may be flexibly staffed with one position of Automotive Mechanic Trainee, with the condition that upon fulfilling the minimum qualifications for the Automotive Service Worker II, the Trainee will flexibly promote to the Automotive Service Worker II only when a vacancy becomes available.
3. Large Vehicle Differential: Employees in the Motor Pool Division of Public Works in the classifications of Auto Services Worker I/II/III, Auto Mechanic and Auto Services Supervisor, who perform maintenance activities on vehicles of a Gross Vehicle Weight of 10,000 pounds or more will receive a differential of one step (5.74%) for the time actually spent performing the work.
4. Wastewater/Water Treatment Differential: Stationary Engineers assigned to the La Honda wastewater treatment plant or County potable water treatment plant, who possess a current California Grade II Wastewater Certificate and/or a current California Grade II Potable Water Certification, shall receive premium pay in the amount of one step (5.74%) in addition to all other compensation. Stationary Engineers so assigned will be responsible for day to day operations and communications in coordination with the contract provider at the La Honda Wastewater Plant, Camp Glenwood wastewater plant, and/or County potable water treatment plant. Up to two (2) employees may be so assigned on a regular basis at the discretion of the County.
5. Lead Worker Custodians Weekend Differential: Custodians assigned as lead worker on a weekend shift shall receive premium pay at the rate of eight and six-tenths percent (8.6%) of their salary in addition to all other compensation for each weekend shift. Only one (1) employee at a time may be so assigned.
6. Supervising Custodian Medical Center Premium Pay: Supervising Custodians responsible for overseeing daily housekeeping operations including staffing, solving immediate operational problems and ordering supplies in addition to retaining responsibility for a crew shall receive premium pay at a rate of ten percent (10%) of their salary in addition to all other compensation. Only one employee at a time may be so assigned.
7. Utility Worker Lunch Period Coverage: Utility Workers who supervise the Sheriff's Work Program and/or Sheriff's inmates shall be allowed to leave work one-half (½) hour early, or may be authorized to work overtime, if the manager or their designee is unable to assign another deputized worker to

cover the lunch period.

8. Building Services Vacancies: When a vacancy occurs within Building Services, the department will consider requests for reassignment into the vacant station. All other factors being equal, the department will consider the seniority of the interested individuals in its decision. Vacancies created from the initial reassignment will be filled with an internal or external recruitment process.
9. Coveralls: Coveralls will be provided for Utility Workers in the Sheriff's Department by the County at no cost to the employee.
10. Custodian Uniforms:

- a. The County shall provide uniforms to employees in the Custodian classification who work for the Public Works Department.

The County shall continue to supply jackets to employees who travel to various locations to perform work-related duties on a routine basis. These jackets shall remain the property of the County and shall be returned when an employee leaves County services or assume duties not requiring travel. Employees are responsible for maintaining their jackets in a neat and clean manner.

- b. The County shall provide uniforms to employees in the Custodian classification who are assigned to the Receiving Home.
- c. The County will provide uniforms to employees in the Custodian classification who work at the San Mateo Medical Center. Each employee will receive up to five (5) pairs of pants and five (5) shirts per year, and will receive replacement items as needed due to damage or wear and tear.

Retired uniforms from past years will be returned upon receipt of new uniforms. Prescribed uniforms and shoes must be worn during all work hours.

11. Safety Footwear:

- a. The Department of Public Works will provide required footwear for employees in accordance with the Department's Safety Footwear Policy, as periodically amended.
- b. Effective the first full pay period following Board of Supervisors' approval of a successor MOU Beginning in 2022, and annually every January thereafter, the County will provide to Custodians assigned to work at the San Mateo Medical Center a voucher of two hundred fifty dollars (\$250) for use at a vendor of the County's choice for the purchase of slip resistant shoes. Shoes must meet compliance standards established by the San Mateo Medical Center. The voucher may be used for purchase of shoes, socks and inserts. Unused funds do not carry over year to year.

12. California Backflow Tester Certification: Department management will offer the opportunity to all interested Stationary Engineers at the II level, to have the Department pay for them to take the training and State Certification test for Backflow Testing. Any Stationary Engineer II's who successfully pass the test and receive the State Certification will be eligible to receive a one-step (5.74%) salary differential paid only for such hours spent performing backflow tests, backflow repair, and related work.

Effective the first full pay period following Board of Supervisors' approval, the Stationary Engineer job description will be revised to state: "Some positions may require the successful candidate to acquire Backflow Prevention Tester certification within six months of employment."

13. Labor Management Committee Discussion: Within one hundred twenty (120) calendar days following Board of Supervisors' approval of a successor MOU in 2022, the Public Works Department and the Union will convene a Labor Management Committee meeting to discuss:
- a. The path for advancement between Stationary Engineer I and II;
 - b. The path for advancement between Utility Worker and Senior Utility Worker

A representative from the Career Development Committee will attend the meeting.

14. Salary Survey: Within one hundred twenty (120) days of Board of Supervisors' approval of a successor MOU in 2024, the County will conduct a salary survey of the Automotive Service Worker compensation study for the Automotive Mechanic.
15. Automotive Services Certification Pay: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2024, employees in the classification of Auto Services Worker I/II/III who are employed in the Motor Pool Division of the Department of Public Works, and who possess and maintain Automotive Service Excellence (ASE) Certificates for Automobile and Light Truck, Level A1 through A8, inclusive, shall be paid a two percent (2.0%) differential.

Temporary Differential for Partial completion: Employees in the classifications of Auto Services Worker I/II/III who are employed in the Motor Pool Division of the Department of Public Works shall be paid a one percent (1.0%) temporary (6-month) differential for possessing and maintaining ASE Certificates Level A1 through A4, inclusive. This temporary differential is intended to provide a bridge for employees to achieve the full differential and shall cease the earlier of (a) six (6) months after the employee began receiving the temporary differential or (b) the date the employee begins receiving the full (2%) differential for ASE Level A1-A8.

It is the responsibility of the employee to maintain their certifications.

16. Lead Pay for Stationary Engineer II: A Stationary Engineer II who is designated in writing by the Director of Public Works or their designee to perform work as Lead Stationary Engineer shall receive a 5.74% lead differential (“Lead Pay Differential”) in addition to all other compensation while acting as lead. No more than five (5) Stationary Engineer IIs may receive Lead Pay Differential at any given time and the lead assignment may be terminated at any time dependent upon operational needs.

If an employee is receiving Lead Pay Differential and they are on paid time off that exceeds four (4) consecutive weeks, then the Lead Pay Differential will end automatically at the conclusion of the fourth consecutive week.

AFSCME: Plant & Equipment(A06) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
M003	Airport Operations Specialist I	1	2,650.40	2,802.40	2,963.20	3,132.00	3,313.60
M002	Airport Operations Specialist II	1	2,951.20	3,120.00	3,297.60	3,487.20	3,688.00
M001	Airport Operations Supervisor - Exempt	1	3,746.40	3,959.20	4,188.00	4,427.20	4,681.60
W038	Automotive Mechanic	1	-	-	-	-	4,128.00
W039	Automotive Mechanic Trainee	1	3,125.60	3,305.60	3,496.80	3,695.20	3,907.20
W125	Automotive Service Supervisor - Exempt	5	-	-	-	-	4,865.60
W121	Automotive Service Worker I	1	2,262.40	2,392.00	2,531.20	2,674.40	2,828.80
W040	Automotive Service Worker II	1	2,503.20	2,647.20	2,798.40	2,958.40	3,126.40
W041	Automotive Service Worker III	1	2,760.00	2,920.80	3,086.40	3,266.40	3,451.20
T048	Boiler Watch Engineer	1	3,252.80	3,440.80	3,639.20	3,844.00	4,067.20
T075	Custodian	1	2,156.80	2,280.00	2,408.80	2,549.60	2,694.40
T076	Lead Custodian	1	2,342.40	2,476.80	2,620.00	2,770.40	2,928.00
T105	School Bus Driver	1	-	-	2,536.80	2,682.40	2,836.00
T062	Senior Utility Worker	1	2,637.60	2,788.80	2,947.20	3,119.20	3,296.80
T041	Stationary Engineer I	1	3,032.80	3,208.80	3,392.80	3,584.80	3,792.80
T040	Stationary Engineer II	1	-	-	-	-	4,486.40
T060	Supervising Custodian - Exempt	5	2,508.00	2,652.00	2,804.80	2,965.60	3,137.60
T012	Supervising Stationary Engineer - Exempt	5	4,414.40	4,668.80	4,936.80	5,218.40	5,517.60
T064	Utility Worker I	1	2,268.00	2,398.40	2,536.80	2,682.40	2,836.00
T063	Utility Worker II	1	2,392.00	2,530.40	2,674.40	2,828.80	2,990.40

AFSCME: Plant & Equipment(A06) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
M003	Airport Operations Specialist I	1	2,783.20	2,942.40	3,111.20	3,288.80	3,479.20
M002	Airport Operations Specialist II	1	3,098.40	3,276.00	3,462.40	3,661.60	3,872.80
M001	Airport Operations Supervisor - Exempt	1	3,933.60	4,156.80	4,397.60	4,648.80	4,916.00
W038	Automotive Mechanic	1	-	-	-	-	4,334.40
W039	Automotive Mechanic Trainee	1	3,281.60	3,471.20	3,672.00	3,880.00	4,102.40
W125	Automotive Service Supervisor - Exempt	5	-	-	-	-	5,108.80
W121	Automotive Service Worker I	1	2,375.20	2,512.00	2,657.60	2,808.00	2,970.40
W040	Automotive Service Worker II	1	2,628.00	2,779.20	2,938.40	3,106.40	3,282.40
W041	Automotive Service Worker III	1	2,898.40	3,067.20	3,240.80	3,429.60	3,624.00
T048	Boiler Watch Engineer	1	3,415.20	3,612.80	3,820.80	4,036.00	4,270.40
T075	Custodian	1	2,264.80	2,394.40	2,529.60	2,676.80	2,828.80
T076	Lead Custodian	1	2,459.20	2,600.80	2,751.20	2,908.80	3,074.40
T105	School Bus Driver	1	-	-	2,664.00	2,816.80	2,977.60
T062	Senior Utility Worker	1	2,769.60	2,928.00	3,094.40	3,275.20	3,461.60
T041	Stationary Engineer I	1	3,184.80	3,369.60	3,562.40	3,764.00	3,982.40
T040	Stationary Engineer II	1	-	-	-	-	4,710.40
T060	Supervising Custodian - Exempt	5	2,633.60	2,784.80	2,944.80	3,113.60	3,294.40
T012	Supervising Stationary Engineer - Exempt	5	4,635.20	4,902.40	5,184.00	5,479.20	5,793.60
T064	Utility Worker I	1	2,381.60	2,518.40	2,664.00	2,816.80	2,977.60
T063	Utility Worker II	1	2,512.00	2,656.80	2,808.00	2,970.40	3,140.00

AFSCME: Plant & Equipment(A06) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
M003	Airport Operations Specialist I	1	2,894.40	3,060.00	3,236.00	3,420.00	3,618.40
M002	Airport Operations Specialist II	1	3,222.40	3,407.20	3,600.80	3,808.00	4,028.00
M001	Airport Operations Supervisor - Exempt	1	4,091.20	4,323.20	4,573.60	4,834.40	5,112.80
W038	Automotive Mechanic	1	-	-	-	-	4,508.00
W039	Automotive Mechanic Trainee	1	3,412.80	3,610.40	3,819.20	4,035.20	4,266.40
W125	Automotive Service Supervisor - Exempt	5	-	-	-	-	5,312.80
W121	Automotive Service Worker I	1	2,470.40	2,612.80	2,764.00	2,920.00	3,089.60
W040	Automotive Service Worker II	1	2,732.80	2,890.40	3,056.00	3,230.40	3,413.60
W041	Automotive Service Worker III	1	3,014.40	3,189.60	3,370.40	3,566.40	3,768.80
T048	Boiler Watch Engineer	1	3,552.00	3,757.60	3,973.60	4,197.60	4,441.60
T075	Custodian	1	2,355.20	2,490.40	2,630.40	2,784.00	2,941.60
T076	Lead Custodian	1	2,557.60	2,704.80	2,861.60	3,024.80	3,197.60
T105	School Bus Driver	1	-	-	2,770.40	2,929.60	3,096.80
T062	Senior Utility Worker	1	2,880.00	3,044.80	3,218.40	3,406.40	3,600.00
T041	Stationary Engineer I	1	3,312.00	3,504.00	3,704.80	3,914.40	4,141.60
T040	Stationary Engineer II	1	-	-	-	-	4,899.20
T060	Supervising Custodian - Exempt	5	2,739.20	2,896.00	3,062.40	3,238.40	3,426.40
T012	Supervising Stationary Engineer - Exempt	5	4,820.80	5,098.40	5,391.20	5,698.40	6,025.60
T064	Utility Worker I	1	2,476.80	2,619.20	2,770.40	2,929.60	3,096.80
T063	Utility Worker II	1	2,612.80	2,763.20	2,920.00	3,089.60	3,265.60

EXHIBIT I: Clinical Laboratory Scientist Unit

1. Professional Practices Committee: The Professional Practices Committee shall be established consisting of no more than three (3) employees selected by the Union who are covered by this Memorandum of Understanding. The objectives of the Professional Practices Committee shall be to consider constructively the professional practice of medical technology and to consider ways and means to improve medical technology. The Clinical Services Managers in the Public Health Laboratory and the San Mateo Medical Center Laboratory shall meet with the Professional Practices Committee, upon request, for a meeting of no longer than two (2) hours to discuss the activities of the Professional Practices Committee. There shall be no more than one (1) bi-monthly meeting and the Professional Practices Committee shall be excused from duty with pay to attend such meeting.
2. Personal Protective Equipment: The County will provide employees with Personal Protective Equipment, including disposable lab coats, that meets State and Federal regulatory guidelines.
3. Lead Workers: Clinical Laboratory Scientists assigned to be lead workers shall receive a one-step differential in addition to all other compensation. Only three (3) Clinical Laboratory Scientists may be assigned at any given time. Employees may be designated as lead over microbiology, point of care, or the blood bank to provide technical oversight, department scheduling, coverage and staff leadership.
4. Charge CLS: Effective the first full pay period following BOS approval of a successor MOU in 2022, employees assigned as "Charge CLS" will receive a three percent (3%) differential for hours assigned as Charge CLS only, when neither a supervisor and lead is on duty.
5. Continuing Educational Leave: All employees in the classifications of, Clinical Laboratory Scientist I, Clinical Laboratory Scientist II, Supervising Clinical Laboratory Scientist, Public Health Microbiologist I, and Public Health Microbiologist II shall be allowed three (3) days of educational leave each fiscal year under prescribed policies. The three (3) days is meant to provide a baseline commitment to the continuing educational needs of the unit's employees for licensure and does not constitute a limit on time for additional training that may be needed by the employee or the department.
6. Cross Trained Scientists Differential: Cross-trained Clinical Laboratory Scientists shall receive an extra two and one-half percent (2.5%) for being cross-trained in two areas of specialization. Cross-trained Clinical Laboratory Scientists shall receive an extra five percent (5%) for being cross-trained in three (3) or more areas of specialization.
7. No Salary Linkage: County does not commit to ongoing linkage in salaries between Microbiologist (Public Health) and Clinical Lab Scientist (SMMC).
8. Night Shift Differential: Employees in job classifications in the Clinical Laboratory Scientist Unit who are regularly assigned by a supervisor to work the night shift, as defined by the County, at the

San Mateo County Medical Center shall be paid shift differential rate of twelve percent (12%) for all hours worked during such shift. This is in lieu of shift differential provided under Section 8 (entitled "Shift Differential") of the MOU between the parties.

To be eligible for shift differential, such shifts must be approved by the Department Head or designee. Time worked on a flexible schedule requested by the employee and approved by the supervisor shall not be eligible for shift differential.

9. Discussion Regarding Conversion of Vacant Positions: The County will meet with the Union prior to converting any vacant Clinical Laboratory Scientist or vacant Laboratory Assistant position to a Medical Laboratory Technician to discuss the rationale for doing so.

AFSCME: Professional Clinical Lab Tech(A09) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F074	Clinical Laboratory Scientist I	5	4,508.00	4,767.20	5,040.80	5,330.40	5,635.20
F074-R	Clinical Laboratory Scientist I - Relief	5	4,481.60	4,737.60	5,008.80	5,296.80	5,603.20
B040	Clinical Laboratory Scientist I - Unclassified	5	4,508.00	4,767.20	5,040.80	5,330.40	5,635.20
F023	Clinical Laboratory Scientist II	5	4,773.60	5,046.40	5,336.00	5,641.60	5,966.40
F023-R	Clinical Laboratory Scientist II - Relief	5	4,744.00	5,016.00	5,304.00	5,608.80	5,928.80
B041	Clinical Laboratory Scientist II - Unclassified	5	4,773.60	5,046.40	5,336.00	5,641.60	5,966.40
F070	Cytology Technologist II	1	-	-	4,716.80	4,986.40	5,273.60
F065	Public Health Microbiologist I	5	3,988.00	4,217.60	4,459.20	4,716.00	4,984.80
F066	Public Health Microbiologist II	5	4,222.40	4,464.80	4,719.20	4,989.60	5,277.60
F191	Supervising Clinical Laboratory Scientist - Exempt	5	5,255.20	5,556.00	5,873.60	6,209.60	6,568.80
F062	Supervising Public Health Microbiologist - Exempt	5	4,647.20	4,912.80	5,195.20	5,495.20	5,810.40

AFSCME: Professional Clinical Lab Tech(A09) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F074	Clinical Laboratory Scientist I	5	4,733.60	5,005.60	5,292.80	5,596.80	5,916.80
F074-R	Clinical Laboratory Scientist I - Relief	5	4,705.60	4,974.40	5,259.20	5,561.60	5,883.20
B040	Clinical Laboratory Scientist I - Unclassified	5	4,733.60	5,005.60	5,292.80	5,596.80	5,916.80
F023	Clinical Laboratory Scientist II	5	5,012.00	5,298.40	5,603.20	5,924.00	6,264.80
F023-R	Clinical Laboratory Scientist II - Relief	5	4,981.60	5,267.20	5,569.60	5,889.60	6,225.60
B041	Clinical Laboratory Scientist II - Unclassified	5	5,012.00	5,298.40	5,603.20	5,924.00	6,264.80
F070	Cytology Technologist II	1	-	-	4,952.80	5,236.00	5,537.60
F065	Public Health Microbiologist I	5	4,187.20	4,428.80	4,682.40	4,952.00	5,234.40
F066	Public Health Microbiologist II	5	4,433.60	4,688.00	4,955.20	5,239.20	5,541.60
F191	Supervising Clinical Laboratory Scientist - Exempt	5	5,517.60	5,833.60	6,167.20	6,520.00	6,897.60
F062	Supervising Public Health Microbiologist - Exempt	5	4,879.20	5,158.40	5,455.20	5,769.60	6,100.80

AFSCME: Professional Clinical Lab Tech(A09) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
F074	Clinical Laboratory Scientist I	5	4,923.20	5,205.60	5,504.80	5,820.80	6,153.60
F074-R	Clinical Laboratory Scientist I - Relief	5	4,893.60	5,173.60	5,469.60	5,784.00	6,118.40
B040	Clinical Laboratory Scientist I - Unclassified	5	4,923.20	5,205.60	5,504.80	5,820.80	6,153.60
F023	Clinical Laboratory Scientist II	5	5,212.80	5,510.40	5,827.20	6,160.80	6,515.20
F023-R	Clinical Laboratory Scientist II - Relief	5	5,180.80	5,477.60	5,792.00	6,124.80	6,474.40
B041	Clinical Laboratory Scientist II - Unclassified	5	5,212.80	5,510.40	5,827.20	6,160.80	6,515.20
F070	Cytology Technologist II	1	-	-	5,151.20	5,445.60	5,759.20
F065	Public Health Microbiologist I	5	4,354.40	4,605.60	4,869.60	5,150.40	5,444.00
F066	Public Health Microbiologist II	5	4,611.20	4,875.20	5,153.60	5,448.80	5,763.20
F191	Supervising Clinical Laboratory Scientist - Exempt	5	5,738.40	6,067.20	6,413.60	6,780.80	7,173.60
F062	Supervising Public Health Microbiologist - Exempt	5	5,074.40	5,364.80	5,673.60	6,000.00	6,344.80

EXHIBIT J: Communications Unit

1. Dispatcher Differential: Effective the first full pay period following Board of Supervisors' approval of the 2019 MOU between the County and the Union, Communication Dispatchers received a ten (10%) differential pay.

Effective the first full pay period following Board of Supervisors adoption of the MOU in 2024, the ten percent (10%) differential will be extended to the Communications Dispatcher I, Communications Dispatcher II, Communications Dispatch Coordinator and Supervising Communications Dispatcher as an increase in base pay. At the same time, the Communications Dispatcher Differential will be deleted.

2. Public Safety Dispatcher POST Incentive:
 - a. Communications Dispatcher Is, Communications Dispatchers IIs, Communications Dispatch Coordinator and Supervising Communications Dispatchers who obtain a California Commission on Peace Officer Standards and Training (POST) Public Safety Dispatchers' Intermediate Certificate shall receive incentive pay equal to two percent (2%) of base salary.
 - b. Communications Dispatcher Is, Communications Dispatchers IIs, Communications Dispatch Coordinator and Supervising Communications Dispatchers who obtain a POST Public Safety Dispatchers' Advanced Certificate shall receive incentive pay equal to an additional three and one-half percent (3.5%) of base salary.
3. Cross-Trained Dispatcher Premium Pay:
 - a. Communications Dispatcher IIs who are qualified as Cross- Trained Dispatchers shall receive premium pay of seven and one-half percent (7.5%) in addition to their base salary. A Cross-Trained Dispatcher is defined as a Communications Dispatcher II who is currently certified at all radios.
 - b. Communications Dispatcher IIs and Communications Dispatcher Is who are qualified as a Universal Calltaker (UCT) shall receive premium pay of two and one-half percent (2.5%) in addition to their base salary. A UCT is defined as a Communications Dispatcher I or II who is currently certified to receive all types of calls including EMD.
 - c. Cross-Trained Dispatchers shall be eligible for UCT premium pay in addition to Cross-Trained Pay for a total of ten percent (10%).

This premium pay shall not be granted until training is received and certification is issued. Certification will not be issued to any Dispatcher unable to demonstrate proficiency in the required radio categories. Should a previously trained and certified Cross-Trained Dispatcher lose certification, this premium pay shall also be lost until certification is regained.

4. Acting Supervisor Differential: Communications Dispatchers IIs assigned in writing or designated in a temporary capacity to serve as acting supervisor during a shift will receive an eight percent (8%) differential only for the time worked as acting supervisor.
 - a. Communications Training Officer (CTO) and Communications Training Instructor (CTI) Differential: Dispatchers who are assigned in writing to serve as CTO or CTI will receive an eleven and forty-eight one-hundredths percent (11.48%) differential only for time spent training including classroom instruction.
 - b. Work Schedule: Communications Dispatcher I and Communications Dispatcher IIs will conduct a shift and vacation bid for an 80-hour schedule which encompasses Wednesday and Saturday rotational days.
 - i. 84-Hour Schedule: Upon shift assignment, if the Public Safety Communications department has less than forty (40) qualified Dispatchers (22 qualified Law Dispatchers and 18 qualified Fire/EMS Controllers) as of December 1, 2023, an 84-hour schedule will be put in effect starting January 7, 2024, whereby each qualified Dispatcher will be regularly scheduled for four (4) hours of overtime every other 7-day work period on the employee's eight (8) hour work day, and will keep the start and stop time of the shift consistent with the other six (6) work days.
 - ii. 80-Hour Schedule: When the Department has twenty-two (22) qualified Law Dispatchers and eighteen (18) qualified Fire/EMS Controllers and such staffing levels are sustained for 56 consecutive days, or as soon as the Department has forty-six (46) qualified Dispatchers, whichever comes first, the four (4) hours of regularly scheduled overtime will be removed from the schedule. This will not result in a new shift and vacation bid, other than the annual bid which normally occurs in approximately October and November. At such time, each qualified Dispatcher will be regularly scheduled for six 12-hour shifts and one 8-hour shift per pay period. Upon meeting the staffing threshold, the 80-hour schedule will become the permanent schedule for Department, and regularly scheduled overtime will not be added back, even if staffing levels fall below twenty-two (22) qualified Law Dispatchers and eighteen (18) qualified Fire/EMS Controllers.
 - iii. Definitions: For the purpose of this section, a "Qualified Dispatcher" is defined as a FIRE/EMS Controller who has completed their EMD calltaking training and Fire/EMS radio training. For Law Dispatchers, qualification is defined by completing law calltaking and all law radio positions.
 - c. The Supervising Communications Dispatchers will work an 80-hour two (2) week schedule which encompasses six (6) twelve-hour shifts and one (1) eight-hour shift per pay period. The eight-hour shift must be the rotational day. The schedule must provide for 24/7 supervision coverage.

5. 7-Day Work Period: For employees assigned to the 12-hour shift schedule, the fixed and recurring 7-day work period will begin exactly four (4) hours into an employee’s eight (8) hour shift on the day of the week which constitutes the employee’s alternating regular day off. The same day of the week shall be permanently designated as the employee’s alternating, regular day off. The Department will continue to permit time off to be scheduled in full shift increments, even where a shift spans two (2) 7- day work periods. The 7-day work period is for payroll purposes only.

For example, for an employee who works Sunday through Tuesday, with an alternating day off of Wednesday, the employee’s 7-day work period will be as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	12	12	4 (end)	Off	Off	Off
			4 (start)			
12	12	12	Off (end)	Off	Off	Off
			Off (start)			
12	12	12	4 (end)	Off	Off	Off
			4 (start)			
12	12	12	Off (end)	Off	Off	Off
			Off (start)			

For an employee who works Sunday through Tuesday, with an alternating day off of Saturday, the employee’s 7-day work period will be as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	12	12	Off	Off	Off	4 (end)
						4 (start)
12	12	12	Off	Off	Off	Off (end)
						Off (start)
12	12	12	Off	Off	Off	4 (end)
						4 (start)
12	12	12	Off	Off	Off	Off (end)
						Off (start)

For an employee who works Wednesday through Friday with an alternating day off of Saturday, the employee’s 7-day work period will be as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Off	Off	Off	12	12	12	4 (end) 4 (start)
Off	Off	Off	12	12	12	Off (end) Off (start)
Off	Off	Off	12	12	12	4 (end) 4 (start)
Off	Off	Off	12	12	12	Off (end) Off (start)

For an employee who works Thursday through Saturday, with an alternating day off of Wednesday, the employee’s 7-day work period will be as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Off	Off	Off	4 (end) 4 (start)	12	12	12
Off	Off	Off	Off (end) Off (start)	12	12	12
Off	Off	Off	4 (end) 4 (start)	12	12	12
Off	Off	Off	Off (end) Off (start)	12	12	12

8. Mandatory Overtime with Less Than 12-hours’ Notice: Communications Dispatcher I’s and Communication Dispatcher IIs who are assigned mandatory overtime with less than twelve (12) hours’ notice will receive seven and one half (7.5) minutes of compensatory time off for every one (1) hour of mandatory overtime worked in accordance with Section 7 of the MOU between the parties.

9. Minimum Overtime Hours for PSC: Employees required to physically report back to work during off- duty hours shall be compensated for a minimum of three (3) hours of overtime. Off-duty hours are defined as any work assignment other than the employee’s regularly assigned shift that occurs any time during their days and hours off, regardless of whether it is pre-arranged or not, including, but not limited to, pre- scheduled or “voluntary” overtime; last minute or “mandatory” overtime; mandatory training; and court appearances.

Employees will only be compensated under the provisions of this section for subpoenas to appear in court cases if the matter involves their employment with the County. Employees will receive the minimum three (3) hours of overtime if the shift or court appearance is cancelled less than two (2) hours prior to the start of the shift or court appearance. Minimum overtime hours shall not apply to time

worked contiguous with an employee's work shift.

10. Future Consolidation with Other Agencies: In the event of a County consolidation with another Police, Fire, EMS agency, or agency for which PSC will provide additional dispatch services beyond the current level, the County will provide notice to the Union. The County will meet and confer over identified impacts and effects of such consolidation in accordance with legal requirements.

11. Shift Differential: Communications Dispatcher I, Communications Dispatcher IIs, and Supervising Communications Dispatchers receive an eight percent (8%) shift differential for all hours worked between 6:00 pm and 6:00 am regardless of when the shift begins. Employees who work at least eight (8) hours between 6:00 pm and 6:00 am and continue to work contiguously past 6:00 am will receive shift differential for the remainder of their shift. This differential is in lieu of shift differential provided under Section 8 (entitled "Shift Differential") of the MOU between the parties.

12. Shift Length Limit: Communication Dispatcher I's, Communications Dispatcher II's, and Supervising Communications Dispatchers shall normally not work longer than fourteen (14) consecutive hours. If an employee is required to work a maximum of sixteen (16) hours, the affected employee will be required to have a minimum break of ten (10) hours between shifts, with the understanding that the employee shall be required to work a full twelve (12) hour shift upon return to work, unless otherwise approved by a supervisor (manager in the case of Dispatch Supervisors). Employees shall not work consecutive 16-hour shifts.

13. Overtime Limit: Communication Dispatcher Is, Communication Dispatcher IIs, and Supervising Communication Dispatchers shall not work more than forty-eight (48) hours of overtime per pay period.

When staffing reaches fifty (50) qualified Communications Dispatchers, Communications Dispatcher Is and Communications Dispatcher IIs shall not work more than thirty-six (36) hours of overtime per pay period and shall not work more than six (6) consecutive days in any seven (7) day period.

14. Turnaround Time, Wellness Breaks and Shift Length Limit: Once the Department has a minimum of forty-four (44) qualified Dispatchers, the following shall occur:

- a. Turnaround Time: Regardless of shift length, Communications Dispatcher Is and Communications Dispatcher IIs shall be required to have a minimum of ten (10) hours off between shifts.
- b. Wellness Breaks: The Department will schedule thirty (30) minute paid wellness breaks for all employees working shifts of eight (8) hours or longer. Wellness breaks are in addition to meal breaks and will be voluntary when provided.
- c. Shift Length Limit: Communications Dispatcher Is and Communications Dispatcher IIs shall normally not work longer than fourteen (14) consecutive hours. However, in the event of a disaster declaration by the Governor of California or significant event that

requires the Department of Emergency Services to activate the Emergency Operations Center (EOC) an employee may be required to work a maximum of sixteen (16) consecutive hours.

- d. Temporary Suspension Due to Staffing: Should the number of qualified Dispatchers fall below forty (40) qualified Dispatchers, the 10-hour turnaround time, wellness breaks, and shift length limit described in this section will be temporarily suspended until such time the number of qualified Dispatchers reaches forty (40) or more.
15. Specialty Assignment Differential: Public Safety Communications Dispatcher Is and Communications Dispatcher IIs designated in writing by the PSC Director or their designee for rotation to a specialty assignment identified below shall receive an eight percent (8%) differential pay only for hours in one of the listed specialty assignments.
- a. Gang Task Force (GTF)
 - b. Tactical Dispatch
 - c. Incident Dispatch Team (IDT)
16. Two-Week Period for Telestaff Rules: For the purpose of Telestaff rules, the Department will use a two-week pay period rather than a rolling two-week period.
17. Communications Dispatch Supervisors Retiree Medical: Effective January 19, 2025, Dispatch Supervisors will be enrolled in the applicable Retiree Medical Program in Section 21 of the MOU.

AFSCME:Comm Dispatch(E10) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
V051	911 Communications Calltaker	1	2,702.40	2,856.80	3,021.60	3,192.80	3,377.60
V045	Communication Dispatch Coordinator	1	4,112.80	4,350.40	4,599.20	4,862.40	5,140.80
V050	Communications Dispatcher I	1	-	-	3,377.60	3,572.00	3,775.20
V050-R	Communications Dispatcher I - Relief	1	-	-	3,545.60	3,750.40	3,965.60
B133	Communications Dispatcher I - Unclassified	1	-	-	3,377.60	3,572.00	3,775.20
V048	Communications Dispatcher II	1	3,732.00	3,948.00	4,173.60	4,415.20	4,668.80
V048-R	Communications Dispatcher II - Relief	1	3,920.80	4,145.60	4,384.00	4,636.80	4,900.80
D063	Supervising Communications Dispatcher	5	4,668.00	4,933.60	5,217.60	5,516.80	5,832.80

AFSCME:Comm Dispatch(E10) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
V051	911 Communications Calltaker	1	2,837.60	3,000.00	3,172.80	3,352.80	3,546.40
V045	Communication Dispatch Coordinator	1	4,318.40	4,568.00	4,828.80	5,105.60	5,397.60
V050	Communications Dispatcher I	1	-	-	3,546.40	3,750.40	3,964.00
V050-R	Communications Dispatcher I - Relief	1	-	-	3,723.20	3,937.60	4,164.00
B133	Communications Dispatcher I - Unclassified	1	-	-	3,546.40	3,750.40	3,964.00
V048	Communications Dispatcher II	1	3,918.40	4,145.60	4,382.40	4,636.00	4,902.40
V048-R	Communications Dispatcher II - Relief	1	4,116.80	4,352.80	4,603.20	4,868.80	5,145.60
D063	Supervising Communications Dispatcher	5	4,901.60	5,180.00	5,478.40	5,792.80	6,124.80

AFSCME:Comm Dispatch(E10) Salaries - Effective 10/11/2026

Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.

Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
V051	911 Communications Calltaker	1	2,951.20	3,120.00	3,300.00	3,487.20	3,688.00
V045	Communication Dispatch Coordinator	1	4,491.20	4,750.40	5,021.60	5,309.60	5,613.60
V050	Communications Dispatcher I	1	-	-	3,688.00	3,900.80	4,122.40
V050-R	Communications Dispatcher I - Relief	1	-	-	3,872.00	4,095.20	4,330.40
B133	Communications Dispatcher I - Unclassified	1	-	-	3,688.00	3,900.80	4,122.40
V048	Communications Dispatcher II	1	4,075.20	4,311.20	4,557.60	4,821.60	5,098.40
V048-R	Communications Dispatcher II - Relief	1	4,281.60	4,527.20	4,787.20	5,063.20	5,351.20
D063	Supervising Communications Dispatcher	5	5,097.60	5,387.20	5,697.60	6,024.80	6,369.60

EXHIBIT K: Telecommunications Unit

AFSCME: Telecommunications(A11) Salaries - Effective 12/8/2024							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
E478	Lead Telephone Operator	1	2,712.00	2,869.60	3,033.60	3,207.20	3,392.00
E480	Telephone Operator	1	2,197.60	2,321.60	2,457.60	2,598.40	2,747.20
V053	Telephone Services Analyst	1	3,316.00	3,504.80	3,709.60	3,920.80	4,144.80
E477	Telephone Services Supervisor - Exempt	5	3,072.80	3,248.80	3,434.40	3,632.80	3,840.80

AFSCME: Telecommunications(A11) Salaries - Effective 10/12/2025							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
E478	Lead Telephone Operator	1	2,848.00	3,012.80	3,185.60	3,367.20	3,561.60
E480	Telephone Operator	1	2,307.20	2,437.60	2,580.80	2,728.00	2,884.80
V053	Telephone Services Analyst	1	3,481.60	3,680.00	3,895.20	4,116.80	4,352.00
E477	Telephone Services Supervisor - Exempt	5	3,226.40	3,411.20	3,606.40	3,814.40	4,032.80

AFSCME: Telecommunications(A11) Salaries - Effective 10/11/2026							
Note: The salary table is based on 4%, but if the Vehicle Licensing Fee remain in place as noted in the Salary section, the salaries in this table will be increased by an additional 1%.							
Class Code	Class Title	Work Group	Step A BiWeekly Rate	Step B BiWeekly Rate	Step C BiWeekly Rate	Step D BiWeekly Rate	Step E BiWeekly Rate
E478	Lead Telephone Operator	1	2,961.60	3,133.60	3,312.80	3,501.60	3,704.00
E480	Telephone Operator	1	2,399.20	2,535.20	2,684.00	2,836.80	3,000.00
V053	Telephone Services Analyst	1	3,620.80	3,827.20	4,051.20	4,281.60	4,526.40
E477	Telephone Services Supervisor - Exempt	5	3,355.20	3,548.00	3,750.40	3,967.20	4,194.40

EXHIBIT L: Extra Help Unit

There are two Parts in this Agreement:

Part A applies to the Regular Employees.

Part B applies to the Extra Help Unit (covering Extra-help, Seasonal/Periodic, Relief and Limited Term temporary employees as defined in Government Code section 3507.7(a)(1)(A)).

The following Sections in Part A of this MOU apply to Part A and Part B:

- Preamble
- Section 1. Recognition
- Section 2. Union Security
- Section 3. Union Stewards
- Section 4. No Discrimination
- Section 11. Bilingual Pay
- Section 34. Pay for Work-Out-Of-Classification
- Section 38.6 No Strike
- Section 38.7 County Charter and Civil Service
- Section 39 Loss of Compensation
- Section 40. Personnel Files
- Section 43 Contracting/Subcontracting
- Section 44. Separability
- Section 45. Past Practice

Unless otherwise stated above that a section applies to both Part A and B; if the contract language does not exist in Part A, then the contract language does not apply to AFSCME Local 829 -represented regular employees. If the contract language does not exist in Part B, then the contract language does not apply to AFSCME Local 829 -represented temporary employees.

Section 1. Salaries

The rates of pay set forth in the Exhibits represent for each classification the standard hourly rate of pay as of December 8, 2024. Salary adjustments for extra-help shall occur at the time and in the same percentage of general salary and equity adjustments for parallel regular classifications. Salary adjustments for extra-help in classifications for which there is no parallel regular classification shall occur at the time and in the same percentage of the general salary adjustments.

The rates of pay set forth in the Exhibits represent the total compensation due extra-help, except for overtime compensation and other benefits specifically provided for by the Board of Supervisors or by this Memorandum of Understanding.

The rates of pay set forth in the Exhibits do not include reimbursement for actual and necessary expenses for traveling, subsistence, and general expenses authorized and incurred incident to County employment.

1.2 Entrance Salary

Except as herein otherwise provided, the entrance salary for a new extra-help employee entering County service shall be the minimum salary for the class to which they are appointed. When circumstances warrant, the Director of Human Resources may, upon recommendation of the department head, approve an entrance salary which is more than the minimum salary. The Director of Human Resource's decision shall be final. Such a salary may not be more than the maximum salary for the class to which that extra-help employee is appointed.

1.3 Salary Step Increases

Extra-help employees shall be considered by the appointing authority for advancement to the next higher step in the salary schedule for their respective classes based on hours served in that classification as defined below. All increases shall be effective as described below. Salary range adjustments for a classification will not set a new salary advancement hours balance for extra-help employees serving in that classification.

Hours of Service Necessary for Step Increases:

After completion of one thousand forty (1040) regular hours satisfactory service in Step A of the salary schedule, and upon recommendation of the appointing authority, the extra-help employee shall be advanced to the next higher step in the salary schedule for the classification. If an extra-help employee is appointed at a step higher than the first step of the salary range for that classification, the first merit increase shall be after completion of two thousand eighty (2080) regular hours of satisfactory service.

- (1) After the completion of two thousand eighty (2080) regular hours satisfactory service in each of the salary steps above A, and upon recommendation of the appointing authority, the extra-help employee shall be advanced to the next higher step in the salary schedule for the classification until the top of the range is reached.
- (2) If an extra-help employee completes the one thousand forty (1040) or two thousand eighty (2080) hours in the middle of a pay period, the extra-help employee shall be eligible for an increase as follows:
 - if the merit increase period is completed during the first week of a pay period, the increase will be made effective with the start of the then current pay period.

- if the merit increase period is completed during the second week of a pay period, the increase will be made effective with the start of the next pay period.

(3) If an operating department verifies in writing that an administrative or clerical error was made in failing to submit the documents needed to advance an extra-help employee to the next salary step on the first pay period when eligible, said advancement shall be made retroactive to the first pay period when eligible (i.e. upon completion of required hours of service and recommendation of appointing authority). Within two (2) pay periods of the manager's discovery of the issue, the manager will submit the documents to advance the employee to the next step. This section also applies to fully flexibly staffed promotions in which case the advancement shall be made retroactive to the first pay period when approved by the appointing authority.

1.4 Flexibly-Staffed Series

Upon recommendation of the department head, an extra-help employee hired into the entry level of a flexibly-staffed series may advance to the journey level within that series based on length of service, satisfactory performance, and ability to meet minimum requirements of the higher class.

1.5 Salary Step When Salary Range is Revised

Whenever the salary range for a class is revised, each incumbent in a position to which the revised schedule applies shall remain at the same step as in the previous range, unless otherwise specifically provided by the Board of Supervisors.

1.6 Salary Step After Entering a Higher-Paying Extra-Help Classification

When a currently employed extra-help employee takes an extra-help opportunity in a higher-paying classification without a break in service and at the time is receiving a base salary equal to, or greater than, the minimum base rate for the higher classification, that extra-help employee shall be entitled to the next step in the salary schedule of the higher classification which is at least one step above the rate they have been receiving, except that the next step shall not exceed the maximum salary of the higher classification. A break in service is defined as twenty-eight (28) consecutive calendar days during which the extra-help employee was not in a pay status, except where the absence from pay status was due to an approved leave of absence or a period during which the extra-help employee would not normally be scheduled to work.

1.7 Salary Step After Entering a Lower-Paying Extra-Help Classification

When a currently employed extra-help employee takes an extra-help opportunity in a lower-paying classification, that extra-help employee's compensation shall be adjusted to the salary prescribed for the lower-paying classification, and the specific rate of pay within the range shall be determined by the Director of Human Resources, whose decision shall be final. If an extra-help employee is hired into an extra-help classification they previously held, the extra-help employee shall be placed at the same step in that classification which the extra-help employee held last.

1.8 Salary Step Defined

For purposes of salary administration in this contract a step is defined as 5.74%.

Section 2. Days and Hours of Work

The appointing authority shall fix the hours of work with due regard for the convenience of the public and the laws of the State and the County. Extra-help employees shall work such hours and schedules as the Board and the appointing authority shall prescribe.

It is understood that extra-help employees are not entitled to a particular shift or schedule and are subject to daily cancellation. An extra-help employee whose assignment is cancelled shall be provided at least two (2) hours' notice before the beginning of the scheduled shift. Should at least two (2) hours' notice not be provided, the extra-help employee shall be "floated" for a minimum of half of the scheduled shift, based on the needs of the department. Alternatively, the extra-help employee may choose to waive the guaranteed "floating" work hours and its requisite compensation.

Except as provided below, the regular workweek shall consist of forty (40) hours within a seven (7) day workweek which begins Sunday morning at 12:00 a.m. and ends Saturday night at 11:59 p.m. For employees working a 9/80 work schedule (with a regular day off every other week) each employee's designated work week shall begin exactly four (4) hours after the start of their eight (8) hour shift on the day of the week that corresponds to the employee's alternating regular day off.

Section 3. Overtime

3.1 Authorization

All compensable overtime must be authorized by the department head or their designated representative in advance of being worked. If prior authorization is not feasible because of emergency conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked. Overtime worked must be in the job classification in which the person provides extra-help services, or in a classification for which the extra-help employee is authorized higher pay for work in a higher classification.

3.2 Definition

Except as otherwise provided by Charter, any authorized time worked in excess of 40 hours in the workweek shall be considered overtime and shall be compensable at the rate of one and one-half (1-1/2) times the overtime worked. Extra-help employee shall be paid at the overtime rate after having worked forty hours during their normal workweek, which is a fixed and regularly recurring period of seven consecutive twenty-four hour periods.

Overtime resulting from required attendance at training classes or training meetings shall be compensable at the straight-time rate in an amount equal to the overtime worked unless monetary payment at a different rate is prescribed for an employee covered by the Fair Labor Standards Act. The smallest increment of working time that may be credited as overtime is six (6) minutes. Portions of six (6) minutes worked at different times shall not be added together for the purpose of crediting overtime. Overtime shall be calculated from the employee's base pay only unless monetary payment at a different rate is prescribed for an employee covered by the Fair Labor Standards Act.

3.3 Work Groups

The Director of Human Resources shall allocate all job classifications to the following described work groups for purposes of determining categories of extra-help to be compensated by monetary payment. The decision of the Director of Human Resources shall be final; provided, however, that prior to changing the work group of an existing classification covered by this Memorandum of Understanding the Director of Human Resources shall notify the Union of the contemplated change and if requested, discuss with the Union the reasons for the work group change.

- (1) Work Group 1: All extra-help employees covered by the Fair Labor Standards Act shall be allocated to Work Group 1. Extra-help employees in Work Group 1 shall be compensated for

overtime worked by monetary payment only. All monetary payments for overtime must be paid not later than the next biweekly payroll following the pay period in which the overtime was worked.

- (2) Work Group 2: Extra-help employees in Work Group 2 shall not be assigned work beyond forty (40) hours in a workweek.

Note: Work Groups 3 and 4 pertain to employees not covered by this Memorandum of Understanding.

- (3) Work Group 5: Extra-help employees in Work Group 5 are exempted from the Fair Labor Standards Act and shall be compensated for overtime worked by monetary payment only.

Notwithstanding the allocation of job classifications to work groups, any extra-help employee covered by the Fair Labor Standards Act shall be compensated in accordance with the Act.

Should the County, through some future Federal ruling, be exempted from the Fair Labor Standards Act, the County shall then revert to the base rate for the computation of overtime.

3.4 Out of Town Weekend Work Assignments

Any extra-help employee who is assigned work that requires them to be out of town overnight on one (1) or more weekend days shall be compensated as follows:

- (1) Fifty dollars (\$50.00) per day for each weekend day (Saturday and/or Sunday) the extra-help employee is out of town; and
- (2) Regular and/or overtime compensation as provided in this section for each hour actually worked during such assignments, subject to the usual pre-approval requirements; and
- (3) Travel time for such assignments shall be compensated at actual time traveled, portal-to-portal. If such travel time results in actual time worked of more than forty (40) hours per week, then such time shall be paid pursuant to the provisions of Overtime set forth in Section 7 of this MOU.

Section 4. Shift Differential

4.1 Definition

Shift differential pay, for the purpose of this Section, is defined as pay at a rate which is one step above the extra help employee's base pay in the salary range for their classification. If the base pay is at the top step, shift differential pay shall be computed at one step above such base pay.

4.2 Applicable Shifts

Effective no later than within the first three pay periods following Board of Supervisors' adoption of a successor MOU in 2019, for all extra help employees (excluding extra help employees in the classifications of Shelter Care Counselors(Family Care Workers) and Transportation Officers), shift differential will be paid at shift differential rates for all hours worked between 6:00 pm and 6:00 am, excluding those on alternate work schedules, regardless of when shift begins.

Effective no later than within the first three pay periods following Board of Supervisors' adoption of a successor MOU in 2019, for extra help employees in the classifications of Shelter Care Counselors (Family Care Workers) and Transportation Officers who are regularly assigned to work a shift of eight (8)

hours or more which starts after 11:59 a.m. and before 1:01 a.m. Shall be paid at shift differential rates for all hours worked during such shift.

To be eligible for shift differential, such shifts must be approved by the Department Head or designee. Time worked on a flexible schedule requested by the employee and approved by the supervisor shall not be eligible for shift differential.

4.3 Split Shifts

A split shift shall be defined as a daily work schedule that is interrupted by non-paid, non-working periods established by the County, other than bonafide rest or meal periods.

Effective no later than within the first three pay periods following Board of Supervisors' adoption of a successor MOU in 2019, extra-help employees who are assigned to, and work, a split shift as defined in this Section shall be paid a minimum of one (1) hour of pay at the California state minimum wage, in addition to the shift differential described in Section 8.2 where applicable.

For Shelter Care Counselors (Family Care Workers) and Transportation Officers who work a split shift, hours worked before 11:59 am shall not be combined with hours worked after 11:59 am in order to achieve the requisite eight (8) hours for shift differential pay.

Where shift differential is paid, it will only be paid for actual hours worked, not for the additional one (1) hour of pay at the California state minimum wage.

Section 5. On-Call Duty

5.1 Assignment of On-Call Work

Extra-help employees shall not be placed in an on-call status except for hard-to-fill classifications working in units that are required to maintain on-call coverage. In order to approve an extra-help employee to be placed in an on-call status, the Department Head must request written authorization from the Director of Human Resources, and the extra-help employee may not be assigned to an on-call status until written authorization is received.

5.2 Applicable Pay Rates

Extra-help employees who are authorized to be placed in an on-call status, shall be paid the hourly equivalent on-call rate applicable for their classification in the regular service, during the time in which they are required to be in an on-call status. Extra-help employees in an on-call status who are required to physically report to work shall be compensated at the time and one half rate of pay (1 1/2 time) for a minimum of three (3) hours as "call back-pay". Extra-help employees receiving "call-back pay" shall not be entitled to "on-call" pay simultaneously.

Full time employees required by their supervisor to conduct work via a remote connection (telephone or computer) during off-duty hours shall receive overtime pay for a minimum of thirty (30) minutes and any additional actual time worked rounded up to the nearest six-minute increment. Part time employees will receive compensation for work via a remote connection during off-duty hours in accordance with hours worked within the workweek.

Section 6. Mileage Reimbursement

6.1 General

Except where indicated below, the County does not reimburse extra-help for home to work and work to home travel. Any disputes concerning the interpretation or application of the mileage reimbursement policy shall be referred to the Director of Human Resources, whose decision shall be final. As soon as practicable after notification is received from the IRS of a change in its allowable mileage rate, the County shall increase its rate to coincide with that set by the IRS.

6.2 Definition of Work Location:

The County facility(ies) or designated area(s) within the County where an extra-help employee reports when commencing their assigned functions. An extra-help employee is entitled to mileage reimbursement under the conditions specified below:

(1) Once an extra-help employee arrives at their assigned work location, any subsequent work-related travel in the extra-help employee's own vehicle shall be eligible for mileage reimbursement.

(2) Travel to Trainings and Conferences

(a) If an extra-help employee uses their own vehicle for travel to and from any required training program or conference, the extra-help employee shall be entitled to mileage reimbursement for all miles traveled unless the extra-help employee is leaving directly from their residence, in which case the total shall be less the normal mileage to or from the extra-help employee's assigned work location.

(b) If an extra-help employee uses their own vehicle for travel to and from any optional work-related training program or conference the extra-help employee may, with department head approval, be eligible for mileage reimbursement up to the limits specified in paragraph "a" above.

Any exceptions to the above policy may be considered on a case-by-case basis by the Director of Human Resources, whose decision shall be final.

Section 7. Seasonal Positions Right to Return

Extra-help employees in the classifications of Park Aide and Pest Detection Specialist, shall have the right to return as extra-help in the same classification the next season, under the following conditions:

- (1) Extra-help opportunities are available;
- (2) The employee has performed satisfactorily;
- (3) The employee has had no interim criminal convictions that are in conflict with the classification; and
- (4) The employee meets the qualifications for the classification

Section 8. Holidays

8.1 The holidays for the County are:

- (1) January 1 (New Year's Day)
- (2) Third Monday in January (Martin Luther King, Jr's Birthday)
- (3) Third Monday in February (Washington's Birthday)
- (4) March 31 (Cesar Chavez Day)
- (5) Last Monday in May (Memorial Day)
- (6) June 19 (Juneteenth)
- (7) July 4 (Independence Day)
- (8) First Monday in September (Labor Day)
- (9) Second Monday in October (Columbus Day/Indigenous Peoples Day)
- (10) November 11 (Veterans Day)
- (11) Fourth Thursday in November (Thanksgiving Day)
- (12) Friday following Thanksgiving Day
- (13) December 25 (Christmas)
- (14) Every day appointed by the President of the United States or the Governor of the State of California to be a day of public mourning, thanksgiving, or holiday. The granting of such holidays shall be discretionary with the Board of Supervisors.

If the legislature or the Governor appoints a date different from the one shown above for the observance of one of these holidays, then San Mateo County shall observe the holiday on the date appointed by the Legislature or the Governor.

In the event a County department temporarily closes or adopts minimal staffing on Winter Recess Days, an extra help employee may request, and may be assigned, to work if the employee's manager identifies alternate, available work within the employee's classification with appropriate supervision.

If one of the holidays listed above falls on Sunday, the holiday will be observed on a Monday. In County facilities where there is 24-hour per day coverage, employees in those facilities working such coverage shall observe holidays on the actual day of the holiday.

8.2 Holiday Pay

- (1) Extra-help employees who work on a holiday shall be compensated for such time worked at the rate of one and one-half (1 1/2) times the straight-time rate as provided in the Overtime Section of this MOU for their work group.
- (2) Extra-help employees who work their scheduled day immediately before and after a holiday, but do not work on the holiday itself, shall receive holiday pay at straight time for the holiday in the amount equal to:
 - One-half of the normal hours worked per day by the extra help employee over the preceding two pay periods up to a maximum of four (4) hours holiday pay per holiday, or
 - If hours per day vary, one-half (1/2) of the daily average of normal hours worked over the preceding two pay periods up to a maximum of four (4) hours holiday pay per holiday.
- (3) For non-seasonal, Extra-Help Employees who have worked a minimum of two thousand eighty (2,080) continuous hours of extra-help work with the County without a break in service, and who work their scheduled day immediately before and after a holiday, but do not work on the holiday itself, shall receive holiday pay at straight time for the holiday in the amount equal to:
 - The normal hours worked per day by the extra help employee over the preceding two pay periods up to a maximum of eight (8) hours holiday pay per holiday, or
 - If hours per day vary, the daily average of normal hours worked over the preceding two pay periods up to a maximum of eight (8) hours holiday pay per holiday.

Subsections (2) and (3) do not apply to extra-help employees who work the holiday.

Section 9. Promotional Opportunities for Extra Help Applicants

9.1 Eligibility to Apply for County Recruitments

Extra Help employees with a minimum of one thousand forty (1,040) continuous hours of service, defined as no break in service of greater than twenty-eight (28) consecutive calendar days referenced in Section 5.6, are eligible to apply in recruitments designated as:

- Department Only
- County Promotional Only
- Open and Promotional
- Open

9.2 Promotional Points

For ranking purposes, Extra Help Employees with one thousand forty (1,040) hours of continuous service will receive five (5) promotional points for Open and Promotional recruitments as afforded to regular employees.

9.3 Career Opportunities Program

The purpose of the Career Opportunities Program is to provide current employees with opportunities to promote, transfer, or change careers within the County in a way that is fair, competitive, easily understandable, efficient and appropriate to the County's needs. Investing in and utilizing talents of its employees will enhance the performance of the organization.

9.4 Career Development Committee

Effective the first pay period following Board of Supervisors' approval of a successor MOU in 2019, one representative from the AFSCME Extra Help unit may participate in the CDP Committee. The CDP Committee will continue meeting on a quarterly basis during the term of this agreement to address training and development activities to enable employees to improve knowledge, skills and abilities in order to achieve promotional and regular employment eligibility. Release Time requested for both Extra Help representatives to attend CDP Committee meetings will be reviewed and approved by Employee & Labor Relations under normal Release Time processes.

9.5 Learning Management System (LMS) Training

An Extra Help employee who has worked at least one thousand forty (1,040) hours of service with the County may participate in the following County LMS Training classes: (1) "Nuts and Bolts of Applying for a County Position," and (2) "Presenting Yourself Effectively in a Civil Service Interview Process," or the successor classes, upon request. Training shall occur on paid County time, subject to the advance approval of the Department manager. An employee may request, and the Department manager or designee may agree, to substitute a different LMS Training class for one or both of the afore-mentioned classes. Upon advance approval of the Department manager or designee, Extra Help employees may attend additional LMS trainings related to the employee's current assignment and/or career development for other County opportunities on paid County time.

Section 10. Sick Leave**10.1 Accrual**

Extra-help employees, excluding limited term employees, do not accrue sick leave credits.

Upon working thirty (30) days within one (1) year of beginning employment and on an annual basis thereafter for the period of continued employment, the employer shall grant each employee sixty (60) hours of paid sick leave.

Unused sick leave shall expire at the end of the fiscal year upon receipt of the new, annual allocation or failure to return to employment.

10.2 Usage

Employees may use accrued sick leave beginning on the ninetieth (90th) day of employment.

Employees may use up to sixty (60) hours of sick leave in a twelve (12) month period, for the following purposes:

- (1) Diagnosis, care, or treatment of an employee's existing health condition of, or preventive care or required medical or dental care or consultation; or
- (2) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee's immediate family member which includes parent, child, person for whom the employee is a legal guardian, spouse, registered domestic partner, parent-in-law, sibling, stepchildren, grandchildren or grandparents; or
- (3) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code section 230(c) and Labor Code Section 230.1(a) to:
 - (a) Obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child; or
 - (b) Obtain medical attention or psychological counseling; services from a shelter, program or crisis center; or participate in safety planning or other actions to increase safety.
- (4) The employee's preparation for or attendance at the funeral of a member of the immediate family. For the purpose of preparation for or attendance at a funeral, immediate family also includes son-in-law, daughter-in-law, grandparent-in-law, and sibling-in-law.

10.3 Procedures for Requesting and Approving Sick Leave

When the requirement for sick leave is known to the employee in advance of their absence, the employee shall request authorization for sick leave at such time, in the manner hereinafter specified. In all other instances, the employee shall notify their supervisor as promptly as possible by telephone or other means. The department head may require a physician's statement from an employee who applies for sick leave. The department head may make whatever investigation into the circumstances of an employee's request for sick leave that appears warranted before taking action on the request.

10.4 Accounting for Sick Leave

Sick leave may be used in increments of six (6) minutes.

10.5 Separation from and Reinstatement to County employment

Sick leave shall not be subject to cash out upon separation.

An employee's unused, accrued paid sick leave shall be reinstated at the time of re-hire so long as the employee resumes County employment within one (1) year of their previous separation from County employment. An employee who is rehired within one (1) year of separation but did not work the requisite ninety (90) days during their previous employment shall be required to work the remaining number of days needed to meet the ninety (90) days of employment before using any reinstated accrued and unused paid sick leave.

10.6 Catastrophic Leave

Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2023, extra help employees may be permitted to participate in the catastrophic leave program.

Section 11. Vacation

11.1 Vacation Allowance

Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2023, applying only to hours earned prospectively, for every 2,080 hours worked, an extra help employee will be granted twenty-four (24) hours of vacation.

11.2 Vacation Schedule

The time at which employees shall be granted vacation time off shall be at the discretion of the appointing authority. Length of service and seniority of employees shall be given consideration in scheduling vacations and in giving preference as to vacation time. Written requests for vacation shall normally be approved or denied within one (1) calendar month of the appointing authority's receipt of the request, absent special circumstances. Special circumstances may include, but are not limited to, uncertainty regarding sufficient staffing coverage for the requested time off. In the event of special circumstances, within one (1) calendar month of receipt of the written request, the appointing authority shall notify the requesting employee that special circumstances exist.

11.3 Vacation Allowance for Separated Employees

When an employee is separated from County service, their remaining vacation allowance shall be added to their final compensation.

11.4 Vacation Credit Upon Hire Into Regular Service

Extra-Help employees, excluding limited term employees, do not accrue vacation credits. If an extra-help employee is appointed to a regular position, such appointee shall receive credit for their extra-help period of service in computing accumulated vacation (up to a maximum accrual of fifty-two (52) bi-weekly pay periods) and sick leave, provided that no credit shall be given for service preceding any period of more than twenty-eight (28) consecutive calendar days in which they were not in a pay status, except where the absence from pay status was due to an approved leave of absence or a period during which the extra-help employee would not normally be scheduled to work.

Section 12. Bereavement Leave

For non-seasonal, Extra-Help employees who have worked a minimum of two thousand eighty (2,080) continuous hours of extra-help work with the County without a break in service, and Limited Term employees, the County will provide up to twenty-four (24) hours of paid bereavement leave upon the death of an employee's parents, spouse, domestic partner, child (including through miscarriage or stillbirth), stepchild, sibling, sibling-in-law, mother-in-law, father-in-law, grandparent, grandparent-in-law or grandchild.

Employees who do not meet the above eligibility requirements, but who have been employed by the County for at least thirty (30) days, shall be entitled up to five (5) days of bereavement leave consistent with applicable law, which may be unpaid or may be taken from available accrued leave balances pursuant to Section 19.2(4).

The Department may require that the employee, within 30 days of the first day of leave, provide documentation of the death of the family member consistent with the County policy on bereavement leave. Bereavement leave does not need to be taken consecutively and must be completed within three (3) months of the day of death of the family member.

Section 13. Voluntary Leaves of Absence Without Pay

13.1 General

Extra-help employees shall not be entitled to leaves of absence without pay as a matter of right, but only in accordance with the provisions of law and this Memorandum of Understanding. Unless otherwise provided, the granting of a leave of absence without pay also grants to the extra-help employee the right to return to a position in the same classification, or equivalent classification in the same department as they held at the time the leave was granted. The granting of any leave of absence without pay shall be based on the presumption that the extra-help employee intends to return to work upon the expiration of the leave.

13.2 Total Period of Leave

No leave of absence without pay, or combination of leaves of absence without pay, shall exceed the amount of time off allowed under the Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA), the Pregnancy Disability Leave Law (PDLL), and all other applicable laws, and provided the extra-help employee meets the eligibility criteria as set forth in these laws. Such leave will be granted if it is sufficiently substantiated by a licensed healthcare professional's statement.

13.3 Approval and Appeals

Initial action to approve or disapprove any leave of absence shall be by the extra-help employee's department head; however, leaves of absence of more than two (2) biweekly pay periods must also be approved by the Director of Human Resources. Denial of requested leave in whole or in part at the department head level may be appealed by the extra-help employee to the Director of Human Resources, whose decision shall be final.

13.4 Salary Adjustments

Any authorized absence without pay shall not be included in determining salary adjustment rights, based on the length of extra-help employment.

13.5 Absence Without Leave or Refusal of Leave or Failure to Return After Leave

Failure to report for duty after a leave of absence request has been disapproved, revoked, or canceled by the appointing authority, or at the expiration of a leave, shall be considered an absence without leave.

Section 14. Review of Extra Help Assignments

14.1 Assignment Limits

Employment of Extra Help employees (excluding those in positions designated as "Relief," as defined in Exhibit C of this MOU, and "Limited Term") in an extra help assignment is limited to a maximum of one thousand forty (1,040) hours in a fiscal year, unless a request for an exemption is filed by the department and approved by the Department Head, County Human Resources Director and County Executive. On a monthly basis, Human Resources will provide the Unions with a list of approved exemptions. Exemptions are limited to the following circumstances: ongoing temporary absence of a regular employee, ongoing short-term variation in workload, ongoing short-term special project or assignment, ongoing formal pilot program, and temporary filling of a vacant position. Exemptions shall be limited to one per person, up to 1,040 hours per fiscal year.

14.2 Review of Extra Help Positions

The first week in November each year, the Director of Human Resources, or their designee, shall meet with AFSCME representatives to discuss the unions' recommendations and justifications for conversion

of extra help hours to permanent positions.

Human Resources will communicate the Unions' recommendations and accompanying justifications directly to the operating departments. Nothing precludes the Unions from having a separate meeting with the operating departments to discuss their recommendations. Operating departments will incorporate such recommendations as they deem feasible in preparing their recommended budgets for the fiscal year, within the context of budget constraints. The conversion of extra help hours to regular positions will be made within the context of the available budget. The final report, including the Union recommendations, will be forwarded to the County Executive.

Section 15. Health Insurance

15.1 General

In accordance with the Patient Protection and Affordable Care Act (ACA) of 2010, Extra Help employees and their qualified dependents who meet the eligibility criteria outlined below may elect to enroll in the Kaiser High Deductible Health Plan (HDHP) or the Kaiser HMO Plan. Extra Help Employees who elect to enroll in the Kaiser HDHP will automatically be enrolled in a Health Savings Account (HSA) and receive a biweekly Employer contribution of twenty-eight dollars and eighty-four cents (\$28.84) in their HSA (seven hundred fifty dollars (\$750) annual amount).

15.2 Eligibility

15.2.1 Initial Enrollment

The County will determine ACA eligibility by virtue of the extra-help employees' appointed FTE (Full-Time Equivalent) upon hire or actual hours worked within a measurement period.

Category A (Appointed FTE)

Extra-help employees who work a Full Time Equivalent (FTE) of 0.75 or more (as defined by the Patient Protection and Affordable Care Act (ACA) of 2010) will be offered coverage effective the first of the following month after hire. Employees who remain in this Category will be included in the County's Standard Measurement Period (October of current year to October of next year) and will be part of the annual open enrollment process.

Extra-Help employees in classifications designated as "relief" and "seasonal" are not eligible for coverage under this category.

Category B (Actual Hours Worked)

For the purposes of the Patient Protection and Affordable Care Act (ACA) of 2010 the following types of employee classification will be placed in an initial measurement period (IMP) of twelve (12) months from hire date to determine if actual hours worked during this time is an average of thirty (30) hours or more per week:

- **Part-time employee:** the County reasonably expects employee to be employed on average less than thirty (30) hours of service per week during the initial measurement period, based on all facts and circumstances on employee's start date.
- **Seasonal employee:** customary annual employment for the position is six (6) months or less, and that period begins each calendar year in approximately the same part of the year.

- **Variable hour employee:** based on the facts and circumstances on your start date, the County cannot determine whether the employee is reasonably expected to be employed on average of at least thirty (30) hours of service per week during the initial measurement period because the hours will be variable or otherwise uncertain.

Eligibility of extra-help employees in classifications designated as “relief” and “seasonal” will be determined under this category.

Employees who qualify for the Kaiser HDHP or Kaiser HMO Plan under Category B will be offered coverage at the end of their individual IMP. There is a thirty (30) day administrative period and coverage will start the first of the following month after the administrative period. Coverage is effective for twelve (12) months (Stability Period).

Ongoing Eligibility

If individuals drop off payroll, they continue to pay the employee part of the premium. If employees fail to pay the premium they will be terminated from coverage and offered COBRA. Health coverage will be terminated for covered extra-help employees who:

- (1) Terminate employment (benefits terminate at the end of the month of termination).
- (2) Fail to pay their portion of cost

15.2.2 Cost Share

The County’s share of the premium will be equal to eighty-five percent (85%) of the cost for employee only coverage. The Employee cost will be any remaining cost of the premium for the coverage tier selected.

Effective January 1, 2020, Extra help employees who meet the eligibility criteria as described under Category A or B may elect to enroll in the Kaiser HDHP or the Kaiser HMO plan for employee only coverage. The County will pay eighty-five percent (85%) of the total premium for employee-only coverage for employees enrolled in the Kaiser HDHP or the Kaiser HMO plan (employees pay 15% of the total premium).

Extra help employees (excluding limited term) who meet the eligibility criteria as described under Category A or B may enroll dependents in the Kaiser HDHP or the Kaiser HMO plan for dependent coverage. The County will contribute eighty-five percent (85%) of the total premium for employee-only coverage and the employees will pay the difference.

15.3 Health Benefits for Limited Term Employees

Sections 19.1 and 19.2 do not apply to Limited Term employees. Health benefits for Extra Help Limited Term Employees is covered in Section 30, Section 5(c).

15.4 Optional Basic Short Term Disability Insurance

Effective January 1, 2020, Extra help employees who are designated as 0.75 FTE or greater may elect to purchase basic short-term disability insurance through the County at the employee’s cost.

15.5 Vision Care Discount Program

Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2023, the County will offer a vision care discount program for extra help employees and their eligible dependents. The County will pay the entire premium for this coverage. Eligibility will be determined once per month.

15.6 Wellness Resources

Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2023, extra help employees may access all county wellness resources and programs such as trainings, exercise and nutrition challenges and emotional well-being videos and events.

Section 16. Retirement Plan

16.1 The County shall continue to enroll eligible extra-help employees in the Part-Time, Seasonal, Temporary Retirement Plan.

16.2 Each pay period, seven and one-half percent (7.5%), or that amount designated by law, shall be deducted from each extra-help employee's salary and deposited into their Part-Time, Seasonal, Temporary Retirement Plan account in lieu of Social Security.

16.3 Contributions and investment returns, minus administrative expenses, shall be credited to each extra-help employee's Part-Time, Seasonal, Temporary Retirement Plan account based on their monthly account activity.

16.4 Subject to applicable federal regulations, the County agrees to provide a deferred compensation plan that allows employees (extra help employees and limited term employees) to defer compensation on a pre-tax basis through payroll deduction. Effective January 1, 2016, each new employee will be automatically enrolled in the County's Deferred Compensation Program, at the rate of one percent (1%) of their pre-tax wages, unless they choose to opt out or to voluntarily change deferrals to greater than or less than the default one percent (>1%) as allowed in the plan or as allowed by law. The pre-tax deduction will be invested in the target fund associated with the employee's date of birth. All deferrals are fully vested at the time of deferrals; there will be no waiting periods for vesting rights.

Section 17. Reconsideration Process for Separation due to Performance or Conduct Issues

Extra-Help Employees (including Limited Term Employees) are at-will employees but have the right to the Reconsideration Process described in this section. In the event it is determined that the services of an extra-help, seasonal, periodic, or relief employee who has worked at least one thousand three hundred eighty six (1,386) cumulative extra-help hours in a given classification for the County will no longer be utilized due to concerns about their performance and/or conduct, written notice shall be provided to them at least nine (9) calendar days prior to the effective date of separation. This written notice shall include the reason for separation, and the right to union representation. Notice postmarked nine (9) calendar days before the effective date of separation to the extra-help employee's address of record shall be sufficient notice.

The extra-help/seasonal/periodic/relief employee may request reconsideration of such action by submitting a written request including a statement of any facts to substantiate a reversal of the decision to their Department Head or designee. Such request for reconsideration must be received by the Department

Head or designee prior to the date of separation. Should the decision of the Department Head or designee sustain the proposed separation, the union may take the matter to mediation through the Peninsula Conflict Resolution Center. Cost for the mediation will be shared equally among the union and the department. The department representatives at the mediation will be the manager and next level manager. The union's representatives at the mediation are selected by the union. If the mediation does not result in an amicable resolution of the termination, within fourteen (14) calendar days of the close of the mediation, the extra-help/seasonal/periodic/relief employee may appeal the termination to the Director of Human Resources, whose decision shall be final. In the event the reconsideration is not completed prior to the effective date of the separation, the extra-help employee shall be released pending completion of the reconsideration.

This section of the contract shall not apply to extra-help who are released due to any other reason, including but not limited to, lack of work, or the ending of time-specific projects or defined seasonal periods.

Section 18. Grievances

18.1 Definition

A grievance is any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding excluding, however, those provisions of this Memorandum of Understanding which specifically provide that the decision of any County official shall be final, the interpretation or application of those provisions not being subject to the grievance procedure.

18.2 Procedure

Grievances shall be processed in the following manner:

(1) Step 1. Department Head and/or the Designated Representative

Any extra-help employee who believes that they have a grievance may discuss their complaint with such management official in the department in which they work as the department head may designate. If the issue is not resolved within the department, or if the extra-help employee elects to submit their grievance directly to the Union recognized as the representative of their classification, the procedures hereinafter specified may be invoked, provided, however, that all complaints involving or concerning the payment of compensation shall be in writing to the Director of Human Resources.

(2) Step 2. Director of Human Resources

Any extra-help employee or any official of the Union may notify the Director of Human Resources in writing that a grievance exists, stating the particulars of the grievance and, if possible, the nature of the determination desired. Such notification must be filed (as determined by postmark) within twenty-eight (28) calendar days from the date of the employee's knowledge of an alleged grievance. The Director of Human Resources or their designated representative shall have twenty-eight (28) calendar days in which to investigate the merits of the complaint, to meet with the complainant and, if the complainant is not the Union, to meet also with the officials of the Union, and to settle the grievance. The period of time to investigate and settle the grievance may be extended by mutual agreement of the parties. No grievance may be processed under paragraph (3) below which has not first been filed and investigated in accordance with this paragraph (2).

(3) Step 3. Adjustment Board and/or Mediation

If the parties are unable to reach a mutually satisfactory accord on any grievance which arises and is presented during the term of this Memorandum of Understanding, the Union may advance the grievance to an Adjustment Board by submitting a written request to the Director of Human Resources within twenty-eight (28) calendar days from the date that the grievance is denied at Step 2. The Adjustment Board shall be comprised of two (2) representatives designated by the Union and two (2) representatives designated by the County. Either party may request that one member of the Adjustment Board for the other party not be a County employee. Adjustment boards shall be convened within twenty-eight (28) calendar days from the date such notification is received. A majority decision of the Adjustment Board on all issues, including procedural issues, is final and binding.

If a majority decision is not reached in the Adjustment Board, or, if the Adjustment Board is waived, either party may request Mediation prior to requesting Arbitration by submitting a written request to the Director of Human Resources within fourteen (14) calendar days from the date of the Adjustment

Board, or within twenty-eight (28) days from the date the grievance is denied. Mediation will only be held by mutual consent of both parties. The Director of Human Resources shall assign a Mediator.

If mediation does not result in a mutually satisfactory result, the Union may elect to advance the grievance to Arbitration without convening an Adjustment Board by following the procedures described in paragraph (4) below.

(4) Step 4. Arbitration

If an Adjustment Board is unable to arrive at a majority decision, the Union may advance the grievance to arbitration by submitting a written request to the Director of Human Resources within twenty-eight (28) calendar days after receipt of the Adjustment Board decision. When arbitration is invoked in a timely manner, an impartial arbitrator shall be designated by mutual agreement between the Union and the Director of Human Resources. The arbitrator shall determine the issue according to the laws and case law of the State of California. The fees and expenses of the arbitrator and of the Court Reporter shall be shared equally by the Union and the County. Each party, however, shall bear the costs of its own presentation, including preparation and post-hearing briefs, if any

18.3 Scope of Adjustment Board and Arbitration Decisions

- (1) Decisions of Adjustment Boards and arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the Charter of the County.
- (2) No Adjustment Board and no arbitrator shall entertain, hear, decide or make recommendations on any dispute unless such dispute involves a position in a unit represented by the Union which has been certified as the recognized employee organization for such unit and unless such dispute falls within the definition of a grievance as set forth in subsection 22.1.

- (3) Proposals to add to or change this Memorandum of Understanding or written agreements or addenda supplementary hereto shall not be arbitrable and no proposal to modify, amend or terminate this Memorandum of Understanding, nor any matter or subject arising out of or in connection with such proposals, may be referred to arbitration under this Section. Neither any Adjustment Board nor any arbitrator shall have the power to amend or modify this Memorandum of Understanding or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.

18.4 Compensation Complaints (MOU Complaints Only)

All complaints involving or concerning the payment of compensation shall be initially filed in writing with the Director of Human Resources. Only complaints which allege that extra-help employees are not being compensated in accordance with the provisions of this Memorandum of Understanding shall be considered as grievances. Any other matters of compensation are to be resolved in the meet and confer process if not detailed in the Memorandum of Understanding which results from such meet and confer process shall be deemed withdrawn until the meet and confer process is next opened for such discussion. No adjustment shall be retroactive for more than sixty (60) calendar days from the date upon which the complaint was filed.

No change in this Memorandum of Understanding or interpretations thereof (except interpretations resulting from Adjustment Board or arbitration proceedings hereunder) will be recognized unless agreed to by the County and the Union.

Section 19. Training

Departments will, at their sole discretion, provide training opportunities to extra-help employees and pay them at straight time for their attendance, unless monetary payment at a different rate is prescribed for an employee covered by the Fair Labor Standards Act.

Section 20. Limited Term Employees

- (1) The County will designate a separate group of Extra Help employees in the AFSCME Extra Help bargaining unit, entitled Limited Term Employees, consisting solely of limited term employees.
- (2) The County will use Limited Term Employees only in the following circumstances, at the County's discretion, for assignments not to exceed three (3) years). (Note: the terms "temporary" and "short term" below shall be defined as not to exceed three (3) years) for the purpose of Limited Term Employees.)
 - (a) Temporary absence of incumbent (such absences include those resulting from Family Medical Leave, pregnancy disability, or industrial injury);
 - (b) Short-term variations in workload, substantiated by a written summary of how the term position will address such variations, and methods for evaluating the outcome(s);
 - (c) Short-term special projects or assignments, substantiated by a written summary of the project or assignment, including start and end date and all related timelines, expected deliverable(s) or outcome(s), and a method for evaluating outcomes;

- (d) Formal pilot programs, substantiated by a written summary of the pilot program, including start and end date and all related timelines, expected deliverable(s) or outcome(s), and a method for evaluating outcomes;
- (e) Temporary staffing to backfill for a regular employee's assignment to a special project or working out of class;
- (f) Temporary filling of vacant positions due to business reason (for example, backfilling for coverage during recruitment, delay in filling a regular position due to ongoing reclassification study, or risk of position elimination) substantiated by a written description of the delay or risk and related timelines;
- (g) Intermittent work, substantiated by a written description of what makes the work irregular, along with a method for evaluating when the intermittent work will begin and end;
- (h) Temporary staffing prior to implementation of organizational changes, substantiated by a written summary of the expected outcomes;
- (i) Temporary staffing prior to implementation of technological changes (e.g. computer programmers), substantiated by a written summary of the expected outcomes; and
- (j) Work that has been traditionally outsourced, substantiated by production of prior contracts, upon request from the Union(s).

Use of limited term employees in circumstances other than those listed in this section (a-k) except by mutual agreement, shall be subject to the grievance procedure.

- (3) To the extent Limited Term Employees are hired to facilitate work on planned projects, Departments are encouraged to, and the County may exercise its discretion to, assign such project work to Regular Employees while the Limited Term Employees backfill Regular Employee job duties.
- (4) The parties agree that the following classifications are examples of appropriate usage of Limited Term positions, subject to the criteria listed in number 2 (a-j) of this section:
 - Human Services Agency: Overpayment Unit – Benefit Analyst I/II/III
 - Department of Public Works: Construction Services Unit – Capital Project Managers
 - Project Development Unit: Capital Project Managers
 - Information Services Department/Controllers/HR: Workday (HRIS) Project – Asst/Advisory/Systems/Senior Systems Engineers, Department System Analyst

(5) The following terms and conditions of employment will apply solely to Extra-Help Limited Term employees:

- (a) Positions will be a Limited term as defined by the County, not to exceed three (3) years. The limited term is not a guarantee of employment for any specified period of time but instead sets a maximum period of employment in the position.
- (b) Upon termination or release from employment prior to the end of the limited term assignment, qualifying Limited Term Employees have the right to the Reconsideration Process described in Section 21 of the MOU.

(c) Compensation will consist of the following:

- i. Hourly wage, at the same rate of pay as Regular Employees who are in the same classification
- ii. Paid Time Off - holiday, vacation and sick leave at the same rate as Regular Employees with the same tenure
- iii. Health Benefits - the same as Regular Employees
- iv. 401(a) plan.
 1. Employer contribution of two percent (2%) in the first year of term employment, three percent (3%) in second year of term employment, and four percent (4%) in the third year of term employment
 2. Additional employer matching contribution based on the level of employee contribution, up to an additional three percent (3%).
 3. Employer contributions fully vest at the end of the third year of employment. (One-third (1/3) of the County's entire contribution (automatic contribution and matching contribution combined) will vest at the end of each year of service.) Employer contributions that have not vested upon employee separation shall be forfeited. Effective the first full pay period following the Board of Supervisors' approval of a successor MOU in 2022/23, employer contributions will vest as follows:

One-third (1/3) of the County's entire contribution (automatic contribution and matching contribution combined) will vest at the end of the first year of consecutive, limited term employment;

An additional one-third (1/3) of the County's entire contribution (automatic contribution and matching contribution combined) will vest at the end of the second year of consecutive, limited term employment;

An additional one-third (1/3) of the County's entire contribution (automatic contribution and matching contribution combined) (100% of the County's entire contribution) will vest after two and one-half (2.5) years of consecutive, limited term employment.

- (d) Limited Term employees will not be eligible for retiree health benefits or SAMCERA defined benefit pension.
- (6) On a monthly basis, the County shall provide the Unions with an electronic copy of a list of approved requisitions for Limited Term positions, along with the circumstances supporting use of a Limited Term position, and a list of any approved extensions, in accordance with subsection 2 of this Section 30 regarding Limited Term Employees.
- (7) The parties shall meet on a semi-annual basis to discuss issues related to the Limited Term Employee Program. Every other meeting will be concurrent with the annual meeting referenced in Section 16 of this MOU.
- (8) Active recruitment for a Limited Term position shall begin no later than six (6) months following the original approval of the position, or following an incumbent's vacancy of the term position. If active recruitment does not begin in the aforementioned time limit, the County shall close the position.

Section 21. Performance Evaluation

Upon request from an Extra-Help employee, and the employee's completion of at least one thousand forty (1,040) cumulative extra-help hours of service within the same assignment, the County shall provide a performance evaluation to the employee. This section shall not be subject to the grievance procedure in this MOU. This section shall not apply for departments participating in the County's Performance and Development Program.

Bargaining Unit
And
Occupational Exhibits
and
Wage Rates

EXHIBIT A. AFSCME Occupational Exhibit

Equipment and Uniforms:

- (1) Culinary Knives: The County shall provide knives for those extra-help culinary personnel required to use them in the course of their work.
- (2) Food Service Uniforms/ Lab Coats: The County shall provide appropriate uniforms for extra-help employees in the Food Services Divisions who are required to wear a uniform. In accordance with this provision, Lab Coats will be made available to all extra-help Food Services Supervisors.
- (3) Park Aide Uniforms and Safety Shoe Allowance: The Parks Department shall annually provide the following clothing items to all Park Aides:
 - Three (3) pairs of Ben Davis green jean pants
 - Three (3) Parks short or long sleeve t-shirts
 - One (1) Parks baseball cap
 - One (1) black basket weave belt with brass buckle
 - One (1) Loden green sweatshirt with Department logo

If a Park Aide works less than one hundred sixty (160) hours, these items belong to the County and are issued on loan during the time the individual works for the Parks Department. They shall be required to return all of the above clothing items to the Parks Department upon separation from service. After working one hundred sixty (160) hours, these items become the property of the Park Aide.

The Parks Department shall make available the following clothing items to all Park Aides:

- One (1) Flying Cross Deluxe Tropical Khaki long or short sleeve shirt with badge tab and shoulder straps with shoulder patches
- One (1) Carhartt J43 quilt lined green jacket with shoulder patches

Regardless of the hours worked, these items belong to the County and are issued on loan during the time the individual works for the Parks Department. A Park Aide must return these additional clothing items in clean condition to the Parks Department upon separation of service.

In addition, the Parks Department will provide a one-time seventy-five dollar (\$75.00) allowance along with the above uniform items for the purchase of:

- One (1) pair of black or brown safety toe boots/shoes that meet Title 8, Code of California Regulations 3385, Foot Protection and have such compliance tag sewn into the footwear.

Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2022/23, the boot allowance will be increased to one hundred dollars (\$100).

A subsequent seventy-five dollar (\$75.00) allowance will be given for replacement of safety footwear upon request after each additional one thousand forty (1,040) hours worked. Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2022/23, the subsequent boot allowance will be increased to one hundred dollars (\$100).

It is understood by both parties that these uniform items are acceptable for all Park Aides to wear during their assignments, including working in the Gatehouse. It is the responsibility of Park Aides to keep the uniform items clean and in good repair. The Parks Department may change the uniform item specifications if Department need or item availability changes.

The County and the Union will discuss provision of coveralls at the Labor-Management meeting.

(4) Utility Workers Coveralls: Coveralls will be provided for extra-help Utility Workers in the Sheriff's Office by the County at no cost to the extra-help employee.

(5) Custodian Uniforms: The County shall provide uniforms to extra-help employees in the Custodian classification who work for the Public Works Department.

(6) Jackets: The County shall supply jackets to extra-help employees in the classifications of Custodians and Utility Workers in the Building Services section of the Public Works Department who travel to various locations to perform work-related duties on a routine basis. These jackets shall remain the property of the County and shall be returned when an extra-help employee leaves County services or assume duties not requiring travel. Extra-help employees are responsible for maintaining their jackets in a neat and clean manner.

(7) Safety Shoe Allowance: Extra-help employees in the following classifications within the Department of Public Works are required to wear safety shoes during all work hours, and shall receive an allowance of one hundred seventy-five dollars (\$175.00) in late May/early June of each year for the purchase of safety shoes that meet policy requirements from the Department's footwear vendor:

- Automotive Mechanic/Trainee
- Automotive Service Supervisor
- Automotive Service Worker I/II/III
- Boiler Watch Engineer
- Gardener
- Lead Gardener
- Stationary Engineer I/II, and
- Utility Worker I/II who work (a) at the Motor Pool; (b) with the Stationary Engineers/Boiler Watch Engineers; (c) with the Facilities Crafts workers; (d) in the Construction Services section, Tower Road; (e) in the Roads Landscape unit; (f) with the Equipment Mechanics at the Grant Yard.

Special Pay Provisions:

(8) Heavy Vehicle Differential: Extra-help employees in the Motor Pool Division of Public Works who are in the classifications of Auto Services Worker I/II, Auto Mechanic and Auto Services Supervisor, who perform maintenance activities on vehicles of a Gross Vehicle Weight of 10,000 pounds or more will receive a differential of one step (5.74%) for the time actually spent while performing the work.

(9) Minimum Call Back: Employees required to report back to work during off-duty hours in the San Mateo Medical Center in the Pharmacy, Operating Room, and Radiology shall be compensated for a minimum of two (2) hours of overtime.

Employees called back to work for these departments are not covered by Section 9.2 of this MOU.

(10) Advanced Patient Care Differential: Extra-help Medical Services Assistants II who are assigned to the clinics and perform advanced patient care duties as defined in the classification specification shall receive a differential of six and two-tenths percent (6.2%) in addition to all other compensation.

(11) Adult Protective Services Differential: Extra-help professional staff in Aging & Adult Services who are in the classifications of Deputy Public Guardian Conservator I/II/III and Social Worker I/II/III designated by the department head to provide adult protective services work shall receive a five percent (5%) differential in addition to all other compensation.

(12) Clinic Option (Assignment Differential): Extra-help Licensed Vocational Nurses employed in the Clinic Option shall receive compensation in the amount of 6.74% in addition to all other compensation.

(13) Night Shift Differential: Effective no later than two (2) months following Board of Supervisors' adoption of a successor MOU, employees in job classifications in the Health Unit who are regularly assigned by a supervisor to work the night shift, as defined by the County, at the San Mateo County Medical Center shall be paid shift differential rate of twelve percent (12%) for all hours worked during such shift. This is in lieu of shift differential provided under Section 8 (entitled "Shift Differential") of the MOU between the parties.

To be eligible for shift differential, such shifts must be approved by the Department Head or designee. Time worked on a flexible schedule requested by the employee and approved by the supervisor shall not be eligible for shift differential.

(14) Mammography/Fluoroscopy Certification Differential: Effective the first full pay period following Board of Supervisors' approval of the successor MOU, the County agrees to pay a ten percent (10%) differential for Radiologic Technicians I, II and III who maintain and utilize current Mammography and Fluoroscopy certifications.

(15) Specialty Certification Differentials: The County agrees to a one step (5.74%) differential for the following specialty certifications. Employees shall be eligible for a maximum of one (1) specialty certification differential at one time.

- (a) Physical Therapy: Geriatrics, Neurology, Orthopedics, Women's Health, Certified Hand Therapist, Pediatrics
- (b) Occupational Therapy: Gerontology, Physical Rehabilitation, Certified Hand Therapist, Pediatrics
- (c) Speech Therapy: Swallowing and swallowing disorders

(16) Weekend Differential: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2024, Extra-Help employees in job classifications in the Health Unit and LVN Unit shall be paid a differential of six percent (6%) more than their base rate for any work performed at the San Mateo County Medical Center between Friday 2315 hours and Sunday 2315 hours. Employees may not receive both the weekend differential and night shift differential concurrently (i.e., employees who qualify for a night shift differential and a weekend differential will receive only the night shift differential).

(17) Ultrasonography Certification Differential: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2024, the County agrees to pay a three percent (3%) differential for Extra-Help Ultrasonographers who maintain and utilize two out of the following three certifications Abdomen, OB/GYN, or Breast.

(18) Pharmacy Compounding Chemotherapy Differential: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2024, Relief employees in the Pharmacist classifications assigned to compounding hazardous chemotherapy shall receive a five percent (5.0%) differential for all hours performing hazardous chemotherapy compounding.

(19) Cross-Trained Dispatcher Premium Pay: Communications Dispatchers II who are qualified as Cross-Trained Dispatchers shall receive premium pay of one-half step (2.87%) in addition to their base salary. Effective the first full pay period following Board of Supervisors approval of the 2019 MOU, Cross-Trained Communication Dispatcher premium pay shall be increased to ten percent (10%). A Cross-Trained Dispatcher is defined as a Communications Dispatcher II who is currently certified at all radios. This premium pay shall not be granted until training is received, and certification is issued. Certification will not be issued to any Dispatcher unable to demonstrate proficiency in all radio categories. Should a previously trained and certified Cross-Trained Dispatcher lose certification, this premium pay shall also be lost until certification is regained.

(20) Dispatcher Differential: Effective the first full pay period following Board of Supervisors' approval of the 2019 MOU between the County and the Union, Communication Dispatchers shall receive a ten (10%) differential pay.

(21) Public Safety Dispatcher POST Incentive:

- (a) Effective within one hundred twenty (120) days following Board of Supervisors' approval of the 2019 MOU, Communications Dispatchers who obtain a California Commission on Peace Officer Standards and Training (POST) Public Safety Dispatchers' Intermediate Certificate shall receive incentive pay equal to two percent (2%) of base salary.
- (b) Effective within one hundred twenty (120) days following Board of Supervisors' approval of the 2019 MOU, Communications Dispatchers who obtain a POST Public Safety Dispatchers' Advanced Certificate shall receive incentive pay equal to an additional three and one-half percent (3.5%) of base salary.

- (22) Communications Training Officer (CTO) Differential: Dispatchers who are assigned in writing to serve as CTO will receive an 11.48% differential only for time spent training.
- (23) Acting Supervisor Differential: Dispatchers assigned in writing to serve as acting supervisor for a shift will receive an eight percent (8%) differential only for the time worked as acting supervisor. Opportunity to serve as acting supervisor will be given to Regular employees prior to appointing an Extra Help Dispatcher.
- (24) Cross-Trained Medical Laboratory Technicians Shift Differential: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2022/23, Cross-trained Medical Laboratory Technicians who are regularly assigned to and work on the evening or night shift shall receive an extra two and one-half percent (2.5%) base pay for being cross-trained in two areas of specialization. Cross-trained Medical Laboratory Technicians shall receive an extra five percent (5%) base pay for being cross-trained in three (3) or more areas of specialization.
- (25) Cross-Trained Clinical Lab Scientists Shift Differential: Effective the first full pay period following Board of Supervisors' approval of a successor MOU in 2022/23, Cross-trained Clinical Laboratory Scientists who are regularly assigned to and work on the evening or night shift shall receive an extra two and one-half percent (2.5%) for being cross-trained in two areas of specialization. Cross-trained Clinical Laboratory Scientists shall receive an extra five percent (5%) for being cross-trained in three (3) or more areas of specialization.

EXHIBIT B. Extra-Help Unit Definitions

I. Extra-help

Usage:

- Temporary absence of a regular employee
- Short-term variation in workload
- Short-term special project/assignment/pilot program
- Temporary filling of a vacant position

Eligible Classifications:

Classifications represented by AFSCME, other than seasonal/periodic and relief.

Compensation:

Hourly wage, at the same rate of pay as regular employees who are in the same classification

Health Benefits:

Eligible under the criteria listed in Section 15 Health Insurance

Hours Limitations:

Cannot work more than 1,040 hours in a fiscal year, unless an exemption is filed by the department and Exemptions shall be limited to one per person up to 1,040 hours per fiscal year.

II. Seasonal/Periodic

Usage:

Operational need for increased staffing is on a predictable seasonal or periodic basis

Eligible Classifications:

- Seasonal –Park Aide and Pest Detection Specialist

Compensation:

Hourly wage. For all but the Park Aide classification, the wage is at the same rate of pay as regular employees who are in the same classification

Health Benefits:

Eligible under the criteria listed in Section 15, Health Insurance

Hours Limitations:

Cannot work more than 1,040 hours in a fiscal year, unless an exemption is filed by the department and approved by the County Manager's Office

III. Relief

Usage:

Where there is an ongoing need, based on health/safety requirements in certain 24/7 County operations, for an ongoing relief pool of skilled professionals who work on a per diem basis.

Eligible Classifications:

- Clinical Laboratory Scientist I/II
- Communications Dispatcher I/II
- Electrograph Technician I/II
- Imaging Specialist
- Laboratory Assistant I/II
- Licensed Psychiatric Technician
- Licensed Vocational Nurse
- Medical Records Coder I/II
- Medical Records Technician I/II
- Medical Services Assistant I/II
- Operating Room Technician
- Pharmacist
- Radiologic Technologist I/II/III
- Residential Counselor I/II
- Respiratory Therapist I/II/III
- Shelter Care Counselor I/II

Compensation:

The hourly wage for relief classifications is 5% above the rate for regular employees in the same classification.

Health Benefits:

Relief employees are not covered by Extra-Help Health Insurance Section 15.

Hours Limitations:

Relief employees are not limited to working 1,040 hours per fiscal year.

IV. Limited Term

Usage:

Circumstances listed in Section 20 (Limited Term Employees) of this MOU.

Eligible Classifications:

Classifications represented by AFSCME.

Compensation:

Eligible for the same base rate of pay as regular employees in the same classification.

Eligible for holiday, vacation and sick leave at the same rate as regular employees with the same tenure.

Eligible for monetary payment or by compensatory time off for overtime based upon the applicable Work Groups as regular employees.

Eligible for County contributions to a 401(a) plan in accordance with Section 30 (Limited Term

Employees) this MOU.

Health Benefits:

Eligible for health benefits and coverage as provided to regular employees in the same classification.

Hours Limitations:

As defined by the County, not to exceed three (3) years.

SIDE LETTER AGREEMENT
Between County of San Mateo and
AFSCME Local 859 and Service Employees International Union Local 521
Re: Anti-Bullying Policy

This Side Letter Agreement is entered into by and between the County of San Mateo (“County”) and the American Federation of State, County and Municipal Employees (AFSCME) Local 859 the Service Employees International Union (SEIU) Local 521 (“Unions”).

This letter is effective immediately upon approval of a 2018 successor MOU by the San Mateo County Board of Supervisors and shall expire upon the County’s adoption of a County-wide Anti-Bullying Policy. By this side letter, the parties agree as follows:

The County proposes to adopt the following new County-wide policy. The County will present the proposed policy to all labor organizations and will offer the opportunity meet and confer as provided by law through a joint process involving all participating labor organizations. Until such time the County adopts a County-wide, Anti-Bullying policy, the following terms shall be in effect for employees represented by the Unions:

Anti-Bullying Policy

The County of San Mateo considers workplace bullying unacceptable and will not tolerate it under any circumstances. It is the policy of the County that all employees should be able to work in an environment free of bullying.

It is the County’s expectation that all communication and interaction between County workers will, at all times be professional, courteous and respectful.

Workplace bullying is behavior that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or members of the public.

Examples of bullying include, but are not limited to;

- Profane or disrespectful language
- Hostile and rude behavior and speech directed at a co-worker
- Derogatory remarks or comments about a co-worker’s appearance or job performance, angry outbursts or yelling
- Name calling
- Throwing anything at or toward a co-worker
- Retaliation against any person who has reported disruptive behavior

Managers and supervisors must take reasonable measures to prevent workplace bullying, and to respond promptly if it is identified to address and prevent future instances.


The County has processes and investigative procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially (within limits) and impartially. All employees are encouraged to report workplace bullying. Retaliation against any employee who is a target of bullying behavior, as well as any employee who makes complaints about or participated in any investigation or administrative process related to a complaint of workplace bullying is prohibited.

Employees who feel they are being bullied should report any such activity to their supervisor immediately. If the employee is not comfortable reporting the activity to their supervisor, or the supervisor is the subject of the complaint, the employee should report the conduct to their manager.

If the issue is not resolved at this level, the employee may submit a written statement to the next level manager or to the EEO or Employee Relations Divisions of Human Resources who will oversee an investigation of the allegation. The written statement should include factual information of recent event(s) including name of employee raising the complaint, dates, times, witnesses (if any) location and the circumstances of the event. Human Resources may not be able to investigate allegations that are more than twelve (12) months old, or those which do not contain the name(s) of the reporting party, or sufficient specifics to be properly investigated. Human Resources may contact the reporting party for additional information if necessary and will work with departments to investigate and resolve complaints.


Disciplinary action, up to and including dismissal from County service, may be taken against anyone who bullies a co-worker or retaliates against an employee that has reported workplace bullying.

San Mateo County:


DocuSigned by:

E344A503FAAA447...
Michelle Kuka
Deputy Director, Human Resources

Dated: 9/19/2023 | 4:58 PM PDT

SEIU Local 521:


DocuSigned by:

8F2652C7A3D6437...
Kiernan Colby
Representative

Dated: 9/11/2023 | 3:29 PM PDT

DocuSigned by:

5E5C154D4A6441A...
Mercedes Segura
County of San Mateo Chapter Chair, SEIU Local 521

Dated: 9/14/2023 | 1:24 PM PDT

AFSCME:

DocuSigned by:

4616497A5091458...
Rod Palmquist
Representative

Dated: 9/19/2023 | 11:41 AM PDT

SIDE LETTER AGREEMENT

between County of San Mateo and
American Federation of State County and Municipal Employees
(AFSCME), Local 829, AFL-CIO
January 9, 2019

This Side Letter Agreement is entered into by and between the County of San Mateo (“County”) and AFSCME Local 829 (“AFSCME”). This letter is effective immediately upon approval of a 2018 successor MOU by the San Mateo County Board of Supervisors and shall expire upon completion of the process described herein. By this side letter, the parties agree as follows:

1. Within 90 days of the County of San Mateo Board of Supervisors’ approval of a successor MOU, County Parks Department management representatives including the Parks Department Director, Assistant Director, and Superintendent, will meet with Park Ranger IVs. During the meeting, Park Ranger IVs may present their suggestions for how year-round alternate work week scheduling for AFSCME-represented classifications employed by the County Parks Department may work on a District by District basis.
2. Parks Department management representatives will evaluate the impact(s) of the year round alternate work week scheduling on the Department’s operations. Within 30 days of the parties’ meeting described in number 1, Parks Department management representatives shall decide, on a District by District basis, whether to implement year-round alternate work week schedules.
3. In the event the Parks Department management decides to implement year-round alternate work scheduling in one or more Districts, and later determines that the year-round alternate work schedule no longer satisfies County business needs due to loss of productivity, inadequate staffing, attendance issues, additional overtime costs, or other business reason(s), the Parks Department management reserves the right to revoke approval of year-round alternate work schedules on a District by District basis.
4. Any alternate work week schedule implemented by the Parks Department will be subject to Article 6.2 of the MOU governing Alternate Work Week Options. All management decisions regarding approval or denial of alternate work schedules shall be final. Such decisions shall not be subject to the MOU grievance procedure or meet and confer.
5. Determination to authorize year-round alternative work week schedules shall be at the sole discretion of Parks Department management.

San Mateo County:

AFSCME Local 829:

(Signature / Printed Name)

(Signature / Printed Name)

Dated: _____

Dated: _____

(Signature / Printed Name)

(Signature / Printed Name)

Dated: _____

Dated: _____



455 County Center
 Redwood City, CA
 94063-1663
 (650) 363-4343
 (650) 363-4321

Director
 Donna Vaillancourt

ADMINISTRATION
 Fax: (650) 363-4822

BENEFITS
 Fax: (650) 599-1573

**COMMISSION ON THE
 STATUS OF WOMEN**
 Fax: (650) 363-4822

**EMPLOYEE &
 LABOR RELATIONS**
 Fax: (650) 363-4822

**EQUAL EMPLOYMENT
 OPPORTUNITY (EEO)**
 Fax: (650) 363-4822

PERSONNEL SERVICES
 Fax: (650) 363-4219

RISK MANAGEMENT
 Fax: (650) 363-4864

**TRAINING &
 DEVELOPMENT**
 Fax: (650) 363-4219

Board of Supervisors
 Mark Church
 Carole Groom
 Richard Gordon
 Rose Jacobs Gibson
 Adrienne Tissier

July 14, 2010

Nadia Bledsoe, Business Agent
 Sharon McAleavey, Business Agent
 AFSCME, Local 829, AFL-CIO
 1900 Embarcadero #305
 Oakland CA 94606-2250

RE: PRE-EVALUATION MEMOS

Dear Ms. Bledsoe and Ms. McAleavey,

In evaluating an employee's performance, depending upon the circumstances, a supervisor or manager may issue a Pre-Evaluation Memo. Some examples of when a Pre-Evaluation memo may be appropriate are:

- There has not been an evaluation written in over two years.
- There is a change in supervisor and a historical problem was not addressed.
- There has been a significant decline in the employee's performance.

The supervisor would advise the employee that absent significant improvement in specific areas, a below-standard evaluation would be issued. Most commonly, the Pre-Evaluation would allow an employee 60 to 90 days to show improvement. If a below-standard evaluation were issued, an employee would be placed on a special review cycle and the normal process would follow.

Sincerely,

Nicole McKay
 Employee Relations Manager

cc: Donna Vaillancourt, Director, Human Resources Department
 Liz Caserza, Employee Relations Analyst



August 2, 2010

Human Resources Department

www.co.sanmateo.ca.us/hr
455 County Center
Redwood City, CA
94063-1663

(650) 363-4343
(650) 363-4321

Director

Donna Vaillancourt

ADMINISTRATION
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Board of Supervisors

Mark Church
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Rose Jacobs Gibson
Adrienne Tissier

Nadia Bledsoe, Business Agent
Sharon McAleavey, Business Agent
AFSCME, Local 829, AFL-CIO
1900 Embarcadero #305
Oakland CA 94606-2250

RE: ERGONOMIC EVALUATIONS

Dear Ms. Bledsoe and Ms. McAleavey,

Employees may request an ergonomic evaluation of their workstation through their supervisor. Following the evaluation by the department's ergonomic coordinator, it may be necessary to obtain specific equipment and/or adjustments to the workstation. If the equipment and/or workstation adjustments are not completed within a reasonable timeframe (e.g. 30 calendar days), the employee may notify me by email. The following information should be provided:

- 1) Employee's Name
- 2) Department Name/Org #
- 3) Supervisor's Name
- 4) Copy of Ergonomic Evaluation

Risk Management will then follow up with the supervisor and provide any assistance. If necessary, further evaluation of the workstation may be needed by a third-party Ergonomist. Risk Management will facilitate this additional review and work with the department if any equipment and/or workstation adjustments are needed to meet ergonomic needs.

If you have any questions or wish to meet to discuss further, please do not hesitate to contact me directly at 650-363-4387.

Sincerely,

Scott Johnson
Risk Manager

cc: Donna Vaillancourt, Director, Human Resources Department
Nicole McKay, Employee Relations Manager
Liz Caserza, Employee Relations Analyst

San Mateo County Memorandum of Understanding

AFSCME 2024-2027

November 16, 2006

Linda Gregory
AFSCME, Local 829
144 Brentwood Drive
South San Francisco, CA 94080

Dear Ms. Gregory:

Occupational health and safety are the mutual concern of the employer, the union and employees. To that end, the County shall comply with applicable Federal, State and local safety laws, rules and regulations and ensure that employees will do the same.

Any workplace safety or health problem which is identified should be initially directed to the supervisor, departmental safety committee or safety representative, or the County's Central Safety Committee as appropriate for review and/or investigation. If the matter is not resolved at the initial level, the union or employee may appeal in writing to Risk Management.

The Safety Officer will investigate the safety and/or health problem, and will respond in writing as soon as possible, but no later than 30 calendar days from the date the problem was brought to his/her attention. The response will include a timeframe for abatement of the problem. If the matter is not satisfactorily resolved with this response, the matter may be submitted to the County Manager for review.

Sincerely,

Janine Keller
Risk Manager

San Mateo County Memorandum of Understanding

AFSCME 2024-2027

November 16, 2006

Linda Gregory
AFSCME Local 829

Dear Ms. Gregory:

It is the County's policy and goal that all workers shall be treated with respect and dignity. To that end, managers, supervisors, and line workers will each have an obligation of mutual respect.

This shall not prevent a manager or supervisor from providing training or correction to workers and shall not prevent a line worker from responding on their own behalf or offering their personal opinion on the subject under discussion. However, each is expected to do so in a civil manner and without name-calling or demeaning tone. Correction of work performance, when given by a supervisor, shall normally be done in private.

Sincerely,

Donna Vaillancourt
Human Resources Director

San Mateo County Memorandum of Understanding

AFSCME 2024-2027

November 16, 2006

Linda Gregory
AFSCME Local 829

Dear Ms. Gregory:

It has been the County's policy to investigate allegations of harassment made by workers of this County against their supervisors. Admittedly, harassment is a very subjective matter, but the County has and will continue to investigate said allegations and attempt to resolve the problem in an expeditious manner. The County will also investigate and attempt to resolve in an expeditious manner problems which are brought to our attention concerning the narrative section of performance evaluation.

Sincerely,

Donna Vaillancourt
Human Resources Director

November 16, 2006

Linda Gregory
AFSCME, Local 829

Dear Ms. Gregory:

The following letter was sent to all management staff by April 30, 1990, as agreed in negotiations.

TO: All Management Employees

FROM: John L. Maltbie

SUBJECT: Employee Performance Evaluation

Evaluating employee performance is one of the most important responsibilities of a manager or supervisor. Evaluations provide a framework for setting and accomplishing organizational and individual goals and objectives. An effective evaluation process lets employees know what is expected of them, how they are performing, and how they can improve and/or take advantage of growth and career opportunities. This is particularly true when the employee is on probation, forming the basis for their future work habits and relationships. The following guidelines should be followed in the performance evaluation process:

1. Timelines: Employee Performance Reports are to be completed annually on all permanent employees regardless of the length of service. For 6 month probationary employees, reports are to be completed prior to the end of the third and sixth months and for 12 month probationary periods, prior to the end of the third, sixth, and twelfth months.

It is particularly important that reports be done in a timely manner. Probationary employees must have a report completed at the end of their third month of service so that they have every opportunity to successfully complete their probationary period.

2. Feedback: Feedback on employee performance is a continual process throughout the year and needs to be given as recognition for achievements or when the employee is having difficulty meeting performance standards or objectives. The report form itself documents the ongoing feedback that the supervisor has discussed with the employee throughout the year, in addition to setting specific objectives the employee is expected to accomplish during the next review period. Although employees may disagree with some of the supervisor's statements, there should be no surprises during the performance appraisals conference.
3. Employee Response: Employees should be given 10 working days from the date the written report is discussed with the employee to comment and/or respond to the evaluation content and process.
4. Working Draft: Since the performance appraisal conference is a cooperative effort between supervisor and employee, the report form should initially be done as a draft. This provides an opportunity for the

San Mateo County Memorandum of Understanding

AFSCME 2024-2027

employee to assess his/her performance and draft performance objectives to be discussed at the conference.

5. Improvement Needed/Unsatisfactory Evaluation: If the overall work performance either needs improvement (below the standard level required for the position) or is unsatisfactory (inadequate and definitely inferior to the standards of performance required for the position), Employee Performance Reports must be completed monthly with clearly defined 30-day performance objectives.

Sincerely,

Donna Vaillancourt
Human Resources Director

**- Revised Agreement -
Mental Health Division and AFSCME Local 829
Part-Time Employees - School and Community-Based Youth Staff**

The following agreement is entered into between the Mental Health Services Division and AFSCME Local 829, effective November 1, 2000.

The Mental Health Division employs part time staff in school-based and community-based Mental Health youth programs whose weekly work schedules often exceed the hours authorized by their status (e.g. .5 FTE = 20 hours per week, .8 = 32 hours per week) 1) while school in session and/or 2) because of the inability to predictably schedule work with their target client population. Conversely, the weekly work schedules of those positions commonly require fewer hours than those authorized by their status 1) during the summer (non-school) months and/or 2) when there are fewer crises or slower, more predictable activity in their target client population.

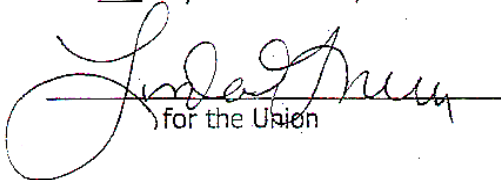
The goal of this agreement is that the hours worked in any such part time position over the calendar year will, excepting authorized overtime (see below) be approximately equal to the worker's status as a percent of full time.

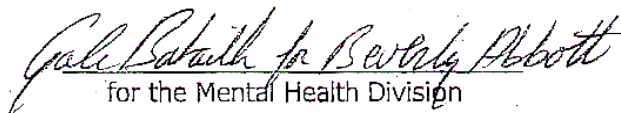
Hours worked in a work week while schools in session or during a period of peak client activity which exceed the worker's normal status may be converted to compensatory time on an hour-for-hour straight time basis subject to the provisions of the MOU regarding compensable overtime and to the limits on accrued compensatory time in the applicable work groups.

If such an employee works more than forty (40) hours in a work week they will be compensated at the overtime rate pursuant to the provisions of Section 7 of the MOU.

These part time employees shall be entitled to holiday pay in proportion to their annual FTE status (e.g. .5 FTE = 4 hours holiday pay, .8 = 6.4 hours holiday pay). Employees will accrue holiday time at the same rates for floating and Saturday holidays. Section 16.1 of the MOU on calculating holiday pay for part time employees shall not apply to these employees.

Signed this 1 day of December, 2000


for the Union


for the Mental Health Division

DocuSign Envelope ID: 0C326ACD-A42D-4B08-9C3B-55D00BAD214B

COUNTY OF SAN MATEO
HUMAN RESOURCES DEPARTMENT

Rocio Kiryczun
Director

County Government Center
455 County Center, 5th Floor
Redwood City, CA 94063
650-363-4321 T
650-363-4822 F
<http://hr.smcgov.org>
<http://jobs.smcgov.org>

October 22, 2019

John Tucker, Business Agent
AFSCME Local 829
80 Swan Way, Suite 110
Oakland, CA 94621

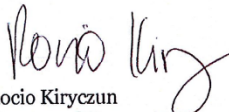
Sandra Floyd, Internal Organizer
SEIU Local 521
2302 Zanker Rd.
San Jose, CA 95131

Dear Mr. Tucker and Ms. Floyd,

The County of San Mateo commits to utilizing the "Open and Promotional" recruitment designation where applicable, and on a frequent and continual basis, in order to encourage promotional opportunities to County employees.

For the purpose of the Extra Help Bargaining Unit, "Open" recruitments shall be limited to Extra Help positions (not including represented Limited Term positions) and recruitments where it is in the County's best interest to conduct an "Open" recruitment as determined solely by the County Human Resources Director.

Sincerely,


Rocio Kiryczun
Director of Human Resources



**AGREEMENT BETWEEN
COUNTY OF SAN MATEO AND
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)
RE: ON-CALL DUTY FOR CHILDREN & FAMILY SERVICES SOCIAL WORKERS**

This side letter agreement (the "Agreement") between County of San Mateo (the "County") and the American Federation of State, County and Municipal Employees (AFSCME) (the "Union") (collectively, the "parties") shall confirm certain understandings the parties reached during the Meet and Confer meeting, which took place on July 2, 2020.

San Mateo County Children & Family Services ("CFS") must operate as a public child welfare agency 24 hours per day, 7 days per week. Regular business hours are Monday through Friday, 8:00AM – 5:00PM and staffed accordingly. Afterhours and weekend shifts are covered by full-time CFS Social Workers and CFS Social Work Supervisors. Additionally, CFS Social Workers and CFS Social Work Supervisors are required to work on-call duty when assigned.

The current shift structure in CFS for afterhours and weekend shifts is listed below. Start and end times must be approved in advance by the assigned Human Services Manager. Five (5) day, 9/80 and 4/10 schedules may be available for the following shifts:

Weekend day shift: 8-10 hour shift between the hours of 7:00AM and 7:00PM

Swing shift: 8-10 hour shift between the hours of 1:30PM and 1:30AM

Graveyard shift: 8-10 hour shift between the hours of 10:00PM and 10:00AM

There are two (2) Social Workers assigned to each of these shifts who will physically report in the office. In addition, there is a "back-up" On-Call Social Worker who is paid at the On-Call rate as outlined in Section 10 of the AFSCME MOU for the period October 7, 2018 – October 2, 2021 (or any successor MOU hereafter where the MOU language remains unchanged). Should that Social Worker be required to perform work via a remote connection (from a telephone or computer), or respond to the field, then the Social Worker shall be paid in accordance with the terms of Section 7.4 (call back) of the existing AFSCME MOU.

There is one (1) Social Work Supervisor who is on-call, and paid the On-Call rate as outlined in Section 10 of the AFSCME MOU, unless or until they are required to conduct work via a remote connection (telephone or computer) or respond to the field. Should that Social Work Supervisor be required to perform work via a remote connection (from a telephone or computer), or respond to the field, then the Social Work Supervisor shall be paid in accordance with the terms of Section 7.4 (call back) of the existing AFSCME MOU.

In the event that one of the Social Workers who is assigned to work onsite for any given afterhours or weekend shift is unable to report to work, or has been deployed, there will be no change to the staffing structure identified above.

In the event that both Social Workers who are assigned to work onsite for any given afterhours or weekend shift are unable to report to work, the Manager will ask for volunteers to physically report to the office to work the shift. For graveyard shifts, covering Social Workers shall be allowed to work from home in a telework status. Additional duties may be assigned by the Manager to be completed during the shift by the covering Social Worker, and will be outlined in a shift work plan. Coverage for day or swing shifts shall be worked physically onsite unless otherwise approved by the assigned Manager who, on a case-by-case basis, and at their determination, may allow the social worker to work remotely. Covering Social Workers will receive overtime pay for their entire shift pursuant to the terms of the MOU, as outlined in Section 7.2. There will still be a "back-up" On-Call Social Worker who is paid at the On-Call rate as outlined in Section 10 of the MOU.

In the event that there are no volunteers, the operator will first route the calls to the on-call Social Work Supervisor, who will triage the calls. The Social Work Supervisor will dispatch calls to the on-call Social Worker, as they deem necessary. If the on-call Social Worker is deployed, the Social Work Supervisor will assume the role of the on-call Social Worker, and the Manager will assume the role of the Supervisor until the on-call Social Worker returns from the field. The on-call Social Worker will receive pay pursuant to the terms of the MOU, including sections 7.4 (Call Back) and 10 (On-Call Duty).

Effective with the date of signing of this Agreement, any previous agreements, policies or practices regarding compensation for on-call duty for CFS Social Workers are terminated. This specifically includes any agreements, policies or practices providing a .625 formula for paying time spent in an on-call status.

The foregoing is in accordance with the parties' understanding.

APPROVED AND ACCEPTED

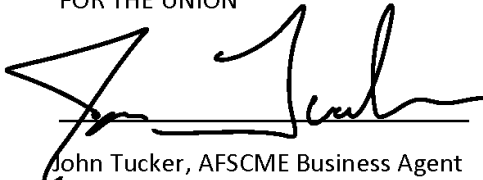
FOR THE COUNTY



Michelle Kuka, Employee Relations Manager

Date: 7/14/2020

FOR THE UNION



John Tucker, AFSCME Business Agent

Date: 7/13/2020

Certificate Of Completion

Envelope Id: E4B2E999-1634-44C6-AA4E-F620EF39DE09

Status: Completed

Subject: Please DocuSign: American Federation of State, County and Municipal Employees | MOU 2024-2027.pdf

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Document Pages: 221

Signatures: 27

Envelope Originator:

Certificate Pages: 9

Initials: 0

HR Webmaster

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455 County Center

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Redwood City, CA 94063

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Timestamp

Ryan Shannon

Ryan.Shannon@ca.afscme57.org

Security Level: Email, Account Authentication
(None)

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2601:205:4b84:cc10:5d85:1274:bcb3:7de5

Electronic Record and Signature Disclosure:

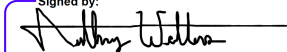
Accepted: 11/6/2025 12:08:45 AM

ID: 572ff36b-b64f-4207-a178-2aa618187475

Anthony Walters

Anthony.walters@ca.afscme57.org

Security Level: Email, Account Authentication
(None)

Signed by:

E8160780DFC5420...

Sent: 11/6/2025 10:04:38 PM

Viewed: 11/7/2025 3:53:04 PM

Signed: 11/7/2025 3:57:08 PM

Signature Adoption: Drawn on Device

Using IP Address:

2607:fb90:379c:eb1:a808:474e:4e64:7cc8

Electronic Record and Signature Disclosure:

Accepted: 11/7/2025 3:53:04 PM

ID: 10a671ae-9faa-498d-943d-e5901186f36d

Felipe Donaire

FDonaire@smcgov.org

Social Worker III

County of San Mateo/HSA/C&FS

Security Level: Email, Account Authentication
(None)

Signed by:

8FF7B9F4D24C461...

Sent: 11/7/2025 3:57:20 PM

Viewed: 11/8/2025 7:32:59 AM

Signed: 11/8/2025 7:34:16 AM

Signature Adoption: Drawn on Device

Using IP Address: 2600:387:f:7715::6

Signed using mobile

Electronic Record and Signature Disclosure:


Accepted: 11/8/2025 7:32:59 AM

ID: 2602d93b-5c1c-4dd4-a1a6-b6e845409a2c

Signer Events

Jennifer Outman
JLOutman@gmail.com
Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

E118B9C3A9204A2...


Signature Adoption: Pre-selected Style
Using IP Address:
2600:1700:dd90:9620:8c5a:57ac:1766:de55
Signed using mobile

Timestamp

Sent: 11/8/2025 7:34:32 AM
Resent: 11/13/2025 10:57:59 AM
Viewed: 11/13/2025 11:20:35 AM
Signed: 11/13/2025 11:21:42 AM

Electronic Record and Signature Disclosure:
Accepted: 11/13/2025 11:20:35 AM
ID: 69777237-4457-4b30-b0bc-b9ee5f5cc9cf

Joel Philip
JPhilip@smcgov.org
Security Level: Email, Account Authentication
(None)

Signed by:

D6171708BBA24C5...

Signature Adoption: Drawn on Device
Using IP Address:
2601:640:8201:31e0:c482:b791:bc77:ab9f
Signed using mobile

Sent: 11/13/2025 11:21:56 AM
Viewed: 11/17/2025 2:47:12 PM
Signed: 11/17/2025 3:54:30 PM

Electronic Record and Signature Disclosure:
Accepted: 11/17/2025 2:47:12 PM
ID: 67293c25-bf85-42ad-b1a3-a1bc7e08dc07

Gloria Lara
Glara1@smcgov.org
Security Level: Email, Account Authentication
(None)

Signed by:

572A110D00554C9...

Signature Adoption: Pre-selected Style
Using IP Address: 136.226.67.192

Sent: 11/17/2025 3:54:44 PM
Resent: 11/25/2025 3:42:20 PM
Viewed: 11/25/2025 3:44:44 PM
Signed: 11/25/2025 3:45:14 PM

Electronic Record and Signature Disclosure:
Accepted: 11/25/2025 3:44:44 PM
ID: 350ca2a3-f706-43a2-9fde-350e99c583bc

Daniella Tobey
DTobey@smcgov.org
Security Level: Email, Account Authentication
(None)

Signed by:

66982BD561594B9...

Signature Adoption: Pre-selected Style
Using IP Address: 165.225.242.170

Sent: 11/25/2025 3:45:28 PM
Viewed: 12/1/2025 11:14:01 AM
Signed: 12/4/2025 11:23:01 AM

Electronic Record and Signature Disclosure:
Accepted: 12/1/2025 11:14:01 AM
ID: b69a3882-acc-4af1-a70e-b9ca0fe8cdb1

Laura Stovall
LStovall@smcgov.org
Security Level: Email, Account Authentication
(None)

Signed by:

47F06AECEf68450...

Signature Adoption: Pre-selected Style
Using IP Address: 170.85.154.181

Sent: 12/4/2025 11:23:14 AM
Viewed: 12/4/2025 12:25:00 PM
Signed: 12/4/2025 12:26:15 PM

Electronic Record and Signature Disclosure:
Accepted: 12/4/2025 12:25:00 PM
ID: f43fef56-7369-4bcd-ba40-7abad96796ed

Signer Events

Teleza Newkirk
TNewkirk@smcgov.org
Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:
Teleza Newkirk
6E38B7491DC1438...

Signature Adoption: Pre-selected Style
Using IP Address: 136.226.64.185

Timestamp

Sent: 12/4/2025 12:26:29 PM
Viewed: 12/4/2025 12:28:19 PM
Signed: 12/4/2025 12:31:13 PM

Electronic Record and Signature Disclosure:
Accepted: 12/4/2025 12:28:19 PM
ID: 21029958-3f6a-4b8d-bc63-0b0588288c36

Carla Arellano
CArellano@smcgov.org
Security Level: Email, Account Authentication
(None)

Signed by:
Carla Arellano
EDE39D4F58C049C...

Signature Adoption: Pre-selected Style
Using IP Address: 170.85.54.179

Sent: 12/4/2025 12:31:28 PM
Viewed: 12/4/2025 12:33:32 PM
Signed: 12/4/2025 12:34:08 PM

Electronic Record and Signature Disclosure:
Accepted: 12/4/2025 12:33:32 PM
ID: 1c658f70-44ac-4f3d-ab67-d9211b855fd1

Denessa Vargas-Escobar
DVargas@smcgov.org
Security Level: Email, Account Authentication
(None)

Signed by:
Denessa Vargas-Escobar
5B4EEDD74C4F4B5...

Signature Adoption: Pre-selected Style
Using IP Address: 2600:387:15:5018::5
Signed using mobile

Sent: 12/4/2025 12:34:23 PM
Viewed: 12/8/2025 11:52:00 AM
Signed: 12/8/2025 11:52:35 AM

Electronic Record and Signature Disclosure:
Accepted: 12/8/2025 11:52:00 AM
ID: b0357677-06e0-4ae9-82c3-337c67b27dc6

Aida Siguenza
Asiguenza@smcgov.org
Security Level: Email, Account Authentication
(None)

DocuSigned by:
Aida Siguenza
34B4BDCA1F7947C...

Signature Adoption: Pre-selected Style
Using IP Address: 136.226.66.190

Sent: 12/8/2025 11:52:53 AM
Viewed: 12/9/2025 8:14:30 AM
Signed: 12/9/2025 8:17:08 AM

Electronic Record and Signature Disclosure:
Accepted: 9/16/2022 9:51:13 AM
ID: 43ccd3a1-2819-44e2-af3a-d07a74e368f2

Priscilla Alvarez
PrAlvarez@smcgov.org
Security Level: Email, Account Authentication
(None)

Signed by:
Priscilla Alvarez
787500AFD5024F4...

Signature Adoption: Pre-selected Style
Using IP Address:
2600:1010:b00c:5504:4481:843c:8236:fec8
Signed using mobile

Sent: 12/9/2025 8:17:23 AM
Viewed: 12/9/2025 9:07:56 AM
Signed: 12/9/2025 9:08:50 AM

Electronic Record and Signature Disclosure:
Accepted: 12/9/2025 9:07:56 AM
ID: d2358767-9067-4c37-a1b4-dcdc74ed8045

Ta'Marra DeVaroe
TDevaroe@smcgov.org
Security Level: Email, Account Authentication
(None)

Signed by:
Ta'Marra DeVaroe
124813839A4E443...

Signature Adoption: Pre-selected Style
Using IP Address: 136.226.78.84

Sent: 12/18/2025 4:53:22 PM
Viewed: 12/30/2025 5:17:35 PM
Signed: 12/30/2025 5:28:30 PM

Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:
Accepted: 12/30/2025 5:17:35 PM
ID: 4863613e-e3af-4d37-9edd-9c12da748cf7

Wendy Fung
Wfung1@smcgov.org
Security Level: Email, Account Authentication (None)



Sent: 12/30/2025 5:28:46 PM
Viewed: 1/2/2026 11:13:13 PM
Signed: 1/2/2026 11:32:36 PM

Signature Adoption: Uploaded Signature Image
Using IP Address: 136.226.64.172

Electronic Record and Signature Disclosure:
Accepted: 1/2/2026 11:13:13 PM
ID: 32a6d5e4-0a06-4b95-a7f7-9d987d581f62

Blanca Tapia
BTapia@smcgov.org
Security Level: Email, Account Authentication (None)

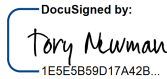


Sent: 1/2/2026 11:32:50 PM
Viewed: 1/5/2026 7:48:35 AM
Signed: 1/5/2026 7:48:57 AM

Signature Adoption: Pre-selected Style
Using IP Address: 165.225.242.208

Electronic Record and Signature Disclosure:
Accepted: 1/5/2026 7:48:35 AM
ID: 3e9afd6c-ba39-4979-bd0b-2a8145d7e9c6

Tory Newman
TNewman@smcgov.org
Representative
Security Level: Email, Account Authentication (None)



Sent: 1/5/2026 7:49:11 AM
Viewed: 1/5/2026 3:05:44 PM
Signed: 1/6/2026 6:01:28 PM

Signature Adoption: Pre-selected Style
Using IP Address: 136.226.78.112

Electronic Record and Signature Disclosure:
Accepted: 1/5/2026 3:05:44 PM
ID: b1dd75fb-9fc8-43d2-9c9a-971b2be5591b

Emily Weaver
evandewater@smcgov.org
Security Level: Email, Account Authentication (None)



Sent: 1/6/2026 6:01:42 PM
Resent: 1/21/2026 12:26:41 PM
Viewed: 1/21/2026 1:03:08 PM
Signed: 1/21/2026 1:04:03 PM

Signature Adoption: Pre-selected Style
Using IP Address: 170.85.54.185

Electronic Record and Signature Disclosure:
Accepted: 1/21/2026 1:03:08 PM
ID: 3384c026-e6f9-4ecc-9a8a-14bb66f4af9c

Gabriela Behn
Gbehn@smcgov.org
Security Level: Email, Account Authentication (None)



Sent: 1/21/2026 1:04:13 PM
Viewed: 1/21/2026 4:56:24 PM
Signed: 1/21/2026 4:56:42 PM


Signature Adoption: Pre-selected Style
Using IP Address: 136.226.66.167

Electronic Record and Signature Disclosure:
Accepted: 1/21/2026 4:56:24 PM
ID: bb382c1d-b445-40a7-9b62-3482f85e3bcc

Signer Events

Michele Medrano
mimedrano@smcgov.org
Security Level: Email, Account Authentication
(None)

Signature

Signed by:

79E1D9A77EF741A...

Signature Adoption: Pre-selected Style
Using IP Address: 170.85.54.209

Timestamp

Sent: 1/21/2026 4:56:52 PM
Resent: 1/21/2026 4:59:14 PM
Viewed: 1/23/2026 2:15:16 PM
Signed: 1/23/2026 2:15:46 PM

Electronic Record and Signature Disclosure:

Accepted: 1/23/2026 2:15:16 PM
ID: 22617836-446f-4c65-ae66-3e1762861515

Heather Forshey
HForshey@smcgov.org
Security Level: Email, Account Authentication
(None)

DocuSigned by:

5C49D23F8D9E49B...

Signature Adoption: Pre-selected Style
Using IP Address: 136.226.66.170

Sent: 1/23/2026 2:15:56 PM
Viewed: 1/24/2026 11:51:47 AM
Signed: 1/24/2026 11:52:13 AM

Electronic Record and Signature Disclosure:

Accepted: 1/24/2026 11:51:47 AM
ID: 7a3605e5-8013-4a23-97ea-00e58836285e

Charles Ice
Cice@smcgov.org
Security Level: Email, Account Authentication
(None)

DocuSigned by:

F7AB409D118C401...

Signature Adoption: Pre-selected Style
Using IP Address: 170.85.54.182

Sent: 1/24/2026 11:52:22 AM
Viewed: 1/25/2026 6:38:39 PM
Signed: 1/25/2026 6:39:05 PM

Electronic Record and Signature Disclosure:

Accepted: 1/25/2026 6:38:39 PM
ID: 8402f5df-65fe-4bf3-9737-1617b0dc915a

Jeff Collins
JCollins@smcgov.org
Security Level: Email, Account Authentication
(None)

Signed by:

EE3686FF9E5543E...

Signature Adoption: Pre-selected Style
Using IP Address: 170.85.154.205

Sent: 1/25/2026 6:39:15 PM
Viewed: 1/28/2026 10:13:47 AM
Signed: 1/28/2026 10:14:19 AM

Electronic Record and Signature Disclosure:

Accepted: 1/28/2026 10:13:47 AM
ID: bbccb0c7-43c9-400c-bd6a-94563aea6c01

Ziomara Ochoa
Zochoa@smcgov.org
Security Level: Email, Account Authentication
(None)

DocuSigned by:

638D5CA246DB416...


Signature Adoption: Pre-selected Style
Using IP Address: 104.129.198.245

Sent: 1/28/2026 10:14:29 AM
Viewed: 1/28/2026 10:15:26 AM
Signed: 1/28/2026 10:15:50 AM

Electronic Record and Signature Disclosure:

Accepted: 1/28/2026 10:15:26 AM
ID: bd66f3a2-5321-4ab3-90c9-1b80f26bf6c1

KIM FERRARIO
Kferrario@smcgov.org
Security Level: Email, Account Authentication
(None)


DocuSigned by:

1F17D37FDF2341E...

Signature Adoption: Pre-selected Style
Using IP Address: 136.226.78.169


Sent: 1/28/2026 10:16:01 AM
Viewed: 1/28/2026 11:25:42 AM
Signed: 1/28/2026 11:26:03 AM

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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Accepted: 1/28/2026 11:25:42 AM ID: 5369cd1c-7fa0-432d-8d9d-fcebbd893fa0 Rocío Kiryczun RKiryczun@smcgov.org Director of Human Resources Security Level: Email, Account Authentication (None)	 <p>Signed by: Rocío Kiryczun 93EEF39351314BC...</p> Signature Adoption: Pre-selected Style Using IP Address: 136.226.78.124	Sent: 1/28/2026 11:26:13 AM Viewed: 1/28/2026 11:43:08 AM Signed: 1/28/2026 11:45:43 AM
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Electronic Record and Signature Disclosure:

Accepted: 1/28/2026 11:43:08 AM ID: 97388f3c-2bf3-49c4-83b7-50f19e5ab460 Mike Callagy MCallagy@smcgov.org Mike Callagy Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: Mike Callagy 4F48F896DAB94EF...</p> Signature Adoption: Pre-selected Style Using IP Address: 136.226.78.171	Sent: 1/28/2026 11:45:53 AM Viewed: 2/3/2026 2:47:16 PM Signed: 2/3/2026 2:47:51 PM
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Electronic Record and Signature Disclosure:

Accepted: 2/3/2026 2:47:16 PM ID: ed476370-5642-4283-b65e-be558751e120

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	11/5/2025 5:31:15 PM
Envelope Updated	Security Checked	11/13/2025 10:57:58 AM
Envelope Updated	Security Checked	11/13/2025 10:57:58 AM
Envelope Updated	Security Checked	11/25/2025 3:42:19 PM
Envelope Updated	Security Checked	11/25/2025 3:42:19 PM
Envelope Updated	Security Checked	12/18/2025 4:53:22 PM
Envelope Updated	Security Checked	1/21/2026 12:26:40 PM
Envelope Updated	Security Checked	1/21/2026 4:59:13 PM
Certified Delivered	Security Checked	2/3/2026 2:47:16 PM
Signing Complete	Security Checked	2/3/2026 2:47:51 PM
Completed	Security Checked	2/3/2026 2:47:51 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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- ii. send us an email to dwebster@smcgov.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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