

AGREEMENT

Between

COUNTY OF SANTA CLARA

And

LOCAL 521

(SANTA CLARA COUNTY CHAPTER)

affiliated with

SERVICE EMPLOYEES INTERNATIONAL UNION

August 14, 2023 through June 21, 2026

Table of Contents

PREAMBLE	1
ARTICLE 1 – RECOGNITION	2
ARTICLE 2 – NO DISCRIMINATION.....	3
SECTION 2.1 – EMPLOYMENT	3
SECTION 2.2 – UNION AFFILIATION.....	3
SECTION 2.3 – DIVERSITY, EQUITY, AND INCLUSION	3
SECTION 2.4 – AMERICANS WITH DISABILITIES ACT	3
SECTION 2.5 – WORK ENVIRONMENT	3
ARTICLE 3 – UNION SECURITY.....	4
SECTION 3.1 – RELATIONSHIP AFFIRMATION.....	4
SECTION 3.2 – UNION DEDUCTIONS.....	4
SECTION 3.3 – OTHER DEDUCTIONS.....	5
SECTION 3.4 – UNION NOTICES AND ACTIVITIES.....	5
SECTION 3.5 – UNION LABEL	6
SECTION 3.6 – PRINTING OF AGREEMENT	6
SECTION 3.7 – NEW WORKER ORIENTATION	6
SECTION 3.8 – THIRD-PARTY REQUESTS.....	8
ARTICLE 4 – OFFICIAL REPRESENTATIVES, STEWARDS AND NEGOTIATING COMMITTEE.....	9
SECTION 4.1 – OFFICIAL REPRESENTATIVES.....	9
SECTION 4.2 – STEWARDS.....	9
SECTION 4.3 – CHIEF STEWARDS	11
SECTION 4.4 – NEGOTIATING COMMITTEE	11
ARTICLE 5 – LAYOFF	13
SECTION 5.1 – SENIORITY DEFINED	13
SECTION 5.2 – TRANSFER OF PRIOR AGENCY SERVICE.....	13
SECTION 5.3 – CHANGES TO CLASSES	13
SECTION 5.4 – CONSIDERATION OF LAYOFF	13
SECTION 5.5 – ORDER OF LAYOFF	13
SECTION 5.6 – NOTICE OF LAYOFF	14
SECTION 5.7 – REASSIGNMENT IN LIEU OF LAYOFF	14
SECTION 5.8 – ADMINISTRATIVE TRANSFERS.....	14
SECTION 5.9 – LAYOFF	15
SECTION 5.10 – RE-EMPLOYMENT LIST.....	17
SECTION 5.11 – TEMPORARY WORK FOR LAID OFF WORKERS	18
SECTION 5.12 – NAMES DROPPED FROM RE-EMPLOYMENT LIST	18
SECTION 5.13 – RIGHTS RESTORED.....	18
ARTICLE 6 – PERSONNEL ACTION	19
SECTION 6.1 – INITIAL AND SUBSEQUENT PROBATIONARY PERIODS.....	19
SECTION 6.2 – ADMINISTRATIVE INVESTIGATION	20
SECTION 6.3 – PHILOSOPHY ON DISCIPLINE	21
SECTION 6.4 – COUNSELING AND UNFAVORABLE REPORTS.....	22
SECTION 6.5 – RECOMMENDED DISCIPLINARY ACTION - PERMANENT CLASSIFIED	22
SECTION 6.6 – NOTICE OF FINAL DISCIPLINARY ACTION - PERMANENT CLASSIFIED	23
SECTION 6.7 – DISCIPLINARY ACTION – UNCLASSIFIED WORKERS	23
SECTION 6.8 – RETURN TO FORMER CLASS.....	24
SECTION 6.9 – UNCLASSIFIED APPOINTMENT	24

SECTION 6.10 – RIGHTS UPON PROMOTION OR TRANSFER TO CLASSIFIED OR UNCLASSIFIED SERVICE	24
SECTION 6.11 – PERFORMANCE APPRAISAL PROGRAM	25
SECTION 6.12 – PERSONNEL FILES	25
SECTION 6.13 – LATERAL TRANSFERS	25
SECTION 6.14 – ADMINISTRATIVE TRANSFERS.....	26
SECTION 6.15 – MINIMUM QUALIFICATION APPLICATION	27
ARTICLE 7 – PAY PRACTICES.....	28
SECTION 7.1 – SALARIES AND PAYMENTS	28
SECTION 7.2 – BASIC PAY PLAN	28
SECTION 7.3 – EFFECT OF PROMOTION, DEMOTION OR TRANSFER ON SALARIES.....	29
SECTION 7.4 – PART-TIME WORK	30
SECTION 7.5 – WORK OUT OF CLASSIFICATION	32
SECTION 7.6 – PAYCHECKS	32
SECTION 7.7 – AUTOMATIC CHECK DEPOSIT	33
ARTICLE 8 – HOURS OF WORK, OVERTIME, PREMIUM PAY	34
SECTION 8.1 – HOURS OF WORK.....	34
SECTION 8.2 – OVERTIME WORK	34
SECTION 8.3 – WORK SCHEDULES	36
SECTION 8.4 – MEAL PERIODS	37
SECTION 8.5 – REST PERIODS	40
SECTION 8.6 – CLEAN-UP TIME	40
SECTION 8.7 – ON-CALL PAY.....	40
SECTION 8.8 – NON-CONTIGUOUS OVERTIME GUARANTEE	42
SECTION 8.9 – EVENING/NIGHT SHIFT DIFFERENTIAL	45
SECTION 8.10 – SPLIT SHIFT PAY.....	45
SECTION 8.11 – TEMPORARY WORK LOCATION	46
SECTION 8.12 – BILINGUAL PAY	46
SECTION 8.13 – VOLUNTARY REDUCED WORK HOURS PROGRAM	46
SECTION 8.14 – REQUEST FOR ALTERNATE HOURS SCHEDULE.....	48
SECTION 8.15 – DEPARTMENTAL AGREEMENTS.....	48
SECTION 8.16 – HAZARD DUTY PAY.....	49
SECTION 8.17 – NOTARY PUBLIC DIFFERENTIAL	50
SECTION 8.18 – TELEWORK.....	50
ARTICLE 9 – UNIFORMS AND CLOTHING	52
SECTION 9.1 – UNIFORMS.....	52
SECTION 9.2 – REPAIR/REPLACE CLAIMS	54
SECTION 9.3 – SAFETY SHOES	55
ARTICLE 10 – HOLIDAYS.....	58
SECTION 10.1 – LEGAL HOLIDAYS.....	58
SECTION 10.2 – LEGAL HOLIDAY OBSERVANCE.....	58
SECTION 10.3 – LEGAL HOLIDAY WORK.....	58
SECTION 10.4 – INDEPENDENCE DAY, CHRISTMAS AND NEW YEAR’S HOLIDAY – ACTUAL CALENDAR DAY VS. DAY OF OBSERVANCE ..59	59
ARTICLE 11 - VACATIONS.....	60
SECTION 11.1 – VACATION EARNINGS.....	60
SECTION 11.2 – BIRTHDAY HOLIDAY	61
ARTICLE 12 – LEAVE PROVISIONS.....	62
SECTION 12.1 – PERSONAL BUSINESS/BELIEF DAY.....	62

SECTION 12.2 – SICK LEAVE	62
SECTION 12.3 – FITNESS FOR DUTY EXAMINATION	64
SECTION 12.4 – USE OF PAID ADMINISTRATIVE LEAVE DURING AN ADMINISTRATIVE INVESTIGATION.....	64
SECTION 12.5 – MILITARY LEAVE	65
SECTION 12.6 – LEAVES OF ABSENCES.....	65
SECTION 12.7 – OTHER FAMILY LEAVE	66
SECTION 12.8 – LEAVES TO PERFORM JURY DUTY OR TO RESPOND TO A SUBPOENA.....	66
SECTION 12.9 – EDUCATIONAL LEAVE AND TUITION REIMBURSEMENT FUND.....	67
SECTION 12.10 – IN-SERVICE EDUCATION PROGRAMS	70
SECTION 12.11 – BEREAVEMENT LEAVE	70
SECTION 12.12 – STATE, FEDERAL AND/OR COUNTY REQUIRED CONTINUING EDUCATION FUND	70
SECTION 12.13 – STATE, FEDERAL, AND/OR COUNTY REQUIRED LICENSURE/CERTIFICATION REIMBURSEMENT	72
SECTION 12.14 – DRIVERS LICENSES	72
SECTION 12.15 – TIME OFF FOR CAREER ADVANCEMENT FOR COUNTY EMPLOYMENT OPPORTUNITIES	73
ARTICLE 13 – BENEFIT PROGRAMS.....	74
SECTION 13.1 – WORKERS’ COMPENSATION	74
SECTION 13.2 – INSURANCE PROGRAMS.....	75
SECTION 13.3 – TRAINING FOR DISABLED WORKERS	81
SECTION 13.4 – DEFERRED COMPENSATION PLAN	82
SECTION 13.5 – JOINT HEALTH CARE COST CONTAINMENT COMMITTEE	82
SECTION 13.6 – JOINT CHILDCARE COMMITTEE.....	82
ARTICLE 14 – DOMESTIC PARTNERS.....	83
ARTICLE 15 – PERS.....	84
ARTICLE 16 – USE OF PRIVATE VEHICLES AND MILEAGE PAYMENT	85
SECTION 16.1 – USE OF PRIVATE VEHICLES	85
SECTION 16.2 – REIMBURSEMENT FOR USE OF PRIVATE VEHICLES	85
SECTION 16.3 – COUNTY BUSINESS TRAVEL	86
SECTION 16.4 – PARKING STICKERS FOR WORKERS WITH DISABILITIES.....	86
ARTICLE 17 – WORKERS IN UNCLASSIFIED POSITIONS.....	87
ARTICLE 18 – SAFETY	88
SECTION 18.1 – SAFETY STANDARDS.....	88
SECTION 18.2 – AMBIENCE GUIDELINES	88
ARTICLE 19 – GRIEVANCE PROCEDURE.....	91
SECTION 19.1 – GRIEVANCE DEFINED	91
SECTION 19.2 – GRIEVANCE PRESENTATION	91
SECTION 19.3 – PROCEDURAL COMPLIANCE.....	92
SECTION 19.4 – TIME LIMITS.....	92
SECTION 19.5 – INFORMAL GRIEVANCE STEP.....	92
SECTION 19.6 – FORMAL GRIEVANCE.....	92
SECTION 19.7 – EXPEDITED ARBITRATION	94
SECTION 19.8 – ARBITRATION RELEASE TIME	95
ARTICLE 20 – CLASSIFICATION	96
SECTION 20.1 – CLASSIFICATION STUDY.....	96
SECTION 20.2 – LEAD WORKER	97
SECTION 20.3 – REALLOCATIONS.....	97
SECTION 20.4 – COUNTY INITIATED JOB SPECIFICATION REVISION	98

ARTICLE 21 – REORGANIZATION	99
ARTICLE 22 – NEW TECHNOLOGY IMPLEMENTATION	100
ARTICLE 23 – VOLUNTEERS.....	101
ARTICLE 24 – DELIVERY OF QUALITY PUBLIC SERVICES FOR COUNTY RESIDENTS	102
ARTICLE 25 – CONFLICT OF INTEREST	103
ARTICLE 26 – STRIKES AND LOCKOUTS.....	104
ARTICLE 27 – FULL AGREEMENT.....	105
ARTICLE 28 – SAVINGS CLAUSE	106
ARTICLE 29 – IMPLEMENTATION	107
TERM OF AGREEMENT	108
APPENDIX A – SALARY SCHEDULE.....	117
APPENDIX B – CLERICAL UNIT	207
B.1 - SALARIES	207
B.2 - STAFF MEETINGS	210
B.3 - TRANSFER AND EXAMINATION SYSTEM.....	211
B.4 - UNION-COUNTY CLERICAL EDUCATION PROGRAM.....	211
B.5 - TIME OFF FOR CAREER ADVANCEMENT	212
B.6 - TYPING TESTS.....	212
B.7 - TRAINING	212
B.8 - UNION LOGO	212
B.9 - DIFFERENTIALS	213
B.10 - PROMOTIONAL OPPORTUNITY PROJECT.....	215
B.11 - EXECUTIVE ASSISTANT I AND EXECUTIVE ASSISTANT II ALTERNATE STAFFING	216
B.12 - ALTERNATE STAFFING/TRAINEE	216
B.13 - CONFIDENTIAL CLERICAL.....	218
B.14 - WEEKEND OFF PROVISION.....	218
B.15 – REQUEST FOR ALTERNATE HOURS SCHEDULE.....	218
B.16 – WORK OUT OF CLASSIFICATION (WOOC)	219
APPENDIX C – PUBLIC HEALTH NURSING UNIT	221
C.1 – JOB CLASSIFICATIONS	221
C.2 – PUBLIC HEALTH NURSES VOLUNTARY REDUCED WORK HOURS	221
C.3 – ACCUMULATED TIME EARNED	222
C.4 – PHN MANAGER INTERVIEW	222
C.5 – TRANSFER INFORMATION SYSTEM AND PROCEDURES	222
C.6 – WORK OUT OF CLASSIFICATION ASSIGNMENT.....	223
C.7 – SPLIT CODES.....	225
C.8 – EDUCATIONAL LEAVE/LICENSURE MAINTENANCE PROVISIONS	225
C.9 – PROFESSIONAL PERFORMANCE COMMITTEE	227
C.10 – MALPRACTICE PROTECTION.....	228
C.11 – SPECIAL ASSIGNMENTS.....	228
C.12 – PHN UNIT POSITIONS.....	230
C.13 – SAFETY.....	230
C.14 – LEAD ASSIGNMENTS.....	230
C.15 – ADMINISTRATIVE TRANSFERS.....	231
C.16 - LANGUAGE ACCESS.....	231
C.17 – STATE OR NATIONAL CERTIFICATION PAY	232

C.18 – ALTERNATELY STAFFED PHN I/II	232
C.19– PRECEPTORSHIP DIFFERENTIAL.....	232
APPENDIX D – BLUE COLLAR UNIT	238
D.1 – SALARIES.....	238
D.2 – ENVIRONMENTAL SERVICES – SCVHHS VACANCIES	241
D.3 – TRAINING AND DEVELOPMENT.....	241
D.4 – MISCELLANEOUS.....	247
D.5 – SENIORITY/PROMOTIONAL PROGRAM.....	248
D.6 – DIFFERENTIALS	249
D.7 - WORK OUT OF CLASS	255
APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT.....	259
E.1 – SALARIES	259
E.2 – SALARY ALIGNMENTS	271
E.3 – CAREER INCENTIVE PROGRAMS	272
E.4 – PUBLIC DEFENDER INVESTIGATOR OVERTIME WORK ASSIGNMENTS	272
E.5 – INFORMATION TECHNOLOGY TRAINING.....	272
E.6 – EDUCATIONAL LEAVE PROGRAM - TRAINING PROGRAM	273
E.7 – WEEKEND OFF PROVISION	274
E.8 – SURGICAL TECHNICIAN CALL BACK PAY OPTION	275
E.9 – LVN PRACTICE COMMITTEE	275
E.10 – PROFESSIONAL PHARMACY PRACTICES COMMITTEE	275
E.11 – EDUCATIONAL CERTIFICATION MAINTENANCE – ASSESSOR	276
E.12 – EDUCATIONAL RELEASE TIME.....	276
E.13 – IN-SERVICE TRAINING.....	277
E.14 – EDUCATION REIMBURSEMENT.....	277
E.15 – ALTERNATELY STAFFED COMMUNITY WORKER POSITIONS.....	278
E.16 – DIFFERENTIALS	278
E.17 – STERILE PROCESSING TECHNICIAN TRAINING AND EDUCATION.....	284
E.18 – COUNTY COMMUNICATIONS - HEALTH AND WELLNESS.....	284
E.19 – DIETETIC TECHNICIAN MEAL ALLOWANCE	284
E.20 – LIABILITY PROTECTION	284
E.21 – DEPARTMENTS OF BEHAVIORAL HEALTH SERVICES CLINICIAN QUALITY OF PATIENT CARE COMMITTEE.....	285
E.22 – ALTERNATELY STAFFED DIAGNOSTIC IMAGING TECHNOLOGIST I (DIT I) POSITIONS	285
E.23 – LEAD DIFFERENTIAL.....	285
E.24 – PHARMACY IN-SERVICE TRAINING.....	292
E.25 – PHARMACY – SPECIAL ASSIGNMENT.....	292
E.26 – BOARD OF PHARMACY SPECIALTIES EXAM & RECERTIFICATION.....	293
E.27 – PHYSICIAN ASSISTANT PROFESSIONAL PRACTICE	294
E.28 – SPLIT CODES.....	294
E.29 – WORK OUT OF CLASSIFICATION.....	294
E.30 – EDUCATIONAL CERTIFICATION MAINTENANCE – MFT’S AND PSW’S.....	294
E.31 – RESPIRATORY CARE PRACTITIONER RELIEF SUPERVISOR DUTIES	294
E.32 – MEDICAL STAFF DUES FOR PSYCHOLOGY SERVICES.....	295
APPENDIX F – ENVIRONMENTAL HEALTH UNIT.....	302
F.1 – SALARIES.....	302
F.2 – EXCLUSIONS FROM THE MASTER CONTRACT	302
F.3 – SENIORITY DEFINED	302
F.4 – TRANSFER OF PRIOR AGENCY SERVICE	303
F.5 – BASIC PAY PLAN - STEP ONE.....	303
F.6 – PART-TIME SALARIES	303

F.7 – WORK OUT OF CLASSIFICATION	303
F.8 – HOURS OF WORK	303
F.9 – CALL BACK PAY	305
F.10 – VOLUNTARY REDUCED WORK HOURS.....	305
F.11 – HOLIDAYS	306
F.12 – SCHEDULED TIME OFF	306
F.13 – SICK LEAVE BANK ACCRUAL	308
F.14 – EDUCATIONAL LEAVE AND TUITION REIMBURSEMENT	309
F.15 – PROFESSIONAL DEVELOPMENT ALLOWANCE	310
F.16 – STATE MANDATED REGISTRATION MAINTENANCE	311
APPENDIX G – SOCIAL SERVICES UNIT.....	313
G.1 – SALARIES	313
G.2 – MASTER SECTIONS THAT EXCLUDE SSU	314
G.3 – UNION SECURITY	314
G.4 – OFFICIAL REPRESENTATIVES AND STEWARDS	314
G.5 – LAYOFF	315
G.6 – PERSONNEL ACTIONS.....	318
G.7 – PAY PRACTICES.....	319
G.8 – HOURS OF WORK AND PREMIUM PAY	322
G.9 – WORKLOAD STANDARDS	326
G.10 – LEAVE PROVISIONS.....	340
G.11 – WORKERS IN UNCLASSIFIED POSITIONS	344
G.12 – GRIEVANCE PROCEDURES	344
G.13 – STRIKES AND LOCKOUTS	347
APPENDIX H – PROBATION COUNSELOR SAFETY UNIT	355
1. SALARIES	355
2. PROBATIONARY PERIODS	355
3. SALARY ALIGNMENTS	355
4. SAFETY RETIREMENT	355
5. PROBATION ASSISTANT LEAD DIFFERENTIAL.....	356
6. EMPLOYEE CONTRIBUTION TOWARD RETIREE MEDICAL OBLIGATION UNFUNDED LIABILITY	357
7. WORKERS’ COMPENSATION, PUBLIC SAFETY MEMBERS.....	357
8. EQUIPMENT	358
9. UNIFORMS.....	358
10. SAFETY SHOE ALLOWANCE	358
11. TRAINING	358
12. LABOR MANAGEMENT COLLABORATIVE MEETING(S)	358
APPENDIX I – SUPERVISORY UNIT.....	364
I.1 – SALARIES	364
I.2 – UNION SECURITY.....	365
I.3 – OFFICIAL REPRESENTATIVES AND STEWARDS.....	365
I.4 – LAYOFF.....	365
I.5 – PERSONNEL ACTIONS	366
I.6 – SUPERVISORY PRACTICES	367
I.7 – PREMIUM PAY	369
I.8 – PAY PRACTICES	372
I.9 – LEAVE PROVISIONS	373
I.10 – GRIEVANCE PROCEDURE	375
APPENDIX J – EMPLOYEE ASSISTANCE PROGRAM	386

APPENDIX K – CONTRACTING OUT	388
APPENDIX L – EXTRA HELP AND INTERMITTENT WORKERS	390
APPENDIX M – GUIDELINES FOR DEPARTMENTAL SAFETY COMMITTEES.....	399
APPENDIX N – STATE DISABILITY INSURANCE (SDI)	405
APPENDIX O.....	407
UNDERSTANDING ON THE TOPICS THAT REQUIRE OFFICE OF LABOR RELATIONS AND INSTITUTIONAL UNION PARTICIPATION	412
JOB CLASSIFICATIONS FOR THE PURPOSES OF LAYOFFS	413
NON-SWORN WORKERS IN INTERNAL AFFAIRS (IA) ADMINISTRATIVE INVESTIGATION	414
DOCUMENTS SENT ELECTRONICALLY VIA E-MAIL.....	415
SIDE LETTER OF AGREEMENT BETWEEN.....	416

PREAMBLE

This Memorandum of Agreement is entered into by the County of Santa Clara (hereinafter referred to as the County) and SEIU Local 521 (Santa Clara County Chapter), Service Employees International Union, (hereinafter referred to as the Union). This Memorandum of Agreement incorporates by this reference all appendices attached.

ARTICLE 1 – RECOGNITION

The County recognizes SEIU Local 521 (Santa Clara Chapter) as exclusive bargaining representative for all classified and unclassified workers in coded and uncoded classifications within the following bargaining units:

- Clerical
- Administrative, Professional and Technical
- Blue Collar
- Environmental Health Unit
- Public Health Nursing
- Probation Counselor Safety
- Social Services Unit
- Supervisory Unit

For the purpose of this Agreement, a worker shall be defined as a person employed in a coded classification in a bargaining unit covered by this Agreement, and also as a person employed in an uncoded classification in the Clerical; Administrative; Professional and Technical; Blue Collar; Environmental Health; Probation Counselor Safety; Public Health Nursing; Supervisory and Social Services Units.

ARTICLE 2 – NO DISCRIMINATION

Section 2.1 – Employment

Neither the County nor the Union shall unlawfully discriminate against workers because of race, age, sex, color, disability, creed, national origin, religion, Union activity, affiliations, political opinions, or sexual orientation, gender identity, or gender expression.

Section 2.2 – Union Affiliation

Neither the County, nor the Union, shall interfere with, intimidate, restrain, coerce or discriminate against any worker in his/her free choice to participate or join or refuse to participate or join the Union.

Section 2.3 – Diversity, Equity, and Inclusion

The County and the Union agree to cooperate to achieve equitable representation of women, minorities, and disabled at all occupational levels designated by Federal, State and County goals and timetables as adopted by the Board of Supervisors.

Section 2.4 – Americans with Disabilities Act

The parties agree to meet as needed to review compliance with the Americans with Disabilities Act.

Section 2.5 – Work Environment

The Union and the County jointly support a work environment free from discrimination, harassment, and retaliation, as required by law.

ARTICLE 3 – UNION SECURITY

Section 3.1 – Relationship Affirmation

The Union recognizes its obligation to cooperate with the County to assure maximum service of the highest quality and efficiency to the residents of Santa Clara County, consonant with its obligations to the workers it represents. County and Union affirm the principle that harmonious labor-management relations are to be promoted and furthered.

Section 3.2 – Union Deductions

a) **Condition of Employment**

All workers in the unit(s) who have authorized Union dues in effect on the effective date of this Agreement shall have such deduction continued and shall be made only upon signed authorization from the worker only after the Union certifies to the County a list of workers who have authorized such deduction(s).

As allowed by law, the County shall deduct from the worker's paychecks and transmit to the Union dues and amounts for any other service, program, or committee provided or sponsored by the Union. Within ninety (90) days from the ratification of the MOU, the County and SEIU will meet to discuss the process wherein membership forms are collected by the Union.

b) **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 Article, no such deduction shall be made for the current pay period.

c) **Financial Documentation**

The Union shall within sixty (60) days after the end of each fiscal year provide the County with detailed financial documentation, which shall meet the requirements of Government Code Section 3502.5.

d) **Reinstatement**

Upon the reinstatement of any dues paying worker, or upon the recalling of any dues paying worker from layoff status, the County will resume dues deduction, at the rate specified by the Union, for such worker in accordance with Section 3.2(a) of this Article.

e) **No Fault**

The Union agrees to indemnify, defend, and hold the County harmless from any and all claims, demands, suits, or any other action arising from the provisions of this Article.

f) **Fair Representation**

It is recognized that the Union, as the exclusive representative of all unit employees, is required to represent all unit employees fairly and equally without regard to Union membership or non-membership or their assertion of rights under this Memorandum of Understanding or law.

Section 3.3 – Other Deductions

The County shall deduct other deductions for insurance programs from paychecks of workers under reasonable procedures prescribed by the County for such deductions which may include workers not within recognized bargaining units of the Union in accordance with procedures that may be established between the parties.

Section 3.4 – Union Notices and Activities

a) **Bulletin Boards**

The Union, where it represents workers of a County Department, shall be provided by that Department use of adequate and accessible space on bulletin boards for SEIU 521 communications.

b) **Distribution**

The Union may distribute material to workers in its representation units through normal channels.

c) **Visits by Worksite Organizers**

Union Worksite Organizers shall give notice to the department head or his/her designated representative prior to entering departmental facilities to visit other than public areas. Union Worksite Organizers shall follow all County policies and procedures when visiting County worksites. This includes signing in and out at front desks, wearing visitor badges, and being escorted when required. The Union is not waiving any access rights available under the Meyers-Milias-Brown Act.

The Union Worksite Organizer shall be allowed reasonable contact with workers on County facilities provided such contact does not interfere with the worker's work and occurs during the worker's rest period, meal period or outside the worker's working hours. Solicitation for membership or other internal worker organization business shall not be conducted during work time. Prearrangement for routine contact may be made on an annual basis.

For this purpose, rest periods are not work time.

d) **Facilities**

County buildings and other facilities shall be made available for use by the Union or their Representatives in accordance with administrative procedures governing such use.

e) **Names and Addresses of Covered Workers**

The County shall supply the Union with a biweekly data processing run of names and addresses and classifications of work of all workers within the representation units. Such list shall be supplied without cost to the Union in an electronic format. Addresses shall not be supplied of those workers who request the County in writing to not provide such information. A copy of such request shall be forwarded to the Union.

f) **Notification of Union Coverage**

When a person is hired in any classification covered by a bargaining unit represented by the Union, the County shall notify that person that the Union is the recognized bargaining representative for the workers in said unit and present that person with a copy of the present Agreement and a membership form.

g) **Report of Transactions**

The County shall supply the Union a data processing run covering the following worker transactions as are currently available on the system: newly hired worker, reinstatement, re-employment, return from leave, return from military leave, miscellaneous, promotion, return to former class, voluntary demotion, disciplinary demotion, transfer, title change, suspension, temporary military leave, injury or illness leave, other leave, indefinite military leave, resignation, probationary release, provisional release, miscellaneous release, dismissal, retirement, death, layoff, provisional appointments.

Section 3.5 – Union Label

All books, reports, brochures, stationery, cards, badges and other documents produced by the County Printing Services Division shall carry the Local Union label in accordance with customary printing trades' practices.

Section 3.6 – Printing of Agreement

The parties agree to share equally the cost of printing bound copies of this Agreement. The parties shall receive an equal number of the copies of the printing run. The design and format of the printed Agreement shall be jointly determined by the parties. It is agreed that the contract will be printed not more than ninety (90) calendar days after final ratification of agreement by both parties. The parties agree to have an electronic copy of the agreement available within sixty (60) calendar days after final ratification of agreement by both parties.

Section 3.7 – New Worker Orientation

When a new worker is hired into a Union-represented classification, the County shall notify the worker that SEIU, Local 521 is the recognized employee organization for the classification into which the worker has been hired. The County shall provide a copy of the current Agreement and a packet of Union information which shall be supplied to the County by the Union.

The Union shall be allowed a Representative at new hire orientations for new workers or departmental orientations including but not limited to at Santa Clara Valley Healthcare (SCVH), and Social Services Agency (SSA). This Representative may be a Steward, Chief Steward, or Union-designated representative who will notify their supervisor in advance. A Steward, Chief Steward, or Union-designated representative who attends new hire orientation will be provided release time. No overtime shall be incurred as a result of the make-up time.

As part of each new worker's onboarding, the County shall notify each new worker of their right to attend a thirty (30) minute Union orientation session, and will provide sufficient information and release time to new workers to facilitate their attendance at a scheduled Union orientation session via electronic invite, email, and/or printed memo. Such information shall contain language mutually agreed upon by the County and the Union.

The County and the Union agree to schedule Union orientations on a bi-weekly basis at locations determined to have reasonable geographic access relative to the new worker's worksite, with the intent to limit drive times. Dates and times of the orientations may vary to accommodate the different needs of new workers such as varying shifts and regularly scheduled days off. The Union and the County will determine the date(s), time(s), and location(s) of the Union orientations. If there are conflicts with dates, times, and/or locations of such orientations, the Union and the County shall work together to rectify those issues. The County shall secure a room and sufficient tables and chairs. The thirty (30) minutes provided to the Union at orientation sessions scheduled at SCVH, SSA, or any other County department constitute a Union orientation session satisfying the requirements of this section, and employees attending those sessions are not entitled to attend an additional Union orientation during their scheduled, County-paid work time.

The Union orientation shall be conducted by representatives designated by the Union. Union representatives attending new hire orientations shall be allowed thirty (30) minutes during the orientation to make a presentation and answer questions from workers in classifications represented by the Union. County representatives shall not be present during the Union portion of the orientation. The County or Department, where appropriate, will notify the Union ten (10) business days in advance of such County new-worker orientation sessions and to the extent available, shall include a list of new workers in SEIU-represented classifications scheduled to attend. If an employee was unable to attend a Union orientation within the first thirty (30) calendar days of hire, they shall be allowed to attend a regularly scheduled Union orientation session that occurs within 120-days of their hire date.

With the exception of orientations at and for SCVH and SSA, the County shall schedule no more than fifty (50) employees to attend each Union orientation. The Parties will schedule multiple sessions if needed and shall coordinate such dates, times, and locations.

Employees shall be paid for the actual attendance time, up to thirty (30) minutes, to attend one Union orientation. Employees shall be paid for travel time, if the travel time and orientation session takes place during their scheduled work time. Time spent traveling to a Union orientation session that is held at the beginning of an employee's shift is not compensable. Time spent traveling from a Union orientation session to the employee's home at the end of their scheduled shift is not compensable.

The number of steward representatives released for the orientation shall be based on the number of new workers in SEIU-represented classifications at each orientation as follows:

- 1-50 Workers - Up to 2 Representative Released
- 51-75 Workers - 3 Representatives Released
- 76 or more Workers - 4 Representatives Released

The County shall provide the Union a malleable electronic file containing the name, job title, department, work location, home and cell phone numbers, home address, and personal and work email addresses that the County has on record within the County's Human Resources Information System of any newly hired employee within two (2) pay periods of the date of hire.

If the parties mutually agree, the County and the Union will meet to discuss issues or questions related to this section and attempt to reach a common understanding.

Section 3.8 – Third-Party Requests

The County shall comply with the law, including the California Public Records Act, in responding to third-party requests for information about the home addresses, home telephone numbers, personal cellular telephone numbers, birthdates, and personal email addresses of Union-represented workers. The County will provide the Union with notice of outside third-party requests for this information in a timely manner. Section 3.8 shall not be subject to the grievance procedure in this Agreement.

ARTICLE 4 – OFFICIAL REPRESENTATIVES, STEWARDS AND NEGOTIATING COMMITTEE

Section 4.1 – Official Representatives

a) Meetings with Management

The County agrees to provide release time for Union Representatives for attendance at mutually agreed Department/Agency meetings. Each Department/Agency shall notify the Union of the person(s) to be contacted for approval of release time in that Department/Agency. The Union agrees, insofar as possible, to notify Management at least 24 hours, excluding weekends and holidays, in advance of the request for release time and the names of the Union Representative(s) to be released. Management agrees to arrange for release time with the appropriate supervisor(s). Release time arrangements shall include a reasonable amount of travel time.

For purposes of County-wide meetings with Management, requests for release time shall be made through the Office of Labor Relations.

b) Number for Release

The parties agree that no more than three (3) Local 521 Official Representatives from a single representation unit shall be recognized for the purpose of release time at any single meeting, unless additional representatives are mutually agreed upon.

The Clerical and APT units each may have no more than four (4) Local 521 Official Representatives granted release time by the County to attend any single Board of Supervisors meeting. The Blue Collar, EHU, PCS, PHN, SSU, and Supervisory units each may have no more than three (3) Local 521 Official Representatives granted release time by the County to attend any single Board of Supervisors meeting.

c) Release Time Log

Release time shall be granted after consideration of operational and staffing needs. Official Representatives will log the time they leave their work assignments, where they can be reached, and the time they return on a form provided by the County.

d) Bank of Hours

Release time shall be granted to Local 521 Official Representatives up to a maximum of two thousand (2000) hours per fiscal year for attendance at meetings of the Board of Supervisors and the Personnel Board. The Official Representative shall notify his/her supervisor of his/her intention to be on release time as far in advance as reasonably possible, but not later than the end of normal business hours the day before such meeting, except in emergency situations. Insofar as possible, such release time shall be made through the Department of Labor Relations at least 24 hours in advance of the Board meeting.

Section 4.2 – Stewards

a) Notification of Stewards

The Union agrees to notify the County of the names of their Stewards, Assistant Chiefs and Chief Stewards by Department/Agency and by location, not to exceed 521 in number for all bargaining units covered by this Agreement (Administrative, Professional and Technical; Blue Collar, Clerical, Environmental Health, Probation Counselor Safety; Public Health Nurses; Social Services and Supervisory Units).

The Union shall provide annual listings of workers identified as Assistant Chief Stewards, Chief Stewards, and Stewards, and in addition, Alternate Stewards and Safety Stewards at the beginning of each contract year to the Office of Labor Relations and updated as replacement stewards are elected. Alternate Stewards may be designated to serve in the absence of a Steward. Management will notify the Union of the appropriate Management representatives in each department to be contacted by the Steward in carrying out his/her duties as Steward.

b) **Grievance Related Release Time**

The County agrees to provide release time for:

1. A meeting with a worker at the worksite of either the Steward or the worker concerning a grievance or discipline appeal.
2. A meeting with Management.
3. A meeting where a worker is the subject of an investigational interview.
4. Grievance arbitrations/mediations where the steward is the official representative.

c) **Grievance Related Worker Release**

If a worker has a grievance and wishes to discuss it on County time with a designated Steward, she/he shall be allowed the opportunity within a reasonable amount of time to verify if her/his designated Steward is present and available to be seen. If the Steward is present and available, the worker shall complete a "release form in accordance with 4.1 c," and submit it to his/her immediate supervisor prior to leaving his/her workstation. Such release form shall contain the worker's name, class title, Steward's name, and work location of Steward, time left, and date. Upon return, the worker shall note the time returned on the form.

d) **Grievance Investigation**

A reasonable amount of time will be granted the worker and Steward to handle the initial investigation of the grievance. The parties agree that in handling grievances, the worker and Steward will use only the amount of time necessary to handle the grievance.

e) **Steward Release Time Log**

Stewards will log the time they leave their work assignments, where they can be reached, and the time they return on a form provided by the County.

f) **Meetings with Management**

The Union agrees, insofar as possible, that meetings with Management will be arranged in advance, with notification to the appropriate level of Management of the Steward and workers planning to attend. Management agrees to arrange for release time with the appropriate level of supervision.

g) **Other Authorized Release Time**

1. Any other authorized release time, such as meetings on a regular basis with the appointing authority or his/her designated representatives, shall be under separate agreement with the appropriate department.
2. No more than one time per quarter, the County shall release up to thirty-five (35) stewards for no more than 2 hours, inclusive of travel time, for meeting to further labor/management relationships. At least twenty (20) days in advance, the Union must provide to the Department of Labor Relations the agenda, date, time, and location of the meeting, and the names and departments of stewards to be released to attend this meeting.

Section 4.3 – Chief Stewards

- a) The Union may designate up to forty-five (45) Chief Stewards for Departments/Agencies/Divisions, etc.
- b) Chief Stewards shall be entitled to release time to replace Stewards when the Steward is not available, and shall comply with Section 4.2.
- c) Chief Stewards shall be entitled to release time to attend arbitration hearings, Personnel Board disciplinary hearings, investigatory meetings, and pre arbitration meetings (if not attended by the Steward).

Section 4.4 – Negotiating Committee

Not more than six (6) negotiators at one time shall participate in negotiations. The balance of the worker negotiators may be present but shall not participate in negotiations nor be seated at the negotiating table. Any person who disrupts or interferes in any way with the negotiations, verbally or otherwise, shall be excluded from the meeting room.

a) **Number of Union Worker Negotiators for Release**

For each of the following Units, the following is agreed:

1. For the Administrative, Professional, and Technical Unit there shall be seventeen (17) committee members. The County agrees to release seventeen (17) persons upon such request where required.
2. For the Blue Collar Unit there shall be seven (7) committee members each. The County agrees to release seven (7) persons upon such request where required.

3. For the Clerical Unit there shall be nine (9) committee members each. The County agrees to release nine (9) persons upon such request where required.
4. For the Public Health Nursing Unit there shall be three (3) committee members. The County agrees to release three (3) persons upon such request where required.
5. For the Environmental Health Unit there shall be three (3) committee members. The County agrees to release three (3) persons upon such request where required.
6. For the Probation Counselor Safety Unit there shall be two (2) committee members. The County agrees to release two (2) persons upon such request where required.
7. For the Social Services Unit there shall be seven (7) committee members. The County agrees to release seven (7) persons upon such request where required.
8. For the Supervisory Unit there shall be three (3) committee members. The County agrees to release three (3) upon such request where required.
9. The Chapter President and two (2) Vice Presidents.

b) **Compensatory Time**

Those negotiators who are on their own time during the meetings will not be granted compensatory time.

c) **Resource People**

Resource people for the unit negotiations shall be allowed on their own time, leave without pay, vacation, or compensatory time off to attend scheduled negotiation meetings for this unit to provide information to the committee on specific items on an as needed basis and as mutually agreed, prearranged and scheduled by the committees. The County shall facilitate arranging time off for resource people attending negotiations.

d) **New Units**

Should any new units be established for representation by Local 521, the parties will meet and confer regarding negotiation committee size.

ARTICLE 5 – LAYOFF

Section 5.1 – Seniority Defined

Except as otherwise provided in Sections 5.2, 5.7, 6.9 of this agreement and the side letter agreement regarding Psychiatric Social Workers and Marriage Family Therapists, CCS Therapists and Psychologist classifications, seniority is defined as date of hire within a coded classification with the classified service of the County. For the purpose of computing total time in the worker's classification, the worker will be given credit for all time in any classification, at the same or higher salary level, in which permanent status had formerly been held. Original continuous coded unclassified service shall be counted if permanent status was subsequently attained in a classified classification. Date of hire shall be adjusted for all time on leave without pay which extends beyond one full pay period, but shall not be adjusted for all time on statutory family medical leave, statutory parental leave, worker's compensation leave, leave for Union business and statutory military leave.

Section 5.2 – Transfer of Prior Agency Service

If a function of another agency is transferred to the County, the seniority of workers who transfer with the function shall be computed, based upon application of the definition of Section 5.1, to each worker's prior service with the other agency.

Section 5.3 – Changes to Classes

The County and the Union agree that to the extent possible, workers should not lose their rights under this Article because classes have been revised, established, abolished or retitled.

Section 5.4 – Consideration of Layoff

When the County determines that a layoff is imminent within the bargaining unit, it shall give the Union such advance notice as is reasonable under the circumstances. Such notice shall describe the general areas which may be affected and the circumstances requiring the layoff. Upon request, the Union shall be afforded the opportunity to meet with the County to discuss these matters and any proposed alternatives.

The County shall provide a listing of unclassified positions represented by the Union and shall meet to review the purpose of the position and the feasibility of filling the position with a laid off worker in the same classification.

Section 5.5 – Order of Layoff

When one (1) or more workers performing in the same class in a County Department/Agency are to be laid off, the order of layoff in the affected Department/Agency shall be as follows:

- a) Provisional workers in inverse order of seniority.
- b) Probationary workers in inverse order of seniority.
- c) Permanent workers in inverse order of seniority.

Section 5.6 – Notice of Layoff

Workers subject to the provisions of this Article shall be given at least twenty (20) working days written notice prior to the effective date of layoff. The Union shall receive concurrent notice, and upon request, shall be afforded an opportunity to meet with the County to discuss any proposed alternatives. The procedures of Section 5.7 shall be applied prior to the effective date of the layoff.

Section 5.7 – Reassignment in Lieu of Layoff

a) Vacant Code in County

In the event of notice of layoff, any worker so affected will be allowed to transfer to a vacant position the County has determined to be filled in his/her current classification or any classification at the same or lower level in which permanent status had formerly been held. Workers will not be required to transfer to vacant positions formerly held if the level for such vacancy would be lower than the level of any classification to which a worker could exercise displacement rights.

The County shall provide a listing of appropriate vacancies and the affected worker(s) shall select a vacancy for which he/she qualifies under 5.7 (a). The worker(s), along with any workers remaining on re-employment list under Section 5.10 below, shall appear at a time and place designated by the County which shall be approximately ten days after the notice of layoff. The worker on a seniority basis shall be allowed ten minutes for the selection. If a currently employed worker does not appear or does not select a vacancy the County will make the designation; however, a worker shall be allowed to use a duly authorized proxy. Workers on the re-employment lists who do not bid in this process shall be considered to have declined one offer in their existing class.

All appropriate departmental bidding will be suspended during this process, or by mutual agreement, it may be accelerated to facilitate layoff placement for the laid off worker.

b) Displacement

In the event there are no vacancies as listed in (a) the worker shall have the right to be returned to the classification in the Department/Agency at the same or next lower level in which permanent status had formerly been held and the regular layoff procedure in that same or lower level shall apply.

Section 5.8 – Administrative Transfers

a) Administrative Transfer because of Layoff

A worker who is to be administratively transferred because of the layoff of other workers shall at his/her option be allowed to select on a seniority basis an available transfer in the same classification within the department. The County shall provide a listing of the work locations and shifts available for selection. The worker(s) shall appear at a time and place designated by the County. The worker, on a seniority basis, shall be allowed ten (10) minutes for the selection. If the worker does not appear or does not select a vacancy, the County will make the designation;

however, a worker shall be allowed to use a duly authorized proxy.

b) **Administrative Transfer Related to the Deletion of Filled Positions That Do Not Result in Layoffs**

Upon request by Union, where there are adequate vacancies to absorb the deletion of filled positions within a classification, the County will notify workers in the unit affected by the deletion and allow for volunteers to transfer by seniority into such vacancies. If there are volunteers, the County will select volunteers to transfer in order of most seniority. If there are no volunteers, the least senior person(s) in the unit(s) will be transferred outside of the unit(s) and into positions so designated by the County.

The County reserves the right to retain bilingual personnel and the County will provide justification to demonstrate the operational need for the bilingual services.

Upon request, the County will meet and confer with SEIU on the definition of a unit. Should the County and SEIU fail to reach agreement, the County reserves the right to take necessary action by Management direction.

Section 5.9 – Layoff

a) **Layoff**

In the event that a worker is not reassigned in lieu of layoff as in Section 5.7, or placed in another County position as in Section 5.9(b), the worker shall be laid off. If a worker elects not to exercise the rights in Section 5.7(b), or does not accept placement under Section 5.9(b), he/she may be deemed to have been offered and to have declined such work.

b) **Inplacement**

If a worker has been issued a layoff notice pursuant to Section 5.6 and has no reassignment in lieu of layoff rights pursuant to Section 5.7(a) or (b), then that worker shall be considered for inplacement. Only those workers who have achieved permanent status within any classification in the County are eligible for inplacement.

Inplacement is an offer of transfer (within specific wage bands) or demotion to a worker with a layoff notice into a vacant position which the County intends to fill during the layoff notice period.

The following conditions apply to the inplacement process:

1. A worker must be qualified to transfer or demote. The Personnel Director shall determine qualifications.
 - a. Testing requirements will be the same as if the worker had been reclassified.

- b. In determining qualifications and possible positions, transfers and demotions to both related and non-related classes may be considered.
2. Transfer will be deemed a "lateral transfer" if movement from one class to another does not exceed an upward salary change of 15% (fifteen percent).
3. Normal transfer (ordinance code) rules apply. Workers placed into new classifications shall be placed on probationary status. If a worker has underlying permanent status the probationary period following the transfer shall be considered a subsequent probation. Consistent with this status, the worker on a subsequent probation with underlying permanent status, has Personnel Board appeal rights.
4. The worker may express a preference for certain occupational fields, assignments or departments. However, the worker has no right to claim any position nor is the County required to offer placement.
5. A position shall not be considered "vacant" for inplacement purposes if the position has been identified as claimable under Section 5.7(a), or (b) by another worker who has been issued a layoff notice under Section 5.6 or by worker on a re-employment list established pursuant to Section 5.10.
6. A worker who is placed under Section 5.9(b) or laid off under Section 5.9(a) shall have his/her name placed on all re-employment lists pursuant to Section 5.10 for the appropriate classification.
7. In determining placement offers, the Union and the County, on a case by case basis, may by mutual agreement include as part of the placement offer:
 - a. basic skill competency training and/or;
 - b. literacy training and/or;
 - c. other methods (other than transfer or demotion) of filling vacant positions that do not violate Merit System principles or County Ordinance Code provisions.
8. All inplacement offers must be made and accepted or rejected prior to the effective date of the layoff notice. Time permitting, the Personnel Department may assist workers on the re-employment list in addition to those workers with layoff notices. Such workers shall be entitled to all provisions of this Agreement.

9. If a worker is not placed by the effective date of the layoff notice, he/she shall be laid off under the provisions of the layoff notice.

Section 5.10 – Re-employment List

- a) The names of such probationary workers with underlying permanent status and permanent workers reassigned or laid off in accordance with Sections 5.5, 5.7(b), or 5.9 of this Article shall be entered upon a re-employment list in inverse order as specified under Section 5.5 except as otherwise provided by this Section. Upon certification of the re-employment list to the appointing authority, the person standing highest on a re-employment list for a particular classification when a vacancy exists in that classification in any department/agency shall be offered the appointment. Workers on re-employment lists shall retain the right to take promotional exams and/or receive promotional preference on exams. The re-employment lists shall take precedence over all other methods of appointment.

Upon request by either party and with mutual agreement, vacancies may be filled by internal departmental bidding to allow workers to select a certain position within their classification (including shift), and the remaining vacancy will be filled by the re-employment list.

- b) When required by the needs of the department and approved by the Director of Personnel, selective certification may be utilized to re-employ workers with any of the following: 1) bilingual, 2) steno skill, 3) Rehabilitation Counselors who possess certification in one or more of the core areas of Health Realization or 4) particular abilities, knowledge or traits that were required, and for which a selective certification or recruitment process was utilized, when the position was last filled.

The County will provide available records to the union, of the particular abilities, knowledge, or traits that were used in the selective certification or recruitment process at the time the position was last filled. The County will provide justification to demonstrate the operational need for those particular abilities, knowledge or traits to be used in the selective re-employment process.

- c) Seniority Accrued for Ranking on Re-employment List: If a less senior worker is recalled due to a selective certification in accordance with Section 5.10(b) and if in that process a worker with more seniority is bypassed, then the more senior worker who remains on the re-employment list shall continue to accrue seniority for the purposes of rank on the re-employment list when subsequent layoff cause the merging of re-employment lists. Workers bypassed shall remain on the re-employment list and continue to accrue seniority until re-employed in the same classification provided the worker has not declined 2 offers of re-employment in accordance with Section 5.12.
- d) While active on a re-employment list, workers are eligible to transfer to positions from the classification the worker was laid off from and that such positions are within the transfer band.

Section 5.11 – Temporary Work for Laid Off Workers

Interested workers who are placed upon the re-employment list due to layoff and who elect to be available for temporary work shall be given preference for such work for any classification for which they qualify. The election to be available for temporary work may be made at the time of layoff, or in writing at any time. Workers may decline to be available for temporary work or may decline such work itself without affecting any rights under this Article.

Section 5.12 – Names Dropped from Re-employment List

- a) No name shall be carried on a re-employment list for a period longer than three (3) years, and the names of persons re-employed in a permanent position within the same classification shall, upon such re-employment, be dropped from the list. Refusal to accept one of two offers of re-employment within the same classification shall cause the name of the person to be dropped from that re-employment list.
- b) Workers who were laid off from part-time positions shall be offered full-time employment, and workers laid off from full-time positions shall be offered part-time positions. However, a worker's refusal to accept such an offer with more or fewer hours than the position they left will not be counted as a refusal of an offer of employment in Section 5.12(a) above.

Section 5.13 – Rights Restored

Upon re-employment of a worker from a re-employment list, all rights acquired by a worker prior to his/her placement on such list shall be restored, including the restoration of sick leave, if any, in accordance with Section 12.2 (e).

ARTICLE 6 – PERSONNEL ACTION

Section 6.1 – Initial and Subsequent Probationary Periods

- a) Each new worker shall serve a probationary period of nineteen (19) complete pay periods unless otherwise indicated in the appendices when it shall be twenty-five (25) complete pay periods or 12 months as denoted. Workers who have attained permanent status in a classification and have been appointed to a new classification by appointment from an eligible list or by means of transfer shall serve a subsequent probationary period of 6 months, as outlined in County ordinance, Section A25-191, which shall be counted as thirteen (13) complete pay periods, unless otherwise noted in the appendices. An incomplete pay period served on initial or subsequent probationary appointment shall not be counted as complete pay periods. Upon successful completion of the probationary period, the worker shall be deemed a permanent worker in the classification for which they served the probationary period. A leave of absence without pay shall not be credited toward completion of the worker's probationary period. The parties agree that probationary workers in a classification covered by this Agreement shall have all rights in this Agreement, unless otherwise specified, including full and complete access to the grievance procedure set forth in this Agreement. Consistent with County Charter Section 704(e), probationary workers serving an initial probationary period may not appeal to the Personnel Board, suspensions, demotions, or dismissals. Consistent with 19.1 (b) (2) of this Agreement, probationary workers may not grieve probationary release.
- b) Classified probationary workers and unclassified workers who have not completed a period equal to the probationary period for a comparable classified position shall have the right to request and receive Department/Agency administrative review of disciplinary action taken during the applicable probationary period. Such review must be requested in writing within ten (10) working days of the disciplinary action or it is waived. The department/agency head, or his/her designated representative, shall hear and make a decision in writing which he/she shall issue within sixty (60) business days. The sixty (60) business day period shall not commence until all investigations, administrative proceedings, and litigation related to the worker's employment, as well as discussions between the County and Union about potential resolutions, have concluded. Failure by the County to comply with the sixty (60) business day period shall not result in or serve as a basis for the County being required to reinstate the worker.

Notice of disciplinary action must be served on the worker in person or by certified mail prior to the disciplinary action becoming effective. Notice shall be included in worker's personnel file and a copy sent to the Union and designated Chief Steward, and shall include:

1. Statement of the nature of the disciplinary action.
2. Effective date of the action.
3. Statement of the cause thereof.

4. Statement in ordinary and concise language of the act or omissions upon which the causes are based.
5. Statement advising the worker of the right to an administrative review of such action and the right to Union representation.

Such worker shall be given five (5) days' notice of discharge, or demotion, or five (5) days pay, except where circumstances require immediate action.

- c) A worker serving a new probation in the classified service, who transferred from the same classification in the unclassified service and had grievance rights pursuant to Section 6.7, shall retain those rights while serving in the new probation period in the classified service.
- d) A worker with underlying permanent status, who is serving a subsequent probationary period, and who is released during the probationary period, shall retain the right to appeal such release to the Personnel Board and the right to return to his/her former class in accordance with Section 6.10. Such worker shall receive a ten (10) working day notice of release except where circumstances require immediate action.

Section 6.2 – Administrative Investigation

a) Employee's Rights During Administrative Investigation:

Upon request, an employee has a right to have a representative present at an investigatory meeting with the employer where it is reasonably likely that disciplinary action against that worker may result.

A worker has the right to know the purpose of a meeting with a supervisor, manager, and/or investigator. If asked, the supervisor, manager, and/or investigator must reveal any intent to conduct an investigatory meeting that might lead to discipline of the worker asking, and give that worker sufficient time to secure representation for such meeting. The worker may not unreasonably postpone the meeting to schedule a particular representative but may have to accept the presence of the steward, or union worksite organizer or other representative who can be available within a reasonable period of time.

Regarding any investigatory meeting with a worker that may lead to discipline of that worker, the County shall permit a steward, worksite organizer, or representative to be present to assist during such meeting. The representative and worker may confer during breaks, which the investigator shall not unreasonably deny.

Requesting and securing representation is the responsibility of the worker. Supervisors, Managers, and/or Investigators shall not be involved in the selection of a steward, union worksite organizer or other representative.

b) **Employee Rights During Internal Affairs Investigations:**

1. Internal Affairs (IA) will include in its administrative admonishment to a non-peace officer employee who is the subject of the investigation the following, if applicable:
 - The interview will be recorded and the employee will have the right to bring his/her own recording device.
 - The employee will have access to the audio recording of his/her interview if any disciplinary action is contemplated or prior to any further questioning at a subsequent time.
2. When IA is directing the witness not to discuss the investigation directly or indirectly with any other person, the administrative admonishment will include the following:
 - After the witness has been interviewed and IA has concluded its interview of the witness, the witness may speak to the representative of the employee who is the subject of the investigation.

c) **Authority of Investigator**

In a County investigation, the County may authorize a supervisor, manager, and/or internal or external investigator to conduct internal investigations. Workers are required to fully participate and cooperate to the same extent regardless of whom the County designates as its investigator. This section is not a waiver of any representation rights to which the worker is legally entitled.

Section 6.3 – Philosophy on Discipline

The intent of progressive discipline is to be corrective in nature and allows for a worker to correct behavior. Ordinarily, the County will use progressive discipline in correcting the behavior of a worker. However, the circumstances of each case dictate the appropriate progressive disciplinary response and the County reserves the right to skip one or all levels of progressive discipline in appropriate circumstances. The County and the Union agree that the level of discipline recommended for any instance of discipline should take into account the nature and seriousness of the offense as well as the employee's record.

Coaching, mentoring, verbal counseling or written counseling will identify the expectations of the worker, or identify the issue to be corrected, and give guidance on how to correct the issue and provide for a reasonable period for the worker to make the correction. Coaching and mentoring through the progressive discipline philosophy are not considered discipline nor are they grievable.

Job expectations and/or objectives will be provided to probationary workers. Work performance and behaviors will be evaluated during a worker's probationary period.

Philosophy on discipline shall be excluded from consideration under the grievance procedure outlined Section 19.1.

Section 6.4 – Counseling and Unfavorable Reports

a) Counseling

In the event that a worker's performance or conduct is unsatisfactory or needs improvement, informal verbal or written counseling shall be provided by the worker's lead or first-line supervisor. Counseling should normally be separate from on-going worksite dialogue and should address performance or conduct which, if not improved, may eventually result in further disciplinary action. Documentation of such counseling shall be given to the worker at the time of the counseling and will not be placed in the worker's personnel file. The County shall attempt to use counseling first, prior to any unfavorable reports being issued, when the situation warrants only a counseling. Counseling should normally take place between the worker and the lead or first-line supervisor only. Should the supervisor or lead be assisted during the counseling, the worker shall have the right to have his/her representative present.

No written counseling and or documentation of verbal counseling shall be used for discipline provided no related personnel action was taken within eighteen (18) months of date of issuance.

Personnel action constitutes any action taken under any one of the following Sections 6.1, 6.4, 6.5, 6.6, 6.7.

b) Unfavorable Reports on Performance or Conduct

If upon such counseling a worker's performance or conduct does not improve and disciplinary action could result, a written report shall be prepared by the supervisor including specific suggestions for corrective action, when the situation allows. A copy shall be given to the worker and a copy filed in his/her personnel file. No unfavorable reports shall be placed in a worker's file unless such report is made within fifteen (15) working days of the County's knowledge of the occurrence or incident which is the subject of this report. The counting of the fifteen (15) working days shall begin at the conclusion of an investigation. Workers shall have the right to grieve the factual content and timeliness of such reports and/or attach a written response to the report for inclusion in their personnel file.

Section 6.5 – Recommended Disciplinary Action - Permanent Classified

The County may take disciplinary action for cause against any permanent classified worker by suspension, demotion or discharge by notifying the worker in writing. Notice of recommended disciplinary action must be served on the worker in person or by certified mail. The notice shall not be included in the worker's personnel file. Copies shall be delivered to the Union and designated Chief Steward in person or by regular mail and shall include:

- a) Statement of the nature of the disciplinary action.
- b) Effective date of the action.

- c) Statement of the cause thereof.
- d) Statement in ordinary and concise language of the act or omissions upon which the causes are based.
- e) Statement of the worker's right to respond, either orally at a meeting requested by the worker, or in writing. The opportunity to respond shall normally take place within seven (7) working days following the initial notice of intended action.
- f) In all cases of disciplinary action, the notice shall include a statement advising the worker of the right to appeal to the Personnel Board from such action and the right to Union representation.

Section 6.6 – Notice of Final Disciplinary Action - Permanent Classified

The County may take disciplinary action for cause against any permanent classified worker by suspension, demotion or discharge by notifying the worker in writing. Notice of final disciplinary action shall be served on the worker in person or by certified mail prior to the disciplinary action becoming effective. The notice shall be included in the worker's personnel file. Copies shall be delivered to the Union and the designated Chief Steward in person or by regular mail and shall include:

- a) Statement of the nature of the disciplinary action.
- b) Effective date of the action.
- c) Statement of the cause thereof.
- d) Statement in ordinary and concise language of the act or omissions upon which the causes are based.
- e) Statement advising the worker of the right to appeal to the Personnel Board from such disciplinary action and the right to Union representation.

Workers serving a suspension of one full pay period or more shall have his/her suspension served over multiple pay periods to avoid the loss of health benefits.

Section 6.7 – Disciplinary Action – Unclassified Workers

Unclassified workers who have completed nineteen (19) complete pay periods or twenty-five (25) complete pay periods (the period being equal to the probationary period for a comparable classified position) may grieve disciplinary action on the grounds that such discipline was not for cause. Such grievance shall comply in all respects with Article 19 of this contract.

Notice of disciplinary action must be served on the worker in person or by certified mail prior to the disciplinary action becoming effective. Notice shall be included in worker's

personnel file and a copy sent to the Union in person or by regular mail and designated Chief Steward, and shall include:

- a) Statement of the nature of the disciplinary action.
- b) Effective date of the action.
- c) Statement of the cause thereof.
- d) Statement in ordinary and concise language of the act or omissions upon which the causes are based.
- e) Statement advising the worker of the right to appeal from such action and the right to Union representation.

Unclassified workers shall be given five (5) days' notice of discharge or demotion except, where circumstances require immediate action.

Workers serving a suspension of one full pay period or more shall have his/her suspension served over multiple pay periods to avoid the loss of health benefits.

Section 6.8 – Return to Former Class

As an alternative to appointment from any employment list, other than a re-employment list, any current regular worker, upon recommendation of the appointing authority and approval by the Director of Personnel, may be appointed without further examination to a position in any class in which regular status had formerly been acquired, or to any related class on a comparable level with the former class. In cases where this procedure is used by a person who has had a break in service of one (1) year or more from the former classification, the salary step in the new range shall be determined under the provisions of Article 7, Section 7.3.

Section 6.9 – Unclassified Appointment

No worker, while holding a position in the Unclassified Service, shall be assigned to or occupy any classified position covered by this Agreement except as provided for under County ordinance section A25-640. Nothing herein shall prevent workers from serving on Boards and Commissions in accordance with County policies and procedures.

Section 6.10 – Rights Upon Promotion or Transfer to Classified or Unclassified Service

Any permanent worker who receives a provisional or probationary promotion, or who is transferred or promoted to a position in the unclassified service shall retain all rights and benefits as a permanent worker of his/her former class while in such provisional, probationary, or unclassified status. These include the right to participate in promotional examinations and the right to return to his/her former class if released while in such status. All such service shall count toward seniority credits in the worker's former class in the event the layoff procedure is involved.

Any permanent worker who receives a provisional promotion, or who is transferred or promoted to a position in the unclassified service, the duration of which is known to be for less than six (6) months, shall be considered to be on leave from his/her permanent position and departments are authorized to make substitute appointments to such vacated positions.

Section 6.11 – Performance Appraisal Program

The program covers all workers represented by the Union, with the exception of extra help employees unless otherwise required by state or federal regulation or law. With the exception of clerical leads, leads may provide input to supervisors on performance appraisals. Leads will not write or issue performance appraisals on other workers but may be in attendance to observe the issuance and any discussion of the performance appraisal. If the worker objects to the Lead being present, the Lead shall not attend. Performance appraisals shall be conducted during a worker's initial probationary period.

The performance appraisals will not be used by the County, the worker or the Union in the disciplinary process or for the purpose of transfers or for the purpose of promotions.

Section 6.12 – Personnel Files

The County shall maintain a personnel file for each worker. The department may also maintain a personnel file for each worker. Workers shall have the right to review both of their personnel files or authorize review by their representative. No adverse material will be inserted into the worker's personnel files without prior notice to the worker. Workers may cause to be placed in their personnel files responses to adverse material inserted therein and a reasonable amount of correspondence originating from other sources directly related to their job performance.

Notices of Recommended Disciplinary Actions including any attachments or disciplinary actions overturned on appeal shall not be retained in a worker's personnel file.

An unfavorable report shall be removed from the worker's personnel file at the end of two (2) years except unfavorable reports involving charges as listed in A25-301(a)(4) Brutality in the performance of duties and (b)(2) Guilty of immoral conduct or a criminal act and provided no additional discipline has been issued during the intervening period.

Materials relating to suspensions which become final will be removed after three (3) years if no other suspensions have occurred during the three (3) year period except those involving charges as listed in A25-301(a)(4) Brutality in the performance of duties and (b)(2) Guilty of immoral conduct or a criminal act.

Unfavorable reports or materials relating to suspensions may be removed from the worker's personnel file earlier than the regular removal schedule through a mutually agreed settlement.

Section 6.13 – Lateral Transfers

When making a lateral transfer or demotion to another class, an application review by the Personnel Director shall be deemed an appropriate qualifying examination for workers in instances where a qualifying examination is required. If otherwise qualified under this provision and the only prohibition to lateral transfer is the salary of the new class, it shall be deemed to be a lateral transfer if the move from one classification to another does not exceed fifteen percent (15%) upward range movement.

If a worker was moved to a lower classification due to his/her prior class being eliminated, abolished or a worker is laid off from his/her position and was placed on a re-employment list, the transfer band shall be calculated step to step, e.g., step one of the prior classification to step one of the new classification or step five of the prior classification to step five of the new classification. When determining the difference between classifications by using equivalent step to step, the actual step used to calculate the transfer band shall be the step that provides the worker the most benefit. Transfers under this provision may be made for a period of eight years from date of movement to the lower classification.

Section 6.14 – Administrative Transfers

Administrative transfers are based on the needs identified by the Department/Agency. Absent a departmental agreement, seniority (based on days of accrued service) shall be used when it is necessary to transfer a worker within the Department/Agency and between two geographical locations. For the purpose of this section, geographical locations is defined as two different street addresses. The transfer will be conducted as follows:

1. Volunteers who hold a position in the same classification. If there is more than one volunteer, they shall be selected in the order of most seniority (based on days of accrued service absent a departmental agreement).
2. If there are no volunteers, the least senior worker will be assigned. (Based on days of accrued service absent a departmental agreement).

Note: The County will notify the Union in a timely fashion of any planned Administrative Transfers. Upon Union request, the County will meet to determine the group of workers to be designated for the seniority purposes of this section.

3. Transfers necessary to comply with provisions of the Americans with Disabilities Act shall not be governed by this section.
4. Transfers necessary to comply with any other requirements of law as in transfers necessitated by civil rights complaints shall not be governed by this section. However should an investigation of a complaint to EOD or complaints of other civil rights violations not be sustained, a transferred worker will have the right to return to his/her former position and location.

5. This section shall not apply to transfers made pursuant to a reorganization, as defined under Article 21, which are subject to the process described in Article 21.

Section 6.15 – Minimum Qualification Application

Minimum qualifications in job bulletins announcing examinations shall not exceed the minimum qualifications listed in the job specification. A worker shall have the right to take an examination for any County appointment if the worker meets the minimum qualifications/employment standards listed in the job specification, for that appointment, unless specified otherwise in this Agreement and/or in the Merit System Rules. Any worker whose application for examination has been disqualified shall be notified in writing. The notification shall include an explanation of why the worker does not meet the minimum qualifications that led to their disqualification. Any worker whose application for examination has been disqualified may make corrections/revisions within the timeframe specified in the notification prior to the examination.

ARTICLE 7 – PAY PRACTICES

Section 7.1 – Salaries and Payments

Effective after ratification by the Board of Supervisors (salary ordinance amendment effective the first pay period after the second reading by the Board of Supervisors), all salaries shall be increased by five percent (5.00%) and shall be listed in the appendices attached hereto and made a part hereof.

Effective June 24, 2024, Pay Period 24/14, all salaries shall be increased by four percent (4.00%) and shall be listed in the appendices attached hereto and made a part hereof.

Effective June 23, 2025, Pay Period 25/14, all salaries shall be increased by four percent (4.00%) and shall be listed in the appendices attached hereto and made a part hereof.

The parties agree that the rates of pay established by this Agreement are commensurate with those prevailing throughout the County for comparable work as required by the Charter of the County of Santa Clara.

Equity Realignment: For classifications where the General Wage Increase and Unit Realignments do not cumulatively result in a wage increase of at least \$1.50 per hour for Step 3 of the Classification in year one of the Agreement, the pay rate for that classification shall be realigned to achieve a minimum \$1.50 per hour raise at Step 3 in year one.

For classifications where the General Wage Increase and Unit Realignments do not cumulatively result in a wage increase of at least \$1.40 per hour for Step 3 of the Classification in year two of the Agreement, the pay rate for that classification shall be realigned to achieve a minimum \$1.40 per hour raise at Step 3 in year two.

For classifications where the General Wage Increase and Unit Realignments do not cumulatively result in a wage increase of at least \$1.30 per hour for Step 3 of the Classification in year three of the Agreement, the pay rate for that classification shall be realigned to achieve a minimum \$1.30 per hour raise at Step 3 in year three.

These equity realignments shall be implemented at the same time as the General Wage Increase provided above.

Section 7.2 – Basic Pay Plan

The salary schedule consists of classifications and the assigned salary ranges as provided in the appendices. Each worker shall be paid within the range for his/her class according to the following provisions, unless otherwise provided in the appendices.

a) **Step One**

The first step in each range is the minimum rate and shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel or a person of unusual qualifications is engaged, the County Executive, may approve

the appointment at the second, third, fourth, or fifth step. If a worker is hired under the difficult-to-secure-qualified-personnel clause, the County will move those workers within that same class to the same salary step as that being received by the new workers. The Union will receive a monthly listing by class and department of positions hired above the first salary step.

b) **Step Two**

The second step shall be paid after the accumulation of six (6) months of competent service at the first step.

c) **Step Three**

The third step shall be paid after the accumulation of twelve (12) months of competent service at the second step.

d) **Step Four**

The fourth step shall be paid after the accumulation of twelve (12) months of competent service at the third step.

e) **Step Five**

The fifth step shall be paid after the accumulation of twelve (12) months of competent service at the fourth step.

f) **Time for Salary Adjustments**

Salary adjustments shall be made on the first day of the pay period in which the required accumulation of months of competent service occurs.

Section 7.3 – Effect of Promotion, Demotion or Transfer on Salaries

a) **Promotion**

Upon promotion, a worker's salary shall be adjusted as follows:

1. For a promotion of less than ten percent (10%), the salary shall be adjusted to the step in the new range which provides for a corresponding percentage in increase salary.
2. For a promotion of ten percent (10%) or more, the salary shall be adjusted to the step in the new range which provides for ten percent (10%) increase in salary, or to the first step in the new range, whichever is greater.

b) **Demotion**

Notwithstanding the provisions of Section 7.2, upon demotion of a worker with permanent status in his/her current class, his/her salary shall be adjusted to the highest step in the new class not exceeding the salary received in the former class.

c) **Transfer**

Upon transfer to a classification in the same pay range, the salary shall remain unchanged.

- d) **No Loss of Time-In-Step**
Notwithstanding the provisions of Section 7.2, no salary adjustment upon promotion, demotion, or transfer shall effect a loss of time acquired in the former salary step, and such time as was acquired in the former salary step shall be included in computing the accumulation of the required months of service for eligibility of the worker for further salary increases.
- e) **Seniority Rights**
Parental and industrial injury leaves of more than thirteen (13) pay periods; leaves of absence of more than two (2) pay periods; and suspensions shall not be counted as time spent in a salary step in computing eligibility of the worker for further salary increases.
- f) **Voluntary Demotion**
In the event of a voluntary demotion required by a work-connected illness or injury and a resulting disability, the salary of the worker shall be placed at the step in the salary range which corresponds most closely to the salary received by the worker as of the time of injury. In the event that such voluntary demotion would result in a salary loss of more than ten percent (10%), the worker's new salary shall be set at the rate closest to, but not less than ten percent (10%) below his/her salary as of the time of injury.

Section 7.4 – Part-Time Work

- a) **Salary Ranges**
The salary ranges provided in the attached appendices are for full-time service in full-time positions, and are expressed in dollars per the number of working days in a biweekly pay period. If any position is established on any other time basis, the compensation for such position shall be adjusted proportionately.
- b) **Benefits**
Workers filling part-time positions of half-time or more shall receive all other benefits of this Agreement except as listed below:
 1. Those workers who elect to be covered by either the County's insurance package (medical, dental, vision and life) or medical coverage only shall authorize a payroll deduction for the appropriate prorated cost.
 2. Workers may withdraw from the insurance package (medical, dental, vision and life) or medical coverage only when they have a qualifying event. Workers may enroll in the County's insurance package or medical coverage only upon entering part-time, upon changing from any increment of part-time to any other increment of part-time or to full-time, or once per year during the County-wide insurance window.

3. Any worker who becomes a part-time worker as a result of layoff from a full-time position will continue to receive full-time benefits until such time as he/she is offered a full-time position in his/her current classification or higher.
4. Any worker in a part-time status who pays for the insurance package (medical, dental, vision and life) or medical coverage only shall have his/her pay adjusted for the additional pro-rated premiums consistent with any hours worked above their coded status the previous month.

c) **Split Codes**

The County shall provide a minimum of two hundred (200) full-time codes to be filled on a half-time basis at any one time. The County shall provide an additional eleven (11) full-time codes to be filled on a half-time basis at any one time for Social Services Unit. The location and choice of these codes will be determined on a departmental basis. Requests for split codes shall not unreasonably be denied. Reasonable denial shall include, but not be limited to, demonstration that the work is not divisible, demonstration that qualified partners, if needed, are not available, or that the two hundred (200) available codes are filled. Workers shall make a written request for a split code to their immediate supervisor. If the request is denied, it shall be reviewed by their department head and they shall receive a written response. If the worker is not satisfied with the decision of the department head, the worker, through the Union, may proceed in the manner listed in Article 8.3 of this Agreement.

d) **Variations of Part-Time Work**

The County may establish positions at 1/2, 3/5 and 3/4 positions. In addition the County may establish positions in configurations that are less than full time but at least one half-time at the Santa Clara Valley Health and Hospital System, except for Public Health Nursing.

e) **Filling Part-Time Codes**

Within each department workers working fewer hours shall be offered any established or vacated higher hours level coded positions before new workers are hired into them. In addition, within the Santa Clara Valley Health and Hospital System, workers in less than full-time positions shall be offered established or vacated full-time positions before new workers are hired into them. In order to be offered the full-time position, the worker must advise the appointing authority in writing annually.

f) **Extra Hours of Work**

Absent a Departmental Agreement, no extra help worker shall receive extra hours when part-time regular employees would like to work extra hours and are available for such work.

The extra hours will be subject to the following:

1. extra hours are within the same classification; and
2. extra hours do not result in overtime; and
3. are within the immediate work area and assignment; and
4. extra hours do not create partial coverage issue in assignment that must be completed by extra help (e.g. part-time worker can only complete 4 hours of a 5 hour assignment or a project that requires continuity; and
5. extra hours are distributed equitably (as much as possible) provided the part-time worker submits a memo each year stating his/her interest to the manager for extra hours and provides the appropriate contact information

Note: When the manager is authorizing extra hours that would result in overtime pay and those overtime hours do not affect continuity of services as outlined in #4, then coded workers shall have preference over extra-help workers. Hours shall be distributed in accordance with Section 8.2(f).

Section 7.5 – Work Out of Classification

a) Pay

When a worker is temporarily assigned Work Out of Classification to cover vacant regular codes or absences of other workers, such worker will receive pay consistent with the promotional pay procedure as set forth in Article 7.3 commencing on the first (1st) such working day.

b) Application to Holiday and Sick Leave

A worker temporarily assigned work out of classification shall receive the pay for:

1. Holidays when the worker is assigned work out of classification the day prior to and following the holiday.
2. Sick leave absences when the worker is assigned work out of classification and while absent is not relieved by the incumbent or by another worker assigned work out of classification in the same position.

c) Vacant Regular Codes

Work out of classification may be assigned to cover vacant regular codes after ordinance code provisions for filling such vacancies have been followed and with approval of the Deputy County Executive.

Section 7.6 – Paychecks

a) Night Workers

The County agrees to provide paychecks for night workers by 12:01 a.m. on payday.

b) Shortage Errors

Cash advance by the Finance Department to cover shortage errors in worker's paycheck, shall be provided to workers within two (2) working days after written

notification of discrepancy to Finance. This provision is to cover only those discrepancies above a net one hundred dollars (\$100.00).

c) **Overpayment Errors**

When the County has overpaid a worker by a net one hundred dollars (\$100.00) or more, the County shall provide to the worker notice of the amount of the overpayment as well as a proposed repayment schedule. If the worker would like to negotiate a different repayment schedule, the worker must respond to the County within ten (10) business days of receiving the notice.

If the worker does not respond within ten (10) business days or the worker and the County do not reach a repayment agreement within thirty (30) business days, the County shall send the overpayment to DOR (County collections) to be recouped.

Section 7.7 – Automatic Check Deposit

All workers shall be paid by Automatic Check Deposit unless the worker certifies he/she does not have a bank account.

ARTICLE 8 – HOURS OF WORK, OVERTIME, PREMIUM PAY

Section 8.1 – Hours of Work

Eight (8) hours' work shall constitute a full day's work and forty (40) hours work shall constitute a full week's work unless otherwise provided by law, code or other agreement. Workers assigned to an eight (8) hour shift which is shortened to seven (7) hours due to daylight savings time shall be paid for eight (8) hours.

Section 8.2 – Overtime Work

a) **Overtime Defined - Workers Covered by the Fair Labor Standards Act (FLSA)**

For hospital workers, overtime is defined as time worked beyond eighty (80) hours in any fourteen (14) consecutive day work period, or beyond eight (8) hours in any workday except as mutually agreed upon between the County and the Union. For workers, who do not meet FLSA criteria for different work periods, overtime is defined as time worked beyond forty (40) hours in any seven consecutive day work period or beyond eight (8) or ten (10) hours in any workday (depending on the number of hours in the duty shift to which the worker is assigned). Workers assigned under FLSA to work periods other than seven (7) or fourteen (14) consecutive day work periods, shall have work periods and daily overtime defined accordingly. Time for which pay is received but not worked such as vacation, sick leave, and authorized compensatory time off, will be counted towards the base period. Workers shall not be assigned irregular work hours to avoid the payment of overtime. The County Executive shall determine by administrative order those classes and positions which shall be eligible for overtime work and for cash payment.

The County and Union agree that in any arbitration involving an FLSA non-exempt employee and Section 8.2 the arbitrator shall be strictly bound by U.S. Department of Labor, Wage and Hour Division, Regulations, Bulletins, Regional Opinion Letters and provisions of the Fair Labor Standards Act in reviewing, deciding and rendering a decision. The arbitration award and remedy must be in strict compliance with said Regulations, Bulletins, Regional Opinion Letters and provisions of the FLSA and cannot exceed that which would have been ordered by the DOL, Wage and Hour Division if the dispute had been submitted for their review.

If the Fair Labor Standards Act is determined by the U.S. Supreme Court or Legislation to not apply to state and local government Section 8.2(a) will be deleted and Section 8.2(b) shall apply to all classifications, in addition, Section 8.2(c) will be deleted and Section 8.2(d) shall apply to all classifications.

b) **Overtime Defined -Workers Exempt from the FLSA**

For hospital workers, overtime is defined as time worked beyond eighty (80) hours in a biweekly pay period, or beyond eight (8) hours in any workday except as mutually agreed upon between the County and the Union. For all other workers, overtime is defined as time worked beyond forty (40) hours in any workweek or beyond eight (8) or ten (10) hours in any workday (depending on the number of

hours in the duty shift to which the worker is assigned). Time for which pay is received but not worked such as vacation, sick leave, and authorized compensatory time off, will be counted towards the base period. Workers shall not be assigned irregular work hours to avoid the payment of overtime. The County Executive shall determine by administrative order those classes and positions which shall be eligible for overtime work and for cash payment.

c) **Rate of Pay -Workers covered by the Fair Labor Standards Act (FLSA)**

When overtime work is assigned and is authorized by an appointing authority to be worked, compensation for such time worked shall be time off with pay computed at the rate of one and one-half (1-1/2) hours off for every hour of overtime worked, except that such overtime work shall be paid in cash at the rate of one and one-half (1-1/2) times the regular hourly rate when specifically authorized by administrative order of the County Executive.

FLSA compensatory time off accruals/balance shall be limited to a maximum of two hundred and forty (240) hours or four hundred and eighty (480) hours for Communication Dispatcher I, II, III, Call Taker, and Senior Communications Dispatcher.

All compensatory time off must be taken within twelve (12) months of the date the overtime was worked. Any balance remaining after twelve (12) months shall be paid in cash at the regular rate. Compensatory time balances shall be paid in cash on separation. A worker may elect in advance to receive compensatory time off credit in lieu of cash compensation for overtime where compensatory time off is allowed, if the appointing authority agrees.

d) **Rate of Pay -Workers Exempt from the FLSA**

When overtime work is assigned and is authorized by an appointing authority to be worked, compensation for such time worked shall be time off with pay computed at the rate of one and one-half (1-1/2) hours off for every hour of overtime worked, except that such overtime work shall be paid in cash at the rate of one and one-half (1-1/2) times the hourly rate of pay when specifically authorized by administrative order of the County Executive. All compensatory time off must be taken within twelve (12) months of the date the overtime was worked, and failure to take the compensatory time off shall be deemed a waiver of the compensatory time by the worker. In the event the appointing authority does not provide compensatory time off during the mandatory time period, the worker may take compensatory time off as a matter of right immediately before the end of the pay period in which the compensatory time would be lost. Compensatory time balances shall be paid in cash on separation. A worker may elect in advance to receive compensatory time off credit in lieu of cash compensation for overtime where compensatory time off is allowed, if the appointing authority agrees.

- e) The Union and the Department of Labor Relations, where permitted by law, may waive the overtime provisions of this Agreement in order to implement mutual agreements reached pursuant to Section 8.14 - Varying Hours.
- f) **Distribution of Overtime**
In the absence of a departmental agreement on the subject, overtime work assignments shall be distributed among workers in the same classification and applicable work unit as equally as practicable, where volunteers exist, volunteers will be utilized first, when possible. Overtime work required beyond the regular eight (8) hour or ten (10) hour duty shift shall be offered first to the regular workers who normally work such assignments.

Section 8.3 – Work Schedules

a) **Hours of Operation**

It is recognized that unless otherwise established by agreement or practice, the regular County business hours are 8:00 a.m. to 5:00 p.m. and adequate coverage shall be maintained to assure the highest quality of service. Alternate work schedules based on eight (8) hour shifts with either one-half (1/2) hour or one (1) hour lunch periods may be established with starting and quitting times between 6:00 a.m. and 9:00 p.m.

b) **Alternate Hours Schedules**

It is understood that workers have the right to meet and confer at the department level on alternate hours. The parties agree that shift selection based on seniority, merit and ability being adequate, may be an appropriate method for determining shift assignments; however, the department may establish other criteria based on operational considerations.

Matters subject to alternate hours schedule negotiations under this Agreement to proceed as follows:

1. **Negotiations**

The Union or the department shall make prompt request to meet and confer, specifying the matter to be negotiated. The other party shall respond promptly, and they shall commence meeting and conferring at the earliest mutually agreeable date and attempt to reach agreement. Thereafter, either party may declare impasse in such negotiations.

2. **Impasse**

If impasse is declared, the Union and the County shall commence mediation-arbitration which shall not exceed thirty (30) calendar days. The results of mediation-arbitration are advisory to Board of Supervisors. Costs of mediation-arbitration are to be split equally between the County and the Union.

3. **Board of Supervisors**

Recommendations reached in mediation-arbitration shall be moved to the level of the Board of Supervisors and shall be promptly agendized and referred to the Board of Supervisors for appropriate action.

Section 8.4 – Meal Periods

a) **Length**

Workers shall be granted an unpaid meal period of not less than thirty (30) minutes nor more than one (1) hour, scheduled at approximately the mid-point of the workday. Workers required to be at work stations for eight (8) or more consecutive work hours shall have their meal during work hours.

b) **Overtime Meals**

If a worker is assigned and works two (2) or more hours of overtime work contiguous to the worker's regular work shift or is called in within three (3) hours of the worker's scheduled quitting time and then works two (2) or more hours of overtime work, the County will pay a meal reimbursement of fourteen (\$14.00) dollars. Workers shall be provided an additional reimbursement as above for every seven (7) hour period of overtime completed thereafter. If a worker is called in after three (3) hours of his/her scheduled quitting time and if less than two (2) hours prior notice is given and the worker then works four (4) or more hours of overtime, then the County will pay a meal reimbursement of fourteen (\$14.00) dollars.

Workers authorized meals pursuant to Section 8.4(c) or otherwise provided meals at no cost, are not eligible for meal reimbursement as outlined in this section.

c) **County Facilities**

Whenever the duties or responsibilities of any County worker require him/her to be present and on duty during the serving of meals in a County facility and where such duty or responsibility occupies that worker's meal period, such individual shall be entitled to that meal without charge.

d) **Meal Rates**

In each County dining facility where meals are served to workers at the worker's expense, the department head in charge of the operation of that facility shall prescribe the rates to be charged. The rates so prescribed shall, as a minimum, be sufficient to defray the costs of the food served.

e) **Acute Care Hospital, Clinic, or Public Health Meal and Rest Periods**

1. **Definitions**

"Employee" is defined as an individual that meets all of the following requirements: (1) is employed by the County, (2) is represented by SEIU, (3) works in a covered classification (see Section 2), (4) provides direct patient care or supports direct patient care in a general acute care hospital, clinic, or public health setting, and (5) meets the definition of non-exempt employee under California law.

“Providing” a meal period or rest break is defined as the County meeting all of the following: (1) relieving the employee of all duty during the rest break/meal period, (2) relinquishing control over the employee’s activities, (3) permitting the employee a reasonable opportunity to take the rest break/meal period uninterrupted, and (4) not impeding or discouraging the employee from taking the rest break/meal period.

“Regular Rate of Pay” for the purposes of this subsection of this agreement includes adjustments to the straight time rate, reflecting, among other things, shift differentials and the per-hour value of any non-hourly compensation the employee has earned.

2. Covered Classifications

The only classifications that may meet the definition of “Employee” in Section e) 1 are listed in Appendix O.

An employee (as defined by Section 1) working in one of the classifications listed in Appendix O will be entitled to the meal periods and rest breaks as described in this Section and will not be entitled to meal periods and rest breaks under MOA Sections 8.4(a) and 8.5.

If an administrative or judicial decision, following exhaustion of any, and all appeal rights, holds that one or more classifications not included in this Section is subject to Labor Code section 512.1, the terms of this Section shall apply to that/those classification(s).

3. Unpaid Meal Periods

- a. An employee working more than five (5) hours during a shift will be provided one (1) unpaid meal period of not less than thirty (30) minutes and not more than one (1) hour. An employee working in excess of ten (10) hours during a shift will be provided an additional unpaid meal period of not less than thirty (30) minutes and not more than one (1) hour.
- b. An employee working five (5) hours or less during a shift will not be provided a meal period.
- c. With advanced written Management approval, an employee may waive their right to unpaid meal periods. An employee seeking to withdraw an approved waiver must give their supervisor and manager at least two (2) weeks written notice. Management will consider the emergency needs of employees requesting to withdraw their waiver with less than two (2) weeks written notice.

- d. Within the parameters set forth in this Section, Management has the right to decide the length (e.g., thirty (30) minutes versus sixty (60) minutes) and timing (i.e., when during a shift) of a meal period.

4. Paid Rest Breaks

- a. For every four (4) hours of work during a shift an employee will be provided a paid fifteen (15) minute rest break.
- b. Within the parameters set forth in this Section, Management has the right to decide the timing of rest breaks.

5. Combined Unpaid Meal Periods and Paid Rest Breaks

- a. An employee who is scheduled to work and works at least eight (8) hours during a shift may, with prior Management approval, combine up to two (2) paid rest breaks together during that shift, for a combined, continuous paid rest break of thirty (30) minutes.
- b. An employee who is scheduled to work and works at least eight (8) hours during a shift may, with prior Management approval, combine an unpaid meal period with one (1) or two (2) of their paid rest breaks during that shift. Employees combining an unpaid meal period with one or more paid rest breaks will only be paid for the portion of time considered part of the employee's paid rest break(s).
- c. Within the parameters set forth in this Section, Management has the right to decide the timing and order of the combined rest breaks and combined meal period / rest break(s). Other than in emergency circumstances, the County will provide the Union notice and the opportunity to meet and confer regarding elimination of the combined meal period / rest periods, to the extent required by the MMBA and/or Memorandum of Agreement.

6. Monetary Remedy for Missed Unpaid Meal Period and/or Paid Rest Break

- a. Subject to the limitations in this Section:
 - i. An employee who is not provided one (1) or more required meal period(s) will be entitled to one (1) hour of additional pay at their regular rate of pay.
 - ii. An employee who is not provided one (1) or more of their required rest period(s) will be entitled to one (1) hour of additional pay at their regular rate of pay.

- b. The maximum monetary remedy for any workday will be two (2) one (1) hours of additional pay per one (1) continuous shift: (one hour for one (1) or more missed rest breaks and one (1) hour for one (1) or more missed meal periods).
- c. A monetary remedy shall not apply where an employee chooses to work during a provided meal period or rest break.

Section 8.5 – Rest Periods

All workers shall be granted and take a rest period of fifteen (15) minutes during each half shift of four (4) hours of work. Rest periods shall be considered as time worked for pay purposes. If a rest break is not taken, the worker is not entitled to an earlier quitting time.

Section 8.6 – Clean-up Time

All workers whose work causes their person or clothing to become soiled shall be provided with reasonable time and adequate facilities for washup purposes at shift end.

Section 8.7 – On-Call Pay

a) **Definition**

On-call is defined as the requirement to remain immediately available to report for duty to perform an essential service when assigned by the appointing authority, subject to approval by the County Executive. On-call duty is in addition to and distinct from the normal workweek. This Section is not applicable to those situations where workers are recalled to work when not previously placed on an on-call status.

b) **Classifications Eligible**

Each department head, subject to approval by the County Executive, shall designate which class(es) of worker(s) shall be subject to on-call duty.

c) **Rates of Pay**

Workers assigned to on-call duty shall receive, in addition to their regular salary, forty dollars (\$40) for each eight (8) hour shift, or substantial portion thereof, of assigned call duty, except for the following classifications which shall receive one-half of their regular base rate of pay for each hour of assigned call duty within the same 24 hour-period when assigned to the Santa Clara Valley Health and Hospital System.

R78 Anesthesia Technician

S6A Ultrasonographer I - A

S6B Ultrasonographer I - B

S6C Ultrasonographer I - C

- S9A Ultrasonographer II - A
- S9B Ultrasonographer II - B
- S9C Ultrasonographer II - C
- S9D Ultrasonographer II - D
- S9J Cardiac Sonographer I
- S9H Cardiac Sonographer II
- S9G Cardiac Sonographer III
- R2V Associate Cardiovascular Interventional Technologist
- R2W Cardiovascular Interventional Technologist
- R2X Interventional Radiology Technologist
- R8D Diagnostic Imaging Technologist I - Mammography
- R8G Diagnostic Imaging Technologist I - Clinical Instructor
- R8E Diagnostic Imaging Technologist I - Computed Tomography
- R8F Diagnostic Imaging Technologist I - Computed Tomography and Mammography
- R8C Diagnostic Imaging Technologist I - Fluoroscopy
- R8B Diagnostic Imaging Technologist II - Computed Tomography
- S85 Licensed Vocational Nurse, when acting in lieu of S23 Surgical Technician
- R2E Magnetic Resonance Imaging Technologist
- R6A Magnetic Resonance Imaging (MRI) Technologist – Magnetic Resonance Angiography
- R6C Magnetic Resonance Imaging (MRI) Technologist – Computed Tomography
- S23 Surgical Technician

R27 Pharmacist
P40 Pharmacist Specialist
J1S Epic Pharmacy Informaticist
R15 Respiratory Care Practitioner I
R1S Respiratory Care Practitioner II
R54 Respiratory Therapy Services Specialist
S30 Ultrasonographer I
S29 Ultrasonographer II
Y04 Medical Social Worker I
Y0E Medical Social Worker I - U
Y03 Medical Social Worker II
Y0D Medical Social Worker II - U
S79 Per Diem Ultrasonographer I
S98 Per Diem Ultrasonographer II
R2G Per Diem Respiratory Care Practitioner
S9K Per Diem Cardiac Sonographer II
S9L Per Diem Cardiac Sonographer III

One (1) position of Occupational Therapist (when assigned on call to the Burn and Plastics service)

d) **Notification to Union**

Should any other classes unique to Santa Clara Valley Health and Hospital System be assigned to on-call duty, the County agrees to notify the Union of the assignment and to meet and confer as to which of the above rates apply.

e) **Beepers**

Beepers shall be provided to all workers, who request them, when placed on on-call status.

Section 8.8 – Non-Contiguous Overtime Guarantee

If overtime work does not immediately follow or precede the regular work shift and the worker is required to leave home or other non-work location and return to a recognized County work location, a minimum of four (4) hours overtime shall be credited to the worker. Workers in the following classes are not eligible for the four (4) hour minimum if the worker has been called in from assigned on-call duty under 8.7(c):

- R78 Anesthesia Technician
- S6A Ultrasonographer I - A
- S6B Ultrasonographer I - B
- S6C Ultrasonographer I - C
- S9A Ultrasonographer II - A
- S9B Ultrasonographer II - B
- S9C Ultrasonographer II - C
- S9D Ultrasonographer II - D
- S9J Cardiac Sonographer I
- S9H Cardiac Sonographer II
- S9G Cardiac Sonographer III
- R2V Associate Cardiovascular Interventional Technologist
- R2W Cardiovascular Interventional Technologist
- R2X Interventional Radiology Technologist
- R8D Diagnostic Imaging Technologist I - Mammography
- R8G Diagnostic Imaging Technologist I - Clinical Instructor
- R8E Diagnostic Imaging Technologist I - Computed Tomography
- R8F Diagnostic Imaging Technologist I - Computed Tomography and Mammography
- R8C Diagnostic Imaging Technologist I - Fluoroscopy
- R88 Diagnostic Imaging Technician II

- R8B Diagnostic Imaging Technologist II - Computed Tomography
- S85 Licensed Vocational Nurse, when acting in lieu of S23 Surgical Technician
- S23 Surgical Technician
- R27 Pharmacist
- P40 Pharmacist Specialist
- R15 Respiratory Care Practitioner
- R54 Respiratory Therapy Services Specialist
- S30 Ultrasonographer I
- S29 Ultrasonographer II
- S79 Per Diem Ultrasonographer I
- S98 Per Diem Ultrasonographer II
- R2G Per Diem Respiratory Care Practitioner
- S9K Per Diem Cardiac Sonographer II
- S9L Per Diem Cardiac Sonographer III

One (1) position of Occupational Therapist (when assigned on call to the Burn and Plastics service)

The payment of the guaranteed four (4) hour minimum is subject to all the provisions of Article 8, Section 8.2, Overtime Work.

A worker who is required to return to a recognized County work location is credited with a guaranteed four (4) hour minimum under this section for each occurrence of non-contiguous overtime during a scheduled shift, except that a worker shall not be credited with an additional four (4) hour guaranteed minimum until the original four (4) hours has elapsed.

A worker who is On-Call pursuant to Section 8.7 and responds to telephone calls, or who respond to telephone calls for emergency purposes without having to leave home and return to a recognized work location shall be credited with twenty-four (24) minutes for each after-hour telephone call, or the actual time spent, whichever is greater. More than one call within the same twenty-four (24) minute window shall be considered one

transaction and shall result in pay for only one twenty-four (24) minute period. The worker will keep a record of the number of calls, the length of each call, the name of the caller(s), and the purpose of each call.

Section 8.9 – Evening/Night Shift Differential

a) **Evening Shift Differential**

An evening shift differential of three dollars and sixty-four cents (\$3.64) per hour shall be paid to workers for each hour worked after 2:00 p.m. if at least four (4) hours of an assigned schedule of contiguous work hours (to include overtime) are worked after 5:00 p.m.

b) **Night Shift Differential**

A night shift differential of four dollars and ninety cents (\$4.90) per hour shall be paid to workers for each hour worked after 11:00 p.m. and prior to 7:30 a.m. if at least four (4) hours of an assigned schedule of contiguous work hours (to include overtime) are worked after 11:00 p.m. and before 7:30 a.m.

c) **Regularly Scheduled Shifts**

A worker shall not be paid two different shift differential rates during a regularly scheduled shift. If a worker meets the criteria for both evening and night shift differential during a regularly scheduled shift, the worker shall receive the night shift differential for all eligible hours.

d) **Overtime Shifts**

Overtime shifts stand alone and shall be treated as two separate shifts for purposes of determining whether the night or evening shift differential rate is paid. (Total hours worked is the basis used for computing eligibility for the differential.)

e) **Part-time Workers**

Workers in part-time codes (twenty hours (20) or less in a work week) will receive the above differential if at least two (2) hours of an assigned schedule of contiguous hours meet the above guidelines.

f) **Eligible Classifications**

The premium for shift differential shall be paid to all County workers (as outlined above), irrespective of classification, pay level, overtime status, holiday work, or other wage variations (except as required by law).

g) The shift differential shall not be allowed in computing payments at time of termination.

h) This differential shall only be paid on actual hours worked. In addition, workers whose shifts are temporarily changed (either voluntarily or at management discretion) will be paid based on actual hours worked.

Section 8.10 – Split Shift Pay

A worker who is performing services upon a split shift shall be paid an additional twelve dollars and fifty cents (\$12.50) per day. "Split Shift" is defined as eight (8) hours of work which are not completed within any nine (9) consecutive hours in a workday.

Section 8.11 – Temporary Work Location

When a worker is assigned to work at a location different from his/her regularly assigned work location, the County will either supply transportation for such travel or shall pay mileage based on Article 16.2 of this Agreement.

Section 8.12 – Bilingual Pay

On recommendation of the appointing authority and the Director of Personnel, the County may approve payments of one hundred seventy dollars (\$170) per month to a bilingual worker whose abilities have been determined by the Director of Personnel as qualifying to fill positions requiring bilingual speaking and/or writing ability. Bilingual payments will be when:

- a) Public contact requires continual eliciting and explaining information in a language other than English; or in sign language (ASL or SEE); or
- b) Where translation of written material in another language is a continuous assignment; or
- c) The position is the only one in the work location where there is a demonstrated need for language translation in providing services to the public.

The County shall review positions covered by this Agreement not less than annually to determine the number and location of positions to be designated as requiring bilingual abilities.

Differential may be removed when the criteria ceases to be met for two (2) pay periods.

Section 8.13 – Voluntary Reduced Work Hours Program

- a) The Voluntary Reduced Work Hours Program, is available to full-time workers represented by the Union. The purpose of the Program is to reduce work hours and a commensurate amount of pay on a voluntary basis.
- b) Workers may elect a two and one-half percent (2 1/2%), five percent (5%), ten percent (10%), or twenty percent (20%) reduction in pay for a commensurate amount of time off for a six (6) month period. Admission to the plan will be at six (6) month intervals - pay period 5 and pay period 18. The parties shall meet and agree upon the beginning date for the Program.
- c) All persons in the Program will revert to their former status at the end of six (6) months. If a worker transfers, promotes, demotes, terminates, or in any other way vacates or reduces his/her present code, he/she will be removed from the Program for the balance of the six (6) month period.

- d) Workers who wish to voluntarily reduce their work hours may submit a written request to their immediate supervisor within the designated window period. Supervisors must issue a written response to the worker within five (5) working days. If the request is being denied, the specific reason for denial will be included in the response. Copies of this shall be delivered by mail to the Union and the designated Chief Steward.
- e) If the worker is not satisfied with the decision, he/she may, within five (5) working days after receipt of the supervisor's response, submit a written request to the Department Director for a meeting to make a verbal appeal.
- f) It is agreed that the Department Director or his/her direct report or another member of Executive Management, will arrange a meeting with the worker within five (5) days after the receipt of such a request. The worker may have a Steward assist him/her in the meeting. Every effort will be made to accommodate the worker, steward and manager when scheduling the meeting. Timelines can be extended by mutual agreement to accommodate absences. The Department Director shall send a final decision in writing to the worker within five (5) working days of such a meeting. Copies of this decision shall be delivered by mail to the Union and the designated Chief Steward.
- g) Compensatory time shall accrue as earned and shall not be scheduled on any day considered as a County holiday. Workers may use the reduced hours time in advance of accrual and will reimburse the County for hours taken in advance of accrual upon early termination from the Program.
- h) Participation in this Program shall be by mutual agreement between the worker and the department/agency head. At no time will approval be given if it results in overtime. Restrictions by Department/Agencies within work units shall be uniformly applied.
- i) It is understood by the County that due to this Program there may be lower levels of service.
- j) All workers will be notified in writing regarding the Program specifics and the sign-up options. Such written notice to be mutually agreed upon by the parties.
- k) Full and timely disclosure of actual sign-ups and any analysis developed will be made available to both the County and the Union.
- l) This agreement governs as to the Voluntary Reduced Work Hours Program, but will in no way alter the meaning of the Union and County agreements currently in effect. This will include any departmental, master, unit, sideletter agreements, etc.

- m) It is agreed that the workload standards referred to in the Social Services Unit will be reduced for each worker, proportionate to each worker's reduction in hours. (This section is only applicable to SSU.)

Section 8.14 – Request for Alternate Hours Schedule

During the month of November, the Union may request an informal meeting with the Office of Labor Relations regarding requests for varying work hour schedules such as 4-10 or 9-80 which would be beneficial to the community or the program, as well as to the worker, and would be cost effective for the County. At such meeting, the parties shall exchange information and shift schedules. To the extent possible, they will jointly analyze the feasibility of the request. A response shall be given by the Office of Labor Relations as to the decision on whether to propose such a schedule within sixty (60) days of the Union's proposal on the schedule. If the Office of Labor Relations and Agencies/Departments propose to change hours practices pursuant to such guidelines, they shall proceed to meet and confer in accordance with Section 8.3 b) of this Article.

Section 8.15 – Departmental Agreements

All agreements between departments and the Union covering hours, job assignments, shifts, shift assignments, overtime, seniority, and holiday and vacation scheduling currently in effect or entered into during this Agreement shall remain in effect pursuant to their terms. Work assignments by seniority and provisional appointments by seniority are proper subjects for inclusion in a Departmental Agreement. New or existing agreements may be opened or reopened by mutual agreement of any year. During odd years, only new agreements may be opened. During even years, only existing agreements may be reopened.

Matters subject to departmental negotiations under this Agreement shall proceed as follows:

a) Negotiations

1. New agreements may be negotiated by mutual agreement with three (3) months to negotiate in an attempt to reach agreement, or then impasse may be declared by either party.
2. During November the Union or the Department/Agency may request to meet and confer as specifically listed in this Section. The other party shall respond promptly, and they shall promptly commence meeting and conferring in an attempt to reach agreement. Thereafter, either party may declare impasse in such negotiations.

b) Impasse

If impasse is declared, the Union and the department shall commence mediation-arbitration which shall not exceed thirty (30) calendar days. The results of mediation-arbitration are advisory to Board of Supervisors. Costs of mediation-arbitration are to be split equally between the County and the Union.

- c) **Board of Supervisors**
Decisions reached in mediation-arbitration shall be moved to the level of the Board of Supervisors and shall be promptly agendized and referred to the Board of Supervisors for appropriate action.

Section 8.16 – Hazard Duty Pay

- a) **Coverage**
The work places covered by this differential are the JPD Ranches and the locked/secured sections of the following facilities:

1. Emergency Psychiatric Service
2. Main Jail
3. Elmwood
4. North County Jail
5. JPD Hall (including Transportation Officers)
6. Psychiatric Inpatient

- b) **Full Time Payment**
A premium of one dollar and fifty cents (\$1.50) per hour shall be paid to coded classifications while in paid status whose regular assignment for the County is in a work place described in a). This payment shall be made irrespective of classification, pay level, overtime status, holidays worked, or other wage variations. This hazard duty premium shall be included in the pay status time of the coded classifications described in this paragraph b).

- c) **Part Time Payment**
A premium of one dollar and fifty cents (\$1.50) per hour shall be paid to coded classifications whose regular assignment is not in a work place described in a) for only the hours assigned and worked in a work place described in a). This payment shall be made irrespective of classification, pay level, overtime status, holiday work, or other wage variations.

A worker must work a minimum of thirty (30) consecutive minutes per entry into a work place described in paragraph a) prior to being eligible for the hazard duty premium. Coded classifications shall receive an additional full hourly premium for time worked of more than six (6) minutes in any hour after the first hour of work. This hazard duty pay should not be included in the paid status time of the coded class described in this paragraph c).

- d) **Classifications Assigned to Elmwood**
Included in the coded classifications covered by a) and b) are the following coded classifications assigned to Elmwood: Community Workers and Rehabilitation Officers; provided that if any of the foregoing is assigned for an entire pay period to work outside Elmwood, such worker shall not receive hazard duty pay for such pay period.

- e) If the work of a coded classification covered by paragraphs a), b), and d) requires absence from a work place described in paragraph a) for less than 100% of working time during any pay period such coded classification shall receive hazard duty pay.
- f) **Termination Payment**
The hazard duty premium shall not be allowed in computing payments at the time of termination.
- g) **Safety Retirement Exclusion**
No worker covered by Safety Retirement shall receive a payment for hazard duty.

Section 8.17 – Notary Public Differential

A Notary Public differential of one hundred twenty dollars (\$120.00) per month will be paid to all workers when assigned and performs the function of notary public.

Section 8.18 – Telework

a) **Telework Program**

The County of Santa Clara recognizes that flexible work arrangements and reduced commutes may benefit the employee, the department and the public by making the most efficient use of staff time.

The County shall maintain a teleworking program for workers in SEIU 521 represented classifications. The County shall provide training for supervisors and workers who meet the criteria for participating in the program.

The Union shall have the right to meet and confer over any proposed changes to the telework program.

b) **Eligibility for telework**

Eligibility is based on many criteria, and many job classifications and associated job responsibilities may not be conducive to teleworking. The following requirements are presented to help the employee and supervisor determine if teleworking is feasible. Additionally, a change in job duties and assignments, such as being assigned to work out of class, being assigned to a new project, or covering for coworkers who are out on vacation or leave, may affect eligibility. For this reason, it is the supervisor’s responsibility to periodically assess the teleworking arrangement with the employee to address any change in eligibility.

Meeting any eligibility requirement does not guarantee approval to telework. Approval is given on a case by case basis; however, for approval to be given, an employee must meet all requirements.

Criteria for an employee to telework include:

- Full or part time status
- Permanent status (no original probationary status); others on exception basis only, subject to approval by department head
- Classified or unclassified position
- Employee is in compliance with County merit system rules, regulations or policies, and/or department rules and policies
- Demonstrated job performance to be able to work independently as determined by the immediate supervisor
- Job performance meets or exceeds expectations
- Employee's telework consists of the employee's regular work responsibilities, including call-back and on-call duties
- Employee's job duties allow him/her to be away from the County work site for a period of time during the work week
- Teleworking does not impede other workers from performing their job duties
- No reduction of service to internal and external customers and clients
- Employee and supervisor agree in writing on a teleworking arrangement, which is approved in writing by the department head or designee.
- Employee has access to required supplies and equipment to telework and has an acceptable workspace and environment to effectively work at home.

In addition to meeting these eligibility requirements, the following items are required before allowing an employee to telework:

- Telework Request and Approval Form is completed and approved
- Telework Agreement/Assignment Form is completed and approved

c) Teleworking is a management option, not an entitlement. Any telework agreement may be revoked or modified by the Department at any time for any reason. This section is not subject to the grievance procedure.

ARTICLE 9 – UNIFORMS AND CLOTHING

Section 9.1 – Uniforms

a) Uniform Allowance

1. A yearly uniform allowance of five hundred fifty (\$550.00) dollars shall be payable annually. The uniform allowance will be divided by the number of pay periods in the payroll calendar year (26 or 27 pay periods depending on the payroll calendar year), and the quotient will be paid to the worker each pay period. The uniform allowance will not be paid for any pay periods in which the worker is in an unpaid status for the complete pay period.

Every newly hired County worker covered under Section 9.1(1), excluding Sheriff's Department and the Department of Correction workers, who is required to have and maintain a uniform shall receive an advance credit to be used exclusively to purchase required uniform items. These uniform items are the property of the County and must be returned upon separation or when the worker moves to a classification that no longer requires a uniform. Workers who receive the initial uniform credit shall not receive the per-pay-period uniform allowance, above, during their first year of employment.

Uniforms allowance shall be payable to the following classes:

V57 Animal Control Officer
V5H Senior Animal Control Officer
G74 Custody Support Assistant
V42 Estate Property Specialist
M11 Fleet Maintenance Scheduler (Sherriff Office only)
N96 Stationary Engineer
D43 Law Enforcement Clerk (Sheriff's Office Records & Admin Booking DOC only)
D63 Law Enforcement Records Specialist (Sheriff's Office Records & Admin Booking DOC only)
D42 Law Enforcement Records Technician–(Sheriff's Office Records & Admin Booking DOC only)
T17 Park Maintenance Worker I
T16 Park Maintenance Worker II
T32 Park Services Attendant
T38 Park Rangemaster I
T37 Park Rangemaster II
T31 Park Interpreter
T13 Park Heavy Equipment Operator
T93 Park Maintenance Crew Chief
T95 Park Maintenance Crafts Worker
T1C Park Trails Specialist
T91 Park Natural Resources Program Coordinator
M38 Parking Lot Checker
M35 Parking Patrol Coordinator

X55 Probation Assistant I
 X54 Probation Assistant II
 X23 Probation Counselor I
 X22 Probation Counselor II
 F02 Property/Evidence Technician
 U98 Protective Services Officer
 T27 Senior Park Maintenance Worker
 U9Z Sheriff Protective Services Officer
 G73 Sheriff Technician (Sheriff's Office civil and court division)
 N95 Assistant Chief Engineer
 N93 Stationary Engineer - Facilities and Fleet
 X81 Weed Abatement Inspector

2. Newly hired coded workers, not previously employed by the County, who are required to wear a uniform and in classifications listed in Section 9.1(1) within the Sheriff's Department and the Department of Correction, shall receive an advance credit of eight hundred and fifty (\$850) dollars to be used exclusively to purchase required uniform items. These uniform items are the property of the County and must be returned upon separation or when the worker moves to a classification that no longer requires a uniform. Those workers who receive the eight hundred and fifty (\$850) dollar advance credit will not receive the five hundred fifty (\$550) dollar per-pay-period allowance or the five hundred and fifty (\$550) dollar advance credit in Section 9.1(1), above, in their first year of service. After the worker's first pay roll calendar year of employment, the worker will receive a five hundred and fifty (\$550) dollar uniform allowance in each subsequent pay roll calendar year of their employment. The five hundred and fifty (\$550) dollar uniform allowance will be divided by the number of pay periods in the calendar year (26 or 27 pay periods depending on the payroll calendar year) and the quotient will be paid to the worker each pay period of the subsequent calendar years. The uniform allowance will not be paid for any pay periods in which the worker is in an unpaid status for the complete pay period.
3. If the uniform requirement for any class listed above is eliminated by the County, notice of same shall be given to the Union, and the allowance will be discontinued. Modification to County required articles of clothing which cause an increase in costs shall be met and conferred upon during the contract term.

b) **County Issued Uniforms**

Other than the classifications shown in Section 9.1(a), uniforms supplied by the County and required prior to July 12, 1999 shall continue to be required and supplied for the term of this agreement unless notice to discontinue is provided to the Union.

c) **New Uniform Requirements**

During the term of this Agreement, the County may designate specific classifications within Departments/Agencies which may be required to wear a standard uniform or standard uniform items for bona fide business purposes.

In such instances, the Union will be given a minimum of thirty (30) calendar days notice and an opportunity to meet and confer as to whether the classification shall be eligible for a uniform allowance, the amount of the allowance (not to exceed the amount and payment schedule listed in Section 9.1(a), or if the Department/Agency will provide the uniform or uniform items, as well as the safety aspects of the uniform requirements and uniform items.

d) **Clothing Allowance**

A yearly clothing allowance of one hundred (\$100.00) dollars shall be payable annually. The clothing allowance will be divided by the number of pay periods in the payroll calendar year (26 or 27 pay periods depending on the payroll calendar year) and the quotient will be paid to the worker each pay period. The clothing allowance will not be paid for any pay periods in which the worker is in an unpaid status for the complete pay period. Newly hired workers will receive the clothing allowance beginning on their pay period of hire. Newly hired workers will not be paid the clothing allowance retroactively to the first pay period of the payroll calendar year. Clothing allowances shall be payable to the following classes:

H18 Janitor
H67 Food Service Worker I
H66 Food Service Worker II
M48 General Maintenance Mechanic I
M47 General Maintenance Mechanic II
M56 General Maintenance Mechanic III
L35 Telecommunications Technician
N96 Stationary Engineer
N95 Assistant Chief Engineer

If any classification above is required to wear a uniform and fall under 9.1 a) or b) notice shall be given to the Union and the allowance will be discontinued.

Section 9.2 – Repair/Replace Claims

The County shall provide the necessary protective clothing to workers and classifications pursuant to such requests by the workers affected as provided by law under Cal-OSHA, Title 8, Article 10. The County shall pay the cost of repairing or replacing the uniforms, clothing and equipment of County workers which have been damaged, lost or destroyed in the line of duty when the following conditions exist:

- a) The clothing, uniform or equipment is specifically required by the department or necessary to the workers to perform his/her duty; and not adaptable for continued

wear to the extent that they may be said to replace the worker's regular clothing;
or

- b) The clothing, uniform or equipment has been damaged or destroyed in the course of making an arrest, or in the issuance of a citation, or in the legal restraint of persons being placed in custody or already in custody, or in the service of legal documents as part of the worker's duties or in the saving of a human life; and
- c) The worker has not, through negligence or willful misconduct, contributed to such damage or destruction of said property.

Claims for reimbursement shall be reviewed and approved by the Department/Agency in accordance with procedures set forth by the County Executive.

Section 9.3 – Safety Shoes

a) Reimbursement

Workers in classifications listed in Section 9.3(b) and meeting the requirements of Section 9.3(c) shall be eligible for County approved safety shoes not to exceed the cost of two hundred and fifty dollars (\$250.00). The reimbursement or voucher may include sole inserts.

b) Eligible Classifications

Airport Operations Worker Series
Animal Control Officer Series
Associate Telecommunications Technician
Auto Attendant & Helpers
Auto Mechanic Series
Bindery Worker I (Delivery position only)
Chief of Party
Communications Cable Installer
Communication Systems Technician
Construction Inspector Series
Cook
Custody Support Assistant
Election Materials Processing Coordinator/Asst
Election Systems Technician I/II
Electrical/Electronic Technician Series
Electronic Repair Technician Series
Emergency Vehicle Equipment Installer
Engineering Aide I/II
Engineering Technician I/II/III
Environmental Technician
Estate Property Specialist
Facility Maintenance Rep
Field Survey Technician Series
Fleet Maintenance Scheduler (Sherriff Office Only)

Fleet Parts Coordinator
Fleet Services Assistant Mechanic
Fleet Services Modification Mechanic
Fleet Services Mechanic
Food Service Worker I/II
Food Service Worker/Correction
Gardener
General Maintenance Mechanic Series
Janitors assigned to Facilities and Fleet
Law Enforcement Clerk (Sheriff's Office and Admin. Booking – Records Div. only)
Law Enforcement Records Specialist (Sheriff's Office and Admin. Booking – Records Div. only)
Law Enforcement Records Technician (Sheriff's Office and Admin. Booking – Records Div. only)
Laundry Worker I/II
Material Testing Technician Series
Messenger Drivers
Offset Press Operator III
Park Equipment Operator
Park Maintenance Worker Series
Parks Rangemaster Series
Park Services Attendant
Park Trail Specialist
Parking Lot Checker
Parking Patrol Coordinator
Probation Assistant I/II
Probation Counselors I/II
Property/Evidence Technician
Protective Services Officer
Rangemaster Series
Road Maintenance Worker Series
Senior Warehouse Material Handler
Sheriff Protective Services Officer
Sheriff's Technician (Sheriff's Office Civil and Court divisions)
Sign Shop Technician
Stationary Engineer/Assistant Chief Engineer
Stationary Engineer – Facilities and fleet
Material Supply Specialist
Telecommunications Technician
Traffic Painter Series
Utility Worker
Vector Control Technician I/II/III
Vector Control Ecology Ed Specialist
Warehouse Material Handler Series
Weed Abatement Inspector

c) **Approved Safety Shoes/Mandatory Wearing Requirements**

All workers in the classifications listed in 9.3(b) shall be required to wear appropriate safety footwear, as authorized and approved by the County Executive, during all working hours unless the worker is occupying a position exempted from the mandatory requirement.

A worker occupying an exempted position within a classification listed in Section 9.3(b) may participate in the safety shoe reimbursement program, provided if the worker participates he/she shall be required to wear appropriate authorized safety footwear as authorized and approved by the County Executive, during all working hours.

d) **Safety Committee**

On a periodic, and as needed basis, the Safety Committee shall review and advise the County Executive on the list of authorized and approved safety footwear, mandatory classes and exempted positions within the mandatory classes. The County Executive shall make the final determination.

e) **Reimbursement Process**

Workers claiming safety shoe reimbursement must purchase safety shoes from approved vendors.

Workers with specialized fitting needs may be referred to additional approved vendors by the office of Occupational Safety and Environmental Compliance.

f) **Individual Workers**

If any worker believes s/he needs safety shoes to perform his/her assignment, s/he may request a job hazard assessment of his/her assignment to County OSEC. An assessment shall be conducted by County OSEC or the Safety Coordinator or department designated representative (who is trained to conduct assessments) within 60-90 calendar days to determine whether the position requires safety shoes. A final determination and shoe reimbursement shall be in accordance with Section 9.3(d) and within 120 days.

ARTICLE 10 – HOLIDAYS

Section 10.1 – Legal Holidays

The following shall be observed as legal holidays:

- a) January 1st
- b) Third Monday in January (Martin Luther King, Jr. Birthday)
- c) Third Monday in February
- d) March 31st (Cesar Chavez' Birthday)
- e) Last Monday in May
- f) Juneteenth, June 19th
- g) July 4th
- h) First Monday in September
- i) Second Monday in October
- j) Veteran's Day to be observed on the date State of California workers observe the holiday
- k) Fourth Thursday in November (Thanksgiving Day)
- l) The Friday following Thanksgiving Day (Day after Thanksgiving)
- m) December 25th
- n) Other such holidays as may be designated by the Board of Supervisors

All previous informal time off practices are eliminated and unauthorized.

Section 10.2 – Legal Holiday Observance

Workers shall enjoy the same number of legal holidays, regardless of variations in workweeks. Legal holidays which fall on Sunday are observed on the following Monday. Legal holidays which fall on Saturdays shall be observed on the preceding Friday. Legal holidays which fall during a vacation period or when a worker is absent because of illness shall not be charged against the worker's vacation or sick leave balance. When the County legal holidays fall on a worker's scheduled day off, the day shall be added to the worker's vacation balance.

Section 10.3 – Legal Holiday Work

If work on a legal holiday is assigned and authorized by the County Executive, such time worked by regular workers shall be paid in cash at a rate of one and one-half (1 1/2) times the regular hourly rate, including premium pay for shift differentials, plus any legal holiday

pay to which the worker may be entitled. Legal holiday work if authorized shall be offered first to regular workers within the work unit. No worker may elect to work a legal holiday that falls on the worker's normal day off. A worker may elect in advance to receive compensatory time off credit in lieu of cash compensation.

Section 10.4 – Independence Day, Christmas and New Year's Holiday – Actual Calendar Day vs. Day of Observance

When Independence Day – July 4, Christmas Day - December 25 or New Year's Day - January 1 actually falls on a Saturday or Sunday, workers who are normally scheduled to work on that day and actually work, shall receive legal holiday pay in accordance with Section 10.3 for the time worked on Independence Day, Christmas Day or New Year's Day. For these workers, no legal holiday pay shall be paid for work on the observed day (either the Friday prior to, or the Monday that follows Independence Day, Christmas Day or New Year's Day). It is understood that the Union may waive departmental agreement provisions for purposes of this section.

ARTICLE 11 - VACATIONS

Section 11.1 – Vacation Earnings

Each worker shall be entitled to annual paid vacation. Vacation is earned on an hourly basis. For purposes of this Article, a day is defined as eight (8) work hours. During the first year (261 days), vacation shall be computed at the rate of ten (10) working days per year. Beginning with the second year (262nd day) of continuous service, vacation shall be computed at the rate of twelve (12) working days per year. Beginning with the fifth year (1,045th day) of continuous service, vacation shall be computed at the rate of sixteen (16) working days per year. Beginning with the tenth year (2,350th day) of continuous service, vacation shall be computed at the rate of eighteen (18) working days per year. Beginning with the fifteenth year (3,655th day) of continuous service, vacation shall be computed at the rate of twenty (20) working days per year. Beginning with the twentieth year (4,960th day) of continuous service, vacation shall be computed at the rate of twenty-two (22) working days per year.

a) **Time for Vacations**

In the absence of a departmental seniority agreement, the time for vacation shall be determined by the appointing authority after due consideration of worker convenience and administrative requirements. Requests for time off shall be approved/denied within twenty (20) calendar days of initial request. Requests for time off shall not be unreasonably denied.

b) **Vacation Accrual**

Any vacation accrued during a one-year period (26 pay periods) should be taken by the worker during the following one-year period.

c) **Vacation Carry-over**

In the event the worker does not take all the vacation to which he/she is entitled in the succeeding twenty-six (26) pay periods, he/she shall be allowed to carry over the unused portion, provided that he/she shall not accumulate more than three (3) years' vacation earnings except:

1. When absent on full salary due to work-related compensation injury which prevents his/her reducing his/her credits to the maximum allowable amount, or
2. In the case of inability to take vacation because of extreme emergency such as fire, flood or other similar disaster, an additional accumulation may be approved by the County Executive and the Director of Personnel.

d) **Vacation Balance**

In the event the appointing authority does not provide vacation for a worker sufficient to reduce his/her accumulated vacation balance to the amount permitted (three years' earnings), the worker may take vacation as a matter of right immediately before the end of the pay period in which vacation could be lost, not to exceed one (1) year's earnings. The balance of the worker's accumulated vacation shall remain to his/her credit.

e) **Vacation Payoff**

A person who terminates employment shall be paid the monetary value of the earned vacation as of the actual date of termination of employment.

Section 11.2 – Birthday Holiday

There shall be an additional day of vacation credited to a worker's vacation leave bank at the same time as the annual crediting of personal business/belief days which will normally be taken on the worker's birthday. The parties agree that an alternate day may be determined by the appointing authority after due consideration of worker convenience and administrative requirements.

ARTICLE 12 – LEAVE PROVISIONS

Section 12.1 – Personal Business/Belief Day

a) **Scheduling**

Workers shall be credited with four (4) days personal leave on the first day of the fourteenth (14th) pay period of every payroll calendar year and must use such leave on or before the last day of the thirteenth (13th) pay period of the subsequent payroll calendar year. Such leave may be used by a worker for any lawful purpose he/she desires; provided such leave must be scheduled in advance with the appointing authority except in cases of bona fide emergency. This benefit shall be prorated for part-time workers and for workers hired after the date the personal leave has been credited.

In the absence of a departmental seniority agreement, the time for Personal Business/Belief Day shall be determined by the appointing authority after due consideration of worker convenience and administrative requirements. Requests for time off shall not be unreasonably denied.

b) **Use**

At the worker's reasonable advance request, up to one (1) of the worker's accrued but unused personal leave days shall be scheduled either before or after Christmas, or New Year's except where staffing needs require otherwise. If a worker is assigned and works on Thanksgiving Day or the Friday after Thanksgiving, the worker shall have first preference for use of accrued but unused personal leave on the day before or the day after either Christmas or New Year's. "Preference" and "staffing needs" as used in this paragraph relate to the worker's work assignment and/or area.

Section 12.2 – Sick Leave

a) **Rate of Accrual**

Each worker shall be entitled to sick leave accruals. Such leave shall be earned on an hourly basis and computed at the rate of ninety-six (96) hours per year. Such sick leave must be approved by the appointing authority when scheduled in advance.

b) **Doctors' Notes**

Request for sick leave with pay in excess of three (3) working days must be supported by a statement from a licensed medical practitioner who is eligible for third party reimbursement. The appointing authority may require such a supporting statement for absences less than three (3) days when there is reasonable cause of misuse.

If a doctor's note requirement is placed upon a worker for more than ninety (90) calendar days, a written notice shall be provided to the worker outlining the duration of the doctor's note requirement and any follow-up activities. Prior to this requirement there must be an established pattern of sick leave misuse.

c) **Sick Leave Accrual**

Unused sick leave time may be accrued without limitation.

d) **Sick Leave Used for Care of Immediate Family**

A worker will be entitled to use up to nine (9) days of his/her annual accrued leave in order that he/she may care for a sick or injured member of his/her immediate family requiring his/her care, or in order that he/she may obtain medical consultation to preserve his/her health. "Immediate family" shall mean the father, mother, grandmother, or grandfather of the worker or of the spouse or of the registered domestic partner of the worker and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the worker or any person living in the immediate household of the worker.

e) **Day Defined/Sick Leave Payoff**

For purposes of this paragraph, a day is defined as eight (8) work hours. Upon death or retirement, up to sixty (60) days of accrued sick leave shall be paid off at a rate of fifty percent (50%) of the equivalent cash value. All accrued balances beyond sixty (60) days shall be paid off at the rate of twelve and one-half percent (12 1/2%) of the accrued cash value (one hour's pay for one day of accrual). Upon resignation in good standing, workers with ten (10) or more years' service shall be paid up to sixty (60) days of accrued sick leave at the rate of twenty-five percent (25%) of the equivalent cash value. All accrued balances beyond sixty (60) days will be paid off at the rate of twelve and one-half percent (12 1/2%) of the accrued cash value. Workers terminated for cause shall not be entitled to sick leave pay off. All other rights to sick leave with pay of a worker shall be cancelled upon his/her separation from the County; provided, however, if a worker resigns or is separated on a layoff and is reinstated or re-employed within one (1) year from the date of resignation or two (2) years from the date of layoff, such worker's right, if any, to sick leave with pay shall be restored to him/her. At the worker's option, he/she may convert accrued but unused sick leave at retirement to credit one (1) month of worker's medical premium for each day of sick leave accrued.

f) **Reinstatement Pay Back**

Workers receiving a sick leave pay off in accordance with section (e) above may, if reinstated within one (1) year, repay the full amount of sick leave payoff received and have her/his former sick leave balances restored. Repayment in full must be made prior to reinstatement.

g) **Vacation Illness Conversion**

If a worker on vacation becomes ill, he/she may convert vacation time to sick leave with pay. The conversion must be supported by a statement from a healthcare provider.

h) **Exhaustion of Sick Leave**

When a worker has exhausted all accumulated sick leave and compensatory time, he/she shall have the option of using vacation time or leave without pay for absences due to illness. The worker must notify the department of worker's option

prior to payroll action, otherwise vacation time will be used. When requested by the worker, Management will restore vacation by making the appropriate payroll adjustment in the next payroll period. This option shall not be available to any County worker where Federal law prohibits leave without pay.

Section 12.3 – Fitness for Duty Examination

If any non-probationary worker is required by the appointing authority to take a fitness for duty examination not connected with pre-existing or existing industrial injury to determine if he/she is incapacitated for work, the following provisions will apply and will be given to the worker in writing:

- a) Before making a decision, the physician designated by the appointing authority will consult with the worker's identified health care providers, if any, and will advise him/her of this procedure.
- b) If the worker's identified health care provider(s) agrees with the decision of the physician designated by the appointing authority, the decision is final.
- c) If the health care providers disagree, and the worker so requests, they will select a health care provider to serve as a third party opinion whose determination will be final.

If a third-party health care provider is not chosen within six (6) months from the date upon which the County's Fitness for Duty assessment was issued, the County's assessment becomes final.

If a third-party Fitness for Duty assessment has not been completed within one (1) year from the date upon which the County's Fitness for Duty assessment is issued, the County's assessment becomes final.

Cost for such examination by the selected physician will be paid by the appointing authority.

- d) If the County requires the worker to leave work during this period, the worker will be placed on paid leave pending the result of the fitness for duty examination without the requirement to use any leave balances. The worker shall not be entitled to paid leave if he/she refuses to comply with the physician's examination requirements during the fitness for duty process or does not remain available to report to work during their normal scheduled shift. A worker may request to use leave banks if he/she is not available for duty during their normally scheduled shift.

Section 12.4 – Use of Paid Administrative Leave during an Administrative Investigation

Investigations that may lead to discipline shall be conducted in an efficient, timely fashion so as to not create undue hardship on workers or County. When such an investigation

involves placing a worker on Administrative Leave, the County shall provide an update on the status of the investigation to the Union no less than one (1) time per month while the worker remains on leave.

Section 12.5 – Military Leave

a) **Governing Provision**

The provisions of the Military and Veterans Code of the State of California and the County ordinance code shall govern the military leave of workers of the County of Santa Clara.

b) **Physical Examination**

Any regular or provisional worker shall be allowed time off with no loss in pay for the time required to receive a physical examination or re-examination as ordered by provisions of a national conscription act or by any branch of the National or State military services.

Section 12.6 – Leaves of Absences

a) **Reasons Granted**

Leaves of absence may be granted to workers for up to one (1) year. Extensions to leaves approved for less than one (1) year shall not unreasonably be denied provided adequate advance notice is given. If a worker wishes to return to work early from a leave of absence, he/she shall provide reasonable advance notice to the appointing authority. Leaves beyond one (1) year may be granted due to unusual or special circumstances. The following are approved reasons for such leave:

1. Illness beyond that covered by sick leave.
2. Education or training which will benefit the County.
3. Other personal reasons which do not cause inconvenience on the department.

b) **Leave for Union Business**

Upon thirty (30) days advance notice to the Office of Labor Relations and the appointing authority, the County shall grant workers leave pursuant to Government Code section 3558.8 to serve as stewards or officers of the Union for a period of up to one (1) year. The Union shall reimburse the County for all compensation and benefits paid to the worker on leave. Such payment shall be made to the County on or before thirty (30) days after receipt of the County's certification of payment of compensation to the worker.

No more than twelve (12) workers shall be granted a leave at any one time. A leave may only be denied if:

1. The notice requirement is not met.

2. The number of workers on leave has reached the maximum of twelve (12).
3. The worker has specialized skills and abilities which are necessary and could not be replaced.

Confirmation of denial or granting of the leave shall be provided to the Union.

With notice no less than thirty (30) days prior to the conclusion of the leave, such leave may be extended up to one (1) year upon approval of the appointing authority.

c) **Revocation**

A leave may be revoked by the Director of Personnel upon evidence that the cause for granting it was misrepresented or has ceased to exist.

d) **Vacation Leave Without Pay Option**

A worker must receive prior approval from his/her supervisor to use leave without pay for an authorized vacation absence. The department may assign leave without pay for an unauthorized absence. When the authorized absence is less than a pay period and when requested by the worker, management may restore vacation by making the appropriate payroll adjustment in the payroll period following worker's request. This option shall not be available to any County worker where Federal law prohibits leave without pay.

Section 12.7 – Other Family Leave

Paid and/or unpaid leaves of absence may be granted by the County as designated in the County Leave of Absence Policy and/or County Ordinance. The Leave of Absence Policy provides information related to paid and/or unpaid leaves of absence, including leaves provided by Federal or State law, and provides eligibility requirements, guidelines and procedures for paid and/or unpaid leaves of absence. Leaves provided by Federal or State law are not subject to the grievance procedure of this agreement.

Upon request, family leave, with or without pay, shall be granted to attend the serious health condition of a family member in accordance with the Family and Medical Leave Act, California Family Rights Act, and the County's Leave of Absence Policy, and/or County ordinance for a period of up to six (6) months.

Section 12.8 – Leaves to Perform Jury Duty or to Respond to a Subpoena

a) **Response to Summons**

A worker shall be allowed to take leave from his/her County duties without loss of wages, vacation time, sick leave or worker benefits for the purpose of responding to summons to jury selection or serving on a jury for which he/she has been selected, subject to the limitation that a worker shall receive paid leave to serve on a jury for which he/she has been selected not more than once during a calendar

year and provided that he/she executes a written waiver of all compensation other than the mileage allowance, for which he/she would otherwise receive compensation by virtue of his/her performance of such jury duty. No worker shall be paid more than his/her regular shift pay or regular workweek pay as a result of jury duty service. The worker is required to notify his/her appointing authority when he/she has received a jury summons and when his/her jury service is completed.

b) **Jury Duty**

Nothing in this Section shall prevent any County worker from serving on a jury more than once per calendar year, provided, however, that such additional periods of absence from regular County duties as a result thereof shall be charged, at the option of such worker, to either accrued vacation time or leave without pay.

c) **Response to a Subpoena**

No worker shall suffer loss of wages or benefits in responding to a subpoena to testify in court if that worker is not a party to the litigation.

d) **Release Time**

In the event a night shift worker is called to court under the above provision, the following shall apply:

1. Swing or PM shift shall have release time the day of court attendance; time spent in court shall be deducted from the regular shift on that day with no loss of wages or benefits.
2. Night or Graveyard shall have release time on the shift prior to court attendance; and that worker shall suffer no loss of wages or benefits.
3. When a worker, whose regularly scheduled hours includes two (2) full shifts (16 hours) of scheduled duty between 11:00 p.m., Friday to 3:00 a.m., Monday, is selected for a jury and is required to be in Court during his/her regular days off, the department will make every effort to provide the following Saturday or Sunday as a regularly scheduled day off. The weekend cannot count as a weekend worked for Weekend off Provisions.

e) **Return to Work**

For the purpose of this Section, a worker who responds to a summons to jury duty and who is not selected as a juror shall not be deemed to have performed jury duty and shall return to work as soon as possible.

Section 12.9 – Educational Leave and Tuition Reimbursement Fund

a) **Tuition Re-imbusement and Educational Leave**

The County shall maintain an educational leave and tuition reimbursement program for the term of this Agreement. The total monies in this program will be administered at the County level. The fund will consist of seven hundred fifty thousand dollars (\$750,000) per fiscal year for all Local 521 units in each fiscal

year. One-half (1/2) of each year's fund will be available on July 1 and on January 1.

Funds not used for any period shall be carried over for use in the next period. No amount may be approved or expended beyond funds available for the term of the Agreement. Tuition reimbursement funds shall not be used for County, State, or Federal required licenses or certifications as outlined in Section 12.13.

b) **CountyWise Classes**

One hundred thousand dollars (\$100,000) is hereby allocated in each fiscal year from the Tuition Reimbursement Fund towards the costs of CountyWise classes. Workers are entitled to enroll in CountyWise classes subject to training slots being available but not subject to the requirements or conditions in c) through g) below. These funds will be used for Local 521 represented workers only.

Five (5) workers shall be selected by the Union to participate in the quarterly meetings of the Training Liaison Group.

c) **Eligibility**

Workers are eligible to participate in the educational leave and tuition reimbursement programs provided:

1. If the worker is receiving reimbursement from any other government agency or private source, that amount shall be applied first to the cost of the training tuition. If the reimbursement from all other government agencies and/or private sources does not cover the entire tuition cost, the employee may receive tuition reimbursement from the County, subject to the individual (currently \$3,000) and County-wide (currently \$750,000) caps on educational leave and tuition reimbursement.
2. The training undertaken is related to the worker's occupational area or has demonstrated value to the County.
3. The application was filed with the appointing authority or her/his designee prior to the commencement of the course. Applications requiring time off must be filed with and signed by the appointing authority at least ten (10) days prior to the commencement of the course.
4. Substitute courses may be approved when approved courses are found to be unavailable.
5. There are sufficient funds available in the program. (This applies to workers applying for tuition reimbursement only.)
6. The worker has not exhausted the annual maximum reimbursement limit. (This applies to worker's applying for tuition reimbursement only.)

d) **Disapproval**

Management may disapprove an application for tuition reimbursement and/or educational leave provided:

1. Notice of disapproval is given to the worker within ten (10) working days after receipt of the application; and
2. The County alleges disapproval is necessary because any of the provisions above have not been met. When a worker disagrees with the disapproval and files a grievance, she/he shall be allowed to continue the course with time off as provided for in this Section, except for denial based on paragraph c (5) above. If a final determination is made against the worker, time off shall be made up by working, charging vacation time or comp time, or payroll deduction, and tuition reimbursement shall not be paid. If a final determination is made supporting the worker, she/he shall be fully reimbursed in accordance with this section.
3. The County and the Union agree to schedule an expedited grievance arbitration within 30 calendar days of Step II response.

e) **Reimbursement**

Total reimbursement for each worker participating in the program will not exceed three thousand dollars (\$3,000.00) in each fiscal year. Meals, lodging, and transportation costs will not be reimbursed pursuant to IRS regulations. Within the above limit, workers shall receive full immediate reimbursement for tuition and other required costs (including textbooks) upon presentation of proof of cost and proof of course completion.

f) **Deduction Authorization**

The worker shall sign a note which states that, upon receipt of reimbursement, he/she authorizes:

1. Deduction from his/her wages in the event he/she does not receive a passing grade of C or better.
2. Deduction of fifty percent (50%) of the amount of reimbursement if he/she leaves County employment within one (1) year after satisfactory completion of the course (except if laid off).
3. Deduction of the full amount of reimbursement if he/she leaves County employment before completion of the course (except if laid off).

g) **Make-up Time**

Workers taking a course only available during working hours must make up fifty percent (50%) of the time away from job. Make-up time may be deducted from the worker's accrued vacation, personal leave or compensatory time balance. Make-

up time will not be allowed when it results in the payment of overtime. The department will make every effort to allow the worker time off except where the payment of overtime will result. A worker and the appropriate level of Management may mutually rearrange the duty shift beyond eight (8) hours but within the forty (40) hour workweek for purposes of participating in non-duty education and/or training deemed by the County to be to the benefit of the worker and the County and such arrangement will be considered a waiver of Section 8.2.

Workers who are granted educational leave only but not tuition assistance, shall reimburse the County through automatic leave reduction in the same manner that educational leave was taken or reduction of leave balances or cashout at separation, of fifty percent (50%) of the time away from the job under the following conditions:

1. Failure to successfully complete the course or obtain a passing grade of C or above;
2. Leaving County employment within one (1) year after successful completion of the course (except if laid off); or
3. Leaving County employment before completion of the course (except if laid off).

Section 12.10 – In-Service Education Programs

The County and the Union may meet and confer on any existing in-service programs or proposed programs during the term of this Agreement at the department level.

Section 12.11 – Bereavement Leave

Leaves of absence with pay shall be granted workers in order that they may discharge the customary obligations arising from the death of a family member. "Family member" shall mean the child, parent, sibling, grandparent, grandchild, spouse, domestic partner, parent-in-law, stepparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, any person living in the immediate household of the worker, and any other family member for whom bereavement leave is required by law. Up to forty (40) hours pay shall be granted which will consist of sixteen (16) hours not charged to any accumulated balance followed by twenty-four (24) hours chargeable to sick leave, if necessary. An additional twenty-four (24) hours, sixteen (16) chargeable to sick leave and eight (8) not charged to any accumulated balance, is authorized if out-of-state travel is required.

Section 12.12 – State, Federal and/or County Required Continuing Education Fund

For the term of this Agreement, the County shall continue a fund of two hundred thousand (\$200,000) per year, with rollover, to be administered at a County-wide level. The purpose of the fund will be to provide reimbursement to workers for the costs of State, Federal and/or County required continuing education.

a) General Provisions

1. Only workers whose classifications have mandated State, Federal and/or County continuing education requirements shall be eligible for reimbursement of costs of the mandated continuing education. A list of

eligible classifications shall be maintained by ESA. The County shall provide the list to the Union at least annually. The Union shall be notified of any changes to the list of eligible classifications.

2. Should Local 521 SEIU no longer represent any of these classifications this provision shall remain in effect for the remaining classifications. Workers shall not lose any rights to this fund because of reclassification or retitling of a classification as long as the new classification also has a State, Federal and/or County required continuing education.
3. The County and the Union shall meet prior to the printing of the agreement to determine a notification method when affected classifications are designated by the State, Federal and/or County to receive this reimbursement.
4. This fund shall apply to all workers in classifications noted above who are required by the State, Federal and/or County to take continuing education courses. There are three eligibility periods. The first is between June 12, 2023 and June 9, 2024. The second is between June 10, 2024 and June 8, 2025. The third is between June 9, 2025 and June 7, 2026. Eligible workers may only apply for State, Federal and/or County mandated continuing education courses. Workers may apply for reimbursement to cover fees or tuition and books for State, Federal and/or County required continuing education courses, workshops or seminars.
5. Total reimbursement for each worker participating in this program will not exceed the actual amount of the continuing education.

b) **State, Federal and/or County Mandated Continuing Education Reimbursement**

1. Workers who must complete State, Federal and/or County mandated continuing education requirements in order to maintain a State, Federal and/or County mandated license or certificate may apply for reimbursement under this provision.
2. Eligible workers may receive reimbursement for fees or tuition, books and other required items if the course, workshop or seminar qualifies for State mandated continuing education.
3. Lodging, travel and other incidentals are not reimbursable under this fund.
4. Funds for this provision will be paid to workers for classes taken in eligibility periods as stated in Section 12.12(a). Requests for reimbursement are to be submitted on a form provided by the County no later than 60 days after the end of the eligibility period. The amount will be disbursed upon presentation of receipt of proof of cost and proof of course completion for

required continuing education classes and subject to the availability of funds.

5. Eligible workers will be required to seek reimbursement from this fund first. Any remaining expenses may be reimbursed through regular tuition reimbursement (Article 12.9) procedures. In no event shall the reimbursement exceed the maximum allowed under the appropriate fund or the cost of the course.

c) **Reasons for Denial**

Management may disapprove an application for reimbursement under this provision provided:

1. There are not sufficient funds available in the program.
2. The worker has already received the maximum allowed under this program.

Section 12.13 – State, Federal, and/or County Required Licensure/Certification Reimbursement

Only workers whose classifications have mandated State, Federal and/or County licensing and/or certification requirements shall be eligible for reimbursement of costs of the mandated County, Federal and/or State required license and/or certification. A list of eligible classifications shall be maintained by ESA. The County shall provide the list to the Union at least annually. The Union shall be notified of any changes to the list of eligible classifications.

All eligible workers whose State and/or Federal mandated license/certification expires in eligibility periods stated in Section 12.12(a) 4 may apply for reimbursement of the actual cost of the licensure/certification no later than 60 days after the end of the eligibility period. Requests for reimbursement are to be submitted on a form provided by the County. The amount will be disbursed upon presentation of cost and proof of receipt showing renewed license/certificate.

Section 12.14 – Drivers Licenses

a) Any worker whose classification includes the requirement to have a Class A or B Commercial Driver's License will be reimbursed as follows:

- 1) County will fully reimburse the worker for an original Commercial Driver's License or to add an endorsement.
- 2) County will reimburse the difference between the Class A or B renewal fee and the Class C renewal fee.

b) It is the expressed understanding of the County and the Union that the County bears no financial obligation for any worker's Class C driver's license fee regardless of whether it is required for the worker's position.

Section 12.15 – Time Off for Career Advancement for County Employment Opportunities

The County shall permit workers to pursue County employment opportunities, including scheduled examinations, interviews, typing tests, and background investigations without loss of compensation or benefits with supervisory approval and when forty-eight (48) hours' notice is provided.

ARTICLE 13 – BENEFIT PROGRAMS

Section 13.1 – Workers' Compensation

a) **Eligibility**

Every worker shall be entitled to industrial injury leave when he/she is unable to perform services because of any injury as defined in the Workers' Compensation Act.

b) **Compensation**

A worker who is disabled as a result of an industrial injury shall be placed on leave, using as much of his/her accumulated compensatory time off, his/her accrued sick leave and vacation time as when added to any disability indemnity payable under the Workers' Compensation Act will result in a payment to him/her of not more than his/her full salary, unless the worker subsequently notifies his/her department payroll unit of his/her desire not to have integration occur. The change from integration to non-integration shall be implemented at the beginning of the next pay period after such request.

The first three (3) days shall be charged to the worker's accrued but unused sick leave. If the temporary disability period exceeds fourteen (14) calendar days, temporary disability will be paid for the first three (3) days.

c) **Industrially Injured Workers – Temporary Modified Work Program**

The County has established a program to return workers with temporary disabling occupational injuries or illnesses to modified duty within the County as soon as medically practical. Pursuant to the program, the County will make every reasonable effort to provide meaningful work assignments to all such workers capable of performing modified work. The maximum length of such work program shall not exceed twelve (12) weeks. With the approval of the Worker's Compensation Division, a temporary modified work assignment may be extended to no more than 16 weeks.

There are three kinds of "Temporary Modified Work" shown in order of preference:

1. Return to the worker's same job with some duties restricted.
2. Return to the same job, but for fewer hours per day or fewer hours per week. To be used if an injured worker cannot return on a full time basis.
3. Return temporarily to a different job. This is the least desirable and will only be attempted if the regular job cannot be reasonably modified to meet the injured worker's medical limitations.

d) **Treatment Following Return from Leave**

Workers required by their physician to undergo therapy or treatment due to an industrial injury shall receive leave with pay under the following conditions:

1. Treatments are being paid under Workers' Compensation.

2. The therapy or treatment falls within the worker's normal working hours.
3. Applies only to actual prescheduled treatment time and reasonable travel time.
4. The worker provides a statement from the treater.

e) **Clothing Claims**

Loss of, or damage to, a worker's clothing resulting from an industrial injury which requires medical treatment will be replaced by the County through the following procedures:

The Department/Agency will review and make a determination on all such incidents as submitted in writing by the worker. Reimbursement will be limited to the lesser of:

1. 75% of proven replacement cost, or
2. the repair cost.

However, both of the above are limited by a fifty dollar (\$50.00) maximum. (Nothing in this Section is intended to replace or supersede Section 9.2 which provides for replacement of items damaged, lost or destroyed in the line of duty.)

Section 13.2 – Insurance Programs

a) **Medical Insurance**

1. **Insurance Plans**

The County and covered workers shall share in the cost of medical plan premiums. The County, in order to provide one health plan where there is not premium sharing, shall continue to offer Valley Health Plan without premium sharing. The County will pay the cost of any premiums for “employee only” and “employee plus dependent” tiers that is not covered by the workers’ share of the premium. The worker share shall be as follows:

Valley Health Plan 0% Single, Adult and child(ren), Two adults or Family

Non-VHP HMO 0% Single, 2%, Adult and child(ren), Two adults or Family

POS 0% Single, \$52.83 Family

Provider	Single	Adult and child(ren)	Two Adults	Family
Valley Health Plan	0%	0%	0%	0%
Non-VHP HMO	0%	2%	2%	2%
POS	0%	\$52.83 per pay period	\$52.83 per pay period	\$52.83 per pay period

Effective with coverage on or about January 1, 2012, the Kaiser Plan will be changed to \$10 co-payment for office visits, \$35 co-payment for emergency room visits, \$5-\$10 co-payment for prescriptions (30-day supply) and \$10-\$20 co-payment for prescriptions (100-day supply), and \$100 co-payment for hospital admission; the Health Net Plan will be changed to \$15/\$20/30% (Tier 1/2/3) co-payment for office visits, \$50/\$75/30% co-payment for emergency room visits, and \$5/\$15/\$30 (generic/brand/formulary) co-payment for prescription (30-day supply) and \$10/\$30/\$60 co-payment for prescription (90-day supply).

The County and covered workers shall share in the cost of medical plan premiums. The County will pay the cost of any premiums for “employee only” and “employee plus dependent” tiers that is not covered by the workers’ share of the premium. The worker share shall be as follows:

Valley Health Plan: of total premium cost for the following coverage tiers: 0% Single, 0% Adult and child(ren), Two adults or Family

Non-VHP HMO Plan of total premium cost for the following coverage tiers: 0% Single, 2% Adult and child(ren), 2%Two adults or 2%Family

POS Plan: 0% of total premium cost for Single and \$52.83 for Family

The required percentage of premium sharing shall be based on the actual premium in effect on June 23, 2013. This shall be reviewed in the limited reopener.

2. Dual Coverage

Married couples and registered domestic partners who are both County workers shall be eligible for coverage under one medical plan only with the

County paying the full premium for dependent coverage. County worker couples are not eligible to participate in the Health Plan Bonus Waiver Program.

3. **Domestic Partners**

Benefits shall be provided in accordance with Article 14 Domestic Partners.

4. **Medical Premium Payments During Family Leave Without Pay, Medical Leave Without Pay and Industrial Injury Leave**

The County will pay the medical premium subject to the applicable co-payments in this Section as follows:

- a. For a worker on parental or industrial injury leave without pay or medical leave without pay, up to thirteen (13) pay periods of worker only coverage. A portion of the leave may include dependent coverage in accordance with the Family and Medical Leave Act, the California Family Rights Act and the County's Family and Medical Leave Policy.
- b. For a worker on family leave without pay, in accordance with the County's Family and Medical Leave Policy, up to twelve (12) weeks of dependent coverage.

5. **Medical Benefits for Retirees**

- a. For workers hired before August 12, 1996.

The County shall contribute an amount equal to the cost of Kaiser retiree-only medical plan premium to the cost of the medical plan of workers who have completed five (5) years service (1305 days of accrued service) or more with the County and who retire on PERS directly from the County on or after December 5, 1983. Retirees over 65 or otherwise eligible for Medicare Part B must be enrolled in such a plan, and the County shall reimburse the retiree for the cost of Medicare Part B premium on a quarterly basis. This reimbursement is subject to the maximum County contribution for retiree medical. The surviving spouse or domestic partner (as defined in Article 14, Domestic Partner) of a worker eligible for retiree medical benefits may continue to purchase medical coverage after the death of the retiree.

- b. For workers hired on or after August 12, 1996.

The County shall contribute an amount equal to the cost of Kaiser retiree-only medical plan premium to the cost of the medical plan of workers who have completed eight (8) years of service (2088 days of accrued service) or more with the County and who retire on PERS

directly from the County. Retirees over 65 or otherwise eligible for Medicare Part B must be enrolled in such a plan, and the County shall reimburse the retiree for the cost of Medicare Part B premium on a quarterly basis. This reimbursement is subject to the maximum County contribution for retiree medical. The surviving spouse or domestic partner (as defined in Article 14, Domestic Partner) of a worker eligible for retiree medical benefits may continue to purchase medical coverage after the death of the retiree.

- c. For workers hired on or after June 19, 2006.

The County shall contribute an amount equal to the cost of Kaiser retiree-only medical plan premium to the cost of the medical plan of workers who have completed ten (10) years of service (2610 days of accrued service) or more with the County and who retire on PERS directly from the County. Retirees over 65 or otherwise eligible for Medicare Part B must be enrolled in such a plan, and the County shall reimburse the retiree for the cost of Medicare Part B premium on a quarterly basis. This reimbursement is subject to the maximum County contribution for retiree medical. The surviving spouse or domestic partner (as defined in Article 14, Domestic Partner) of a worker eligible for retiree medical benefits may continue to purchase medical coverage after the death of the retiree.

- d. For workers hired on or after September 30, 2013.

The County shall contribute an amount equal to the cost of Kaiser retiree-only medical plan premium to the cost of the medical plan of workers who have completed fifteen (15) years of service (3915 days of accrued service) or more with the County and who retire on PERS directly from the County. Retirees over 65 or otherwise eligible for Medicare Part B must be enrolled in such a plan, and the County shall reimburse the retiree for the cost of Medicare Part B premium on a quarterly basis. This reimbursement is subject to the maximum County contribution for retiree medical. The surviving spouse or domestic partner (as defined in Article 14, Domestic Partner) of a worker eligible for retiree medical benefits may continue to purchase medical coverage after the death of the retiree.

- e. Such years of service expressed in a., b., c., and d. above must be continuous service with the County and shall have been completed immediately preceding retirement directly on PERS from the County.

- f. Delayed Enrollment in Retiree Medical Plan

A retiree who otherwise meets the requirements for retiree only medical coverage under Section 13.2 (a) 5 subsections a, b, c, or d

may choose to delay enrollment in retiree medical coverage. Application and coverage may begin each year at the annual medical insurance open enrollment period after retirement.

- g. **Employee Contribution Toward Retiree Medical Obligation Unfunded Liability**
Effective pay period 15/14, June 22, 2015, all coded employees shall contribute on a biweekly basis twelve dollars and fifty cents (\$12.50) toward the retiree medical obligation unfunded liability. Such contributions are to be made on a pre-tax basis and employees shall have no vested right to the contributions made by the employees. Such contributions shall be used by the County exclusively to offset a portion of the County's annual required contribution amount to the California Employers Retirement Benefit Trust established for the express purpose of meeting the County's other post employment benefits (OPEB) obligations and shall not be used for any other purpose.

b) **Dental Insurance**

The County agrees to contribute the amount of the current monthly insurance premium for dental coverage to cover the worker and full dependent contribution. The existing Delta Dental Plan coverage will be continued in accordance with the following schedule:

Basic and Prosthodontics:	75-25 - no deductible. \$2,000 maximum per patient per calendar year.
Orthodontics:	60-40 - no deductible. \$2,000 lifetime maximum per patient (no age limit).

The County will pick up inflationary costs for the term of the agreement.

The County will continue to provide an alternative dental plan. The current alternative dental plan is Liberty Dental. The County will contribute up to the same dollar amount to this alternative dental plan premium as is paid to the Delta Dental Plan.

c) **Health Plan Bonus Waiver Program**

With proof of alternative medical coverage, a worker may opt to waive County provided medical coverage:

- 1. Effective with each new plan year, a worker who waives medical coverage for self and family must do so for the entire plan year by signing up in the open enrollment period. The worker shall then receive a bonus of seventy-

four dollars (\$74.00) gross payment per pay period (subject to the usual payroll deductions) commencing in the pay period when open enrollment changes take effect.

2. A part-time worker who waives medical coverage will receive a pro-rated bonus payment according to the code status. At the end of a plan year, a part-time worker may submit a request for supplemental bonus payment to ESA-Benefits Department for adjustments due to additional hours worked beyond code status.
 3. A new hire worker may waive medical coverage at the time of new employment and receive a pro-rated bonus of seventy-four dollars (\$74.00) gross payment per period starting with the first full pay period.
 4. During the plan year, a worker participating in this Program is eligible to re-enroll for coverage within thirty (30) calendar days of an Internal Revenue Service (IRS) defined qualifying event. A worker who re-enrolls shall no longer be eligible to receive the bonus waiver payment effective with the date of coverage.
 5. Retirement is an IRS defined qualifying event. If a worker who is enrolled in the Health Plan Bonus Waiver Program retires during the plan year, the retiree is eligible to enroll in retiree medical coverage.
- d) **Life Insurance**
The County agrees to continue the existing base group Life Insurance Plan of twenty-five-thousand (\$25,000) per worker.
- e) **Vision Care Plan**
The County agrees to provide a Vision Care Plan for all workers and dependents. The Plan will be the Vision Service Plan - Plan A with benefits at 12/12/24 month intervals with twenty dollar (\$20.00) deductible for examinations and twenty dollar (\$20.00) deductible for materials. The County will fully pay the monthly premium for worker and dependents and pick up inflationary costs during the term of this agreement.
- f) **Flexible Spending Account (FSA) Plan**
The County has implemented a Flexible Spending Account (FSA) Plan in accordance with Internal Revenue Code (IRC) Section 125 and its Board approved Plan Document. The County established FSA plan enables a County employee to set aside a bi-weekly payroll deduction on a pre-tax basis for reimbursement of IRS approved eligible medical/dental expenditures for the employee and/or his/her dependents. The bi-weekly payroll deductions are subject to the maximum annual allowable limits under the County's Plan Document and, subject to any federal limits and regulations.

- g) **County-wide Benefits**
The parties agree that, during the term of this Agreement, County-wide changes in benefits, such as medical, dental, holidays, or retirement, shall be applied to workers in these units.

Section 13.3 – Training for Disabled Workers

- a) **Job Displacement Benefit**
Injured workers may be entitled to supplemental job displacement benefits, if any, subject to California Workers Compensation law.
- b) **Lateral Transfer/Demotion Openings**
If the worker meets all the qualifications for a particular position (this would take into account his/her medical limitations, prior work experience and skills) and an opening exists that involves a lateral transfer or demotion, the position shall be offered to the worker.
- c) **Salary Level**
In accordance with Chapter VI, Article 5, Section A25-661 (e) of the Personnel Practices, "...the salary of the employee shall be placed at the step in the salary range which corresponds most closely to the salary received by the employee as of the time of injury. In the event that such a demotion would result in a salary loss of more than ten (10) percent, the employee's new salary shall be set at the rate closest to but not less than ten (10) percent below his salary as of the time of injury." It is understood that "salary as of time of injury" as used in the previous sentence refers to range and step, not specific dollars.
- d) **Training Program**
In those cases where the worker may not have the necessary prior experience or all the required skills but there is reasonable assurance that the worker will be capable of obtaining them through a designated formal on-the-job training program, the County will make reasonable efforts to place the worker in a training program.
- e) **Placement Review**
If, after a period on the job, it is demonstrated that the worker is unable to develop the required skills, knowledge and abilities and/or cannot meet the physical requirements to handle the new position, he/she will be placed on a leave of absence and the placement process begins again.
- f) **Promotions**
Any position which involves a promotion will call for the normal qualifying procedures, written and/or oral examination. However, if it is found that a worker meets all the qualifications for a higher paying position and an eligibility list is already in existence, the worker shall be allowed to take a written and/or oral examination, and, if the worker qualifies, the worker's name will be placed on the eligibility list commensurate with his/her score.

g) **Authority**

This Agreement does not address, change, or otherwise impact California Workers Compensation law.

Section 13.4 – Deferred Compensation Plan

The County will continue the present deferred income plan. If the County proposes to change the plan it shall provide appropriate notice to the Union and the parties shall meet and confer over said changes.

Section 13.5 – Joint Health Care Cost Containment Committee

A Joint Union-Management Committee with equal representation of management and Union will continue to meet and further develop measures for limiting increased health plan costs (without shifting such costs to workers or reducing the level of benefits or quality of care). The committee will be responsible to explore health plans, including health plan options and dental changes and other topics on an as needed basis.

The Health Care Cost Containment Committee will also investigate other plan options for workers and retirees outside of the Santa Clara County service area, including contracting with out of area government agencies for local health plan coverage. With the agreement of the Union and the County, there shall be a limited mid-term re-opener for the purposes of implementing optional plans or changes to workers' benefits.

Section 13.6 – Joint Childcare Committee

The County and the Union agree to continue the Joint Childcare Committee. The committee shall continue to meet and confer regarding the creation and implementation of a Childcare Program for County workers at no cost to the County. The Dependent Care Assistance Tax Program will continue at no cost to the County during the term of this Agreement unless legislative changes or lack of enrollment determine continuation to be impractical.

ARTICLE 14 – DOMESTIC PARTNERS

a) **Registered Domestic Partners**

County employees who have filed a Declaration of Registered Domestic Partnership in accordance with the provisions of Family Code 297-297.5 shall have the same rights, and shall be subject to the same responsibilities, obligations as are granted to and imposed upon spouses. The term spouse in this contract shall apply to Registered Domestic Partners. Effective July 1, 2012 the County will only recognize employees who have registered their Domestic Partnership through the Secretary of State.

b) **Tax Liability**

Employees are solely responsible for paying any tax liability resulting from benefits provided as a result of their domestic partnership.

ARTICLE 15 – PERS

The County will continue the present benefit contract with PERS for Classic Miscellaneous employees, which is the 2.5% at 55 Retirement Plan, as amended December 17, 2007 except those workers covered by safety retirement as listed in Appendix H.

In consideration for continuing the 2.5% at 55 Retirement Plan, the Union agrees for each Classic Miscellaneous worker covered under this benefit to contribute to PERS, through payroll deduction, effective September 2, 2013 an amount equal to 3.931% of PERS reportable gross pay.

In accordance with § 20636, sub section (c) (4) of the California Public Employee Retirement Law, the County and SEIU Local 521 agree that the County shall report Employer Paid Member Contribution (EPMC) as special compensation concurrent with the effective date of PERS "Single Highest Year."

The County shall pay on behalf of all Classic Miscellaneous workers covered under PERS Miscellaneous 7% member (worker) contribution to the Public Employee's Retirement System as well as an additional 0.49% which is attributable to reporting EPMC as special compensation. Taking into consideration the agreement between the parties as a result of the prior implementation of 2% at 55 Plan, the County is entitled to add 7.49% to the base wage for effective wage.

Effective Pay Period 20/13 and then each year thereafter on pay period XX/13, the percentage of Classic Miscellaneous workers covered under PERS Miscellaneous will be rounded to the nearest tenth of one percent (0.1%) then multiplied by 7.49%. The percentage will be rounded to two (2) decimal places and the resulting percentage will be used for the following twenty-six (26) pay periods for purposes of effective wage. (Ex: 47.5% Classic Miscellaneous workers multiplied by 7.49% is expressed as $0.475 * 0.0749 = 0.035575$ with a resulting effective wage of 3.56%.) A courtesy notice will be provided to SEIU.

Classic miscellaneous employees shall refer to those employees who are eligible for and are placed in the 2.5% at age 55 retirement tier. Classic safety employees shall refer to those employees who are eligible for and are placed in the 3% at age 50 retirement tier. Public Employee Pension Reform Act (PEPRA) miscellaneous employees shall refer to those employees who are eligible for and placed in the 2% at age 62 retirement plan. PEPRA safety employees shall refer to those employees who are eligible for and are placed in the 2.7% at age 57 retirement tier.

ARTICLE 16 – USE OF PRIVATE VEHICLES AND MILEAGE PAYMENT

Section 16.1 – Use of Private Vehicles

i. No Requirement

No worker shall be required as a condition of obtaining or continuing County employment, to possess or provide a private vehicle for use in connection with his/her County employment. Use of County vehicles shall be in accordance with County policies and regulations.

ii. Authorization of Use

Departments may authorize the use of private vehicles by their department workers, with each department maintaining a continuous listing of those workers authorized to use their private vehicles. Each worker so authorized shall have completed applicable County authorization requirements governing County driver permits and insurance. Workers not having completed such requirements and thereby not on the listing shall be neither required nor authorized to use their private vehicles.

iii. Damage

Workers whose vehicle is damaged in a collision with another vehicle while driving a personal vehicle on County business shall, following the approval of the County Executive's Office Claims Division or if denied by County Executive's Office and subsequently approved on appeal to the Accident Review Board, be reimbursed for such damage not to exceed five hundred dollars (\$500.00) provided:

1. The driver of the other vehicle is responsible for the accident as verified by a police report, and the damages shall be unrecoverable from the other party by reason of lack of liability insurance, or
2. The damage is caused by a hit-run or unidentified driver as verified by a police report, and/or
3. The amount of damage to be reimbursed by the County is not recoverable under any policy of insurance available to the worker. The County shall be subrogated to the worker's rights of recovery from the responsible party.

Section 16.2 – Reimbursement for Use of Private Vehicles

a) Mileage Reimbursement

Any worker required to travel on business for the County and who has been duly authorized to use and does use a privately owned automobile shall be allowed and paid as traveling expense for the actual miles traveled during any calendar month. The mileage reimbursement rate for all miles shall be the standard federal mileage rate reimbursement. Actual miles traveled shall be defined as all miles driven on County business. However, no mileage reimbursement shall be paid for miles traveled to the first field or work location of the day from the worker's place of residence or from the last field or work location of the day to the worker's place of residence, unless the miles traveled exceeds the distance normally traveled by the worker during his/her normal home-to-work commute. In that case, the worker may

claim reimbursement for only the added mileage which exceeds the normal home-to-work mileage.

Effective September 1, 2000, the rate of reimbursement shall be equal to the “standard mileage rate” for auto expenses established by the Federal Government as the maximum tax exempt mileage rate. Subsequent to September 2000, the County rate of reimbursement shall be adjusted on the first day of the month that any change by the Federal Government “standard mileage rate” is effective.

Section 16.3 – County Business Travel

Claims for reimbursement for County travel expenses shall be made in accordance with the Statement of Travel, Non-Travel Business Meal, and Procurement Card (P-Card) Policy. The Union has the right to meet and confer over proposed changes to this policy.

Section 16.4 – Parking Stickers for Workers with Disabilities

All workers determined by the County to be disabled in accordance with standards of the State of California Department of Motor Vehicles will be issued a disabled workers parking sticker for their private vehicle.

ARTICLE 17 – WORKERS IN UNCLASSIFIED POSITIONS

a) **Coverage Under the Contract**

All workers in unclassified coded positions within the Union bargaining units shall be subject to and protected by this Agreement and departmental agreements, except as otherwise provided.

b) **Seniority**

Time worked in such positions shall apply to seniority for the purposes of departmental agreements, salary increments and all other matters in the same manner for all other coded positions, except as otherwise provided. (No change in past practices or agreements unless agreed to.)

c) **Examinations**

Such workers shall be allowed to participate in examinations in the classified service equivalent to the positions they occupy as well as all open and/or promotional examinations for which they qualify under Merit System Rules.

d) **New Programs**

Prior to final approval by the County and the granting authority of new special programs funded from State and/or Federal sources which create positions under County Charter Section 704(h) which are the same or similar positions covered by this Agreement, the parties agree to meet and confer on:

1. Coverage of such positions by all or any portion of the terms of this Agreement.
2. The impact the utilization of such positions may have on workers in positions currently covered by this Agreement.

ARTICLE 18 – SAFETY

Section 18.1 – Safety Standards

The County necessarily abides by safety standards established by the State Division of Industrial Safety and pursuant to the Occupational Safety and Health Act. Appendix M of this Agreement describes the agreed guidelines for Department Safety Committees. Upon request, departmental negotiations on the number of representatives to the Departmental Safety Committee (paragraph 3 of the Guidelines) shall be negotiated at the departmental level. Such negotiations shall be subject to the provisions of Article 8.15 of this Agreement and shall also be subject to review and approval of the County-wide Safety Committee pursuant to the Guidelines.

Section 18.2 – Ambience Guidelines

The County has promulgated guidelines with respect to variations in ambience (e.g., heat, light) in work locations within the County. The guidelines cover conditions encountered by workers who work both inside and/or outside. These guidelines are as follows:

Workers of the County work in a variety of physical locations, both indoors and out, where environmental factors such as temperature, humidity, solar radiation and air movement vary widely. Individual workers' tolerance levels for variations in those environmental factors vary from person to person based on physiological differences, general health, physical condition, the nature of the worker's work and other individual tolerance factors not otherwise definable.

Although Federal and State OSHA regulations do not deal specifically with variations in these environmental factors, nor can individual tolerance levels be controlled, these guidelines are issued and intended to assist departments/agencies in dealing with extremes of the environmental factors listed above.

"Extremes" in such factors are not specifically defined here; but should be determined by each department/agency in accordance with the season of the year or the work setting, based on commonly accepted standards for the nature of the work and the facilities or environment in which the work is performed. Distinctions should be kept in mind between comfort, efficiency and health considerations. Under these guidelines, each department/agency should determine acceptable limits of variation based on the factors described above, giving due regard to the work environment and its inherent characteristics and limitations. Department/agency determinations concerning extremes and acceptable limits of variation are subject to review by the County Executive's Office of Occupational Safety and Environmental Compliance (OSEC).

Procedures

Each department/agency shall designate representative(s) responsible for receiving, evaluating and reporting worker complaints of environmental extremes through channels in accordance with these procedures. Depending on whether the reported extreme is in a building or outside, it will be acted upon as described below.

Buildings

Buildings are defined as all indoor facilities and structures operated (owned or leased) by the County and occupied by County workers.

The Office of Occupational Safety and Environmental Compliance (OSEC) shall designate representative(s) for the purpose of receiving and responding to department/agency reports of environmental extremes in County facilities.

The Office of Occupational Safety and Environmental Compliance (OSEC) shall promptly investigate complaints received from designated department/agency representatives and take reasonable steps to make any needed corrections. OSEC will also promptly provide a status report for the complaining department/agency regarding the conditions. The report will note if the condition is extreme, the expected duration of the extreme and the cause. If requested, this report will be made available by the department/agency to the worker(s) who initiated the complaint.

Outside of Buildings

Environmental factors outside of buildings are not controllable. Reports received by designated representatives concerning outside environmental extremes will be evaluated and a decision made regarding alternative work procedures for work crews engaged in out of doors physical labor. If alternative work procedures are implemented, reasonable access to available shelter and water shall be provided consistent with the nature and locale of the work.

A distinction is to be made between those who perform physical labor in the outdoors versus those whose work requires temporary or regular presence in the outdoors or in vehicles necessary for completion of assigned work. In the latter instances, alternative work procedures should generally be required less frequently than in the case of work crews performing out of doors physical labor.

Alternatives When Environmental Extremes Exist

The decision to implement any variation in work activities shall be that of the appointing authority or his/her authorized representative. Careful consideration must be made regarding the department/agency's overall operation to meet required service needs. However, when in the department/agencies judgment extremes in environmental conditions will continue to exist for a significant period, the department/agency head may invoke any or all of the following possible alternative work procedures:

1. Reduce work productivity levels.
2. Authorize more frequent rest periods throughout the work cycle.
3. Where workers may be excused from duty and they request time off because of the extreme situation, excuse those who may be released and charge said time, at the worker's option, to his/her accrued but unused vacation, compensatory time off or personal leave days; or to leave without pay.

These alternatives are not intended to limit the appointing authority from approving other alternatives, such as temporary changing of hours of work, temporary changing of work assignments, etc.

Workers who become ill because of extreme conditions may use sick leave in accordance with regular County procedures.

The County and the Union recognize early settlement of grievances is essential to sound worker-employer relations. The parties seek to establish a mutually satisfactory method for the settlement of grievances of workers, the Union, or the County. In presenting a grievance, the aggrieved and/or his/her representative is assured freedom from restraint, interference, coercion, discrimination or reprisal.

ARTICLE 19 – GRIEVANCE PROCEDURE

Section 19.1 – Grievance Defined

The County and the Union recognize early settlement of grievances is essential to sound employee-employer relations. The parties seek to establish a mutually satisfactory method for the settlement of grievances of workers, the Union, or the County. In presenting a grievance, the aggrieved and/or his/her representative is assured freedom from restraint, interference, coercion, discrimination or reprisal.

a) **Definition**

A grievance is defined as an alleged violation, misinterpretation or misapplication of the provisions of this Memorandum of Agreement, Department Memoranda of Agreement and/or Understanding, Merit System Rules, or other County ordinances, resolutions, Policy and/or Procedure Manuals, or alleged infringement of a worker's personal rights (i.e., discrimination, harassment) affecting the working conditions of the workers covered by this Agreement, except as excluded under Section 19.1(b).

b) **Matters Excluded From Consideration Under the Grievance Procedure**

1. Disciplinary actions taken under Section 708 of the County Charter.
2. Probationary release of workers.
3. Position classification.
4. Workload/Caseload.
5. Merit System Examinations.
6. Items requiring capital expenditure
7. Article 2 – No Discrimination.
8. Items within the scope of representation and subject to the meet and confer process.

Section 19.2 – Grievance Presentation

Workers shall have the right to present their own grievance or do so through a representative of their own choice. Grievances may also be presented by a group of workers, by the Union, or by the County. No grievance settlement may be made in violation of an existing rule, ordinance, memorandum of agreement or memorandum of understanding, nor shall any settlement be made which affects the rights or conditions of other workers represented by the Union without notification to and consultation with the Union.

The Union shall be provided copies of individual or group grievances and responses to same. Such grievances may not proceed beyond Step One without written concurrence of the Union.

The Union shall have the right to appear and be heard in all individual or group grievances at any step. Upon request by County, the Union shall appear and be heard in such grievances at any step.

Section 19.3 – Procedural Compliance

Union grievances shall comply with all foregoing provisions and procedures. The County shall not be required to reconsider a grievance previously settled with a worker if renewed by the Union, unless it is alleged that such grievance settlement is in violation of an existing rule, ordinance, memorandum of understanding, or memorandum of agreement.

Section 19.4 – Time Limits

Time limits may be extended or waived only by written agreement of the parties. If either party fails to comply with the grievance time limits, the grievance shall be settled in favor of the other party. If, as a result of such action the parties are unable to reach agreement or an appropriate remedy, the matter may be referred to an arbitrator as provided below and the arbitrator shall fashion an appropriate remedy.

Section 19.5 – Informal Grievance Step

It is agreed that workers will act promptly through an informal meeting with their immediate supervisor outside of the bargaining unit on any act, condition or circumstance which is causing worker dissatisfaction and to seek action to remove the cause of dissatisfaction before it serves as the basis for a formal grievance.

A meeting should take place whenever requested by either party to assist to clarify or resolve the grievance. The worker may be accompanied by his/her steward, Assistant Chief Steward or Chief Steward at the informal meeting.

Any resolution reached at the informal step must be in accordance with the provisions of this agreement, or other rule or ordinance and shall not set precedent.

Section 19.6 – Formal Grievance

a) **Step One** - Within twenty (20) working days of the occurrence or discovery of an alleged grievance, the grievance shall be presented in writing to the appointing authority. A copy of the grievance will be sent to Labor Relations and this copy shall dictate time limits. The grievance form shall contain information which identifies:

1. The aggrieved;
2. The specific nature of the grievance;
3. The time or place of its occurrence;
4. The rule, law, regulation, or policy alleged to have been violated, improperly interpreted, applied or misapplied;

5. The consideration given or steps taken to secure informal resolution;
6. The corrective action desired; and
7. The name of any person or representative chosen by the worker to enter the grievance.

A decision shall be made in writing within twenty (20) working days of receipt of the grievance. A copy of the decision shall be directed to the person identified in (7) above and grievant, or in the case of a group grievance, to the grievant listed first in (1) above. A copy shall be sent to the Union and this copy shall dictate time limits.

- b) **Step Two** - If the aggrieved is not satisfied with the Step One decision, they may, within fifteen (15) working days after receipt of the first step decision, present a written presentation to be directed to the County Executive's designated representative indicating the aggrieved wishes (1) the County Executive's designated representative to review and decide the merits of the case or whether (2) the aggrieved wishes the grievance to be referred to an impartial arbitrator. At this step, a meeting shall be held if requested by either party. The grievant may be accompanied by their Steward, or Assistant Chief Steward or Chief Steward. All parties meet and disclose the theory of the grievance and the theory of denial as well as the facts upon which these theories are based.
- c) **Pre-Arbitration Meeting (Stipulation and Arbitrator Selection)** – After a grievance has been moved to Step Two, the Union and County shall continue efforts at resolution. In addition, all parties will attempt to stipulate to all facts, disclose all pertinent information and agree on the question or questions to be submitted to an arbitrator.

Pre-Arbitration meetings shall be held monthly for each department/agency. By mutual agreement, pre-arbitration meetings may be scheduled more frequently. The Union shall be entitled to have released, for pre-arbitration meetings, the grievant, and in the case of a group grievance, no more than two (2) of the affected workers, and the appropriate Chief Steward, or Assistant Chief Steward in his/her absence, and the Steward.

Each grievance shall be specifically reviewed and discussed at a maximum of two pre-arbitration meetings. The parties may mutually agree to have additional meetings prior to arbitration. If a grievance remains unresolved after discussion, review, fact stipulations, information disclosure and determination of the questions or question to be submitted to the arbitrator, the parties will select an arbitrator from the panel in Section 19.6(d).

The parties will also decide if the grievance will be arbitrated on an expedited or regular arbitration basis.

d) **Arbitration**

For the term of this agreement the County and the Union have agreed to the following panel:

John Kagel
Paul Roose
Katherine Thomson
Monica Colondres

David Weinberg
Alexander Cohn
Luella Nelson

When the parties cannot reach mutual agreement regarding an arbitrator, they shall strike names from the above panel. The parties shall flip a coin to determine who strikes first. The parties will alternate the flipping of the coin.

No matter other than a grievance that is an alleged violation of a specific provision(s) as written and submitted in the formal grievance may be reviewed on the merits by an arbitrator. This memorandum of agreement shall be submitted as a joint exhibit. Nothing in this agreement shall be construed to empower any arbitrator to change, modify or amend any of its provisions.

Members of this arbitration panel shall be requested to agree to render their decision within fifteen (15) working days of the hearing, receipt of the transcription or the briefs.

The parties may mutually agree to use an arbitrator not on the list or to add to, or modify the list. The arbitrator's compensation and expenses shall be borne equally by the worker or the Union and the County. Decisions of the arbitrator shall be final and binding.

Section 19.7 – Expedited Arbitration

- a) The County and the Union, may upon mutual agreement of the specific case/or cases submit grievance disputes to expedited arbitration in the interest of obtaining a prompt disposition of the grievances brought by workers, the Union or the County.
- b) The expedited arbitration shall be conducted according to the following rules, and the arbitrators shall be required to agree to abide by them:
 - 1. The County and the Union shall agree to schedule as many cases as can be reasonably presented within a normal work day.
 - 2. Prior to the arbitration, the parties must mutually agree to the question to be placed before the arbitrator or the case will not proceed through this process.

3. It is the intent of this expedited arbitration procedure to not record these proceedings. It is agreed, however, that either party may request a stenographic record and transcripts and the party requesting the record shall bear the full cost of the reporter's fee and transcript. The other party shall not be entitled to a copy, unless the parties agree to share the costs.
4. The parties shall be represented by staff advocates, unless otherwise mutually agreed. Staff advocates shall present their cases in accordance with standard rules of evidence and accepted arbitrable conduct.
5. At the conclusion of the hearing, each party shall present an oral summation of its position. Post-hearing briefs shall not be submitted, unless otherwise mutually agreed.
6. The arbitrator shall render his or her decision after each party has presented and summarized its case. The arbitrator shall confirm his/her decision in a written letter to each party.
7. The arbitrator shall be paid a flat fee for each day of hearings, regardless of the number of cases presented during that day's hearing.

Section 19.8 – Arbitration Release Time

- a) The worker on whose behalf the grievance has been filed will be granted release time for the entire hearing. Release time to serve as a witness will be granted on a scheduled basis, i.e., when the worker is scheduled to appear. In the case of a group grievance, release time will be granted for the designated spokesperson for the entire hearing. Release time also will be granted to the appropriate Chief Steward.
- b) Other requests for leave for the purpose of participation in a grievance arbitration hearing will also be granted and charged to the worker's own leave time - provided the absence does not unduly interfere with the performance of service.

ARTICLE 20 – CLASSIFICATION

Section 20.1 – Classification Study

Workers may request a classification study during the month of March, or such time as designated by the Director of Personnel, but in any event no less than one (1) month per calendar year. Requests shall be submitted to ESA-Human Resources (ESA-HR) on the authorized online request form.

A Committee, made up of representatives from ESA-HR and the Union, will meet annually one (1) month after the close of the window, to determine which submitted requests will be accepted for study, which requests will be placed in a deferred status, and which requests will be denied. The Committee will base their consideration on a number of factors, which may include classification levels, recruitment or retention difficulties, fiscal impact, and new responsibilities assigned but not covered on existing job specifications. The Committee will finalize the list and the scope of each study (i.e. full classification study, job specification revision, salary review, etc.) within three (3) months after the first meeting. The maximum number of requests accepted by the committee for study shall be capped at twelve (12) per year, but upon completion of the accepted studies, ESA-HR may continue to work studies in the deferred status. Requests in the deferred status not initiated for study by ESA-HR before the next window may be considered by the committee without requiring a new request, however, an updated PCQ and job application may be requested.

If the request is incomplete, ESA-HR will notify the worker to complete the request, along with a due date for completing the request.

ESA-HR will notify workers of the status of their request (i.e. accepted, deferred, or denied) and the scope where appropriate.

Workers who are under study shall not be permitted to submit a request. Workers whose classification study was denied shall not be permitted to request another classification study until one additional window has passed.

If the study is denied, the worker may appeal to the Director of Personnel. The appeal shall be submitted in writing within ten (10) working days of the receipt of the denial. The Director of Personnel shall determine the procedure of the appeal. The Director shall provide the Union with the list of the appeal decisions.

The Director will provide a list of accepted studies, including those accepted on appeal, and the expected completion date.

If ESA-HR determines some assigned duties fall outside of the worker's classification, ESA-HR will notify the appointing authority to remove such duties within ten (10) working days of that determination.

Any duties performed at a higher-level while receiving work-out-of-class pay will not be considered.

If a study is accepted or approved on appeal, the completed study shall be posted to the Union no later than 12 months after the date of acceptance or favorable appeal determination, unless otherwise agreed to by both parties.

If it is recommended that the worker be reclassified, all Merit System Rules that apply to regular classification studies, such as test requirements, meeting the employment standards, serving a new probation period, etc. shall apply.

Section 20.2 – Lead Worker

Lead duties whether included in the job description or paid for through a differential shall include but not be limited to the following:

- a) Assigns, distributes and adjusts short-term workloads;
- b) Resolves work-related problems within guidelines set by the supervisors, including written counseling. Leads shall not issue verbal or written counselings without supervisory approval for each occurrence. Supervisor approval shall be reflected on the documented counseling;
- c) Keeps apprised of the progress of the work;
- d) Answers procedural and work-related questions;
- e) Assists the supervisor in reviewing the work;
- f) May train new workers by providing general orientation to office, instruction on specific tasks, and review of task performance;
- g) May assist the supervisor in the interview process for new workers--such input shall be advisory;
- h) Peer to peer leads within the same classification shall not issue verbal or written counselings to each other;
- i) All leads shall be trained on the principles of counseling;
- j) The Lead will not issue personnel actions as outlined in Section 6.1, 6.4b, 6.5, 6.6 or 6.7;
- k) Leads will not conduct investigations that may lead to disciplinary action.

Section 20.3 – Reallocations

a) Allocation to a Supervisory Position

When the Department of Human Resources reclassifies or reallocates a position that is represented by SEIU Local 521 to a supervisory unit, such action may be appealed. The County will notify the Union in writing of its intent to take the action and the reasons. The Union will have five (5) working days following receipt of the notice to file an appeal in writing and the reasons to the Deputy County Executive. Prior to conducting a hearing, the County shall arrange a meeting within five (5) working days to include the worker whose job is in question, a Union representative(s) and a County representative to review the contents of the worker's job and the relevant organization structure. The Deputy County Executive will conduct a hearing on the appeal within ten (10) working days after the meeting. A decision will be rendered by the Deputy County Executive within five (5) working days following the hearing.

b) **Vacant Positions**

At least ten (10) working days prior to the Board of Supervisors hearing a request to change a vacant Local 521 position to a position outside a Local 521 unit, the County will notify the Union. The notification will include positions/codes to be supervised and an updated proposed organizational chart.

Section 20.4 – County Initiated Job Specification Revision

In response to County proposed job specification revisions that make changes to the duties and employment standards the Union shall have the right to meet and confer, upon request, including making proposals on additional compensation related to significant new duties and employment standards.

ARTICLE 21 – REORGANIZATION

For the purpose of this article, “reorganization” is defined as a change of organizational structure within a department or within the County that results in substantial changes or a written plan that outlines cumulative changes resulting in substantial changes and alters the basic relationships among the core functions of that department and the working relationships among the affected employees who carry out those functions in the agency or established workgroup within the department/agency. Reorganization could include, but is not limited to changing or deleting of a program, or merging of programs within a Department, or changing the Department’s reporting structure within the County.

The County will notify the Union a minimum of 60 calendar days prior to the reorganization of any department/agency. Should the reorganization impact wages, hours, or terms and conditions of employment, the County and the Union agree to meet and confer regarding the impact of such proposed reorganization 45 calendar days prior to the reorganization. The parties agree to meet promptly to ensure timely implementation of any changes. Modifications to any noticed reorganization will not require a new 60-day notice or otherwise reset the timelines contained in this Article.

Upon the Union’s request the department/agency will meet with the Union and explain the business rationale for the reorganization and consider any alternatives proposed by the Union.

In cases of emergency, when it is determined that an ordinance, rule, resolution, or regulation must be adopted immediately without prior notice, such notice and the opportunity to meet shall be provided at the earliest practicable time following the adoption of the ordinance, rule, resolution, or regulation.

ARTICLE 22 – NEW TECHNOLOGY IMPLEMENTATION

Should the County implement new computer technology that results in substantial changes or substantial cumulative changes to bargaining unit employees' core duties or functions and impacts hours or other terms and conditions of employment, the County shall provide at least sixty (60) working days notice to the Union in advance of implementation. The County and Union agree to meet and confer, upon request of either party, regarding the impact of such proposed new technology implementation at least forty-five (45) working days prior to the implementation. If an agreement is not reached addressing impact during a Meet and Confer, or if a Meet and Confer is not requested, the County may proceed with implementation.

ARTICLE 23 – VOLUNTEERS

In an effort to balance the need for reliable public workers and provide opportunities for volunteers, the County and the Union agree that volunteers will not replace paid staff represented by the Union, but may support and extend the work of the County. The County and the Union agree that traditional volunteer usage prior to the effective date of this agreement may continue.

ARTICLE 24 – DELIVERY OF QUALITY PUBLIC SERVICES FOR COUNTY RESIDENTS

Section 24.1 – Quality Public Service Unit Based Teams (UBTs)

The County recognizes engaging workers in designing and implementing their work can create a healthy work environment that can improve and sustain delivery of quality and efficiency of public services.

The County shall work with the Union to implement, support, and expand Unit Based Teams in the Health and Hospital System. The parties agree to implement, support and expand additional UBTs in Social Services Agency, the Finance Agency, Library, Department of Environmental Health, Vector Control, 911 Dispatchers, Planning Department, Parks and Recreation, County Clerk-Recorder's Office, Registrar of Voters, Facilities and Fleet and Procurement. Other Unit Based Teams may be established by mutual agreement of the Administration of an Agency or Department and the Union.

A Unit Based Team's scope of work may include any or all of the following:

- Day to day operations
- Performance improvement
- Implementing key initiatives

A Unit Based Team shall be defined as a natural work group of frontline workers and managers who work collaboratively to solve problems, improve performance, and enhance quality for measurable results. The Unit Based Team shall use the rapid improvement model or any other mutually agreed upon improvement model to execute the work of the team.

The County and Union recognize that including other County Labor Organizations, where applicable and necessary, is the desire of both parties.

Each Union participating in the Unit Based Team shall have the right to choose one (1) co-chair, one (1) co-sponsor, and participants in the Unit Based Team to represent the Union. Each Union shall have the right to replace its co-chairs and co-sponsors.

A Unit Based Team's scope of work does not include: Labor Relations, Contractual Issues (i.e. SEIU Local 521 Contract, Departmental Agreements, or any other agreements) or Meet and Confers.

A Department or Agency and the Union who agree to start a new Unit Based Team shall meet to establish an oversight process for resolving issues that may arise in the course of the Unit Based Team.

A worker who is a participant in a Unit Based Team in his/her own department shall be given release time for the time he/she is participating in the Unit Based Team. A worker may participate in a Unit Based Team that is in a department other than his/her own department on release time with prior approval of his/her supervisor.

ARTICLE 25 – CONFLICT OF INTEREST

Workers are to abide by all applicable Federal, State and Local Statutes or contract requirements regarding conflict of interest in outside employment. Workers intending to engage in outside employment shall file an advance statement of such intent for the approval of the appointing authority.

ARTICLE 26 – STRIKES AND LOCKOUTS

During the term of this Agreement, the County agrees that it will not lock out workers and the Union agrees that it will not engage in any concerted work stoppage. A violation of this Article will result in cessation of Union dues deduction by the County.

ARTICLE 27 – FULL AGREEMENT

It is understood this Agreement represents a complete and final understanding on all negotiable issues between the County and its Departments and the Union. This Agreement supersedes all previous memoranda of understanding or memoranda of agreement between the County and its Departments and the Union except as specifically referred to in this Agreement. All ordinances or rules covering any practice, subject or matter not specifically referred to in this Agreement shall not be superseded, modified or repealed by implication or otherwise by the provisions hereof. The parties, for the term of this Agreement, voluntarily and unqualifiedly agree to waive the obligation to negotiate with respect to any practice subject or matter not specifically referred to or covered in this Agreement even though such practice, subject or matter may not have been within the knowledge of the parties at the time this Agreement was negotiated and signed. In the event any new practice, subject or matter arises during the term of this Agreement and an action is proposed by the County, the Union shall be afforded all possible notice and shall have the right to meet and confer upon request. In the absence of agreement on such a proposed action, the County reserves the right to take necessary action by Management direction.

ARTICLE 28 – SAVINGS CLAUSE

If any provision of this Agreement should be held invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such provision.

If the State of California notifies the County of Santa Clara that legislation has been implemented which assesses monetary penalties to local governments which settle wages and/or benefits with increases in excess of certain limits (an example of such legislation is AB 1040, introduced in Spring 1991), those benefits and/or wages shall not be implemented or continue to be paid. The parties shall immediately enter into negotiations for the sole purpose of arriving at a mutually agreed upon alternative.

The County reserves the right to cease payment or seek repayment of wages and/or benefits upon which the State of California is basing the monetary penalty. The Union reserves the right to contest the legality of the payment cessation or repayment.

It is understood that the purpose of this Section is to ensure that the County does not incur any liability or penalties on either the original agreement provisions, or the negotiated alternate provisions.

ARTICLE 29 – IMPLEMENTATION

It is understood by the County and the Union that to fully implement this Agreement it will be necessary for the County to amend several existing County ordinances, some of which require the approval of the County Personnel Board, so that such ordinances will not conflict with the provisions of this Agreement. The County and the Union agree to cooperate to secure the enactment of such ordinances.

#

TERM OF AGREEMENT

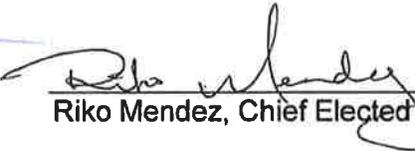
This Agreement shall become effective only upon approval by the Board of Supervisors and for the units listed in Article 1 upon ratification by the individual unit as listed, and shall remain in full force and effect from August 14, 2023 to and including June 21, 2026 and from year-to-year thereafter; provided, however, that either party may serve written notice on the other at least sixty (60) days prior to June 21, 2026 or any subsequent June 21, of its desire to terminate this Agreement or amend any provision thereof.

DATE: 8/28/23

COUNTY of SANTA CLARA

SERVICE EMPLOYEES'
INTERNATIONAL UNION, LOCAL 521


Matthew Cottrell


Riko Mendez, Chief Elected Officer


Leanna Bieganski


Debbie Narvaez, Chief of Staff


Cynthia Mihulka

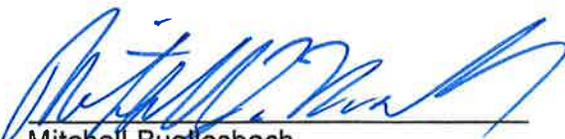

Andrea Hightower, Senior Coordinator

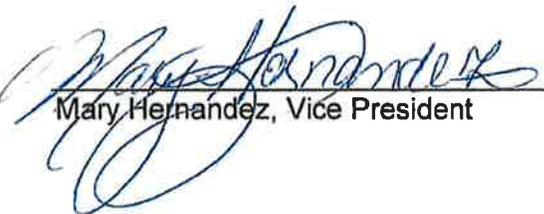

Jeffrey Gaskill

Janet M Diaz-Perez
Janet Diaz, President


Nicholas Steinmeier


Andre Thomas, Vice President


Mitchell Buellesbach


Mary Hernandez, Vice President

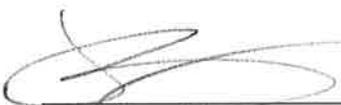
DATE: 8/22/2023

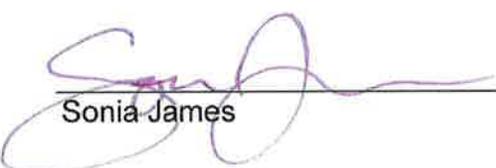
COUNTY of SANTA CLARA

SERVICE EMPLOYEES'
INTERNATIONAL UNION, LOCAL 521


Katherine Pham


Joel Vrana


Veronica Gil


Sonia James


Karen Garza


Mariann Waddel

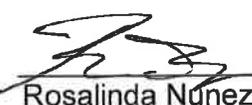

Janice Jones


Trevor Gillis


Kathleen Sao


Manuel Rodriguez


Mona Guerrero


Rosalinda Nunez


Roseleen Brij


Pho Bui


Keesha Arnst

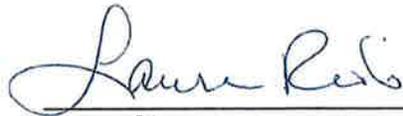

Ron Ramos

DATE: 8/22/23

COUNTY of SANTA CLARA

SERVICE EMPLOYEES'
INTERNATIONAL UNION, LOCAL 521


Nora Nodhal


Laura Rios


Michelle Barraza


Julie Barajas

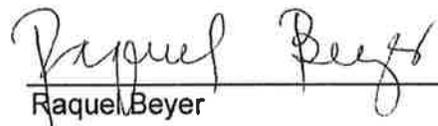

Rafaela Renner

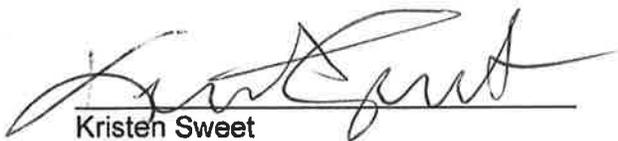

Helena Beck


Megan Roehl


Andree Patron


Myra Saldares

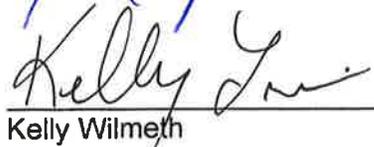

Raquel Beyer


Kristen Sweet

Signature on file
Ashley Adame


Jason Tang

Lilia Jacobo
Lilia Jacobo


Kelly Wilmeth


David Clements

DATE: 8/20/23

COUNTY of SANTA CLARA

SERVICE EMPLOYEES'
INTERNATIONAL UNION, LOCAL 521

Virginia Rojas
Virginia Rojas

Xavier Dupree
Xavier Dupree

Anita Asher
Anita Asher

DocuSigned by:
Marissa Moreno
FABC1785C981496...
Marissa Moreno

Rhonda Schmidt
Rhonda Schmidt

Teresa Andrews
Teresa Andrews

Karen Ngo
Karen Ngo

Marc Quarles
Marc Quarles

Stevie Williams
Stevie Williams

Julia Prado
Julia Prado

Arica Passama
Arica Passama

Tim Jones
Tim Jones

Robbie Malimban
Robbie Malimban

Alex Lesniak
Alex Lesniak 08/22/2023

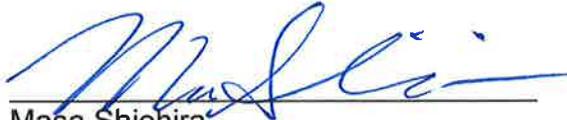
Mercedes Garcia
Mercedes Garcia

Desiree Garcia
Desiree Garcia

DATE: 8/22/23

COUNTY of SANTA CLARA
Approved as to form and legality:

SERVICE EMPLOYEES'
INTERNATIONAL UNION, LOCAL 521


Masa Shionira
Lead Deputy County Counsel


Paul Williams, PHN RN


James Ayden
Deputy County Counsel


Marsha Porch

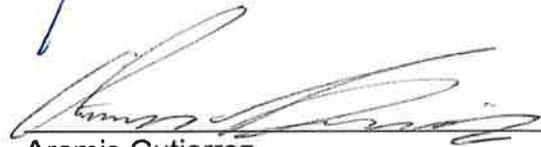

Angelica PeBenito
Deputy County Counsel


Michael Kofnovec


Erin Kunze
Deputy County Counsel


Francine Gonzalez


John Beebe


Aramis Gutierrez


Maurilia Luevano


Charlene Mahabali

DATE: 8/22/23

COUNTY of SANTA CLARA

SERVICE EMPLOYEES'
INTERNATIONAL UNION, LOCAL 521


David Longcore


Todd Naffziger

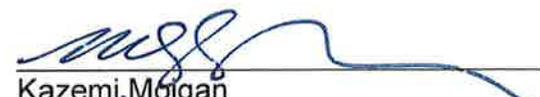

Holly Okamura


Catrina Gomez Mestaz


Arik Alba


Portia Gardner


Starr Bracamonte-Law


Kazemi, Mojgan



Karina Perez



Andrew Pham



Janice Miller

Teresa Linderman Libera

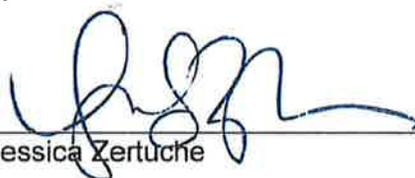
Teresa Linderman



Manuel Rodriguez



Lydia Torres



Jessica Zertuche



Melissa Herrera

David Hanley

APPENDIX A – SALARY SCHEDULE

#

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
ACCOUNT CLERK I	D98	25.714	26.917	28.186	29.539	30.963		2057.12	2477.04
ACCOUNT CLERK I-U	Q11	25.714	26.917	28.186	29.539	30.963		2057.12	2477.04
ACCOUNT CLERK II	D97	27.908	29.237	30.666	32.129	33.673		2232.64	2693.84
ACCOUNT CLERK II-U	Q10	27.908	29.237	30.666	32.129	33.673		2232.64	2693.84
ACCOUNTANT ASSISTANT	D96	30.923	32.404	33.962	35.608	37.327		2473.84	2986.16
ACCOUNTANT ASSISTANT-U	U91	30.923	32.404	33.962	35.608	37.327		2473.84	2986.16
ACCOUNTANT I	B80	34.737	36.408	38.183	40.011	41.967		2778.96	3357.36
ACCOUNTANT I - U	Z80	34.737	36.408	38.183	40.011	41.967		2778.96	3357.36
ACCOUNTANT II	B78	39.057	40.948	42.935	45.028	47.238		3124.56	3779.04
ACCOUNTANT II-U	U80	39.057	40.948	42.935	45.028	47.238		3124.56	3779.04
ADMIN ASSISTANT	C60	30.505	31.967	33.501	35.126	36.820		2440.40	2945.60
ADMIN ASSISTANT-U	U38	30.505	31.967	33.501	35.126	36.820		2440.40	2945.60
AIRPORT OPERATIONS WORKER	T90	32.769	34.356	36.005	37.729	39.562		2621.52	3164.96
ANESTHESIA TECHNICIAN	R78	36.225	37.961	39.784	41.704	43.720		2898.00	3497.60
ANIMAL CONTROL OFFICER	V57	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
ANIMAL CONTROL OFFICER-U	W57	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
ANIMAL SERVICES ASSISTANT	V58	25.354	26.555	27.808	29.109	30.516		2028.32	2441.28
ANIMAL SERVICES ASSISTANT - U	V5E	25.354	26.555	27.808	29.109	30.516		2028.32	2441.28
APPLICATION ADMINISTRATOR	G1D	51.200	53.761	56.451	59.273	62.237		4096.00	4978.96
APPLICATION ADMINISTRATOR - U	G8N	51.200	53.761	56.451	59.273	62.237		4096.00	4978.96
APPLICATION DEVELOPER	G5F	73.573	77.252	81.117	85.172	89.431		5885.84	7154.48
APPLICATION DEVELOPER-U	G5L	73.573	77.252	81.117	85.172	89.431		5885.84	7154.48
APPRAISAL AIDE	C52	32.488	34.070	35.722	37.448	39.251		2599.04	3140.08
APPRAISAL AIDE-U	Q56	32.488	34.070	35.722	37.448	39.251		2599.04	3140.08
APPRAISAL DATA COORDINATOR	D82	30.515	31.983	33.518	35.134	36.837		2441.20	2946.96
APPRAISAL DATA COORDINATOR-U	Q49	30.515	31.983	33.518	35.134	36.837		2441.20	2946.96

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
APPRAISER I	C51	36.145	38.022	39.901	41.778	43.656		2891.60	3492.48
APPRAISER II	C50	41.783	43.975	46.166	48.358	50.550		3342.64	4044.00
APPRAISER III	T40	45.837	48.244	50.650	53.055	55.462		3666.96	4436.96
ASC CRISIS INTERVENTION SPEC	R6F	45.889	48.305	50.721	53.136	55.552		3671.12	4444.16
ASC ELECTRONIC RESOURCES LIB	E4H	38.449	40.311	42.273	44.343	46.516		3075.92	3721.28
ASSESSMENT CLERK	D88	27.568	28.850	30.263	31.722	33.234		2205.44	2658.72
ASSESSMENT CLERK-U	Q57	27.568	28.850	30.263	31.722	33.234		2205.44	2658.72
ASSISTANT CHIEF ENGINEER	N95	62.836	65.977	69.276	72.740	76.377		5026.88	6110.16
ASSISTANT PLANNER	L85	40.911	42.906	45.014	47.218	49.529		3272.88	3962.32
ASSISTANT PLANNER - U	Z84	40.911	42.906	45.014	47.218	49.529		3272.88	3962.32
ASSOC APPLICATION DEVELOPER-U	G5N	63.977	67.176	70.535	74.062	77.767		5118.16	6221.36
ASSOC BIOLOGIST/STANDARDS SPEC	V1K	36.168	37.920	39.757	41.685	43.716		2893.44	3497.28
ASSOC BIOMEDICAL ENGR TECH	K06	41.271	43.268	45.351	47.552	49.852		3301.68	3988.16
ASSOC CARDIO INTERV TECH	R2V	72.681	76.314	80.129	84.135	88.343		5814.48	7067.44
ASSOC DATABASE ADMINISTRATOR	B4U	63.189	66.348	69.667	73.151	76.808		5055.12	6144.64
ASSOC EMP WELLNESS COORD	B6R	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96
ASSOC EMPLOYMENT COUNSELOR - U	Z2B	36.616	38.377	40.231	42.192	44.249		2929.28	3539.92
ASSOC GIS ANALYST	K7L	53.438	56.110	58.916	61.862	64.955		4275.04	5196.40
ASSOC IT FIELD SUPPORT SPC	G1U	45.620	47.903	50.299	52.813	55.455		3649.60	4436.40
ASSOC IT FIELD SUPPORT SPC-U	G3U	45.620	47.903	50.299	52.813	55.455		3649.60	4436.40
ASSOC IT SERVICE DESK SPC	G1Y	36.588	38.419	40.342	42.359	44.475		2927.04	3558.00
ASSOC IT SERVICE DESK SPC-U	G8T	36.588	38.419	40.342	42.359	44.475		2927.04	3558.00
ASSOC NETWORK/TELECOM TECH	G2J	39.009	40.960	43.009	45.158	47.416		3120.72	3793.28
ASSOC NETWORK/TELECOM TECH - U	Q2V	39.009	40.960	43.009	45.158	47.416		3120.72	3793.28
ASSOC STAFF DEVELOPMENT SPEC	E43	49.020	50.234	52.673	55.253	57.956		3921.60	4636.48
ASSOC TELECOMMUNICATIONS TECH	K13	34.787	36.478	38.244	40.092	42.038		2782.96	3363.04

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
ASSOC TRANSPORTATION PLANNER	L26	57.339	60.208	63.219	66.383	69.702		4587.12	5576.16
ASSOC USER EXP (UX) DESIGNER	G2U	60.806	63.848	67.040	70.393	73.913		4864.48	5913.04
ASSOC USER EXP (UX) DESIGNER-U	G2W	60.806	63.848	67.040	70.393	73.913		4864.48	5913.04
ASSOCIATE APPLICATION DEVELOPR	G5H	63.977	67.176	70.535	74.062	77.767		5118.16	6221.36
ASSOCIATE COMM SYSTEMS TECH	L36	35.198	36.908	38.696	40.565	42.546		2815.84	3403.68
ASSOCIATE COMMUNICATIONS OFFCR	C5F	40.451	42.473	44.598	46.826	49.168		3236.08	3933.44
ASSOCIATE CYBER SECURITY SPEC	G1M	57.064	59.919	62.916	66.061	69.365		4565.12	5549.20
ASSOCIATE EMPLOYMENT COUNSELOR	Y29	36.616	38.377	40.231	42.192	44.249		2929.28	3539.92
ASSOCIATE GRAPHIC DESIGNER	J46	31.412	32.922	34.518	36.184	37.933		2512.96	3034.64
ASSOCIATE GRAPHIC DESIGNER - U	Q4S	31.412	32.922	34.518	36.184	37.933		2512.96	3034.64
ASSOCIATE NETWORK ENGINEER	G60	69.893	73.388	77.058	80.911	84.957		5591.44	6796.56
ASSOCIATE NETWORK ENGINEER-U	Q4L	69.893	73.388	77.058	80.911	84.957		5591.44	6796.56
ASSOCIATE PLANNER	L84	46.091	48.345	50.719	53.196	55.792		3687.28	4463.36
ASSOCIATE PLANNER-U	Z83	46.091	48.345	50.719	53.196	55.792		3687.28	4463.36
ASSOCIATE PRETRIAL SVC OFFICER	V55	34.393	36.060	37.803	39.630	41.544		2751.44	3323.52
ASSOCIATE TEST ENGINEER	G2R	59.184	62.144	65.254	68.516	71.941		4734.72	5755.28
ASSOCIATE TEST ENGINEER - U	Q2R	59.184	62.144	65.254	68.516	71.941		4734.72	5755.28
ASST REAL ESTATE AGENT	C74	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96
AUDITOR APPRAISER I	T41	36.135	38.012	39.889	41.765	43.643		2890.80	3491.44
AUDITOR APPRAISER II	T42	41.783	43.975	46.166	48.358	50.550		3342.64	4044.00
AUDITOR APPRAISER III	B79	45.835	48.091	50.440	52.896	55.461		3666.80	4436.88
AUTO BODY RPR SHOP FOREPERSON	M33	39.757	41.685	43.716	45.862	48.114		3180.56	3849.12
AUTOMOTIVE ATTENDANT	M24	26.253	27.489	28.784	30.171	31.642		2100.24	2531.36
AUTOMOTIVE ATTENDANT-U	Z24	26.253	27.489	28.784	30.171	31.642		2100.24	2531.36
AUTOMOTIVE MECHANIC	M19	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96
AUTOMOTIVE MECHANIC-U	W19	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
BAKER	H63	31.280	32.782	34.365	36.039	37.781		2502.40	3022.48
BIOLOGIST/STANDARDS SPECIALIST	V1L	39.757	41.685	43.716	45.862	48.114		3180.56	3849.12
BIOMEDICAL ENGINEERING TECH	K03	46.332	48.599	50.979	53.483	56.081		3706.56	4486.48
BOARD CLERK I	D55	32.609	34.209	35.854	37.600	39.399		2608.72	3151.92
BOARD CLERK I - U	D5G	32.609	34.209	35.854	37.600	39.399		2608.72	3151.92
BOARD CLERK II	D54	36.104	37.847	39.667	41.584	43.623		2888.32	3489.84
BOARD RECORDS ASSISTANT I	J83	29.875	31.336	32.846	34.412	36.086		2390.00	2886.88
BOARD RECORDS ASSISTANT I - U	J8A	29.875	31.336	32.846	34.412	36.086		2390.00	2886.88
BOARD RECORDS ASSISTANT II	J82	31.865	33.411	35.008	36.709	38.487		2549.20	3078.96
BUILDING SYSTEMS MONITOR	M45	30.373	31.829	33.356	34.967	36.656		2429.84	2932.48
BUYER ASSISTANT	C35	29.003	30.399	31.855	33.386	35.007		2320.24	2800.56
BUYER ASSISTANT - U	Q3P	29.003	30.399	31.855	33.386	35.007		2320.24	2800.56
BUYER I	C33	33.503	35.123	36.826	38.588	40.456		2680.24	3236.48
BUYER I - U	C39	33.503	35.123	36.826	38.588	40.456		2680.24	3236.48
BUYER II	C32	37.738	39.570	41.475	43.514	45.639		3019.04	3651.12
BUYER II - U	C38	37.738	39.570	41.475	43.514	45.639		3019.04	3651.12
BUYER III	C31	45.189	47.410	49.727	52.150	54.678		3615.12	4374.24
BUYER III-U	C36	45.189	47.410	49.727	52.150	54.678		3615.12	4374.24
CADAstral MAPPING TECH I	K49	28.213	29.527	30.973	32.466	34.012		2257.04	2720.96
CADAstral MAPPING TECH II	K46	32.548	34.114	35.763	37.490	39.307		2603.84	3144.56
CARDIAC SONOGRAPHER I	S9J	61.443	64.671	67.898	71.125	74.352		4915.44	5948.16
CARDIAC SONOGRAPHER II	S9H	70.182	73.894	77.608	81.321	85.034		5614.56	6802.72
CARDIAC SONOGRAPHER III	S9G	72.114	75.928	79.744	83.559	87.373		5769.12	6989.84
CARDIO REHAB SPECIALIST	R4A	42.094	44.200	46.408	48.730	51.167		3367.52	4093.36
CARDIOVASCULAR INTERV TECHNOL	R2W	76.314	80.129	84.135	88.343	92.761		6105.12	7420.88
CASHIER	D81	25.934	27.169	28.436	29.790	31.246		2074.72	2499.68

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
CEPA OPERATIONS AIDE	V1C	27.292	28.577	29.954	31.416	32.898		2183.36	2631.84
CEPA OPERATIONS AIDE - U	V1E	27.292	28.577	29.954	31.416	32.898		2183.36	2631.84
CHEST X-RAY TECHNICIAN	R85	33.065	34.662	36.353	38.108	39.938		2645.20	3195.04
CHIEF OF PARTY	K64	41.481	43.509	45.645	47.877	50.209		3318.48	4016.72
CHILD LIFE SPECIALIST	R1B	46.564	48.849	51.251	53.754	56.375		3725.12	4510.00
CHILD SUPPORT DOCMNT EXAMINER	F19	32.714	34.295	35.964	37.702	39.515		2617.12	3161.20
CHILD SUPPORT OFFICER I	E86	35.005	36.716	38.476	40.337	42.302		2800.40	3384.16
CHILD SUPPORT OFFICER II	E85	38.449	40.311	42.273	44.343	46.516		3075.92	3721.28
CHILD SUPPORT SPECIALIST	E90	31.930	33.491	35.108	36.814	38.573		2554.40	3085.84
CLERK-RECORDER OFFICE SPC I	F57	25.480	26.685	27.941	29.256	30.669		2038.40	2453.52
CLERK-RECORDER OFFICE SPC II	F56	27.346	28.634	30.015	31.480	32.963		2187.68	2637.04
CLERK-RECORDER OFFICE SPC II-U	F5C	27.346	28.634	30.015	31.480	32.963		2187.68	2637.04
CLERK-RECORDER OFFICE SPC III	F55	31.999	33.563	35.181	36.891	38.656		2559.92	3092.48
CLERK-RECORDER OFFICE SPEC I-U	F5D	25.480	26.685	27.941	29.256	30.669		2038.40	2453.52
CLIENT SERVICES TECHNICIAN	D72	27.884	29.212	30.639	32.103	33.644		2230.72	2691.52
CLIENT SERVICES TECHNICIAN - U	D7F	27.884	29.212	30.639	32.103	33.644		2230.72	2691.52
CLINICAL AUDIOLOGIST	P85	55.144	57.853	60.663	63.601	66.719		4411.52	5337.52
CLINICAL DIETITIAN I	R21	45.910	48.115	50.482	52.947	55.543		3672.80	4443.44
CLINICAL DIETITIAN II	R2L	51.649	54.173	56.828	59.603	62.502		4131.92	5000.16
CLINICAL NEUROPHYSIOLG TECH I	R9A	42.830	44.895	47.078	49.330	51.714		3426.40	4137.12
CLINICAL NEUROPHYSIOLG TECH II	R99	48.431	50.780	53.223	55.839	58.565		3874.48	4685.20
CLINICAL RESEARCH ASSOCIATE	C2D	42.273	44.343	46.516	48.791	51.163		3381.84	4093.04
CLINICAL RESEARCH ASST I	C2F	19.731	20.758	21.764	22.765	23.825		1578.48	1906.00
CLINICAL RESEARCH ASST II	C2E	27.069	28.348	29.727	31.154	32.634		2165.52	2610.72
CLINICAL SUPPORT PROGRAM CRD	C2C	31.343	32.849	34.442	36.104	37.848		2507.44	3027.84
CODE ENFORCEMENT OFFICER I	C5D	40.261	42.273	44.343	46.516	48.791		3220.88	3903.28

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
CODE ENFORCEMENT OFFICER II	C5E	46.445	48.721	51.108	53.614	56.217		3715.60	4497.36
CODER I	J06	34.214	35.920	37.718	39.603	41.803		2737.12	3344.24
CODER II	J05	42.892	45.042	47.296	49.667	52.155		3431.36	4172.40
CODER III - INPATIENT	J04	51.888	54.482	57.207	60.068	63.073		4151.04	5045.84
COMM OUTREACH SPEC - U	W09	33.784	35.410	37.136	38.915	40.816		2702.72	3265.28
COMMUNICABLE DISEASE INVEST	S51	37.473	39.298	41.196	43.179	45.264		2997.84	3621.12
COMMUNICABLE DISEASE INVST-U	Q5F	37.473	39.298	41.196	43.179	45.264		2997.84	3621.12
COMMUNICATIONS CABLE INSTALLER	K26	33.931	35.577	37.297	39.092	40.988		2714.48	3279.04
COMMUNICATIONS CABLE INSTLLR-U	K2A	33.931	35.577	37.297	39.092	40.988		2714.48	3279.04
COMMUNICATIONS CALL TAKER	G9M	35.180	37.076	38.971	40.867	42.762		2814.40	3420.96
COMMUNICATIONS DISPATCHER I	G94	45.232	47.427	49.707	52.144	54.696		3618.56	4375.68
COMMUNICATIONS DISPATCHER I-U	Q1D	45.232	47.427	49.707	52.144	54.696		3618.56	4375.68
COMMUNICATIONS DISPATCHER II	G93	53.448	56.061	58.813	61.694	64.693		4275.84	5175.44
COMMUNICATIONS DISPATCHER III	G9A	56.885	59.675	62.605	65.644	68.826		4550.80	5506.08
COMMUNICATIONS SYSTEMS TECH	L37	46.779	49.071	51.472	53.981	56.605		3742.32	4528.40
COMMUNITY OUTREACH SPECIALIST	E04	33.784	35.410	37.136	38.915	40.816		2702.72	3265.28
COMMUNITY WORKER	E07	27.510	28.790	30.198	31.654	33.163		2200.80	2653.04
COMMUNITY WORKER - U	Q96	27.510	28.790	30.198	31.654	33.163		2200.80	2653.04
CONFIGURATION ENGINEER	G1J	77.955	81.853	85.947	90.244	94.756		6236.40	7580.48
CONFIGURATION ENGINEER - U	G8R	77.955	81.853	85.947	90.244	94.756		6236.40	7580.48
CONSTRUCTION INSPECTOR	N32	46.674	49.007	51.458	54.029	56.732		3733.92	4538.56
CONSUMER MEDIATOR I	V25	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
CONSUMER MEDIATOR II	V22	31.930	33.491	35.108	36.814	38.573		2554.40	3085.84
COOK	H59	29.162	30.587	32.060	33.589	35.221		2332.96	2817.68
COOK - U	Q5G	29.162	30.587	32.060	33.589	35.221		2332.96	2817.68
CORRECTIONAL COOK	H61	29.162	30.587	32.060	33.589	35.221		2332.96	2817.68

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
CRIMINALIST I	V69	43.947	46.057	48.319	50.682	53.160		3515.76	4252.80
CRIMINALIST I - U	U70	43.947	46.057	48.319	50.682	53.160		3515.76	4252.80
CRIMINALIST II	V68	50.682	53.160	55.769	58.467	61.327		4054.56	4906.16
CRIMINALIST II - U	U68	50.682	53.160	55.769	58.467	61.327		4054.56	4906.16
CRIMINALIST III	V67	58.467	61.327	64.342	67.474	70.797		4677.36	5663.76
CRIMINALIST III - U	U67	58.467	61.327	64.342	67.474	70.797		4677.36	5663.76
CRISIS INTERVENTION SPECIALIST	R6E	51.464	54.164	56.864	59.564	62.263		4117.12	4981.04
CUSTODY SUPPORT ASSISTANT	G74	29.841	31.302	32.808	34.376	36.044		2387.28	2883.52
CUSTODY SUPPORT ASSISTANT - U	Z74	29.841	31.302	32.808	34.376	36.044		2387.28	2883.52
CYBER SECURITY SPECIALIST	G1L	65.623	68.906	72.353	75.971	79.769		5249.84	6381.52
DATA ENTRY OPERATOR	G33	25.721	26.937	28.211	29.526	30.971		2057.68	2477.68
DATA ENTRY OPERATOR TRAINEE	G34	22.690	23.754	24.866	26.042	27.274		1815.20	2181.92
DATA OFFICE SPECIALIST	D03	30.218	31.693	33.186	34.806	36.483		2417.44	2918.64
DATABASE ADMINISTRATOR	B2U	72.668	76.302	80.118	84.123	88.330		5813.44	7066.40
DATABASE ADMINISTRATOR - U	B3U	72.668	76.302	80.118	84.123	88.330		5813.44	7066.40
DAY CARE CENTER AIDE	E49	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
DENTAL ASSISTANT	P78	28.865	30.255	31.704	33.228	34.841		2309.20	2787.28
DEPUTY PUBLIC GUARDIAN - CONS	V4B	44.975	47.185	49.491	51.903	54.419		3598.00	4353.52
DEPUTY PUBLIC GUARDIAN ASST	B44	35.827	37.559	39.383	41.278	43.308		2866.16	3464.64
DIAG IMAG TECH I - CLIN INST-U	Q8G	61.485	64.507	67.653	70.971	74.477		4918.80	5958.16
DIAG IMAG TECH I CT & MAM - U	Q8H	62.071	65.122	68.297	71.647	75.186		4965.68	6014.88
DIAG IMAGING TECH CT I - U	Q8I	59.783	62.697	65.769	68.990	72.379		4782.64	5790.32
DIAG IMAGING TECH I - MAMMO-U	Q8J	58.640	61.491	64.515	67.652	70.974		4691.20	5677.92
DIAG IMAGING TECH I -MAMMO	R8D	58.640	61.491	64.515	67.652	70.974		4691.20	5677.92
DIAG IMAGING TECH I- FLO- U	Q8K	57.007	59.783	62.697	65.769	68.990		4560.56	5519.20
DIAG IMAGING TECH I-CLIN INSTR	R8G	61.485	64.507	67.653	70.971	74.477		4918.80	5958.16

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
DIAG IMAGING TECH I-CT	R8E	59.783	62.697	65.769	68.990	72.379		4782.64	5790.32
DIAG IMAGING TECH I-CT & MAMMO	R8F	62.071	65.122	68.297	71.647	75.186		4965.68	6014.88
DIAG IMAGING TECH I-FLUORSCOPY	R8C	57.007	59.783	62.697	65.769	68.990		4560.56	5519.20
DIAG IMAGING TECH II - CT - U	Q8D	66.356	69.592	73.006	76.612	80.395		5308.48	6431.60
DIAG IMAGING TECH II - MAM - U	Q8E	64.494	67.655	70.969	74.454	78.098		5159.52	6247.84
DIAG IMAGING TECH II- MAMMO	R8A	64.494	67.655	70.969	74.454	78.098		5159.52	6247.84
DIAG IMAGING TECH II-CT	R8B	66.356	69.592	73.006	76.612	80.395		5308.48	6431.60
DIAGNOSTIC IMAGING TECH I	R87	55.394	58.109	60.922	63.902	67.043		4431.52	5363.44
DIAGNOSTIC IMAGING TECH I - U	Q8L	55.394	58.109	60.922	63.902	67.043		4431.52	5363.44
DIAGNOSTIC IMAGING TECH II	R88	62.066	65.117	68.285	71.638	75.161		4965.28	6012.88
DIAGNOSTIC IMAGING TECH II - U	Q8F	62.066	65.117	68.285	71.638	75.161		4965.28	6012.88
DIALYSIS TECHNICIAN	R71	32.183	33.729	35.369	37.056	38.858		2574.64	3108.64
DIETETIC ASSISTANT	H64	29.639	31.092	32.588	34.141	35.802		2371.12	2864.16
DIETETIC ASSISTANT - U	Q6Q	29.639	31.092	32.588	34.141	35.802		2371.12	2864.16
DIETETIC TECHNICIAN	H65	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
DOSIMETRIST	R3D	85.423	88.413	91.505	94.711	97.762		6833.84	7820.96
EKG TECHNICIAN	S34	28.865	30.255	31.704	33.228	34.841		2309.20	2787.28
ELEC RESOURCES LIBRARIAN	E4J	40.886	42.878	44.974	47.178	49.495		3270.88	3959.60
ELECTION SPECIALIST	G97	34.781	36.466	38.473	40.083	42.011		2782.48	3360.88
ELECTION SYSTEMS TECHNICIAN I	G7E	31.824	33.344	34.966	36.657	38.431		2545.92	3074.48
ELECTION SYSTEMS TECHNICIAN II	G7D	34.705	36.385	38.145	39.996	41.918		2776.40	3353.44
ELECTION WORKER I - EH	G9B	25.303	26.501	27.749	29.057	30.459		2024.24	2436.72
ELECTION WORKER II - EH	G9C	27.346	28.634	30.015	31.480	32.963		2187.68	2637.04
ELECTION WRKR - WAREHOUSE-EH	G9D	26.562	27.809	29.125	30.542	32.010		2124.96	2560.80
ELECTIONS AIDE - EXTRA HELP	G9L	24.689	25.923	27.220	28.580	30.010		1975.12	2400.80
ELECTRICAL ELECTRONIC ASST	K93	35.992	37.728	39.556	41.470	43.471		2879.36	3477.68

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
ELECTRICAL ELECTRONIC TECH	K92	45.105	47.289	49.600	52.038	54.583		3608.40	4366.64
ELECTRONIC REPAIR TECHNICIAN	K94	42.748	44.804	46.969	49.273	51.684		3419.84	4134.72
ELECTRONIC REPAIR TECHNICIAN-U	Z93	42.748	44.804	46.969	49.273	51.684		3419.84	4134.72
ELIGIBILITY EXAMINER	E50	43.589	45.699	47.937	50.281	52.739		3487.12	4219.12
ELIGIBILITY EXAMINER - U	E56	43.589	45.699	47.937	50.281	52.739		3487.12	4219.12
ELIGIBILITY WORK SUPV	E44	48.174	50.541	53.006	55.581	58.304		3853.92	4664.32
ELIGIBILITY WORKER I	E47	31.409	32.927	34.491	36.165	37.908		2512.72	3032.64
ELIGIBILITY WORKER I - U	Z47	31.409	32.927	34.491	36.165	37.908		2512.72	3032.64
ELIGIBILITY WORKER II	E46	35.487	37.197	38.999	40.872	42.866		2838.96	3429.28
ELIGIBILITY WORKER II - U	Z45	35.487	37.197	38.999	40.872	42.866		2838.96	3429.28
ELIGIBILITY WORKER III	E45	40.116	42.045	44.075	46.224	48.478		3209.28	3878.24
ELIGIBILITY WORKER III - U	Z43	40.116	42.045	44.075	46.224	48.478		3209.28	3878.24
EMERGENCY ROOM TECH	S91	29.110	30.518	31.981	33.516	35.131		2328.80	2810.48
EMERGENCY VEHICLE EQUIP INSTLR	M28	34.393	36.060	37.803	39.630	41.544		2751.44	3323.52
EMPLOYEE WELLNESS COORD	B6Q	46.294	48.559	50.926	53.397	56.010		3703.52	4480.80
EMPLOYMENT COUNSELOR	Y27	43.716	45.862	48.114	50.448	52.909		3497.28	4232.72
EMPLOYMENT COUNSELOR - U	Z27	43.716	45.862	48.114	50.448	52.909		3497.28	4232.72
ENGINEERING TECHNICIAN I	K83	32.639	34.216	35.882	37.616	39.425		2611.12	3154.00
ENGINEERING TECHNICIAN II	K82	37.394	39.192	41.086	43.102	45.210		2991.52	3616.80
ENGINEERING TECHNICIAN III	K81	44.132	46.294	48.559	50.926	53.397		3530.56	4271.76
ENGINEERING TECHNICIAN III - U	Q81	44.132	46.294	48.559	50.926	53.397		3530.56	4271.76
ENVIRONMENTAL HLTH SPCL TRAINE	V17	39.757	41.678	43.723	45.863	48.112		3180.56	3848.96
ENVIRONMENTAL HLTH SPECIALIST	V16	50.696	53.162	55.759	58.486	61.355		4055.68	4908.40
EPIC PHARMACY INFORMATICIST	J1S	85.642	89.868	94.307	98.948	103.814		6851.36	8305.12
EPIDEMIOLOGIST I	J28	56.659	59.493	62.469	65.591	68.871		4532.72	5509.68
EPIDEMIOLOGIST I - U	Q2J	56.659	59.493	62.469	65.591	68.871		4532.72	5509.68

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
EPIDEMIOLOGIST II	J25	62.954	66.102	69.410	72.879	76.524		5036.32	6121.92
EPIDEMIOLOGIST II - U	Q2H	62.954	66.102	69.410	72.879	76.524		5036.32	6121.92
ESTATE ADMINISTRATOR	V37	44.975	47.185	49.491	51.903	54.419		3598.00	4353.52
ESTATE ADMINISTRATOR ASST	V38	40.891	42.870	44.975	47.185	49.491		3271.28	3959.28
ESTATE PROPERTY SPECIALIST	V42	33.206	34.820	36.506	38.270	40.127		2656.48	3210.16
ESTATE PROPERTY SPECIALIST - U	V4C	33.206	34.820	36.506	38.270	40.127		2656.48	3210.16
EXEC ASSISTANT I	C29	32.764	34.370	36.023	37.776	39.589		2621.12	3167.12
EXEC ASSISTANT I - U	U26	32.764	34.370	36.023	37.776	39.589		2621.12	3167.12
EXEC ASSISTANT II	C19	35.908	37.656	39.461	41.391	43.392		2872.64	3471.36
EXEC ASSISTANT II - U	U07	35.908	37.656	39.461	41.391	43.392		2872.64	3471.36
EXEMPTION INVESTIGATOR	C62	40.500	42.473	44.550	46.733	49.028		3240.00	3922.24
EXEMPTION INVESTIGATOR - U	X93	40.500	42.473	44.550	46.733	49.028		3240.00	3922.24
FACILITIES MAINTENANCE REP	M20	37.385	39.194	41.095	43.070	45.181		2990.80	3614.48
FACILITIES MATERIALS COORD	M22	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
FIELD SURVEY TECHNICIAN I	K68	31.687	33.209	34.811	36.494	38.265		2534.96	3061.20
FIELD SURVEY TECHNICIAN II	K66	36.865	38.629	40.500	42.473	44.550		2949.20	3564.00
FLEET MAINTENANCE SCHEDULER	M11	34.705	36.385	38.145	39.996	41.918		2776.40	3353.44
FLEET PARTS COORDINATOR	M26	31.106	32.603	34.167	35.816	37.551		2488.48	3004.08
FLEET SERVICES ASST MECHANIC	M18	33.888	35.524	37.249	39.029	40.920		2711.04	3273.60
FLEET SERVICES MECHANIC	M17	41.277	43.289	45.417	47.642	49.973		3302.16	3997.84
FLEET SERVICES MOD MECHANIC	M14	41.313	43.325	45.455	47.682	50.015		3305.04	4001.20
FOOD SERVICE WORKER - CORR - U	Z65	26.312	27.555	28.859	30.207	31.664		2104.96	2533.12
FOOD SERVICE WORKER I	H67	25.116	26.293	27.536	28.839	30.201		2009.28	2416.08
FOOD SERVICE WORKER I - U	Z66	25.116	26.293	27.536	28.839	30.201		2009.28	2416.08
FOOD SERVICE WORKER II	H66	26.194	27.432	28.732	30.088	31.494		2095.52	2519.52
FOOD SERVICE WORKER II - U	Z64	26.194	27.432	28.732	30.088	31.494		2095.52	2519.52

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
FOOD SERVICE WORKER-CORR	H68	26.312	27.555	28.859	30.207	31.664		2104.96	2533.12
FORENSIC PATHOLOGY TECH TRN	S26	32.161	33.672	35.259	36.960	38.763		2572.88	3101.04
FORENSIC PATHOLOGY TECHNICIAN	S25	39.010	40.884	42.857	44.944	47.117		3120.80	3769.36
GARDENER	H28	30.757	32.231	33.780	35.418	37.125		2460.56	2970.00
GASTROENTEROLOGY TECH TRAINEE	R45	27.277	28.546	29.946	31.387	32.883		2182.16	2630.64
GASTROENTEROLOGY TECHNICIAN	R44	29.853	31.293	32.782	34.378	36.044		2388.24	2883.52
GENERAL MAINT MECHANIC I	M48	30.001	31.464	32.968	34.550	36.219		2400.08	2897.52
GENERAL MAINT MECHANIC II	M47	35.561	37.268	39.066	40.970	42.949		2844.88	3435.92
GENERAL MAINT MECHANIC II - U	Z92	35.561	37.268	39.066	40.970	42.949		2844.88	3435.92
GENERAL MAINT MECHANIC III	M56	38.967	40.867	42.839	44.898	47.068		3117.36	3765.44
GENETIC COUNSELOR I	Y08	56.244	58.993	61.891	64.923	68.086		4499.52	5446.88
GENETIC COUNSELOR II	Y09	62.202	65.235	68.416	71.727	75.256		4976.16	6020.48
GIS ANALYST	K7G	61.453	64.526	67.754	71.141	74.700		4916.24	5976.00
GIS ANALYST - U	K7H	61.453	64.526	67.754	71.141	74.700		4916.24	5976.00
GRADUATE INTERN PHARMACIST	R2M	30.994	32.510	34.059	35.697	37.419		2479.52	2993.52
GRADUATE INTERN PHARMACIST - U	W67	30.994	32.510	34.059	35.697	37.419		2479.52	2993.52
GRAPHIC DESIGNER	J45	35.827	37.559	39.383	41.278	43.308		2866.16	3464.64
GRAPHIC DESIGNER - U	Q4R	35.827	37.559	39.383	41.278	43.308		2866.16	3464.64
HAZARDOUS MATERIALS SPC II - U	Z4C	57.928	60.765	63.754	66.875	70.196		4634.24	5615.68
HAZARDOUS MATERIALS SPEC I	V2C	52.155	54.701	57.380	60.191	63.137		4172.40	5050.96
HAZARDOUS MATERIALS SPEC I - U	Z4D	52.155	54.701	57.380	60.191	63.137		4172.40	5050.96
HAZARDOUS MATERIALS SPEC II	V19	57.928	60.765	63.754	66.875	70.196		4634.24	5615.68
HAZARDOUS MATERIALS TECH	V21	33.927	35.566	37.298	39.099	40.981		2714.16	3278.48
HAZARDOUS MATERIALS TECH - U	Q12	33.927	35.566	37.298	39.099	40.981		2714.16	3278.48
HAZARDOUS MATERIALS TRAINEE	V2D	41.086	43.102	45.210	47.428	49.741		3286.88	3979.28
HEALTH EDUCATION ASSOCIATE	J27	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
HEALTH EDUCATION ASSOCIATE - U	W08	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96
HEALTH EDUCATION SPECIALIST	J26	46.294	48.559	50.926	53.397	56.010		3703.52	4480.80
HEALTH EDUCATION SPECIALIST-U	W05	46.294	48.559	50.926	53.397	56.010		3703.52	4480.80
HEALTH INFORMATION CLERK I	J69	23.995	25.129	26.314	27.560	28.849		1919.60	2307.92
HEALTH INFORMATION CLERK I - U	Z69	23.995	25.129	26.314	27.560	28.849		1919.60	2307.92
HEALTH INFORMATION CLERK II	J68	25.531	26.740	27.998	29.318	30.734		2042.48	2458.72
HEALTH INFORMATION CLERK II-U	Z68	25.531	26.740	27.998	29.318	30.734		2042.48	2458.72
HEALTH INFORMATION CLERK III	J67	27.907	29.246	30.657	32.124	33.667		2232.56	2693.36
HEALTH INFORMATION CLERK III-U	Z67	27.907	29.246	30.657	32.124	33.667		2232.56	2693.36
HEALTH INFORMATION TECH I	J78	29.774	31.217	32.700	34.301	35.953		2381.92	2876.24
HEALTH INFORMATION TECH II	J77	36.433	38.195	40.048	41.974	44.031		2914.64	3522.48
HEALTH INFORMATION TECH II - U	Q7D	36.433	38.195	40.048	41.974	44.031		2914.64	3522.48
HEALTH PLANNING SPEC II	B6H	38.105	39.953	41.874	43.926	46.075		3048.40	3686.00
HEALTH PLANNING SPEC II - U	Q35	38.105	39.953	41.874	43.926	46.075		3048.40	3686.00
HEALTH SERVICES REP	D2E	29.257	30.668	32.151	33.694	35.311		2340.56	2824.88
HEALTH SERVICES REP - U	D2G	29.257	30.668	32.151	33.694	35.311		2340.56	2824.88
HOSPITAL CLIN PSYCH - NEURO	P9H	72.457	76.004	79.725	83.632	87.757		5796.56	7020.56
HOSPITAL CLINICAL PSYCH	P9A	67.403	70.701	74.164	77.798	81.635		5392.24	6530.80
HOSPITAL COMMUNICATIONS OPR	G52	26.407	27.654	28.948	30.350	31.821		2112.56	2545.68
HOSPITAL SERVICES ASST I	S95	26.380	27.622	28.923	30.317	31.795		2110.40	2543.60
HOSPITAL SERVICES ASST I - U	U1G	26.380	27.622	28.923	30.317	31.795		2110.40	2543.60
HOSPITAL SERVICES ASST II	S93	27.714	29.003	30.422	31.889	33.409		2217.12	2672.72
HOSPITAL SERVICES ASST II - U	U1H	27.714	29.003	30.422	31.889	33.409		2217.12	2672.72
HOUSE STAFF COORD	D29	33.859	35.487	37.217	38.999	40.903		2708.72	3272.24
HOUSING REHABILITATION SPEC	L88	39.953	41.874	43.926	46.075	48.329		3196.24	3866.32
INCOME TAX SPECIALIST	D77	33.931	35.577	37.297	39.092	40.988		2714.48	3279.04

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
INFO SYSTEMS TECH II	G50	39.192	41.086	43.102	45.210	47.428		3135.36	3794.24
INMATE LAW LIBRARY COORD	G72	31.280	32.782	34.365	36.039	37.781		2502.40	3022.48
INSTITUTIONAL MAINTENANCE ENGR	N94	34.087	35.746	37.473	39.276	41.173		2726.96	3293.84
INVESTIGATIVE GRAPHIC/MEDIA SP	J44	37.620	39.441	41.353	43.341	45.471		3009.60	3637.68
IT FIELD SUPPORT SPECIALIST	G1T	52.464	55.089	57.843	60.736	63.773		4197.12	5101.84
IT FIELD SUPPORT SPECIALIST-U	G3T	52.464	55.089	57.843	60.736	63.773		4197.12	5101.84
IT PROJECT COORDINATOR	G1V	65.696	68.981	72.432	76.052	79.855		5255.68	6388.40
IT PROJECT COORDINATOR-U	G8V	65.696	68.981	72.432	76.052	79.855		5255.68	6388.40
IT SERVICE DESK SPECIALIST	G1X	42.079	44.182	46.394	48.712	51.148		3366.32	4091.84
IT SERVICE DESK SPECIALIST - U	G8S	42.079	44.182	46.394	48.712	51.148		3366.32	4091.84
Interventional Radiology Techn	R2X	69.220	72.681	76.314	80.129	84.135		5537.60	6730.80
JANITOR	H18	25.135	26.331	27.565	28.866	30.260		2010.80	2420.80
JANITOR - U	Z17	25.135	26.331	27.565	28.866	30.260		2010.80	2420.80
JUNIOR REAL ESTATE AGENT	C75	33.784	35.410	37.136	38.915	40.816		2702.72	3265.28
JUSTICE SYSTEM CLERK I	F38	28.240	29.604	31.033	32.522	34.084		2259.20	2726.72
JUSTICE SYSTEM CLERK I - U	Q38	28.240	29.604	31.033	32.522	34.084		2259.20	2726.72
JUSTICE SYSTEM CLERK II	F37	33.066	34.675	36.356	38.115	39.948		2645.28	3195.84
JUSTICE SYSTEM CLERK II - U	Q3A	33.066	34.675	36.356	38.115	39.948		2645.28	3195.84
LABOR STANDARDS INVESTIGATOR	C1C	41.689	43.773	45.960	48.259	50.671		3335.12	4053.68
LAFCO CLERK	D5F	35.424	37.160	38.948	40.849	42.805		2833.92	3424.40
LATENT FINGERPRINT EXAM I	V44	36.510	38.257	40.108	42.064	44.132		2920.80	3530.56
LATENT FINGERPRINT EXAM II	V43	47.894	50.248	52.707	55.276	57.951		3831.52	4636.08
LATENT FINGERPRNT EXAMINER III	V4T	53.893	56.542	59.308	62.200	65.206		4311.44	5216.48
LAUNDRY WORKER I	H86	24.645	25.810	27.032	28.307	29.631		1971.60	2370.48
LAUNDRY WORKER I - U	H87	24.645	25.810	27.032	28.307	29.631		1971.60	2370.48
LAUNDRY WORKER II	H84	25.796	27.022	28.291	29.625	31.053		2063.68	2484.24

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
LAW ENFORCEMENT CLERK	D43	28.205	29.576	31.001	32.471	34.058		2256.40	2724.64
LAW ENFORCEMENT CLERK - U	Q40	28.205	29.576	31.001	32.471	34.058		2256.40	2724.64
LAW ENFORCEMENT RECORDS SPEC	D63	35.915	37.648	39.480	41.377	43.411		2873.20	3472.88
LAW ENFORCEMENT RECORDS SPEC-U	Q6H	35.915	37.648	39.480	41.377	43.411		2873.20	3472.88
LAW ENFORCEMENT RECORDS TECH	D42	32.850	34.445	36.106	37.850	39.691		2628.00	3175.28
LAW ENFORCEMENT RECORDS TECH-U	Z63	32.850	34.445	36.106	37.850	39.691		2628.00	3175.28
LEGAL AIDE - U	Z39	35.478	37.193	38.997	40.872	42.883		2838.24	3430.64
LEGAL CLERK	F14	32.152	33.723	35.348	37.067	38.840		2572.16	3107.20
LEGAL CLERK - U	Q4G	32.152	33.723	35.348	37.067	38.840		2572.16	3107.20
LEGAL CLERK TRAINEE	F16	30.832	32.294	33.872	35.506	37.232		2466.56	2978.56
LEGAL CLERK TRAINEE - U	Q43	30.832	32.294	33.872	35.506	37.232		2466.56	2978.56
LEGAL PROCESS OFFICER	F07	29.387	30.808	32.286	33.835	35.466		2350.96	2837.28
LEGAL SECRETARY I	D70	33.156	34.755	36.440	38.203	40.047		2652.48	3203.76
LEGAL SECRETARY I - U	W36	33.156	34.755	36.440	38.203	40.047		2652.48	3203.76
LEGAL SECRETARY II	D66	36.261	38.014	39.851	41.779	43.821		2900.88	3505.68
LEGAL SECRETARY II - U	D6Z	36.261	38.014	39.851	41.779	43.821		2900.88	3505.68
LEGAL SECRETARY TRAINEE	D74	27.529	28.815	30.210	31.674	33.176		2202.32	2654.08
LEGAL SECRETARY TRN - U	W37	27.529	28.815	30.210	31.674	33.176		2202.32	2654.08
LIBRARIAN I	J64	38.816	40.695	42.675	44.765	46.959		3105.28	3756.72
LIBRARIAN I - U	W93	38.816	40.695	42.675	44.765	46.959		3105.28	3756.72
LIBRARIAN II	J63	40.886	42.878	44.974	47.178	49.495		3270.88	3959.60
LIBRARIAN II - U	W92	40.886	42.878	44.974	47.178	49.495		3270.88	3959.60
LIBRARY ASSISTANT I	E41	29.165	30.574	32.053	33.588	35.200		2333.20	2816.00
LIBRARY ASSISTANT I - U	W95	29.165	30.574	32.053	33.588	35.200		2333.20	2816.00
LIBRARY ASSISTANT II	E40	32.834	34.431	36.102	37.846	39.670		2626.72	3173.60
LIBRARY ASSISTANT II - U	W94	32.834	34.431	36.102	37.846	39.670		2626.72	3173.60

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
LIBRARY CIRCULATION AIDE	J58	26.339	27.585	28.880	30.238	31.664		2107.12	2533.12
LIBRARY CIRCULATION AIDE - U	Q5H	26.339	27.585	28.880	30.238	31.664		2107.12	2533.12
LIBRARY CLERK	E54	27.840	29.159	30.531	31.971	33.500		2227.20	2680.00
LIBRARY CLERK - U	W1K	27.840	29.159	30.531	31.971	33.500		2227.20	2680.00
LIBRARY PAGE	E16	22.594	23.725	24.911	26.160	27.470		1807.52	2197.60
LIBRARY PAGE - U	E1D	22.594	23.725	24.911	26.160	27.470		1807.52	2197.60
LIBRARY TECHNICIAN	E24	25.178	26.368	27.611	28.918	30.271		2014.24	2421.68
LIBRARY TECHNICIAN - U	Q2P	25.178	26.368	27.611	28.918	30.271		2014.24	2421.68
LICENSED VOCATIONAL NURSE	S85	37.666	39.480	41.414	43.391	45.496		3013.28	3639.68
LICENSED VOCATIONAL NURSE - U	Q8S	37.666	39.480	41.414	43.391	45.496		3013.28	3639.68
LITERACY PROGRAM SPECIALIST	J4A	37.497	39.292	41.193	43.200	45.325		2999.76	3626.00
MANAGED CARE INTAKE COORD-VHP	D3F	32.206	33.880	35.554	37.227	38.901		2576.48	3112.08
MARRIAGE & FAMILY THERAPIST I	P97	44.952	47.159	49.472	51.890	54.419		3596.16	4353.52
MARRIAGE & FAMILY THERAPIST II	P96	50.414	52.880	55.456	58.149	60.994		4033.12	4879.52
MARRIAGE & FAMILY THRPT I - U	Z97	44.952	47.159	49.472	51.890	54.419		3596.16	4353.52
MARRIAGE & FAMILY THRPT II-U	Z96	50.414	52.880	55.456	58.149	60.994		4033.12	4879.52
MATERIALS SUPPLY SPECIALIST	G8H	30.632	32.164	33.772	35.461	37.233		2450.56	2978.64
MATERIALS SUPPLY SPECIALIST-U	G8J	30.632	32.164	33.772	35.461	37.233		2450.56	2978.64
MATERIALS TESTING TECH II	N34	36.346	38.105	39.953	41.874	43.926		2907.68	3514.08
MATERIALS TESTING TECHNICIAN I	N36	33.189	34.848	36.589	38.419	40.344		2655.12	3227.52
MEDICAL ADMIN ASISTANT I - U	Q7C	30.815	32.291	33.860	35.490	37.222		2465.20	2977.76
MEDICAL ADMIN ASSISTANT I	D79	30.815	32.291	33.860	35.490	37.222		2465.20	2977.76
MEDICAL ADMIN ASSISTANT II	D76	34.020	35.656	37.394	39.184	41.098		2721.60	3287.84
MEDICAL ADMIN ASSISTANT II - U	Q7B	34.020	35.656	37.394	39.184	41.098		2721.60	3287.84
MEDICAL ASSISTANT	H93	28.285	29.650	31.086	32.575	34.137		2262.80	2730.96
MEDICAL ASSISTANT - U	Q9A	28.285	29.650	31.086	32.575	34.137		2262.80	2730.96

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
MEDICAL LABORATORY ASSISTANT I	R75	28.227	29.554	30.951	32.458	34.014		2258.16	2721.12
MEDICAL LABORATORY ASST I - U	R7D	28.227	29.554	30.951	32.458	34.014		2258.16	2721.12
MEDICAL LABORATORY ASST II	R74	31.992	33.529	35.157	36.836	38.629		2559.36	3090.32
MEDICAL LABORATORY ASST II-U	R7E	31.992	33.529	35.157	36.836	38.629		2559.36	3090.32
MEDICAL LABORATORY ASST III	R7F	33.435	35.059	36.732	38.521	40.385		2674.80	3230.80
MEDICAL OFFICE SPECIALIST	D75	28.114	29.457	30.873	32.370	33.916		2249.12	2713.28
MEDICAL OFFICE SPECIALIST - U	Q7H	28.114	29.457	30.873	32.370	33.916		2249.12	2713.28
MEDICAL PHYSICIST	D1M	101.017	106.063	111.370	116.935	122.784		8081.36	9822.72
MEDICAL SOCIAL WORKER I	Y04	46.211	48.470	50.851	53.343	55.939		3696.88	4475.12
MEDICAL SOCIAL WORKER I - U	Y0E	46.211	48.470	50.851	53.343	55.939		3696.88	4475.12
MEDICAL SOCIAL WORKER II	Y03	51.103	53.594	56.214	58.934	61.834		4088.24	4946.72
MEDICAL SOCIAL WORKER II - U	Y0D	51.103	53.594	56.214	58.934	61.834		4088.24	4946.72
MEDICAL TRANSCRIPTIONIST	D87	30.177	31.622	33.141	34.749	36.426		2414.16	2914.08
MEDICAL TRANSCRIPTIONIST - U	U8T	30.177	31.622	33.141	34.749	36.426		2414.16	2914.08
MEDICAL TRANSLATOR	D50	33.784	35.410	37.136	38.915	40.816		2702.72	3265.28
MEDICAL TRANSLATOR TRAINEE	D52	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
MEDICAL UNIT CLERK	D02	28.228	29.589	31.019	32.508	34.070		2258.24	2725.60
MEDICAL UNIT CLERK - U	Q7G	28.228	29.589	31.019	32.508	34.070		2258.24	2725.60
MENTAL HEALTH COMM WORKER-U	Q3L	28.595	29.992	31.439	32.937	34.540		2287.60	2763.20
MENTAL HEALTH COMMUNITY WORKER	E33	28.595	29.992	31.439	32.937	34.540		2287.60	2763.20
MENTAL HEALTH OFFICE SPEC	E61	28.435	29.807	31.259	32.731	34.330		2274.80	2746.40
MENTAL HEALTH PEER SUPPORT WRK	D2J	27.510	28.790	30.198	31.654	33.163		2200.80	2653.04
MENTAL HEALTH WORKER	S9S	26.253	27.489	28.784	30.171	31.642		2100.24	2531.36
MESSENGER DRIVER	E28	25.992	27.224	28.507	29.841	31.287		2079.36	2502.96
MESSENGER DRIVER - U	Z26	25.992	27.224	28.507	29.841	31.287		2079.36	2502.96

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
MH PEER SUPPORT WORKER - U	Q2Q	27.510	28.790	30.198	31.654	33.163		2200.80	2653.04
MOBILE OUTREACH DRIVER	E60	29.853	31.293	32.782	34.378	36.044		2388.24	2883.52
MONITOR TECHNICIAN	S3M	28.750	30.025	31.423	32.867	34.365		2300.00	2749.20
MRI TECHNOLOGIST - ANGIO	R6A	61.853	64.843	68.025	71.347	74.847		4948.24	5987.76
MRI TECHNOLOGIST - CT	R6C	63.605	66.679	69.951	73.365	76.966		5088.40	6157.28
MRI TECHNOLOGIST - EH	R2E	71.714	75.300	79.066	83.021	87.173		5737.12	6973.84
MULTIMEDIA COMMUNICATION SPC-U	Q3F	44.490	46.717	49.045	51.496	54.081		3559.20	4326.48
MULTIMEDIA COMMUNICATIONS SPC	B03	44.490	46.717	49.045	51.496	54.081		3559.20	4326.48
MULTIMEDIA TECHNICIAN	G2E	52.637	55.270	58.032	60.935	63.981		4210.96	5118.48
MULTIMEDIA TECHNICIAN - U	G8F	52.637	55.270	58.032	60.935	63.981		4210.96	5118.48
NETWORK ENGINEER	G46	80.377	84.396	88.617	93.047	97.701		6430.16	7816.08
NETWORK ENGINEER- U	G4Y	80.377	84.396	88.617	93.047	97.701		6430.16	7816.08
NETWORK/TELECOM TECHNICIAN	G2H	44.859	47.103	49.459	51.931	54.528		3588.72	4362.24
NETWORK/TELECOM TECHNICIAN - U	G7Q	44.859	47.103	49.459	51.931	54.528		3588.72	4362.24
OBSTETRIC TECHNICIAN	P84	31.147	32.630	34.217	35.878	37.613		2491.76	3009.04
OCCUPATIONAL THERAPIST I	R1T	55.082	57.777	60.594	63.544	66.641		4406.56	5331.28
OCCUPATIONAL THERAPIST II	R1A	61.188	64.181	67.312	70.588	74.028		4895.04	5922.24
OCCUPATIONAL THERAPIST III	R12	67.317	70.591	74.059	77.661	81.477		5385.36	6518.16
OCCUPATIONAL THERAPY ASST II	R2C	42.524	44.558	46.713	48.993	51.399		3401.92	4111.92
OFFICE SPECIALIST I	D51	23.995	25.129	26.314	27.560	28.849		1919.60	2307.92
OFFICE SPECIALIST I - U	V64	23.995	25.129	26.314	27.560	28.849		1919.60	2307.92
OFFICE SPECIALIST II	D49	25.502	26.709	27.967	29.284	30.697		2040.16	2455.76
OFFICE SPECIALIST II - U	V33	25.502	26.709	27.967	29.284	30.697		2040.16	2455.76
OFFICE SPECIALIST III	D09	27.538	28.836	30.226	31.701	33.194		2203.04	2655.52
OFFICE SPECIALIST III - U	V31	27.538	28.836	30.226	31.701	33.194		2203.04	2655.52
OFFSET PRESS OPERATOR I	F81	24.870	26.052	27.275	28.563	29.941		1989.60	2395.28

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
OFFSET PRESS OPERATOR II	F80	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
OFFSET PRESS OPERATOR III	F85	31.930	33.491	35.108	36.814	38.573		2554.40	3085.84
OPERATING ROOM CLERK	P71	27.994	29.344	30.762	32.238	33.787		2239.52	2702.96
OPHTHALMIC TECHNICIAN	P48	31.412	32.922	34.518	36.184	37.933		2512.96	3034.64
OPTOMETRIST	P47	62.905	65.987	69.226	72.598	76.174		5032.40	6093.92
ORTHOPEDIC TECHNICIAN	R90	34.541	36.192	37.929	39.762	41.697		2763.28	3335.76
PARALEGAL	V74	38.257	40.108	42.064	44.132	46.294		3060.56	3703.52
PARALEGAL - COUNTY COUNSEL	V7K	38.257	40.108	42.064	44.132	46.294		3060.56	3703.52
PARALEGAL - U	W03	38.257	40.108	42.064	44.132	46.294		3060.56	3703.52
PARK HEAVY EQUIPMENT OPERATOR	T13	40.273	42.234	44.258	46.421	48.669		3221.84	3893.52
PARK INTERPRETER	T31	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96
PARK MAINTENANCE CRAFTS WORKER	T95	36.524	38.292	40.146	42.093	44.134		2921.92	3530.72
PARK MAINTENANCE CREW CHIEF	T93	42.007	44.042	46.194	48.464	50.834		3360.56	4066.72
PARK MAINTENANCE WORKER I	T17	28.730	30.131	31.572	33.088	34.685		2298.40	2774.80
PARK MAINTENANCE WORKER I - U	T1B	28.730	30.131	31.572	33.088	34.685		2298.40	2774.80
PARK MAINTENANCE WORKER II	T16	32.342	33.926	35.558	37.290	39.075		2587.36	3126.00
PARK MAINTENANCE WORKER II - U	T1A	32.342	33.926	35.558	37.290	39.075		2587.36	3126.00
PARK MAINTENANCE WORKER TRN-U	Q88						24.205	1936.40	1936.40
PARK NATURAL RESOURCE PROG CRD	T91	40.891	42.870	44.975	47.185	49.491		3271.28	3959.28
PARK SERVICES ATTENDANT	T32	24.600	25.883	27.138	28.386	29.707		1968.00	2376.56
PARK SERVICES ATTENDANT - U	T3A	24.600	25.883	27.138	28.386	29.707		1968.00	2376.56
PARKING LOT CHECKER	M38	26.355	27.599	28.889	30.287	31.755		2108.40	2540.40
PARKING LOT CHECKER - U	Q3M	26.355	27.599	28.889	30.287	31.755		2108.40	2540.40
PARKING PATROL COORD	M35	29.994	31.425	32.934	34.525	36.207		2399.52	2896.56
PARKS NATURAL RESOURCE PLANNER	T24	49.741	52.155	54.701	57.380	60.191		3979.28	4815.28
PARKS NATURAL RESOURCE TECH-U	T3B	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PARKS NATURAL RESOURCES TECH	T36	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96
PARKS OUTDOOR RECREATION COORD	T23	41.685	43.716	45.862	48.114	50.448		3334.80	4035.84
PARKS RANGEMASTER I	T38	33.632	35.251	36.978	38.745	40.621		2690.56	3249.68
PARKS RANGEMASTER II	T37	36.865	38.629	40.500	42.473	44.550		2949.20	3564.00
PARKS TRAIL SPECIALIST	T1C	33.835	35.487	37.196	39.011	40.881		2706.80	3270.48
PATIENT ACTIVITIES COORDINATOR	S9Q	34.087	35.858	37.629	39.403	41.173		2726.96	3293.84
PATIENT BUSINESS SERV CLERK	D48	29.894	31.348	32.852	34.416	36.097		2391.52	2887.76
PATIENT BUSINESS SERV CLERK-U	U48	29.894	31.348	32.852	34.416	36.097		2391.52	2887.76
PATIENT TRANSPORT COORDINATOR	S9P	28.462	29.801	31.205	32.708	34.301		2276.96	2744.08
PATIENT TRANSPORTER	S9T	26.629	27.883	29.196	30.603	32.095		2130.32	2567.60
PATIENT TRANSPORTER - U	Q9T	26.629	27.883	29.196	30.603	32.095		2130.32	2567.60
PAYROLL AUDIT SPECIALIST	C8B	32.194	33.752	35.352	37.083	38.867		2575.52	3109.36
PER DIEM ASSOC CARIOV INT TECH	R2Y	79.948	83.945	88.143	92.550	97.177		6395.84	7774.16
PER DIEM CARIOV INTRV TECH	R2Z	83.945	88.143	92.550	97.177	102.036		6715.60	8162.88
PER DIEM DIAGNOSTIC IMG TEC II	S52	70.804	74.346	78.062	81.967	86.066		5664.32	6885.28
PER DIEM DIAGNOSTIC IMG TECH I	R97	66.022	69.321	72.791	76.430	80.256		5281.76	6420.48
PER DIEM INTRV RADIOLOGY TECHN	R3B	76.141	79.948	83.945	88.143	92.550		6091.28	7404.00
PER DIEM RADIATION THERAPIST	R3F	86.370	90.690	95.224	99.986	104.986		6909.60	8398.88
PER DIEM RESPIRATORY CARE PRCT	R2G	62.387	65.507	68.784	72.225	75.836		4990.96	6066.88
PER DIEM SPEECH PATHOLOGIST	R2J						77.667	6213.36	6213.36
PER DIEM ULTRASONOGRAPHER I	S79	70.193	73.703	77.389	81.259	85.321		5615.44	6825.68
PER DIEM ULTRASONOGRAPHER II	S98	86.668	91.002	95.553	100.332	105.349		6933.44	8427.92
PERDIEM CARDIAC SONOGRAPHER II	S9K	77.200	81.060	85.113	89.368	93.837		6176.00	7506.96
PERDIEM CARDIACSONOGRAPHER III	S9L	79.325	83.291	87.456	91.828	96.420		6346.00	7713.60
PERMIT TECHNICIAN I	N33	34.752	36.416	38.187	40.034	41.971		2780.16	3357.68
PERMIT TECHNICIAN II	N35	38.890	40.750	42.730	44.800	46.966		3111.20	3757.28

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PHARMACIST	R27	80.868	84.831	89.022	93.417	98.015		6469.44	7841.20
PHARMACIST - U	R2A	80.868	84.831	89.022	93.417	98.015		6469.44	7841.20
PHARMACIST LOCUM TENENS	R96	90.804	96.353	100.113	105.119	110.381		7264.32	8830.48
PHARMACIST SPECIALIST	P40	84.831	89.022	93.417	98.015	102.834		6786.48	8226.72
PHARMACIST SPECIALIST - U	Z40	84.831	89.022	93.417	98.015	102.834		6786.48	8226.72
PHARMACIST TECH SYS SPEC	P81	84.831	89.022	93.417	98.015	102.834		6786.48	8226.72
PHARMACIST TECH SYS SPEC - U	Q3G	84.831	89.022	93.417	98.015	102.834		6786.48	8226.72
PHARMACY ASSISTANT	R2I	23.995	25.129	26.314	27.560	28.849		1919.60	2307.92
PHARMACY ASSISTANT - U	U2P	23.995	25.129	26.314	27.560	28.849		1919.60	2307.92
PHARMACY DATA SPECIALIST VHP	R2S	35.863	37.609	39.384	41.306	43.296		2869.04	3463.68
PHARMACY TECH LOCUM TENENS	R2K	41.674	43.758	45.948	48.245	50.659		3333.92	4052.72
PHARMACY TECHNICIAN	R29	34.202	35.872	37.564	39.397	41.294		2736.16	3303.52
PHARMACY TECHNICIAN - U	R2T	34.202	35.872	37.564	39.397	41.294		2736.16	3303.52
PHARMACY TECHNICIAN TRAINEE	R50	27.154	28.438	29.781	31.173	32.684		2172.32	2614.72
PHARMACY TECHNICIAN TRAINEE-U	Q5K	27.154	28.438	29.781	31.173	32.684		2172.32	2614.72
PHYSICAL THERAPIST ASST I	R69	36.885	38.687	40.552	42.524	44.558		2950.80	3564.64
PHYSICAL THERAPIST ASST II	R64	43.259	44.558	46.713	48.993	51.399		3460.72	4111.92
PHYSICAL THERAPIST I	R1P	55.082	57.777	60.594	63.544	66.641		4406.56	5331.28
PHYSICAL THERAPIST II	R11	61.188	64.181	67.312	70.588	74.028		4895.04	5922.24
PHYSICAL THERAPIST III	R10	67.317	70.591	74.059	77.661	81.477		5385.36	6518.16
PLANNING COMMISSIONS CLERK	D5H	34.009	35.674	37.392	39.214	41.091		2720.72	3287.28
PRECINCT PLANNING SPECIALIST	G71	39.853	41.783	43.821	45.974	48.229		3188.24	3858.32
PRETRIAL SERV OFFICER I - U	X47	34.393	36.060	37.803	39.630	41.544		2751.44	3323.52
PRETRIAL SERV OFFICER II - U	X46	39.383	41.278	43.308	45.423	47.651		3150.64	3812.08
PRETRIAL SERVICES OFFICER	V53	46.338	48.608	50.986	53.472	56.066		3707.04	4485.28
PRETRIAL SERVICES TECHNICIAN	E89	28.595	29.992	31.439	32.937	34.540		2287.60	2763.20

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PRETRIAL SERVICES TECHNICIAN-U	Q8N	28.595	29.992	31.439	32.937	34.540		2287.60	2763.20
PRINT-ON-DEMAND OPERATOR	F26	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
PROBATION COMMUNITY WORKER	E19	31.930	33.491	35.108	36.814	38.573		2554.40	3085.84
PROBATION COMMUNITY WORKER - U	Q94	31.930	33.491	35.108	36.814	38.573		2554.40	3085.84
PROBATION PEER SUPPORT WORKER	E29	27.510	28.790	30.198	31.654	33.163		2200.80	2653.04
PROBATION PEER SUPPORT WRK - U	Q2M	27.510	28.790	30.198	31.654	33.163		2200.80	2653.04
PRODUCTION GRAPHICS TECH	F82	31.007	32.478	34.070	35.709	37.449		2480.56	2995.92
PROGRAM SERVICES AIDE	E65	35.414	37.153	38.933	40.815	42.810		2833.12	3424.80
PROMOTIONAL OPPORTY PROJ TRN-U	Z02		11.816		47.271			945.28	3781.68
PROPERTY & TITLE ID TECHNICIAN	D92	29.888	31.327	32.827	34.405	36.073		2391.04	2885.84
PROPERTY TRANSFER EXAMINER	C65	32.842	34.419	36.079	37.828	39.658		2627.36	3172.64
PROPERTY TRANSFER EXAMINER - U	Q68	32.842	34.419	36.079	37.828	39.658		2627.36	3172.64
PROPERTY/EVIDENCE TECHNICIAN	F02	33.375	34.978	36.667	38.441	40.301		2670.00	3224.08
PROTECTIVE SERVICES OFFICER	U98	29.982	31.421	32.946	34.520	36.200		2398.56	2896.00
PROTECTIVE SERVICES OFFICER-U	W98	29.982	31.421	32.946	34.520	36.200		2398.56	2896.00
PSYCHIATRIC SOCIAL WORKER I	Y42	44.952	47.159	49.472	51.890	54.419		3596.16	4353.52
PSYCHIATRIC SOCIAL WORKER I-U	Z42	44.952	47.159	49.472	51.890	54.419		3596.16	4353.52
PSYCHIATRIC SOCIAL WORKER II	Y41	50.414	52.880	55.456	58.149	60.994		4033.12	4879.52
PSYCHIATRIC SOCIAL WORKER II-U	Z41	50.414	52.880	55.456	58.149	60.994		4033.12	4879.52
PSYCHIATRIC TECHNICIAN I	S88	33.146	34.721	36.416	38.173	40.026		2651.68	3202.08
PSYCHIATRIC TECHNICIAN II	S87	37.616	39.432	41.346	43.323	45.419		3009.28	3633.52
PSYCHOLOGIST	P9E	67.301	70.665	74.198	77.906	81.804		5384.08	6544.32
PSYCHOLOGIST - NEURO SERVICES	P9F	72.348	75.965	79.762	83.750	87.939		5787.84	7035.12
PSYCHOSOCIAL OCC THERAPIST	R13	55.152	57.835	60.678	63.626	66.750		4412.16	5340.00
PUBLIC COMMUNICATION SPEC - U	X99	38.998	40.891	42.870	44.975	47.185		3119.84	3774.80
PUBLIC HEALTH ASSISTANT	E32	30.373	31.829	33.356	34.967	36.656		2429.84	2932.48

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PUBLIC HEALTH ASSISTANT - U	U22	30.373	31.829	33.356	34.967	36.656		2429.84	2932.48
PUBLIC HEALTH NURSE I	S50	66.688	69.965	73.370	76.983	80.780		5335.04	6462.40
PUBLIC HEALTH NURSE II	S48	74.772	78.461	82.338	86.391	90.639		5981.76	7251.12
PUBLIC HEALTH NURSE II - U	W25	74.772	78.461	82.338	86.391	90.639		5981.76	7251.12
PUBLIC HEALTH NURSE III	S47	80.483	84.442	88.613	92.970	97.550		6438.64	7804.00
PUBLIC HEALTH NURSE III - U	W41	80.483	84.442	88.613	92.970	97.550		6438.64	7804.00
PUBLIC HEALTH NURSE SPECLST	S45	84.331	88.475	92.806	97.416	102.215		6746.48	8177.20
PUBLIC HEALTH NUTRITION ASSOC	S08	30.488	31.970	33.497	35.125	36.826		2439.04	2946.08
PUBLIC HEALTH NUTRITIONIST	R24	46.551	48.829	51.223	53.729	56.348		3724.08	4507.84
PUBLIC HEALTH NUTRITIONIST - U	W28	46.551	48.829	51.223	53.729	56.348		3724.08	4507.84
Q I COORDINATOR I A&D SV	C07	46.294	48.559	50.926	53.397	56.010		3703.52	4480.80
Q I COORDINATOR - MHS	C97	50.926	53.397	56.010	58.732	61.623		4074.08	4929.84
Q I COORDINATOR II A&D SV	C06	50.926	53.397	56.010	58.732	61.623		4074.08	4929.84
QI COORDINATOR-PUBLIC HEALTH	J2R	46.294	48.559	50.926	53.397	56.010		3703.52	4480.80
RADIATION THERAPIST	R32	71.975	75.488	79.184	83.063	87.129		5758.00	6970.32
RANGEMASTER I	T11	33.632	35.251	36.978	38.745	40.621		2690.56	3249.68
RANGEMASTER I - U	X11	33.632	35.251	36.978	38.745	40.621		2690.56	3249.68
RANGEMASTER II	T10	38.629	40.500	42.473	44.550	46.733		3090.32	3738.64
RANGEMASTER II - U	X10	38.629	40.500	42.473	44.550	46.733		3090.32	3738.64
REAL ESTATE AGENT	C73	47.456	49.778	52.219	54.747	57.427		3796.48	4594.16
RECORDS RETENTION DRIVER	M3A	25.660	26.864	28.127	29.479	30.902		2052.80	2472.16
RECORDS RETENTION DRIVER - U	Q3Q	25.660	26.864	28.127	29.479	30.902		2052.80	2472.16
RECREATION COORDINATOR	R3C	34.087	35.746	37.473	39.276	41.173		2726.96	3293.84
RECREATION THERAPIST I	R1R	38.764	40.640	42.623	44.706	46.897		3101.12	3751.76
RECREATION THERAPIST II	R1D	43.551	45.659	47.886	50.225	52.690		3484.08	4215.20
RECREATION THERAPIST III	R1C	49.056	51.462	53.994	56.633	59.392		3924.48	4751.36

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
REGISTERED DENTAL ASSISTANT	P76	31.412	32.922	34.518	36.184	37.933		2512.96	3034.64
REGISTERED DIETETIC TECHNICIAN	H6A	31.930	33.491	35.108	36.814	38.573		2554.40	3085.84
REGISTERED VETERINARY TECH	P8B	28.993	30.442	31.964	33.563	35.242		2319.44	2819.36
REHABILITATION COUNSELOR	P67	41.685	43.716	45.862	48.114	50.448		3334.80	4035.84
REHABILITATION COUNSELOR - U	Q6R	41.685	43.716	45.862	48.114	50.448		3334.80	4035.84
REHABILITATION THER SPEC - EH	R28	48.573	50.999	53.551	56.229	59.043		3885.84	4723.44
REHABILITATION THERAPY SPEC-U	U10	36.143	37.874	39.707	41.643	43.689		2891.44	3495.12
RESIDENT RD MAINT WRKER III	N43	35.999	37.762	39.566	41.482	43.503		2879.92	3480.24
RESIDENT RD MAINT WRKER IV	N41	39.566	41.482	43.503	45.631	47.868		3165.28	3829.44
RESOURCES SCHEDULING REP	D3A	32.817	34.390	36.061	37.797	39.644		2625.36	3171.52
RESPIRATORY CARE PRAC I	R15	56.163	58.912	61.781	64.793	67.952		4493.04	5436.16
RESPIRATORY CARE PRAC I - U	Q1T	56.163	58.912	61.781	64.793	67.952		4493.04	5436.16
RESPIRATORY CARE PRAC II	R1S	59.202	62.096	65.123	68.296	71.623		4736.16	5729.84
RESPIRATORY CARE PRAC II - U	Q1S	59.202	62.096	65.123	68.296	71.623		4736.16	5729.84
RESPIRATORY THERAPY SVCS SPCL	R54	63.792	66.911	70.189	73.607	77.232		5103.36	6178.56
REVENUE COLLECTIONS CLERK	D62	27.994	29.344	30.762	32.238	33.787		2239.52	2702.96
REVENUE COLLECTIONS CLERK - U	D6B	27.994	29.344	30.762	32.238	33.787		2239.52	2702.96
REVENUE COLLECTIONS OFFICER	V35	34.242	35.894	37.628	39.456	41.354		2739.36	3308.32
REVENUE COLLECTIONS OFFICER-U	V3C	34.242	35.894	37.628	39.456	41.354		2739.36	3308.32
ROAD DISPATCHER	N69	35.500	37.217	39.009	40.901	42.883		2840.00	3430.64
ROAD MAINTENANCE SUPV	N61	45.629	47.874	50.212	52.659	55.212		3650.32	4416.96
ROAD MAINTENANCE WORKER I	N67	29.161	30.586	32.061	33.589	35.222		2332.88	2817.76
ROAD MAINTENANCE WORKER II	N66	31.866	33.383	35.009	36.705	38.481		2549.28	3078.48
ROAD MAINTENANCE WORKER III	N65	34.838	36.528	38.294	40.138	42.086		2787.04	3366.88
ROAD MAINTENANCE WORKER IV	N64	38.291	40.135	42.082	44.121	46.286		3063.28	3702.88
SEASONAL PARK WORKER	T07	20.881	21.928	23.025	24.179	25.391		1670.48	2031.28

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SENIOR ACCOUNT CLERK - U	Q9F	29.774	31.217	32.700	34.301	35.953		2381.92	2876.24
SENIOR ANIMAL CONTROL OFFICER	V5H	32.670	34.238	35.882	37.615	39.436		2613.60	3154.88
SENIOR APPLICATION ADMINISTRAT	G1C	61.441	64.514	67.741	71.128	74.684		4915.28	5974.72
SENIOR BIOLOGIST/STANDARDS SPE	V1M	54.359	57.286	60.213	63.140	66.067		4348.72	5285.36
SENIOR CEPA OPERATIONS AIDE	V1F	29.654	31.101	32.565	34.155	35.801		2372.32	2864.08
SENIOR CYBER SECURITY SPEC	G1K	78.751	82.688	86.824	91.165	95.723		6300.08	7657.84
SENIOR GIS ANALYST	K7K	73.745	77.432	81.304	85.372	89.639		5899.60	7171.12
SENIOR IT FIELD SUPPORT SPEC	G1S	62.959	66.106	69.412	72.882	76.529		5036.72	6122.32
SENIOR IT SERVICE DESK SPEC	G1W	50.494	53.020	55.673	58.456	61.379		4039.52	4910.32
SENIOR MULTIMEDIA TECH - U	G7Z	63.165	66.324	69.640	73.123	76.778		5053.20	6142.24
SENIOR MULTIMEDIA TECHNICIAN	G2D	63.165	66.324	69.640	73.123	76.778		5053.20	6142.24
SENIOR NETWORK/TELECM TECH - U	G7P	53.832	56.523	59.351	62.319	65.436		4306.56	5234.88
SENIOR NETWORK/TELECOM TECH	G2F	53.832	56.523	59.351	62.319	65.436		4306.56	5234.88
SENIOR PLANNER	L83	52.724	55.283	57.985	60.824	63.801		4217.92	5104.08
SENIOR PLANNER - U	L86	52.724	55.283	57.985	60.824	63.801		4217.92	5104.08
SENIOR PSYCH - NEURO SERVICES	P9G	82.040	86.062	90.305	94.757	99.422		6563.20	7953.76
SENIOR PSYCHOLOGIST	P9D	76.316	80.059	84.004	88.146	92.487		6105.28	7398.96
SENIOR TEST ENGINEER	G2N	81.676	85.760	90.050	94.552	99.279		6534.08	7942.32
SENIOR TEST ENGINEER - U	G8K	81.676	85.760	90.050	94.552	99.279		6534.08	7942.32
SENIOR USER EXP (UX) DESIGNER	G2S	83.914	88.110	92.518	97.143	102.002		6713.12	8160.16
SENIOR VICTIM/WITNESS ADVOCATE	D6H	37.267	39.130	41.086	43.141	45.295		2981.36	3623.60
SENIOR VICTIM/WITNESS CLM SPEC	D6K	37.267	39.130	41.086	43.141	45.295		2981.36	3623.60
SHERIFF'S HELICOPTER PILOT	U6E	55.515	58.289	61.204	64.264	67.603		4441.20	5408.24
SHERIFF'S PROTECTIVE SVC OFFCR	U9Z	32.980	34.692	36.403	38.104	39.816		2638.40	3185.28
SHERIFF'S TECHNICIAN	G73	28.595	29.992	31.439	32.937	34.540		2287.60	2763.20
SIGN SHOP TECHNICIAN	N63	35.736	37.476	39.295	41.192	43.176		2858.88	3454.08

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SOCIAL SERVICES ANALYST	Y48	50.816	53.286	55.885	58.623	61.486		4065.28	4918.88
SOCIAL SERVICES ANALYST - U	W0A	50.816	53.286	55.885	58.623	61.486		4065.28	4918.88
SOCIAL SVCS APPEALS OFFICER	Y4B	48.174	50.541	53.006	55.581	58.304		3853.92	4664.32
SOCIAL WORK SUPERVISOR	Y23	53.889	56.527	59.284	62.189	65.258		4311.12	5220.64
SOCIAL WORK SUPERVISOR - U	Y2C	53.889	56.527	59.284	62.189	65.258		4311.12	5220.64
SOCIAL WORK TRAINING SPECLST	Y22	53.889	56.527	59.284	62.189	65.258		4311.12	5220.64
SOCIAL WORKER I	Y3A	39.004	40.878	42.856	44.944	47.133		3120.32	3770.64
SOCIAL WORKER I - U	W06	39.004	40.878	42.856	44.944	47.133		3120.32	3770.64
SOCIAL WORKER II	Y3B	42.951	45.059	47.252	49.570	51.988		3436.08	4159.04
SOCIAL WORKER II - U	W02	42.951	45.059	47.252	49.570	51.988		3436.08	4159.04
SOCIAL WORKER III	Y3C	47.394	49.715	52.144	54.680	57.346		3791.52	4587.68
SOCIAL WORKER III - U	W07	47.394	49.715	52.144	54.680	57.346		3791.52	4587.68
SPEECH LANGUAG PATH III	R37	68.953	72.314	75.857	79.573	83.484		5516.24	6678.72
SPEECH LANGUAGE PATH II	R38	63.292	66.377	69.610	73.001	76.581		5063.36	6126.48
SPEECH LANGUAGE PATHOLOGIST I	R1L	54.764	57.435	61.949	63.168	66.260		4381.12	5300.80
SPIRITUAL SERVICES COORDINATOR	D4P	45.728	47.945	50.269	52.710	55.339		3658.24	4427.12
SR ACCOUNT CLERK	E87	29.774	31.217	32.700	34.301	35.953		2381.92	2876.24
SR APPLICATION ADMINISTRATOR-U	Q9V	61.441	64.514	67.741	71.128	74.684		4915.28	5974.72
SR APPRAISER	C47	51.414	54.114	56.816	59.515	62.215		4113.12	4977.20
SR APPRAISER - U	Q5D	51.414	54.114	56.816	59.515	62.215		4113.12	4977.20
SR ASSESSMENT CLERK	D83	28.928	30.324	31.775	33.300	34.917		2314.24	2793.36
SR ASSESSMENT CLERK - U	Q7A	28.928	30.324	31.775	33.300	34.917		2314.24	2793.36
SR AUDITOR APPRAISER	C57	51.414	53.920	56.555	59.329	62.215		4113.12	4977.20
SR AUDITOR APPRAISER - U	Q44	51.414	53.920	56.555	59.329	62.215		4113.12	4977.20
SR BIOMEDICAL ENGINEERING TECH	K01	54.826	57.521	60.315	63.236	66.335		4386.08	5306.80
SR CADASTRAL MAPPING TECH	K43	35.548	37.266	39.071	40.965	42.952		2843.84	3436.16

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SR CHILD SUPPORT OFFICER	E88	40.311	42.273	44.343	46.516	48.791		3224.88	3903.28
SR COMMUNICABLE DISEASE INVES	S5D	42.182	44.374	46.566	48.758	50.952		3374.56	4076.16
SR COMMUNICATION SYSTEMS TECH	K20	52.186	54.726	57.395	60.193	63.147		4174.88	5051.76
SR COMMUNICATIONS DISPATCHER	G92	62.522	65.550	68.763	72.123	75.656		5001.76	6052.48
SR CONFIGURATION ENGINEER	G1H	93.547	98.225	103.136	108.292	113.709		7483.76	9096.72
SR CONSTRUCTION INSPECTOR	N31	51.621	54.201	56.911	59.755	62.744		4129.68	5019.52
SR CONSTRUCTION INSPECTOR - U	W31	51.621	54.201	56.911	59.755	62.744		4129.68	5019.52
SR DATABASE ADMINISTRATOR	B2M	87.202	91.563	96.142	100.950	105.997		6976.16	8479.76
SR DATABASE ADMINISTRATOR - U	B4M	87.202	91.563	96.142	100.950	105.997		6976.16	8479.76
SR ELECTRICAL ELECTRONIC TECH	K91	52.556	55.118	57.803	60.622	63.590		4204.48	5087.20
SR ENVIRONMENTAL HLTH SPEC	V18	55.759	58.486	61.355	64.354	67.531		4460.72	5402.48
SR EPIDEMIOLOGIST	J23	69.949	73.448	77.122	80.978	85.026		5595.92	6802.08
SR HAZARDOUS MATERIALS SPEC	V2B	63.754	66.875	70.196	73.653	77.302		5100.32	6184.16
SR HEALTH SERVICES REP	D1E	32.514	34.072	35.726	37.444	39.274		2601.12	3141.92
SR HEALTH SERVICES REP - U	D1G	32.514	34.072	35.726	37.444	39.274		2601.12	3141.92
SR LIBRARY CLERK	E39	32.869	34.466	36.138	37.883	39.709		2629.52	3176.72
SR LIBRARY CLERK - U	W1H	32.869	34.466	36.138	37.883	39.709		2629.52	3176.72
SR OFFICE SPECIALIST	X09	29.654	31.101	32.565	34.155	35.801		2372.32	2864.08
SR PARALEGAL	V73	42.064	44.132	46.294	48.559	50.926		3365.12	4074.08
SR PARALEGAL - COUNTY COUNSEL	V7J	42.064	44.132	46.294	48.559	50.926		3365.12	4074.08
SR PARALEGAL - U	W70	42.064	44.132	46.294	48.559	50.926		3365.12	4074.08
SR PARK MAINTENANCE WORKER	T27	39.014	40.903	42.899	44.995	47.202		3121.12	3776.16
SR PATIENT BUS SVCS CLERK - U	Q4D	33.084	34.654	36.351	38.100	39.955		2646.72	3196.40
SR PATIENT BUSINESS SVCS CLK	D45	33.084	34.654	36.351	38.100	39.955		2646.72	3196.40
SR PSYCHOSOCIAL OCC THERAPIST	R3P	59.856	62.766	65.848	69.054	72.443		4788.48	5795.44
SR REV COLLECTION OFFICER - U	V3D	37.559	39.383	41.278	43.308	45.423		3004.72	3633.84

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SR REVENUE COLLECTIONS OFFICER	V34	37.559	39.383	41.278	43.308	45.423		3004.72	3633.84
SR TELECOMMUNICATIONS TECH	K18	50.157	52.600	55.163	57.853	60.687		4012.56	4854.96
SR WELFARE FRAUD INVESTIGATOR	V8C	55.217	58.207	61.199	64.189	67.181		4417.36	5374.48
SSA BUSINESS POLICY IMPL SPEC	P65	57.186	59.984	62.918	65.990	69.225		4574.88	5538.00
STAFF DEVELOPMENT SPEC	E42	50.353	52.797	55.383	58.093	60.928		4028.24	4874.24
STAFF DEVELOPMENT SPEC - U	E48	50.353	52.797	55.383	58.093	60.928		4028.24	4874.24
STATIONARY ENGINEER	N96	55.934	58.730	61.666	64.750	67.987		4474.72	5438.96
STATIONARY ENGINEER - FAF-U	Z91	37.559	39.383	41.278	43.308	45.423		3004.72	3633.84
STATIONARY ENGINEER- FAF	N93	37.559	39.383	41.278	43.308	45.423		3004.72	3633.84
STERILE PROCESS TECH II	S06	31.082	32.529	34.118	35.763	37.468		2486.56	2997.44
STERILE PROCESSING TECH I	S68	29.510	30.897	32.352	33.910	35.566		2360.80	2845.28
STUDENT INTERN-521, LEVEL I	D8F	17.271	18.131	19.045	19.997	20.998		1381.68	1679.84
STUDENT INTERN-521, LEVEL II	D8G	22.602	23.731	24.923	26.168	27.478		1808.16	2198.24
STUDENT INTERN-521, LEVEL III	D8H	27.430	28.805	30.248	31.761	33.348		2194.40	2667.84
STUDENT INTERN-521, LEVEL IV	D8J	33.719	35.408	37.178	39.037	40.993		2697.52	3279.44
SURGERY SCHEDULER	S2D	31.779	33.300	34.917	36.597	38.384		2542.32	3070.72
SURGERY SCHEDULER - U	Q2L	31.779	33.300	34.917	36.597	38.384		2542.32	3070.72
SURGICAL AIDE	P82	29.853	31.293	32.782	34.378	36.044		2388.24	2883.52
SURGICAL TECHNICIAN	S23	41.534	43.546	45.656	47.883	50.231		3322.72	4018.48
SYSTEMS ADMINISTRATOR	G2L	68.708	72.146	75.753	79.540	83.518		5496.64	6681.44
SYSTEMS ADMINISTRATOR - U	G7N	68.708	72.146	75.753	79.540	83.518		5496.64	6681.44
SYSTEMS ADMINISTRATOR TECH	G1Z	49.675	52.159	54.770	57.507	60.382		3974.00	4830.56
SYSTEMS ADMINISTRATOR TECH - U	G8P	49.675	52.159	54.770	57.507	60.382		3974.00	4830.56
TECHNICAL WRITER	G59	65.109	68.365	71.784	75.372	79.142		5208.72	6331.36
TECHNICAL WRITER - U	G8M	65.109	68.365	71.784	75.372	79.142		5208.72	6331.36
TELECOMMUNICATIONS SRV SPC	E20	31.892	33.418	35.042	36.740	38.516		2551.36	3081.28

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
TELECOMMUNICATIONS TECHNICIAN	L35	46.234	48.499	50.871	53.351	55.940		3698.72	4475.20
TEST ENGINEER	G2Q	68.064	71.467	75.042	78.794	82.734		5445.12	6618.72
TEST ENGINEER - U	G8L	68.064	71.467	75.042	78.794	82.734		5445.12	6618.72
THERAPY TECHNICIAN	R48	30.578	32.047	33.592	35.200	36.893		2446.24	2951.44
THERAPY TECHNICIAN - U	Q4H	30.578	32.047	33.592	35.200	36.893		2446.24	2951.44
TRAFFIC PAINTER I	N80	31.302	32.802	34.396	36.051	37.811		2504.16	3024.88
TRAFFIC PAINTER II	N79	34.209	35.856	37.607	39.409	41.316		2736.72	3305.28
TRAFFIC PAINTER III	N78	38.301	40.144	42.083	44.147	46.308		3064.08	3704.64
TRANSCRIPTIONIST	D11	27.568	28.850	30.263	31.722	33.234		2205.44	2658.72
TRANSLATOR/INTERPRETER	D5J	32.772	34.349	36.023	37.748	39.593		2621.76	3167.44
TRANSLATOR/INTERPRETER - U	Q5J	32.772	34.349	36.023	37.748	39.593		2621.76	3167.44
TRANSPORTATION OFFICER	X36	30.242	31.697	33.218	34.821	36.508		2419.36	2920.64
TUMOR REGISTRAR	D04	27.994	29.344	30.762	32.238	33.787		2239.52	2702.96
ULTRASONOGRAPHER I - A	S6A	57.964	60.771	63.760	66.216	70.145		4637.12	5611.60
ULTRASONOGRAPHER I - B	S6B	61.443	64.416	68.160	70.889	74.352		4915.44	5948.16
ULTRASONOGRAPHER I - C	S6C	64.920	68.066	71.412	74.904	78.563		5193.60	6285.04
ULTRASONOGRAPHER II - A	S9A	68.573	71.938	75.453	79.177	83.087		5485.84	6646.96
ULTRASONOGRAPHER II - B	S9B	70.516	73.973	77.589	81.418	85.439		5641.28	6835.12
ULTRASONOGRAPHER II - C	S9C	72.457	76.010	79.725	83.660	87.789		5796.56	7023.12
ULTRASONOGRAPHER II - D	S9D	73.750	77.367	81.151	85.154	89.359		5900.00	7148.72
URODYNAMIC TECHNICIAN	R86	33.784	35.410	37.136	38.915	40.816		2702.72	3265.28
UROLOGY CLINICAL COORD	R63	33.492	35.104	36.819	38.583	40.452		2679.36	3236.16
USER EXPERIENCE (UX) DESIGNER	G2T	69.928	73.424	77.097	80.952	85.000		5594.24	6800.00
USER EXPERIENCE (UX) DESIGNR-U	G2V	69.928	73.424	77.097	80.952	85.000		5594.24	6800.00
UTILITY WORKER	H17	28.638	29.991	31.391	32.913	34.505		2291.04	2760.40
UTILITY WORKER - U	H1A	28.638	30.252	31.391	32.913	34.505		2291.04	2760.40

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
VECTOR CONTROL COMM RES SPC	X83	47.624	49.954	52.387	54.929	57.618		3809.92	4609.44
VECTOR CONTROL ECOLOGIST	X73	48.350	50.688	53.161	55.773	58.504		3868.00	4680.32
VECTOR CONTROL TECHNICIAN I	X78	31.410	32.902	34.511	36.175	37.933		2512.80	3034.64
VECTOR CONTROL TECHNICIAN II	X77	36.234	37.993	39.826	41.751	43.778		2898.72	3502.24
VECTOR CONTROL TECHNICIAN III	X76	39.258	41.156	43.156	45.230	47.453		3140.64	3796.24
VECTOR CONTROL TRAINEE	X79	28.849	30.253	31.705	33.213	34.835		2307.92	2786.80
VECTOR CONTROL TRAINEE - U	Q7J	28.849	30.253	31.705	33.213	34.835		2307.92	2786.80
VEHICLE USE COORDINATOR	M25	24.847	26.090	27.396	28.767	30.205		1987.76	2416.40
VEHICLE USE COORDINATOR - U	Q2S	24.847	26.090	27.396	28.767	30.205		1987.76	2416.40
VETERAN SERVICES REP I	X72	34.542	36.213	37.969	39.808	41.738		2763.36	3339.04
VETERAN SERVICES REP II	X71	37.920	39.757	41.685	43.716	45.862		3033.60	3668.96
VETERINARIAN	V5J	66.868	70.209	73.723	77.407	81.302		5349.44	6504.16
VETERINARIAN ASSISTANT	P8A	27.472	28.767	30.127	31.534	33.063		2197.76	2645.04
VETERINARIAN ASSISTANT - U	Q8P	27.472	28.767	30.127	31.534	33.063		2197.76	2645.04
VHP CLAIMS EXAMINER	D4M	32.104	33.665	35.282	36.960	38.766		2568.32	3101.28
VHP CLAIMS EXAMINER - U	Z1N	32.104	33.665	35.282	36.960	38.766		2568.32	3101.28
VHP MEMBER SERVICES REP	D25	32.269	33.811	35.436	37.146	38.943		2581.52	3115.44
VICTIM/WITNESS ADVOCATE	D6G	31.598	33.180	34.834	36.577	38.406		2527.84	3072.48
VICTIM/WITNESS CLAIMS SPEC	D6J	31.598	33.180	34.834	36.577	38.406		2527.84	3072.48
VITAL RECORDS SPECIALIST I	F5F	27.346	28.634	30.015	31.480	32.963		2187.68	2637.04
VITAL RECORDS SPECIALIST II	F5E	29.654	31.101	32.565	34.155	35.801		2372.32	2864.08
VOLUNTEER COORDINATOR	T20	41.685	43.716	45.862	48.114	50.448		3334.80	4035.84
WAREHOUSE MATERIALS HANDLER	G77	26.562	27.809	29.125	30.542	32.010		2124.96	2560.80
WAREHOUSE MATERIALS HANDLER-U	Z7A	26.562	27.809	29.125	30.542	32.010		2124.96	2560.80
WEB CONTENT ASSISTANT	J2U	32.488	34.070	35.722	37.448	39.251		2599.04	3140.08
WEB TECHNICIAN	G4M	32.639	34.216	35.882	37.616	39.425		2611.12	3154.00

APPENDIX A – SALARY SCHEDULE

Sep-23

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
WEED ABATEMENT INSPECTOR	X81	28.865	30.255	31.704	33.228	34.841		2309.20	2787.28
WELFARE FRAUD INVESTIGATOR	V8B	50.076	52.582	55.219	58.008	60.927		4006.08	4874.16
YOUTH ENGAGEMENT SPECIALIST	D2O	28.237	29.550	30.996	32.490	34.039		2258.96	2723.12
YOUTH ENGAGEMENT SPECIALIST-U	Q2U	28.237	29.550	30.996	32.490	34.039		2258.96	2723.12

Note: The following classifications are not listed and shall continue the existing alignment with the appropriate classes in the respective bargaining unit:

_Salary aligned with Registered Nurses Professional Association (RNPA): Physician Assistant

_Salary aligned with Probation Peace Officers' Union Local 1587: Probation Assistant I/II, Probation Counselor I/II

_Salary aligned with Deputy Sheriff's Association (DSA) and District Attorney Investigators' Association (DAIA): Investigator Assistant, Public Defender Investigator I/II, Medical Examiner Coroner Investigator, Deputy Fire Marshal, Rehabilitation Officer I/II

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
ACCOUNT CLERK I	D98	26.989	28.252	29.584	31.004	32.498		2159.12	2599.84
ACCOUNT CLERK I-U	Q11	26.989	28.252	29.584	31.004	32.498		2159.12	2599.84
ACCOUNT CLERK II	D97	29.180	30.570	32.064	33.594	35.208		2334.40	2816.64
ACCOUNT CLERK II-U	Q10	29.180	30.570	32.064	33.594	35.208		2334.40	2816.64
ACCOUNTANT ASSISTANT	D96	32.197	33.739	35.361	37.075	38.864		2575.76	3109.12
ACCOUNTANT ASSISTANT-U	U91	32.197	33.739	35.361	37.075	38.864		2575.76	3109.12
ACCOUNTANT I	B80	36.126	37.864	39.710	41.611	43.645		2890.08	3491.60
ACCOUNTANT I - U	Z80	36.126	37.864	39.710	41.611	43.645		2890.08	3491.60
ACCOUNTANT II	B78	40.619	42.585	44.652	46.829	49.127		3249.52	3930.16
ACCOUNTANT II-U	U80	40.619	42.585	44.652	46.829	49.127		3249.52	3930.16
ADMIN ASSISTANT	C60	31.777	33.300	34.897	36.590	38.355		2542.16	3068.40
ADMIN ASSISTANT-U	U38	31.777	33.300	34.897	36.590	38.355		2542.16	3068.40
AIRPORT OPERATIONS WORKER	T90	34.079	35.730	37.445	39.238	41.144		2726.32	3291.52
ANESTHESIA TECHNICIAN	R78	37.674	39.479	41.375	43.372	45.468		3013.92	3637.44
ANIMAL CONTROL OFFICER	V57	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
ANIMAL CONTROL OFFICER-U	W57	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
ANIMAL SERVICES ASSISTANT	V58	26.629	27.890	29.206	30.573	32.050		2130.32	2564.00
ANIMAL SERVICES ASSISTANT - U	V5E	26.629	27.890	29.206	30.573	32.050		2130.32	2564.00
APPLICATION ADMINISTRATOR	G1D	53.248	55.911	58.709	61.643	64.726		4259.84	5178.08
APPLICATION ADMINISTRATOR - U	G8N	53.248	55.911	58.709	61.643	64.726		4259.84	5178.08
APPLICATION DEVELOPER	G5F	76.515	80.342	84.361	88.578	93.008		6121.20	7440.64
APPLICATION DEVELOPER-U	G5L	76.515	80.342	84.361	88.578	93.008		6121.20	7440.64
APPRAISAL AIDE	C52	33.787	35.432	37.150	38.945	40.821		2702.96	3265.68
APPRAISAL AIDE-U	Q56	33.787	35.432	37.150	38.945	40.821		2702.96	3265.68
APPRAISAL DATA COORDINATOR	D82	31.787	33.316	34.915	36.599	38.373		2542.96	3069.84
APPRAISAL DATA COORDINATOR-U	Q49	31.787	33.316	34.915	36.599	38.373		2542.96	3069.84

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
APPRAISER I	C51	37.590	39.542	41.497	43.449	45.402		3007.20	3632.16
APPRAISER II	C50	43.454	45.734	48.012	50.292	52.572		3476.32	4205.76
APPRAISER III	T40	47.670	50.173	52.676	55.177	57.680		3813.60	4614.40
ASC CRISIS INTERVENTION SPEC	R6F	47.724	50.237	52.749	55.261	57.774		3817.92	4621.92
ASC ELECTRONIC RESOURCES LIB	E4H	39.986	41.923	43.963	46.116	48.376		3198.88	3870.08
ASSESSMENT CLERK	D88	28.841	30.182	31.661	33.187	34.769		2307.28	2781.52
ASSESSMENT CLERK-U	Q57	28.841	30.182	31.661	33.187	34.769		2307.28	2781.52
ASSISTANT CHIEF ENGINEER	N95	65.349	68.616	72.047	75.649	79.432		5227.92	6354.56
ASSISTANT PLANNER	L85	42.547	44.622	46.814	49.106	51.510		3403.76	4120.80
ASSISTANT PLANNER - U	Z84	42.547	44.622	46.814	49.106	51.510		3403.76	4120.80
ASSOC APPLICATION DEVELOPER-U	G5N	66.536	69.863	73.356	77.024	80.877		5322.88	6470.16
ASSOC BIOLOGIST/STANDARDS SPEC	V1K	37.614	39.436	41.347	43.352	45.464		3009.12	3637.12
ASSOC BIOMEDICAL ENGR TECH	K06	42.921	44.998	47.165	49.454	51.846		3433.68	4147.68
ASSOC CARDIO INTERV TECH	R2V	75.588	79.366	83.334	87.500	91.876		6047.04	7350.08
ASSOC DATABASE ADMINISTRATOR	B4U	65.716	69.001	72.453	76.077	79.880		5257.28	6390.40
ASSOC EMP WELLNESS COORD	B6R	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68
ASSOC EMPLOYMENT COUNSELOR - U	Z2B	38.080	39.912	41.840	43.879	46.018		3046.40	3681.44
ASSOC GIS ANALYST	K7L	55.575	58.354	61.272	64.336	67.553		4446.00	5404.24
ASSOC IT FIELD SUPPORT SPC	G1U	47.444	49.819	52.310	54.925	57.673		3795.52	4613.84
ASSOC IT FIELD SUPPORT SPC-U	G3U	47.444	49.819	52.310	54.925	57.673		3795.52	4613.84
ASSOC IT SERVICE DESK SPC	G1Y	38.051	39.955	41.955	44.053	46.254		3044.08	3700.32
ASSOC IT SERVICE DESK SPC-U	G8T	38.051	39.955	41.955	44.053	46.254		3044.08	3700.32
ASSOC NETWORK/TELECOM TECH	G2J	40.569	42.598	44.729	46.964	49.312		3245.52	3944.96
ASSOC NETWORK/TELECOM TECH - U	Q2V	40.569	42.598	44.729	46.964	49.312		3245.52	3944.96
ASSOC STAFF DEVELOPMENT SPEC	E43	50.980	52.243	54.779	57.463	60.274		4078.40	4821.92
ASSOC TELECOMMUNICATIONS TECH	K13	36.178	37.937	39.773	41.695	43.719		2894.24	3497.52

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
ASSOC TRANSPORTATION PLANNER	L26	59.632	62.616	65.747	69.038	72.490		4770.56	5799.20
ASSOC USER EXP (UX) DESIGNER	G2U	63.238	66.401	69.721	73.208	76.869		5059.04	6149.52
ASSOC USER EXP (UX) DESIGNER-U	G2W	63.238	66.401	69.721	73.208	76.869		5059.04	6149.52
ASSOCIATE APPLICATION DEVELOPR	G5H	66.536	69.863	73.356	77.024	80.877		5322.88	6470.16
ASSOCIATE COMM SYSTEMS TECH	L36	36.605	38.384	40.243	42.187	44.247		2928.40	3539.76
ASSOCIATE COMMUNICATIONS OFFCR	C5F	42.069	44.171	46.381	48.699	51.134		3365.52	4090.72
ASSOCIATE CYBER SECURITY SPEC	G1M	59.346	62.315	65.432	68.703	72.139		4747.68	5771.12
ASSOCIATE EMPLOYMENT COUNSELOR	Y29	38.080	39.912	41.840	43.879	46.018		3046.40	3681.44
ASSOCIATE GRAPHIC DESIGNER	J46	32.684	34.255	35.915	37.649	39.469		2614.72	3157.52
ASSOCIATE GRAPHIC DESIGNER - U	Q4S	32.684	34.255	35.915	37.649	39.469		2614.72	3157.52
ASSOCIATE NETWORK ENGINEER	G60	72.688	76.323	80.140	84.147	88.355		5815.04	7068.40
ASSOCIATE NETWORK ENGINEER-U	Q4L	72.688	76.323	80.140	84.147	88.355		5815.04	7068.40
ASSOCIATE PLANNER	L84	47.934	50.278	52.747	55.323	58.023		3834.72	4641.84
ASSOCIATE PLANNER-U	Z83	47.934	50.278	52.747	55.323	58.023		3834.72	4641.84
ASSOCIATE PRETRIAL SVC OFFICER	V55	35.768	37.502	39.315	41.215	43.205		2861.44	3456.40
ASSOCIATE TEST ENGINEER	G2R	61.551	64.629	67.864	71.256	74.818		4924.08	5985.44
ASSOCIATE TEST ENGINEER - U	Q2R	61.551	64.629	67.864	71.256	74.818		4924.08	5985.44
ASST REAL ESTATE AGENT	C74	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68
AUDITOR APPRAISER I	T41	37.580	39.532	41.484	43.435	45.388		3006.40	3631.04
AUDITOR APPRAISER II	T42	43.454	45.734	48.012	50.292	52.572		3476.32	4205.76
AUDITOR APPRAISER III	B79	47.668	50.014	52.457	55.011	57.679		3813.44	4614.32
AUTO BODY RPR SHOP FOREPERSON	M33	41.347	43.352	45.464	47.696	50.038		3307.76	4003.04
AUTOMOTIVE ATTENDANT	M24	27.528	28.824	30.182	31.637	33.179		2202.24	2654.32
AUTOMOTIVE ATTENDANT-U	Z24	27.528	28.824	30.182	31.637	33.179		2202.24	2654.32
AUTOMOTIVE MECHANIC	M19	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68
AUTOMOTIVE MECHANIC-U	W19	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
BAKER	H63	32.553	34.116	35.763	37.505	39.318		2604.24	3145.44
BIOLOGIST/STANDARDS SPECIALIST	V1L	41.347	43.352	45.464	47.696	50.038		3307.76	4003.04
BIOMEDICAL ENGINEERING TECH	K03	48.185	50.542	53.018	55.622	58.324		3854.80	4665.92
BOARD CLERK I	D55	33.913	35.577	37.288	39.104	40.974		2713.04	3277.92
BOARD CLERK I - U	D5G	33.913	35.577	37.288	39.104	40.974		2713.04	3277.92
BOARD CLERK II	D54	37.548	39.360	41.253	43.247	45.367		3003.84	3629.36
BOARD RECORDS ASSISTANT I	J83	31.147	32.670	34.245	35.877	37.623		2491.76	3009.84
BOARD RECORDS ASSISTANT I - U	J8A	31.147	32.670	34.245	35.877	37.623		2491.76	3009.84
BOARD RECORDS ASSISTANT II	J82	33.139	34.747	36.408	38.177	40.026		2651.12	3202.08
BUILDING SYSTEMS MONITOR	M45	31.645	33.162	34.753	36.432	38.191		2531.60	3055.28
BUYER ASSISTANT	C35	30.276	31.733	33.253	34.851	36.543		2422.08	2923.44
BUYER ASSISTANT - U	Q3P	30.276	31.733	33.253	34.851	36.543		2422.08	2923.44
BUYER I	C33	34.843	36.527	38.299	40.131	42.074		2787.44	3365.92
BUYER I - U	C39	34.843	36.527	38.299	40.131	42.074		2787.44	3365.92
BUYER II	C32	39.247	41.152	43.134	45.254	47.464		3139.76	3797.12
BUYER II - U	C38	39.247	41.152	43.134	45.254	47.464		3139.76	3797.12
BUYER III	C31	46.996	49.306	51.716	54.236	56.865		3759.68	4549.20
BUYER III-U	C36	46.996	49.306	51.716	54.236	56.865		3759.68	4549.20
CADAstral MAPPING TECH I	K49	29.485	30.858	32.369	33.930	35.545		2358.80	2843.60
CADAstral MAPPING TECH II	K46	33.849	35.478	37.193	38.989	40.879		2707.92	3270.32
CARDIAC SONOGRAPHER I	S9J	63.900	67.257	70.613	73.970	77.326		5112.00	6186.08
CARDIAC SONOGRAPHER II	S9H	72.989	76.849	80.712	84.573	88.435		5839.12	7074.80
CARDIAC SONOGRAPHER III	S9G	74.998	78.965	82.933	86.901	90.867		5999.84	7269.36
CARDIO REHAB SPECIALIST	R4A	43.777	45.968	48.264	50.679	53.213		3502.16	4257.04
CARDIOVASCULAR INTERV TECHNOL	R2W	79.366	83.334	87.500	91.876	96.471		6349.28	7717.68
CASHIER	D81	27.209	28.505	29.835	31.255	32.783		2176.72	2622.64

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
CEPA OPERATIONS AIDE	V1C	28.566	29.911	31.352	32.883	34.434		2285.28	2754.72
CEPA OPERATIONS AIDE - U	V1E	28.566	29.911	31.352	32.883	34.434		2285.28	2754.72
CHEST X-RAY TECHNICIAN	R85	34.387	36.048	37.807	39.632	41.535		2750.96	3322.80
CHIEF OF PARTY	K64	43.140	45.249	47.470	49.792	52.217		3451.20	4177.36
CHILD LIFE SPECIALIST	R1B	48.426	50.802	53.301	55.904	58.630		3874.08	4690.40
CHILD SUPPORT DOCMNT EXAMINER	F19	34.022	35.666	37.402	39.210	41.095		2721.76	3287.60
CHILD SUPPORT OFFICER I	E86	36.405	38.184	40.015	41.950	43.994		2912.40	3519.52
CHILD SUPPORT OFFICER II	E85	39.986	41.923	43.963	46.116	48.376		3198.88	3870.08
CHILD SUPPORT SPECIALIST	E90	33.207	34.830	36.512	38.286	40.115		2656.56	3209.20
CLERK-RECORDER OFFICE SPC I	F57	26.756	28.021	29.340	30.721	32.205		2140.48	2576.40
CLERK-RECORDER OFFICE SPC II	F56	28.620	29.968	31.413	32.946	34.499		2289.60	2759.92
CLERK-RECORDER OFFICE SPC II-U	F5C	28.620	29.968	31.413	32.946	34.499		2289.60	2759.92
CLERK-RECORDER OFFICE SPC III	F55	33.278	34.905	36.588	38.366	40.202		2662.24	3216.16
CLERK-RECORDER OFFICE SPEC I-U	F5D	26.756	28.021	29.340	30.721	32.205		2140.48	2576.40
CLIENT SERVICES TECHNICIAN	D72	29.155	30.544	32.036	33.566	35.178		2332.40	2814.24
CLIENT SERVICES TECHNICIAN - U	D7F	29.155	30.544	32.036	33.566	35.178		2332.40	2814.24
CLINICAL AUDIOLOGIST	P85	57.349	60.167	63.089	66.145	69.387		4587.92	5550.96
CLINICAL DIETITIAN I	R21	47.746	50.039	52.501	55.064	57.764		3819.68	4621.12
CLINICAL DIETITIAN II	R2L	53.714	56.339	59.101	61.987	65.002		4297.12	5200.16
CLINICAL NEUROPHYSIOLG TECH I	R9A	44.543	46.690	48.961	51.303	53.782		3563.44	4302.56
CLINICAL NEUROPHYSIOLG TECH II	R99	50.368	52.811	55.351	58.072	60.907		4029.44	4872.56
CLINICAL RESEARCH ASSOCIATE	C2D	43.963	46.116	48.376	50.742	53.209		3517.04	4256.72
CLINICAL RESEARCH ASST I	C2F	20.999	22.092	23.163	24.228	25.356		1679.92	2028.48
CLINICAL RESEARCH ASST II	C2E	28.341	29.680	31.124	32.618	34.167		2267.28	2733.36
CLINICAL SUPPORT PROGRAM CRD	C2C	32.615	34.182	35.840	37.569	39.384		2609.20	3150.72
CODE ENFORCEMENT OFFICER I	C5D	41.871	43.963	46.116	48.376	50.742		3349.68	4059.36

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
CODE ENFORCEMENT OFFICER II	C5E	48.302	50.669	53.152	55.758	58.465		3864.16	4677.20
CODER I	J06	35.582	37.356	39.226	41.187	43.475		2846.56	3478.00
CODER II	J05	44.607	46.843	49.187	51.653	54.241		3568.56	4339.28
CODER III - INPATIENT	J04	53.963	56.661	59.495	62.470	65.595		4317.04	5247.60
COMM OUTREACH SPEC - U	W09	35.135	36.826	38.621	40.471	42.448		2810.80	3395.84
COMMUNICABLE DISEASE INVEST	S51	38.971	40.869	42.843	44.906	47.074		3117.68	3765.92
COMMUNICABLE DISEASE INVST-U	Q5F	38.971	40.869	42.843	44.906	47.074		3117.68	3765.92
COMMUNICATIONS CABLE INSTALLER	K26	35.288	37.000	38.788	40.655	42.627		2823.04	3410.16
COMMUNICATIONS CABLE INSTLLR-U	K2A	35.288	37.000	38.788	40.655	42.627		2823.04	3410.16
COMMUNICATIONS CALL TAKER	G9M	36.587	38.559	40.529	42.501	44.472		2926.96	3557.76
COMMUNICATIONS DISPATCHER I	G94	47.041	49.324	51.695	54.229	56.883		3763.28	4550.64
COMMUNICATIONS DISPATCHER I-U	Q1D	47.041	49.324	51.695	54.229	56.883		3763.28	4550.64
COMMUNICATIONS DISPATCHER II	G93	55.585	58.303	61.165	64.161	67.280		4446.80	5382.40
COMMUNICATIONS DISPATCHER III	G9A	59.160	62.062	65.109	68.269	71.579		4732.80	5726.32
COMMUNICATIONS SYSTEMS TECH	L37	48.650	51.033	53.530	56.140	58.869		3892.00	4709.52
COMMUNITY OUTREACH SPECIALIST	E04	35.135	36.826	38.621	40.471	42.448		2810.80	3395.84
COMMUNITY WORKER	E07	28.783	30.122	31.596	33.119	34.698		2302.64	2775.84
COMMUNITY WORKER - U	Q96	28.783	30.122	31.596	33.119	34.698		2302.64	2775.84
CONFIGURATION ENGINEER	G1J	81.073	85.127	89.384	93.853	98.546		6485.84	7883.68
CONFIGURATION ENGINEER - U	G8R	81.073	85.127	89.384	93.853	98.546		6485.84	7883.68
CONSTRUCTION INSPECTOR	N32	48.540	50.967	53.516	56.190	59.001		3883.20	4720.08
CONSUMER MEDIATOR I	V25	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
CONSUMER MEDIATOR II	V22	33.207	34.830	36.512	38.286	40.115		2656.56	3209.20
COOK	H59	30.433	31.920	33.457	35.053	36.756		2434.64	2940.48
COOK - U	Q5G	30.433	31.920	33.457	35.053	36.756		2434.64	2940.48
CORRECTIONAL COOK	H61	30.433	31.920	33.457	35.053	36.756		2434.64	2940.48

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
CRIMINALIST I	V69	45.704	47.899	50.251	52.709	55.286		3656.32	4422.88
CRIMINALIST I - U	U70	45.704	47.899	50.251	52.709	55.286		3656.32	4422.88
CRIMINALIST II	V68	52.709	55.286	57.999	60.805	63.780		4216.72	5102.40
CRIMINALIST II - U	U68	52.709	55.286	57.999	60.805	63.780		4216.72	5102.40
CRIMINALIST III	V67	60.805	63.780	66.915	70.172	73.628		4864.40	5890.24
CRIMINALIST III - U	U67	60.805	63.780	66.915	70.172	73.628		4864.40	5890.24
CRISIS INTERVENTION SPECIALIST	R6E	53.522	56.330	59.138	61.946	64.753		4281.76	5180.24
CUSTODY SUPPORT ASSISTANT	G74	31.112	32.635	34.205	35.840	37.579		2488.96	3006.32
CUSTODY SUPPORT ASSISTANT - U	Z74	31.112	32.635	34.205	35.840	37.579		2488.96	3006.32
CYBER SECURITY SPECIALIST	G1L	68.247	71.662	75.247	79.009	82.959		5459.76	6636.72
DATA ENTRY OPERATOR	G33	26.996	28.273	29.610	30.990	32.507		2159.68	2600.56
DATA ENTRY OPERATOR TRAINEE	G34	23.967	25.091	26.265	27.508	28.809		1917.36	2304.72
DATA OFFICE SPECIALIST	D03	31.490	33.027	34.583	36.271	38.018		2519.20	3041.44
DATABASE ADMINISTRATOR	B2U	75.574	79.354	83.322	87.487	91.863		6045.92	7349.04
DATABASE ADMINISTRATOR - U	B3U	75.574	79.354	83.322	87.487	91.863		6045.92	7349.04
DAY CARE CENTER AIDE	E49	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
DENTAL ASSISTANT	P78	30.137	31.589	33.102	34.693	36.377		2410.96	2910.16
DEPUTY PUBLIC GUARDIAN - CONS	V4B	46.774	49.072	51.470	53.979	56.595		3741.92	4527.60
DEPUTY PUBLIC GUARDIAN ASST	B44	37.260	39.061	40.958	42.929	45.040		2980.80	3603.20
DIAG IMAG TECH I - CLIN INST-U	Q8G	63.944	67.087	70.359	73.809	77.456		5115.52	6196.48
DIAG IMAG TECH I CT & MAM - U	Q8H	64.553	67.726	71.028	74.512	78.193		5164.24	6255.44
DIAG IMAGING TECH CT I - U	Q8I	62.174	65.204	68.399	71.749	75.274		4973.92	6021.92
DIAG IMAGING TECH I - MAMMO-U	Q8J	60.985	63.950	67.095	70.358	73.812		4878.80	5904.96
DIAG IMAGING TECH I -MAMMO	R8D	60.985	63.950	67.095	70.358	73.812		4878.80	5904.96
DIAG IMAGING TECH I- FLO- U	Q8K	59.287	62.174	65.204	68.399	71.749		4742.96	5739.92
DIAG IMAGING TECH I-CLIN INSTR	R8G	63.944	67.087	70.359	73.809	77.456		5115.52	6196.48

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
DIAG IMAGING TECH I-CT	R8E	62.174	65.204	68.399	71.749	75.274		4973.92	6021.92
DIAG IMAGING TECH I-CT & MAMMO	R8F	64.553	67.726	71.028	74.512	78.193		5164.24	6255.44
DIAG IMAGING TECH I-FLUORSCOPY	R8C	59.287	62.174	65.204	68.399	71.749		4742.96	5739.92
DIAG IMAGING TECH II - CT - U	Q8D	69.010	72.375	75.926	79.676	83.610		5520.80	6688.80
DIAG IMAGING TECH II - MAM - U	Q8E	67.073	70.361	73.807	77.432	81.221		5365.84	6497.68
DIAG IMAGING TECH II- MAMMO	R8A	67.073	70.361	73.807	77.432	81.221		5365.84	6497.68
DIAG IMAGING TECH II-CT	R8B	69.010	72.375	75.926	79.676	83.610		5520.80	6688.80
DIAGNOSTIC IMAGING TECH I	R87	57.609	60.433	63.358	66.458	69.724		4608.72	5577.92
DIAGNOSTIC IMAGING TECH I - U	Q8L	57.609	60.433	63.358	66.458	69.724		4608.72	5577.92
DIAGNOSTIC IMAGING TECH II	R88	64.548	67.721	71.016	74.503	78.167		5163.84	6253.36
DIAGNOSTIC IMAGING TECH II - U	Q8F	64.548	67.721	71.016	74.503	78.167		5163.84	6253.36
DIALYSIS TECHNICIAN	R71	33.470	35.078	36.783	38.538	40.412		2677.60	3232.96
DIETETIC ASSISTANT	H64	30.910	32.425	33.986	35.605	37.337		2472.80	2986.96
DIETETIC ASSISTANT - U	Q6Q	30.910	32.425	33.986	35.605	37.337		2472.80	2986.96
DIETETIC TECHNICIAN	H65	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
DOSIMETRIST	R3D	88.839	91.949	95.165	98.499	101.672		7107.12	8133.76
EKG TECHNICIAN	S34	30.137	31.589	33.102	34.693	36.377		2410.96	2910.16
ELEC RESOURCES LIBRARIAN	E4J	42.521	44.593	46.772	49.065	51.474		3401.68	4117.92
ELECTION SPECIALIST	G97	36.172	37.924	40.011	41.686	43.691		2893.76	3495.28
ELECTION SYSTEMS TECHNICIAN I	G7E	33.096	34.677	36.364	38.123	39.968		2647.68	3197.44
ELECTION SYSTEMS TECHNICIAN II	G7D	36.093	37.840	39.670	41.595	43.594		2887.44	3487.52
ELECTION WORKER I - EH	G9B	26.578	27.836	29.147	30.521	31.994		2126.24	2559.52
ELECTION WORKER II - EH	G9C	28.620	29.968	31.413	32.946	34.499		2289.60	2759.92
ELECTION WRKR - WAREHOUSE-EH	G9D	27.836	29.143	30.523	32.008	33.546		2226.88	2683.68
ELECTIONS AIDE - EXTRA HELP	G9L	25.958	27.255	28.619	30.049	31.552		2076.64	2524.16
ELECTRICAL ELECTRONIC ASST	K93	37.431	39.237	41.138	43.128	45.209		2994.48	3616.72

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
ELECTRICAL ELECTRONIC TECH	K92	46.909	49.180	51.584	54.119	56.766		3752.72	4541.28
ELECTRONIC REPAIR TECHNICIAN	K94	44.457	46.596	48.847	51.243	53.751		3556.56	4300.08
ELECTRONIC REPAIR TECHNICIAN-U	Z93	44.457	46.596	48.847	51.243	53.751		3556.56	4300.08
ELIGIBILITY EXAMINER	E50	45.332	47.526	49.854	52.292	54.848		3626.56	4387.84
ELIGIBILITY EXAMINER - U	E56	45.332	47.526	49.854	52.292	54.848		3626.56	4387.84
ELIGIBILITY WORK SUPV	E44	50.100	52.562	55.126	57.804	60.636		4008.00	4850.88
ELIGIBILITY WORKER I	E47	32.681	34.260	35.887	37.629	39.443		2614.48	3155.44
ELIGIBILITY WORKER I - U	Z47	32.681	34.260	35.887	37.629	39.443		2614.48	3155.44
ELIGIBILITY WORKER II	E46	36.906	38.684	40.558	42.506	44.580		2952.48	3566.40
ELIGIBILITY WORKER II - U	Z45	36.906	38.684	40.558	42.506	44.580		2952.48	3566.40
ELIGIBILITY WORKER III	E45	41.720	43.726	45.838	48.072	50.417		3337.60	4033.36
ELIGIBILITY WORKER III - U	Z43	41.720	43.726	45.838	48.072	50.417		3337.60	4033.36
EMERGENCY ROOM TECH	S91	30.382	31.851	33.378	34.980	36.666		2430.56	2933.28
EMERGENCY VEHICLE EQUIP INSTLR	M28	35.768	37.502	39.315	41.215	43.205		2861.44	3456.40
EMPLOYEE WELLNESS COORD	B6Q	48.145	50.501	52.963	55.532	58.250		3851.60	4660.00
EMPLOYMENT COUNSELOR	Y27	45.464	47.696	50.038	52.465	55.025		3637.12	4402.00
EMPLOYMENT COUNSELOR - U	Z27	45.464	47.696	50.038	52.465	55.025		3637.12	4402.00
ENGINEERING TECHNICIAN I	K83	33.944	35.584	37.317	39.120	41.002		2715.52	3280.16
ENGINEERING TECHNICIAN II	K82	38.889	40.759	42.729	44.826	47.018		3111.12	3761.44
ENGINEERING TECHNICIAN III	K81	45.897	48.145	50.501	52.963	55.532		3671.76	4442.56
ENGINEERING TECHNICIAN III - U	Q81	45.897	48.145	50.501	52.963	55.532		3671.76	4442.56
ENVIRONMENTAL HLTH SPCL TRAINE	V17	41.347	43.345	45.471	47.697	50.036		3307.76	4002.88
ENVIRONMENTAL HLTH SPECIALIST	V16	52.723	55.288	57.989	60.825	63.809		4217.84	5104.72
EPIC PHARMACY INFORMATICIST	J1S	89.067	93.462	98.079	102.905	107.966		7125.36	8637.28
EPIDEMIOLOGIST I	J28	58.925	61.872	64.967	68.214	71.625		4714.00	5730.00
EPIDEMIOLOGIST I - U	Q2J	58.925	61.872	64.967	68.214	71.625		4714.00	5730.00

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
EPIDEMIOLOGIST II	J25	65.472	68.746	72.186	75.794	79.584		5237.76	6366.72
EPIDEMIOLOGIST II - U	Q2H	65.472	68.746	72.186	75.794	79.584		5237.76	6366.72
ESTATE ADMINISTRATOR	V37	46.774	49.072	51.470	53.979	56.595		3741.92	4527.60
ESTATE ADMINISTRATOR ASST	V38	42.526	44.584	46.774	49.072	51.470		3402.08	4117.60
ESTATE PROPERTY SPECIALIST	V42	34.534	36.212	37.966	39.800	41.732		2762.72	3338.56
ESTATE PROPERTY SPECIALIST - U	V4C	34.534	36.212	37.966	39.800	41.732		2762.72	3338.56
EXEC ASSISTANT I	C29	34.074	35.744	37.463	39.287	41.172		2725.92	3293.76
EXEC ASSISTANT I - U	U26	34.074	35.744	37.463	39.287	41.172		2725.92	3293.76
EXEC ASSISTANT II	C19	37.344	39.162	41.039	43.046	45.127		2987.52	3610.16
EXEC ASSISTANT II - U	U07	37.344	39.162	41.039	43.046	45.127		2987.52	3610.16
EXEMPTION INVESTIGATOR	C62	42.120	44.171	46.332	48.602	50.989		3369.60	4079.12
EXEMPTION INVESTIGATOR - U	X93	42.120	44.171	46.332	48.602	50.989		3369.60	4079.12
FACILITIES MAINTENANCE REP	M20	38.880	40.761	42.738	44.792	46.988		3110.40	3759.04
FACILITIES MATERIALS COORD	M22	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
FIELD SURVEY TECHNICIAN I	K68	32.960	34.544	36.210	37.961	39.803		2636.80	3184.24
FIELD SURVEY TECHNICIAN II	K66	38.339	40.174	42.120	44.171	46.332		3067.12	3706.56
FLEET MAINTENANCE SCHEDULER	M11	36.093	37.840	39.670	41.595	43.594		2887.44	3487.52
FLEET PARTS COORDINATOR	M26	32.378	33.936	35.564	37.280	39.086		2590.24	3126.88
FLEET SERVICES ASST MECHANIC	M18	35.243	36.944	38.738	40.590	42.556		2819.44	3404.48
FLEET SERVICES MECHANIC	M17	42.928	45.020	47.233	49.547	51.971		3434.24	4157.68
FLEET SERVICES MOD MECHANIC	M14	42.965	45.058	47.273	49.589	52.015		3437.20	4161.20
FOOD SERVICE WORKER - CORR - U	Z65	27.588	28.891	30.258	31.672	33.199		2207.04	2655.92
FOOD SERVICE WORKER I	H67	26.391	27.628	28.934	30.304	31.735		2111.28	2538.80
FOOD SERVICE WORKER I - U	Z66	26.391	27.628	28.934	30.304	31.735		2111.28	2538.80
FOOD SERVICE WORKER II	H66	27.469	28.767	30.131	31.553	33.027		2197.52	2642.16
FOOD SERVICE WORKER II - U	Z64	27.469	28.767	30.131	31.553	33.027		2197.52	2642.16

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
FOOD SERVICE WORKER-CORR	H68	27.588	28.891	30.258	31.672	33.199		2207.04	2655.92
FORENSIC PATHOLOGY TECH TRN	S26	33.447	35.018	36.669	38.438	40.313		2675.76	3225.04
FORENSIC PATHOLOGY TECHNICIAN	S25	40.570	42.519	44.571	46.741	49.001		3245.60	3920.08
GARDENER	H28	32.030	33.565	35.178	36.884	38.661		2562.40	3092.88
GASTROENTEROLOGY TECH TRAINEE	R45	28.550	29.879	31.344	32.852	34.418		2284.00	2753.44
GASTROENTEROLOGY TECHNICIAN	R44	31.127	32.629	34.181	35.845	37.583		2490.16	3006.64
GENERAL MAINT MECHANIC I	M48	31.273	32.798	34.365	36.014	37.754		2501.84	3020.32
GENERAL MAINT MECHANIC II	M47	36.983	38.758	40.628	42.608	44.666		2958.64	3573.28
GENERAL MAINT MECHANIC II - U	Z92	36.983	38.758	40.628	42.608	44.666		2958.64	3573.28
GENERAL MAINT MECHANIC III	M56	40.525	42.501	44.552	46.693	48.950		3242.00	3916.00
GENETIC COUNSELOR I	Y08	58.493	61.352	64.366	67.519	70.809		4679.44	5664.72
GENETIC COUNSELOR II	Y09	64.690	67.844	71.152	74.596	78.266		5175.20	6261.28
GIS ANALYST	K7G	63.911	67.107	70.464	73.986	77.688		5112.88	6215.04
GIS ANALYST - U	K7H	63.911	67.107	70.464	73.986	77.688		5112.88	6215.04
GRADUATE INTERN PHARMACIST	R2M	32.267	33.846	35.458	37.164	38.956		2581.36	3116.48
GRADUATE INTERN PHARMACIST - U	W67	32.267	33.846	35.458	37.164	38.956		2581.36	3116.48
GRAPHIC DESIGNER	J45	37.260	39.061	40.958	42.929	45.040		2980.80	3603.20
GRAPHIC DESIGNER - U	Q4R	37.260	39.061	40.958	42.929	45.040		2980.80	3603.20
HAZARDOUS MATERIALS SPC II - U	Z4C	60.245	63.195	66.304	69.550	73.003		4819.60	5840.24
HAZARDOUS MATERIALS SPEC I	V2C	54.241	56.889	59.675	62.598	65.662		4339.28	5252.96
HAZARDOUS MATERIALS SPEC I - U	Z4D	54.241	56.889	59.675	62.598	65.662		4339.28	5252.96
HAZARDOUS MATERIALS SPEC II	V19	60.245	63.195	66.304	69.550	73.003		4819.60	5840.24
HAZARDOUS MATERIALS TECH	V21	35.284	36.988	38.789	40.662	42.620		2822.72	3409.60
HAZARDOUS MATERIALS TECH - U	Q12	35.284	36.988	38.789	40.662	42.620		2822.72	3409.60
HAZARDOUS MATERIALS TRAINEE	V2D	42.729	44.826	47.018	49.325	51.730		3418.32	4138.40
HEALTH EDUCATION ASSOCIATE	J27	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
HEALTH EDUCATION ASSOCIATE - U	W08	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68
HEALTH EDUCATION SPECIALIST	J26	48.145	50.501	52.963	55.532	58.250		3851.60	4660.00
HEALTH EDUCATION SPECIALIST-U	W05	48.145	50.501	52.963	55.532	58.250		3851.60	4660.00
HEALTH INFORMATION CLERK I	J69	25.271	26.465	27.713	29.026	30.383		2021.68	2430.64
HEALTH INFORMATION CLERK I - U	Z69	25.271	26.465	27.713	29.026	30.383		2021.68	2430.64
HEALTH INFORMATION CLERK II	J68	26.807	28.077	29.397	30.783	32.270		2144.56	2581.60
HEALTH INFORMATION CLERK II-U	Z68	26.807	28.077	29.397	30.783	32.270		2144.56	2581.60
HEALTH INFORMATION CLERK III	J67	29.179	30.579	32.054	33.588	35.202		2334.32	2816.16
HEALTH INFORMATION CLERK III-U	Z67	29.179	30.579	32.054	33.588	35.202		2334.32	2816.16
HEALTH INFORMATION TECH I	J78	31.048	32.553	34.099	35.769	37.491		2483.84	2999.28
HEALTH INFORMATION TECH II	J77	37.890	39.722	41.649	43.652	45.792		3031.20	3663.36
HEALTH INFORMATION TECH II - U	Q7D	37.890	39.722	41.649	43.652	45.792		3031.20	3663.36
HEALTH PLANNING SPEC II	B6H	39.629	41.551	43.548	45.683	47.918		3170.32	3833.44
HEALTH PLANNING SPEC II - U	Q35	39.629	41.551	43.548	45.683	47.918		3170.32	3833.44
HEALTH SERVICES REP	D2E	30.529	32.002	33.549	35.159	36.847		2442.32	2947.76
HEALTH SERVICES REP - U	D2G	30.529	32.002	33.549	35.159	36.847		2442.32	2947.76
HOSPITAL CLIN PSYCH - NEURO	P9H	75.355	79.044	82.914	86.977	91.267		6028.40	7301.36
HOSPITAL CLINICAL PSYCH	P9A	70.099	73.529	77.130	80.909	84.900		5607.92	6792.00
HOSPITAL COMMUNICATIONS OPR	G52	27.682	28.989	30.346	31.815	33.357		2214.56	2668.56
HOSPITAL SERVICES ASST I	S95	27.656	28.958	30.322	31.784	33.333		2212.48	2666.64
HOSPITAL SERVICES ASST I - U	U1G	27.656	28.958	30.322	31.784	33.333		2212.48	2666.64
HOSPITAL SERVICES ASST II	S93	28.988	30.337	31.821	33.355	34.945		2319.04	2795.60
HOSPITAL SERVICES ASST II - U	U1H	28.988	30.337	31.821	33.355	34.945		2319.04	2795.60
HOUSE STAFF COORD	D29	35.213	36.906	38.705	40.558	42.539		2817.04	3403.12
HOUSING REHABILITATION SPEC	L88	41.551	43.548	45.683	47.918	50.262		3324.08	4020.96
INCOME TAX SPECIALIST	D77	35.288	37.000	38.788	40.655	42.627		2823.04	3410.16

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
INFO SYSTEMS TECH II	G50	40.759	42.729	44.826	47.018	49.325		3260.72	3946.00
INMATE LAW LIBRARY COORD	G72	32.553	34.116	35.763	37.505	39.318		2604.24	3145.44
INSTITUTIONAL MAINTENANCE ENGR	N94	35.450	37.175	38.971	40.847	42.819		2836.00	3425.52
INVESTIGATIVE GRAPHIC/MEDIA SP	J44	39.124	41.018	43.007	45.074	47.289		3129.92	3783.12
IT FIELD SUPPORT SPECIALIST	G1T	54.562	57.292	60.156	63.165	66.323		4364.96	5305.84
IT FIELD SUPPORT SPECIALIST-U	G3T	54.562	57.292	60.156	63.165	66.323		4364.96	5305.84
IT PROJECT COORDINATOR	G1V	68.323	71.740	75.329	79.094	83.049		5465.84	6643.92
IT PROJECT COORDINATOR-U	G8V	68.323	71.740	75.329	79.094	83.049		5465.84	6643.92
IT SERVICE DESK SPECIALIST	G1X	43.762	45.949	48.249	50.660	53.193		3500.96	4255.44
IT SERVICE DESK SPECIALIST - U	G8S	43.762	45.949	48.249	50.660	53.193		3500.96	4255.44
Interventional Radiology Techn	R2X	71.988	75.588	79.366	83.334	87.500		5759.04	7000.00
JANITOR	H18	26.409	27.665	28.962	30.329	31.794		2112.72	2543.52
JANITOR - U	Z17	26.409	27.665	28.962	30.329	31.794		2112.72	2543.52
JUNIOR REAL ESTATE AGENT	C75	35.135	36.826	38.621	40.471	42.448		2810.80	3395.84
JUSTICE SYSTEM CLERK I	F38	29.513	30.939	32.432	33.988	35.621		2361.04	2849.68
JUSTICE SYSTEM CLERK I - U	Q38	29.513	30.939	32.432	33.988	35.621		2361.04	2849.68
JUSTICE SYSTEM CLERK II	F37	34.388	36.062	37.810	39.639	41.545		2751.04	3323.60
JUSTICE SYSTEM CLERK II - U	Q3A	34.388	36.062	37.810	39.639	41.545		2751.04	3323.60
LABOR STANDARDS INVESTIGATOR	C1C	43.356	45.523	47.798	50.189	52.697		3468.48	4215.76
LAFCO CLERK	D5F	36.840	38.646	40.505	42.482	44.517		2947.20	3561.36
LATENT FINGERPRINT EXAM I	V44	37.970	39.787	41.712	43.746	45.897		3037.60	3671.76
LATENT FINGERPRINT EXAM II	V43	49.809	52.257	54.815	57.487	60.269		3984.72	4821.52
LATENT FINGERPRNT EXAMINER III	V4T	56.048	58.803	61.680	64.688	67.814		4483.84	5425.12
LAUNDRY WORKER I	H86	25.919	27.144	28.429	29.770	31.162		2073.52	2492.96
LAUNDRY WORKER I - U	H87	25.919	27.144	28.429	29.770	31.162		2073.52	2492.96
LAUNDRY WORKER II	H84	27.070	28.356	29.688	31.088	32.587		2165.60	2606.96

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
LAW ENFORCEMENT CLERK	D43	29.477	30.909	32.399	33.935	35.594		2358.16	2847.52
LAW ENFORCEMENT CLERK - U	Q40	29.477	30.909	32.399	33.935	35.594		2358.16	2847.52
LAW ENFORCEMENT RECORDS SPEC	D63	37.351	39.153	41.059	43.032	45.147		2988.08	3611.76
LAW ENFORCEMENT RECORDS SPEC-U	Q6H	37.351	39.153	41.059	43.032	45.147		2988.08	3611.76
LAW ENFORCEMENT RECORDS TECH	D42	34.164	35.822	37.550	39.364	41.278		2733.12	3302.24
LAW ENFORCEMENT RECORDS TECH-U	Z63	34.164	35.822	37.550	39.364	41.278		2733.12	3302.24
LEGAL AIDE - U	Z39	36.897	38.680	40.556	42.506	44.598		2951.76	3567.84
LEGAL CLERK	F14	33.438	35.071	36.761	38.549	40.393		2675.04	3231.44
LEGAL CLERK - U	Q4G	33.438	35.071	36.761	38.549	40.393		2675.04	3231.44
LEGAL CLERK TRAINEE	F16	32.105	33.627	35.270	36.972	38.769		2568.40	3101.52
LEGAL CLERK TRAINEE - U	Q43	32.105	33.627	35.270	36.972	38.769		2568.40	3101.52
LEGAL PROCESS OFFICER	F07	30.659	32.141	33.683	35.300	37.001		2452.72	2960.08
LEGAL SECRETARY I	D70	34.482	36.145	37.897	39.731	41.648		2758.56	3331.84
LEGAL SECRETARY I - U	W36	34.482	36.145	37.897	39.731	41.648		2758.56	3331.84
LEGAL SECRETARY II	D66	37.711	39.534	41.445	43.450	45.573		3016.88	3645.84
LEGAL SECRETARY II - U	D6Z	37.711	39.534	41.445	43.450	45.573		3016.88	3645.84
LEGAL SECRETARY TRAINEE	D74	28.803	30.149	31.608	33.140	34.712		2304.24	2776.96
LEGAL SECRETARY TRN - U	W37	28.803	30.149	31.608	33.140	34.712		2304.24	2776.96
LIBRARIAN I	J64	40.368	42.322	44.382	46.555	48.837		3229.44	3906.96
LIBRARIAN I - U	W93	40.368	42.322	44.382	46.555	48.837		3229.44	3906.96
LIBRARIAN II	J63	42.521	44.593	46.772	49.065	51.474		3401.68	4117.92
LIBRARIAN II - U	W92	42.521	44.593	46.772	49.065	51.474		3401.68	4117.92
LIBRARY ASSISTANT I	E41	30.436	31.907	33.450	35.052	36.734		2434.88	2938.72
LIBRARY ASSISTANT I - U	W95	30.436	31.907	33.450	35.052	36.734		2434.88	2938.72
LIBRARY ASSISTANT II	E40	34.147	35.808	37.546	39.359	41.256		2731.76	3300.48
LIBRARY ASSISTANT II - U	W94	34.147	35.808	37.546	39.359	41.256		2731.76	3300.48

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
LIBRARY CIRCULATION AIDE	J58	27.613	28.920	30.277	31.701	33.196		2209.04	2655.68
LIBRARY CIRCULATION AIDE - U	Q5H	27.613	28.920	30.277	31.701	33.196		2209.04	2655.68
LIBRARY CLERK	E54	29.115	30.494	31.929	33.435	35.034		2329.20	2802.72
LIBRARY CLERK - U	W1K	29.115	30.494	31.929	33.435	35.034		2329.20	2802.72
LIBRARY PAGE	E16	23.861	25.055	26.308	27.627	29.011		1908.88	2320.88
LIBRARY PAGE - U	E1D	23.861	25.055	26.308	27.627	29.011		1908.88	2320.88
LIBRARY TECHNICIAN	E24	26.454	27.704	29.010	30.384	31.805		2116.32	2544.40
LIBRARY TECHNICIAN - U	Q2P	26.454	27.704	29.010	30.384	31.805		2116.32	2544.40
LICENSED VOCATIONAL NURSE	S85	39.172	41.059	43.070	45.126	47.315		3133.76	3785.20
LICENSED VOCATIONAL NURSE - U	Q8S	39.172	41.059	43.070	45.126	47.315		3133.76	3785.20
LITERACY PROGRAM SPECIALIST	J4A	38.996	40.863	42.840	44.928	47.138		3119.68	3771.04
MANAGED CARE INTAKE COORD-VHP	D3F	33.494	35.235	36.976	38.716	40.457		2679.52	3236.56
MARRIAGE & FAMILY THERAPIST I	P97	46.750	49.045	51.450	53.965	56.595		3740.00	4527.60
MARRIAGE & FAMILY THERAPIST II	P96	52.430	54.995	57.674	60.474	63.433		4194.40	5074.64
MARRIAGE & FAMILY THRPT I - U	Z97	46.750	49.045	51.450	53.965	56.595		3740.00	4527.60
MARRIAGE & FAMILY THRPT II-U	Z96	52.430	54.995	57.674	60.474	63.433		4194.40	5074.64
MATERIALS SUPPLY SPECIALIST	G8H	31.900	33.495	35.170	36.929	38.774		2552.00	3101.92
MATERIALS SUPPLY SPECIALIST-U	G8J	31.900	33.495	35.170	36.929	38.774		2552.00	3101.92
MATERIALS TESTING TECH II	N34	37.799	39.629	41.551	43.548	45.683		3023.92	3654.64
MATERIALS TESTING TECHNICIAN I	N36	34.516	36.241	38.052	39.955	41.957		2761.28	3356.56
MEDICAL ADMIN ASISTANT I - U	Q7C	32.087	33.624	35.258	36.955	38.759		2566.96	3100.72
MEDICAL ADMIN ASSISTANT I	D79	32.087	33.624	35.258	36.955	38.759		2566.96	3100.72
MEDICAL ADMIN ASSISTANT II	D76	35.380	37.082	38.889	40.751	42.741		2830.40	3419.28
MEDICAL ADMIN ASSISTANT II - U	Q7B	35.380	37.082	38.889	40.751	42.741		2830.40	3419.28
MEDICAL ASSISTANT	H93	29.557	30.984	32.484	34.040	35.673		2364.56	2853.84
MEDICAL ASSISTANT - U	Q9A	29.557	30.984	32.484	34.040	35.673		2364.56	2853.84

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
MEDICAL LABORATORY ASSISTANT I	R75	29.502	30.889	32.349	33.925	35.551		2360.16	2844.08
MEDICAL LABORATORY ASST I - U	R7D	29.502	30.889	32.349	33.925	35.551		2360.16	2844.08
MEDICAL LABORATORY ASST II	R74	33.271	34.870	36.563	38.309	40.174		2661.68	3213.92
MEDICAL LABORATORY ASST II-U	R7E	33.271	34.870	36.563	38.309	40.174		2661.68	3213.92
MEDICAL LABORATORY ASST III	R7F	34.772	36.461	38.201	40.061	42.000		2781.76	3360.00
MEDICAL OFFICE SPECIALIST	D75	29.387	30.791	32.271	33.836	35.452		2350.96	2836.16
MEDICAL OFFICE SPECIALIST - U	Q7H	29.387	30.791	32.271	33.836	35.452		2350.96	2836.16
MEDICAL PHYSICIST	D1M	105.057	110.305	115.824	121.612	127.695		8404.56	10215.60
MEDICAL SOCIAL WORKER I	Y04	48.059	50.408	52.885	55.476	58.176		3844.72	4654.08
MEDICAL SOCIAL WORKER I - U	Y0E	48.059	50.408	52.885	55.476	58.176		3844.72	4654.08
MEDICAL SOCIAL WORKER II	Y03	53.147	55.737	58.462	61.291	64.307		4251.76	5144.56
MEDICAL SOCIAL WORKER II - U	Y0D	53.147	55.737	58.462	61.291	64.307		4251.76	5144.56
MEDICAL TRANSCRIPTIONIST	D87	31.450	32.956	34.539	36.215	37.963		2516.00	3037.04
MEDICAL TRANSCRIPTIONIST - U	U8T	31.450	32.956	34.539	36.215	37.963		2516.00	3037.04
MEDICAL TRANSLATOR	D50	35.135	36.826	38.621	40.471	42.448		2810.80	3395.84
MEDICAL TRANSLATOR TRAINEE	D52	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
MEDICAL UNIT CLERK	D02	29.501	30.923	32.417	33.974	35.606		2360.08	2848.48
MEDICAL UNIT CLERK - U	Q7G	29.501	30.923	32.417	33.974	35.606		2360.08	2848.48
MENTAL HEALTH COMM WORKER-U	Q3L	29.867	31.326	32.838	34.402	36.077		2389.36	2886.16
MENTAL HEALTH COMMUNITY WORKER	E33	29.867	31.326	32.838	34.402	36.077		2389.36	2886.16
MENTAL HEALTH OFFICE SPEC	E61	29.706	31.139	32.656	34.194	35.864		2376.48	2869.12
MENTAL HEALTH PEER SUPPORT WRK	D2J	28.783	30.122	31.596	33.119	34.698		2302.64	2775.84
MENTAL HEALTH WORKER	S9S	27.528	28.824	30.182	31.637	33.179		2202.24	2654.32
MESSENGER DRIVER	E28	27.268	28.560	29.906	31.306	32.823		2181.44	2625.84
MESSENGER DRIVER - U	Z26	27.268	28.560	29.906	31.306	32.823		2181.44	2625.84

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
MH PEER SUPPORT WORKER - U	Q2Q	28.783	30.122	31.596	33.119	34.698		2302.64	2775.84
MOBILE OUTREACH DRIVER	E60	31.127	32.629	34.181	35.845	37.583		2490.16	3006.64
MONITOR TECHNICIAN	S3M	30.029	31.361	32.821	34.329	35.894		2402.32	2871.52
MRI TECHNOLOGIST - ANGIO	R6A	64.327	67.436	70.746	74.200	77.840		5146.16	6227.20
MRI TECHNOLOGIST - CT	R6C	66.149	69.346	72.749	76.299	80.044		5291.92	6403.52
MRI TECHNOLOGIST - EH	R2E	74.582	78.312	82.228	86.341	90.659		5966.56	7252.72
MULTIMEDIA COMMUNICATION SPC-U	Q3F	46.269	48.585	51.006	53.555	56.244		3701.52	4499.52
MULTIMEDIA COMMUNICATIONS SPC	B03	46.269	48.585	51.006	53.555	56.244		3701.52	4499.52
MULTIMEDIA TECHNICIAN	G2E	54.742	57.480	60.353	63.372	66.540		4379.36	5323.20
MULTIMEDIA TECHNICIAN - U	G8F	54.742	57.480	60.353	63.372	66.540		4379.36	5323.20
NETWORK ENGINEER	G46	83.592	87.771	92.161	96.768	101.609		6687.36	8128.72
NETWORK ENGINEER- U	G4Y	83.592	87.771	92.161	96.768	101.609		6687.36	8128.72
NETWORK/TELECOM TECHNICIAN	G2H	46.653	48.987	51.437	54.008	56.709		3732.24	4536.72
NETWORK/TELECOM TECHNICIAN - U	G7Q	46.653	48.987	51.437	54.008	56.709		3732.24	4536.72
OBSTETRIC TECHNICIAN	P84	32.420	33.964	35.616	37.345	39.151		2593.60	3132.08
OCCUPATIONAL THERAPIST I	R1T	57.285	60.088	63.017	66.085	69.306		4582.80	5544.48
OCCUPATIONAL THERAPIST II	R1A	63.635	66.748	70.004	73.411	76.989		5090.80	6159.12
OCCUPATIONAL THERAPIST III	R12	70.009	73.414	77.021	80.767	84.736		5600.72	6778.88
OCCUPATIONAL THERAPY ASST II	R2C	44.224	46.340	48.581	50.952	53.454		3537.92	4276.32
OFFICE SPECIALIST I	D51	25.271	26.465	27.713	29.026	30.383		2021.68	2430.64
OFFICE SPECIALIST I - U	V64	25.271	26.465	27.713	29.026	30.383		2021.68	2430.64
OFFICE SPECIALIST II	D49	26.777	28.044	29.365	30.748	32.231		2142.16	2578.48
OFFICE SPECIALIST II - U	V33	26.777	28.044	29.365	30.748	32.231		2142.16	2578.48
OFFICE SPECIALIST III	D09	28.813	30.171	31.625	33.168	34.730		2305.04	2778.40
OFFICE SPECIALIST III - U	V31	28.813	30.171	31.625	33.168	34.730		2305.04	2778.40
OFFSET PRESS OPERATOR I	F81	26.145	27.388	28.674	30.028	31.476		2091.60	2518.08

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
OFFSET PRESS OPERATOR II	F80	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
OFFSET PRESS OPERATOR III	F85	33.207	34.830	36.512	38.286	40.115		2656.56	3209.20
OPERATING ROOM CLERK	P71	29.267	30.679	32.161	33.704	35.324		2341.36	2825.92
OPHTHALMIC TECHNICIAN	P48	32.684	34.255	35.915	37.649	39.469		2614.72	3157.52
OPTOMETRIST	P47	65.421	68.626	71.995	75.501	79.220		5233.68	6337.60
ORTHOPEDIC TECHNICIAN	R90	35.922	37.639	39.446	41.352	43.364		2873.76	3469.12
PARALEGAL	V74	39.787	41.712	43.746	45.897	48.145		3182.96	3851.60
PARALEGAL - COUNTY COUNSEL	V7K	39.787	41.712	43.746	45.897	48.145		3182.96	3851.60
PARALEGAL - U	W03	39.787	41.712	43.746	45.897	48.145		3182.96	3851.60
PARK HEAVY EQUIPMENT OPERATOR	T13	41.883	43.923	46.028	48.277	50.615		3350.64	4049.20
PARK INTERPRETER	T31	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68
PARK MAINTENANCE CRAFTS WORKER	T95	37.984	39.823	41.751	43.776	45.899		3038.72	3671.92
PARK MAINTENANCE CREW CHIEF	T93	43.687	45.803	48.041	50.402	52.867		3494.96	4229.36
PARK MAINTENANCE WORKER I	T17	30.002	31.465	32.970	34.553	36.221		2400.16	2897.68
PARK MAINTENANCE WORKER I - U	T1B	30.002	31.465	32.970	34.553	36.221		2400.16	2897.68
PARK MAINTENANCE WORKER II	T16	33.635	35.283	36.980	38.781	40.638		2690.80	3251.04
PARK MAINTENANCE WORKER II - U	T1A	33.635	35.283	36.980	38.781	40.638		2690.80	3251.04
PARK MAINTENANCE WORKER TRN-U	Q88						25.604	2048.32	2048.32
PARK NATURAL RESOURCE PROG CRD	T91	42.526	44.584	46.774	49.072	51.470		3402.08	4117.60
PARK SERVICES ATTENDANT	T32	25.866	27.215	28.535	29.847	31.236		2069.28	2498.88
PARK SERVICES ATTENDANT - U	T3A	25.866	27.215	28.535	29.847	31.236		2069.28	2498.88
PARKING LOT CHECKER	M38	27.630	28.934	30.287	31.752	33.291		2210.40	2663.28
PARKING LOT CHECKER - U	Q3M	27.630	28.934	30.287	31.752	33.291		2210.40	2663.28
PARKING PATROL COORD	M35	31.268	32.760	34.333	35.992	37.745		2501.44	3019.60
PARKS NATURAL RESOURCE PLANNER	T24	51.730	54.241	56.889	59.675	62.598		4138.40	5007.84
PARKS NATURAL RESOURCE TECH-U	T3B	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PARKS NATURAL RESOURCES TECH	T36	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68
PARKS OUTDOOR RECREATION COORD	T23	43.352	45.464	47.696	50.038	52.465		3468.16	4197.20
PARKS RANGEMASTER I	T38	34.977	36.661	38.457	40.294	42.245		2798.16	3379.60
PARKS RANGEMASTER II	T37	38.339	40.174	42.120	44.171	46.332		3067.12	3706.56
PARKS TRAIL SPECIALIST	T1C	35.188	36.906	38.683	40.571	42.516		2815.04	3401.28
PATIENT ACTIVITIES COORDINATOR	S9Q	35.450	37.292	39.134	40.979	42.819		2836.00	3425.52
PATIENT BUSINESS SERV CLERK	D48	31.167	32.683	34.251	35.882	37.634		2493.36	3010.72
PATIENT BUSINESS SERV CLERK-U	U48	31.167	32.683	34.251	35.882	37.634		2493.36	3010.72
PATIENT TRANSPORT COORDINATOR	S9P	29.737	31.136	32.602	34.173	35.837		2378.96	2866.96
PATIENT TRANSPORTER	S9T	27.904	29.218	30.594	32.068	33.632		2232.32	2690.56
PATIENT TRANSPORTER - U	Q9T	27.904	29.218	30.594	32.068	33.632		2232.32	2690.56
PAYROLL AUDIT SPECIALIST	C8B	33.481	35.102	36.766	38.566	40.421		2678.48	3233.68
PER DIEM ASSOC CARIOV INT TECH	R2Y	83.145	87.302	91.668	96.252	101.064		6651.60	8085.12
PER DIEM CARIOV INTRV TECH	R2Z	87.302	91.668	96.252	101.064	106.117		6984.16	8489.36
PER DIEM DIAGNOSTIC IMG TEC II	S52	73.636	77.319	81.184	85.245	89.508		5890.88	7160.64
PER DIEM DIAGNOSTIC IMG TECH I	R97	68.662	72.093	75.702	79.487	83.466		5492.96	6677.28
PER DIEM INTRV RADIOLOGY TECHN	R3B	79.186	83.145	87.302	91.668	96.252		6334.88	7700.16
PER DIEM RADIATION THERAPIST	R3F	89.824	94.317	99.032	103.985	109.185		7185.92	8734.80
PER DIEM RESPIRATORY CARE PRCT	R2G	64.882	68.127	71.535	75.114	78.869		5190.56	6309.52
PER DIEM SPEECH PATHOLOGIST	R2J						80.773	6461.84	6461.84
PER DIEM ULTRASONOGRAPHER I	S79	73.000	76.651	80.484	84.509	88.733		5840.00	7098.64
PER DIEM ULTRASONOGRAPHER II	S98	90.134	94.642	99.375	104.345	109.562		7210.72	8764.96
PERDIEM CARDIAC SONOGRAPHER II	S9K	80.288	84.302	88.517	92.942	97.590		6423.04	7807.20
PERDIEM CARDIACSONOGRAPHER III	S9L	82.498	86.622	90.954	95.501	100.276		6599.84	8022.08
PERMIT TECHNICIAN I	N33	36.142	37.872	39.714	41.635	43.649		2891.36	3491.92
PERMIT TECHNICIAN II	N35	40.445	42.380	44.439	46.592	48.844		3235.60	3907.52

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PHARMACIST	R27	84.102	88.224	92.582	97.153	101.935		6728.16	8154.80
PHARMACIST - U	R2A	84.102	88.224	92.582	97.153	101.935		6728.16	8154.80
PHARMACIST LOCUM TENENS	R96	94.436	100.207	104.117	109.323	114.796		7554.88	9183.68
PHARMACIST SPECIALIST	P40	88.224	92.582	97.153	101.935	106.947		7057.92	8555.76
PHARMACIST SPECIALIST - U	Z40	88.224	92.582	97.153	101.935	106.947		7057.92	8555.76
PHARMACIST TECH SYS SPEC	P81	88.224	92.582	97.153	101.935	106.947		7057.92	8555.76
PHARMACIST TECH SYS SPEC - U	Q3G	88.224	92.582	97.153	101.935	106.947		7057.92	8555.76
PHARMACY ASSISTANT	R2I	25.271	26.465	27.713	29.026	30.383		2021.68	2430.64
PHARMACY ASSISTANT - U	U2P	25.271	26.465	27.713	29.026	30.383		2021.68	2430.64
PHARMACY DATA SPECIALIST VHP	R2S	37.297	39.113	40.959	42.958	45.027		2983.76	3602.16
PHARMACY TECH LOCUM TENENS	R2K	43.340	45.508	47.785	50.174	52.685		3467.20	4214.80
PHARMACY TECHNICIAN	R29	35.570	37.306	39.066	40.972	42.945		2845.60	3435.60
PHARMACY TECHNICIAN - U	R2T	35.570	37.306	39.066	40.972	42.945		2845.60	3435.60
PHARMACY TECHNICIAN TRAINEE	R50	28.430	29.774	31.180	32.638	34.220		2274.40	2737.60
PHARMACY TECHNICIAN TRAINEE-U	Q5K	28.430	29.774	31.180	32.638	34.220		2274.40	2737.60
PHYSICAL THERAPIST ASST I	R69	38.360	40.234	42.174	44.224	46.340		3068.80	3707.20
PHYSICAL THERAPIST ASST II	R64	44.989	46.340	48.581	50.952	53.454		3599.12	4276.32
PHYSICAL THERAPIST I	R1P	57.285	60.088	63.017	66.085	69.306		4582.80	5544.48
PHYSICAL THERAPIST II	R11	63.635	66.748	70.004	73.411	76.989		5090.80	6159.12
PHYSICAL THERAPIST III	R10	70.009	73.414	77.021	80.767	84.736		5600.72	6778.88
PLANNING COMMISSIONS CLERK	D5H	35.369	37.100	38.887	40.782	42.734		2829.52	3418.72
PRECINCT PLANNING SPECIALIST	G71	41.447	43.454	45.573	47.812	50.158		3315.76	4012.64
PRETRIAL SERV OFFICER I - U	X47	35.768	37.502	39.315	41.215	43.205		2861.44	3456.40
PRETRIAL SERV OFFICER II - U	X46	40.958	42.929	45.040	47.239	49.557		3276.64	3964.56
PRETRIAL SERVICES OFFICER	V53	48.191	50.552	53.025	55.610	58.308		3855.28	4664.64
PRETRIAL SERVICES TECHNICIAN	E89	29.867	31.326	32.838	34.402	36.077		2389.36	2886.16

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PRETRIAL SERVICES TECHNICIAN-U	Q8N	29.867	31.326	32.838	34.402	36.077		2389.36	2886.16
PRINT-ON-DEMAND OPERATOR	F26	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
PROBATION COMMUNITY WORKER	E19	33.207	34.830	36.512	38.286	40.115		2656.56	3209.20
PROBATION COMMUNITY WORKER - U	Q94	33.207	34.830	36.512	38.286	40.115		2656.56	3209.20
PROBATION PEER SUPPORT WORKER	E29	28.783	30.122	31.596	33.119	34.698		2302.64	2775.84
PROBATION PEER SUPPORT WRK - U	Q2M	28.783	30.122	31.596	33.119	34.698		2302.64	2775.84
PRODUCTION GRAPHICS TECH	F82	32.278	33.809	35.466	37.173	38.984		2582.24	3118.72
PROGRAM SERVICES AIDE	E65	36.830	38.639	40.490	42.447	44.522		2946.40	3561.76
PROMOTIONAL OPPORTY PROJ TRN-U	Z02		12.288		49.161			983.04	3932.88
PROPERTY & TITLE ID TECHNICIAN	D92	31.161	32.661	34.225	35.870	37.609		2492.88	3008.72
PROPERTY TRANSFER EXAMINER	C65	34.155	35.795	37.522	39.341	41.244		2732.40	3299.52
PROPERTY TRANSFER EXAMINER - U	Q68	34.155	35.795	37.522	39.341	41.244		2732.40	3299.52
PROPERTY/EVIDENCE TECHNICIAN	F02	34.710	36.377	38.133	39.978	41.913		2776.80	3353.04
PROTECTIVE SERVICES OFFICER	U98	31.253	32.753	34.342	35.983	37.734		2500.24	3018.72
PROTECTIVE SERVICES OFFICER-U	W98	31.253	32.753	34.342	35.983	37.734		2500.24	3018.72
PSYCHIATRIC SOCIAL WORKER I	Y42	46.750	49.045	51.450	53.965	56.595		3740.00	4527.60
PSYCHIATRIC SOCIAL WORKER I-U	Z42	46.750	49.045	51.450	53.965	56.595		3740.00	4527.60
PSYCHIATRIC SOCIAL WORKER II	Y41	52.430	54.995	57.674	60.474	63.433		4194.40	5074.64
PSYCHIATRIC SOCIAL WORKER II-U	Z41	52.430	54.995	57.674	60.474	63.433		4194.40	5074.64
PSYCHIATRIC TECHNICIAN I	S88	34.471	36.109	37.872	39.699	41.627		2757.68	3330.16
PSYCHIATRIC TECHNICIAN II	S87	39.120	41.009	42.999	45.055	47.235		3129.60	3778.80
PSYCHOLOGIST	P9E	69.993	73.491	77.165	81.022	85.076		5599.44	6806.08
PSYCHOLOGIST - NEURO SERVICES	P9F	75.241	79.003	82.952	87.100	91.456		6019.28	7316.48
PSYCHOSOCIAL OCC THERAPIST	R13	57.358	60.148	63.105	66.171	69.420		4588.64	5553.60
PUBLIC COMMUNICATION SPEC - U	X99	40.557	42.526	44.584	46.774	49.072		3244.56	3925.76
PUBLIC HEALTH ASSISTANT	E32	31.645	33.162	34.753	36.432	38.191		2531.60	3055.28

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PUBLIC HEALTH ASSISTANT - U	U22	31.645	33.162	34.753	36.432	38.191		2531.60	3055.28
PUBLIC HEALTH NURSE I	S50	69.355	72.763	76.304	80.062	84.011		5548.40	6720.88
PUBLIC HEALTH NURSE II	S48	77.762	81.599	85.631	89.846	94.264		6220.96	7541.12
PUBLIC HEALTH NURSE II - U	W25	77.762	81.599	85.631	89.846	94.264		6220.96	7541.12
PUBLIC HEALTH NURSE III	S47	83.702	87.819	92.157	96.688	101.452		6696.16	8116.16
PUBLIC HEALTH NURSE III - U	W41	83.702	87.819	92.157	96.688	101.452		6696.16	8116.16
PUBLIC HEALTH NURSE SPECLST	S45	87.704	92.014	96.518	101.312	106.303		7016.32	8504.24
PUBLIC HEALTH NUTRITION ASSOC	S08	31.759	33.303	34.893	36.589	38.361		2540.72	3068.88
PUBLIC HEALTH NUTRITIONIST	R24	48.413	50.782	53.271	55.878	58.601		3873.04	4688.08
PUBLIC HEALTH NUTRITIONIST - U	W28	48.413	50.782	53.271	55.878	58.601		3873.04	4688.08
Q I COORDINATOR I A&D SV	C07	48.145	50.501	52.963	55.532	58.250		3851.60	4660.00
Q I COORDINATOR - MHS	C97	52.963	55.532	58.250	61.081	64.087		4237.04	5126.96
Q I COORDINATOR II A&D SV	C06	52.963	55.532	58.250	61.081	64.087		4237.04	5126.96
QI COORDINATOR-PUBLIC HEALTH	J2R	48.145	50.501	52.963	55.532	58.250		3851.60	4660.00
RADIATION THERAPIST	R32	74.854	78.507	82.351	86.385	90.614		5988.32	7249.12
RANGEMASTER I	T11	34.977	36.661	38.457	40.294	42.245		2798.16	3379.60
RANGEMASTER I - U	X11	34.977	36.661	38.457	40.294	42.245		2798.16	3379.60
RANGEMASTER II	T10	40.174	42.120	44.171	46.332	48.602		3213.92	3888.16
RANGEMASTER II - U	X10	40.174	42.120	44.171	46.332	48.602		3213.92	3888.16
REAL ESTATE AGENT	C73	49.354	51.769	54.307	56.936	59.724		3948.32	4777.92
RECORDS RETENTION DRIVER	M3A	26.935	28.199	29.524	30.944	32.437		2154.80	2594.96
RECORDS RETENTION DRIVER - U	Q3Q	26.935	28.199	29.524	30.944	32.437		2154.80	2594.96
RECREATION COORDINATOR	R3C	35.450	37.175	38.971	40.847	42.819		2836.00	3425.52
RECREATION THERAPIST I	R1R	40.314	42.265	44.327	46.494	48.772		3225.12	3901.76
RECREATION THERAPIST II	R1D	45.293	47.485	49.801	52.234	54.797		3623.44	4383.76
RECREATION THERAPIST III	R1C	51.018	53.520	56.153	58.898	61.767		4081.44	4941.36

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
REGISTERED DENTAL ASSISTANT	P76	32.684	34.255	35.915	37.649	39.469		2614.72	3157.52
REGISTERED DIETETIC TECHNICIAN	H6A	33.207	34.830	36.512	38.286	40.115		2656.56	3209.20
REGISTERED VETERINARY TECH	P8B	30.259	31.772	33.360	35.029	36.782		2420.72	2942.56
REHABILITATION COUNSELOR	P67	43.352	45.464	47.696	50.038	52.465		3468.16	4197.20
REHABILITATION COUNSELOR - U	Q6R	43.352	45.464	47.696	50.038	52.465		3468.16	4197.20
REHABILITATION THER SPEC - EH	R28	50.515	53.038	55.693	58.478	61.404		4041.20	4912.32
REHABILITATION THERAPY SPEC-U	U10	37.588	39.388	41.295	43.308	45.436		3007.04	3634.88
RESIDENT RD MAINT WRKER III	N43	37.438	39.272	41.148	43.141	45.243		2995.04	3619.44
RESIDENT RD MAINT WRKER IV	N41	41.148	43.141	45.243	47.456	49.782		3291.84	3982.56
RESOURCES SCHEDULING REP	D3A	34.129	35.765	37.503	39.308	41.229		2730.32	3298.32
RESPIRATORY CARE PRAC I	R15	58.409	61.268	64.252	67.384	70.670		4672.72	5653.60
RESPIRATORY CARE PRAC I - U	Q1T	58.409	61.268	64.252	67.384	70.670		4672.72	5653.60
RESPIRATORY CARE PRAC II	R1S	61.570	64.579	67.727	71.027	74.487		4925.60	5958.96
RESPIRATORY CARE PRAC II - U	Q1S	61.570	64.579	67.727	71.027	74.487		4925.60	5958.96
RESPIRATORY THERAPY SVCS SPCL	R54	66.343	69.587	72.996	76.551	80.321		5307.44	6425.68
REVENUE COLLECTIONS CLERK	D62	29.267	30.679	32.161	33.704	35.324		2341.36	2825.92
REVENUE COLLECTIONS CLERK - U	D6B	29.267	30.679	32.161	33.704	35.324		2341.36	2825.92
REVENUE COLLECTIONS OFFICER	V35	35.611	37.329	39.133	41.034	43.008		2848.88	3440.64
REVENUE COLLECTIONS OFFICER-U	V3C	35.611	37.329	39.133	41.034	43.008		2848.88	3440.64
ROAD DISPATCHER	N69	36.920	38.705	40.569	42.537	44.598		2953.60	3567.84
ROAD MAINTENANCE SUPV	N61	47.454	49.788	52.220	54.765	57.420		3796.32	4593.60
ROAD MAINTENANCE WORKER I	N67	30.432	31.919	33.458	35.053	36.757		2434.56	2940.56
ROAD MAINTENANCE WORKER II	N66	33.140	34.718	36.409	38.173	40.020		2651.20	3201.60
ROAD MAINTENANCE WORKER III	N65	36.231	37.989	39.825	41.743	43.769		2898.48	3501.52
ROAD MAINTENANCE WORKER IV	N64	39.822	41.740	43.765	45.885	48.137		3185.76	3850.96
SEASONAL PARK WORKER	T07	22.148	23.259	24.422	25.646	26.932		1771.84	2154.56

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SENIOR ACCOUNT CLERK - U	Q9F	31.048	32.553	34.099	35.769	37.491		2483.84	2999.28
SENIOR ANIMAL CONTROL OFFICER	V5H	33.976	35.607	37.317	39.119	41.013		2718.08	3281.04
SENIOR APPLICATION ADMINISTRAT	G1C	63.898	67.094	70.450	73.973	77.671		5111.84	6213.68
SENIOR BIOLOGIST/STANDARDS SPE	V1M	56.533	59.577	62.621	65.665	68.709		4522.64	5496.72
SENIOR CEPA OPERATIONS AIDE	V1F	30.926	32.435	33.962	35.620	37.336		2474.08	2986.88
SENIOR CYBER SECURITY SPEC	G1K	81.901	85.995	90.296	94.811	99.551		6552.08	7964.08
SENIOR GIS ANALYST	K7K	76.694	80.529	84.556	88.786	93.224		6135.52	7457.92
SENIOR IT FIELD SUPPORT SPEC	G1S	65.477	68.750	72.188	75.797	79.590		5238.16	6367.20
SENIOR IT SERVICE DESK SPEC	G1W	52.513	55.140	57.899	60.794	63.834		4201.04	5106.72
SENIOR MULTIMEDIA TECH - U	G7Z	65.691	68.976	72.425	76.047	79.849		5255.28	6387.92
SENIOR MULTIMEDIA TECHNICIAN	G2D	65.691	68.976	72.425	76.047	79.849		5255.28	6387.92
SENIOR NETWORK/TELECM TECH - U	G7P	55.985	58.783	61.725	64.811	68.053		4478.80	5444.24
SENIOR NETWORK/TELECOM TECH	G2F	55.985	58.783	61.725	64.811	68.053		4478.80	5444.24
SENIOR PLANNER	L83	54.832	57.494	60.304	63.256	66.353		4386.56	5308.24
SENIOR PLANNER - U	L86	54.832	57.494	60.304	63.256	66.353		4386.56	5308.24
SENIOR PSYCH - NEURO SERVICES	P9G	85.321	89.504	93.917	98.547	103.398		6825.68	8271.84
SENIOR PSYCHOLOGIST	P9D	79.368	83.261	87.364	91.671	96.186		6349.44	7694.88
SENIOR TEST ENGINEER	G2N	84.943	89.190	93.652	98.334	103.250		6795.44	8260.00
SENIOR TEST ENGINEER - U	G8K	84.943	89.190	93.652	98.334	103.250		6795.44	8260.00
SENIOR USER EXP (UX) DESIGNER	G2S	87.270	91.634	96.218	101.028	106.082		6981.60	8486.56
SENIOR VICTIM/WITNESS ADVOCATE	D6H	38.757	40.695	42.729	44.866	47.106		3100.56	3768.48
SENIOR VICTIM/WITNESS CLM SPEC	D6K	38.757	40.695	42.729	44.866	47.106		3100.56	3768.48
SHERIFF'S HELICOPTER PILOT	U6E	57.735	60.620	63.652	66.834	70.307		4618.80	5624.56
SHERIFF'S PROTECTIVE SVC OFFCR	U9Z	34.299	36.079	37.859	39.628	41.408		2743.92	3312.64
SHERIFF'S TECHNICIAN	G73	29.867	31.326	32.838	34.402	36.077		2389.36	2886.16
SIGN SHOP TECHNICIAN	N63	37.165	38.975	40.866	42.839	44.903		2973.20	3592.24

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SOCIAL SERVICES ANALYST	Y48	52.848	55.417	58.120	60.967	63.945		4227.84	5115.60
SOCIAL SERVICES ANALYST - U	W0A	52.848	55.417	58.120	60.967	63.945		4227.84	5115.60
SOCIAL SVCS APPEALS OFFICER	Y4B	50.100	52.562	55.126	57.804	60.636		4008.00	4850.88
SOCIAL WORK SUPERVISOR	Y23	56.044	58.788	61.655	64.676	67.868		4483.52	5429.44
SOCIAL WORK SUPERVISOR - U	Y2C	56.044	58.788	61.655	64.676	67.868		4483.52	5429.44
SOCIAL WORK TRAINING SPECLST	Y22	56.044	58.788	61.655	64.676	67.868		4483.52	5429.44
SOCIAL WORKER I	Y3A	40.564	42.513	44.570	46.741	49.018		3245.12	3921.44
SOCIAL WORKER I - U	W06	40.564	42.513	44.570	46.741	49.018		3245.12	3921.44
SOCIAL WORKER II	Y3B	44.669	46.861	49.142	51.552	54.067		3573.52	4325.36
SOCIAL WORKER II - U	W02	44.669	46.861	49.142	51.552	54.067		3573.52	4325.36
SOCIAL WORKER III	Y3C	49.289	51.703	54.229	56.867	59.639		3943.12	4771.12
SOCIAL WORKER III - U	W07	49.289	51.703	54.229	56.867	59.639		3943.12	4771.12
SPEECH LANGUAG PATH III	R37	71.711	75.206	78.891	82.755	86.823		5736.88	6945.84
SPEECH LANGUAGE PATH II	R38	65.823	69.032	72.394	75.921	79.644		5265.84	6371.52
SPEECH LANGUAGE PATHOLOGIST I	R1L	56.954	59.732	64.426	65.694	68.910		4556.32	5512.80
SPIRITUAL SERVICES COORDINATOR	D4P	47.557	49.862	52.279	54.818	57.552		3804.56	4604.16
SR ACCOUNT CLERK	E87	31.048	32.553	34.099	35.769	37.491		2483.84	2999.28
SR APPLICATION ADMINISTRATOR-U	Q9V	63.898	67.094	70.450	73.973	77.671		5111.84	6213.68
SR APPRAISER	C47	53.470	56.278	59.088	61.895	64.703		4277.60	5176.24
SR APPRAISER - U	Q5D	53.470	56.278	59.088	61.895	64.703		4277.60	5176.24
SR ASSESSMENT CLERK	D83	30.200	31.658	33.173	34.765	36.453		2416.00	2916.24
SR ASSESSMENT CLERK - U	Q7A	30.200	31.658	33.173	34.765	36.453		2416.00	2916.24
SR AUDITOR APPRAISER	C57	53.470	56.076	58.817	61.702	64.703		4277.60	5176.24
SR AUDITOR APPRAISER - U	Q44	53.470	56.076	58.817	61.702	64.703		4277.60	5176.24
SR BIOMEDICAL ENGINEERING TECH	K01	57.019	59.821	62.727	65.765	68.988		4561.52	5519.04
SR CADASTRAL MAPPING TECH	K43	36.969	38.756	40.633	42.603	44.670		2957.52	3573.60

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SR CHILD SUPPORT OFFICER	E88	41.923	43.963	46.116	48.376	50.742		3353.84	4059.36
SR COMMUNICABLE DISEASE INVES	S5D	43.869	46.148	48.428	50.708	52.990		3509.52	4239.20
SR COMMUNICATION SYSTEMS TECH	K20	54.273	56.915	59.690	62.600	65.672		4341.84	5253.76
SR COMMUNICATIONS DISPATCHER	G92	65.022	68.172	71.513	75.007	78.682		5201.76	6294.56
SR CONFIGURATION ENGINEER	G1H	97.288	102.154	107.261	112.623	118.257		7783.04	9460.56
SR CONSTRUCTION INSPECTOR	N31	53.685	56.369	59.187	62.145	65.253		4294.80	5220.24
SR CONSTRUCTION INSPECTOR - U	W31	53.685	56.369	59.187	62.145	65.253		4294.80	5220.24
SR DATABASE ADMINISTRATOR	B2M	90.690	95.225	99.987	104.988	110.236		7255.20	8818.88
SR DATABASE ADMINISTRATOR - U	B4M	90.690	95.225	99.987	104.988	110.236		7255.20	8818.88
SR ELECTRICAL ELECTRONIC TECH	K91	54.658	57.322	60.115	63.046	66.133		4372.64	5290.64
SR ENVIRONMENTAL HLTH SPEC	V18	57.989	60.825	63.809	66.928	70.232		4639.12	5618.56
SR EPIDEMIOLOGIST	J23	72.746	76.385	80.206	84.217	88.427		5819.68	7074.16
SR HAZARDOUS MATERIALS SPEC	V2B	66.304	69.550	73.003	76.599	80.394		5304.32	6431.52
SR HEALTH SERVICES REP	D1E	33.814	35.434	37.155	38.941	40.844		2705.12	3267.52
SR HEALTH SERVICES REP - U	D1G	33.814	35.434	37.155	38.941	40.844		2705.12	3267.52
SR LIBRARY CLERK	E39	34.183	35.844	37.583	39.398	41.297		2734.64	3303.76
SR LIBRARY CLERK - U	W1H	34.183	35.844	37.583	39.398	41.297		2734.64	3303.76
SR OFFICE SPECIALIST	X09	30.926	32.435	33.962	35.620	37.336		2474.08	2986.88
SR PARALEGAL	V73	43.746	45.897	48.145	50.501	52.963		3499.68	4237.04
SR PARALEGAL - COUNTY COUNSEL	V7J	43.746	45.897	48.145	50.501	52.963		3499.68	4237.04
SR PARALEGAL - U	W70	43.746	45.897	48.145	50.501	52.963		3499.68	4237.04
SR PARK MAINTENANCE WORKER	T27	40.574	42.539	44.614	46.794	49.090		3245.92	3927.20
SR PATIENT BUS SVCS CLERK - U	Q4D	34.407	36.040	37.805	39.624	41.553		2752.56	3324.24
SR PATIENT BUSINESS SVCS CLK	D45	34.407	36.040	37.805	39.624	41.553		2752.56	3324.24
SR PSYCHOSOCIAL OCC THERAPIST	R3P	62.250	65.276	68.481	71.816	75.340		4980.00	6027.20
SR REV COLLECTION OFFICER - U	V3D	39.061	40.958	42.929	45.040	47.239		3124.88	3779.12

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SR REVENUE COLLECTIONS OFFICER	V34	39.061	40.958	42.929	45.040	47.239		3124.88	3779.12
SR TELECOMMUNICATIONS TECH	K18	52.163	54.704	57.369	60.167	63.114		4173.04	5049.12
SR WELFARE FRAUD INVESTIGATOR	V8C	57.425	60.535	63.646	66.756	69.868		4594.00	5589.44
SSA BUSINESS POLICY IMPL SPEC	P65	59.473	62.383	65.434	68.629	71.994		4757.84	5759.52
STAFF DEVELOPMENT SPEC	E42	52.367	54.908	57.598	60.416	63.365		4189.36	5069.20
STAFF DEVELOPMENT SPEC - U	E48	52.367	54.908	57.598	60.416	63.365		4189.36	5069.20
STATIONARY ENGINEER	N96	58.171	61.079	64.132	67.340	70.706		4653.68	5656.48
STATIONARY ENGINEER - FAF-U	Z91	39.061	40.958	42.929	45.040	47.239		3124.88	3779.12
STATIONARY ENGINEER- FAF	N93	39.061	40.958	42.929	45.040	47.239		3124.88	3779.12
STERILE PROCESS TECH II	S06	32.356	33.862	35.516	37.229	39.004		2588.48	3120.32
STERILE PROCESSING TECH I	S68	30.784	32.231	33.749	35.374	37.102		2462.72	2968.16
STUDENT INTERN-521, LEVEL I	D8F	18.540	19.463	20.444	21.466	22.541		1483.20	1803.28
STUDENT INTERN-521, LEVEL II	D8G	23.869	25.062	26.321	27.636	29.019		1909.52	2321.52
STUDENT INTERN-521, LEVEL III	D8H	28.697	30.135	31.645	33.228	34.888		2295.76	2791.04
STUDENT INTERN-521, LEVEL IV	D8J	35.067	36.824	38.665	40.598	42.632		2805.36	3410.56
SURGERY SCHEDULER	S2D	33.050	34.632	36.313	38.060	39.919		2644.00	3193.52
SURGERY SCHEDULER - U	Q2L	33.050	34.632	36.313	38.060	39.919		2644.00	3193.52
SURGICAL AIDE	P82	31.127	32.629	34.181	35.845	37.583		2490.16	3006.64
SURGICAL TECHNICIAN	S23	43.195	45.287	47.482	49.798	52.240		3455.60	4179.20
SYSTEMS ADMINISTRATOR	G2L	71.456	75.031	78.783	82.721	86.858		5716.48	6948.64
SYSTEMS ADMINISTRATOR - U	G7N	71.456	75.031	78.783	82.721	86.858		5716.48	6948.64
SYSTEMS ADMINISTRATOR TECH	G1Z	51.662	54.245	56.960	59.807	62.797		4132.96	5023.76
SYSTEMS ADMINISTRATOR TECH - U	G8P	51.662	54.245	56.960	59.807	62.797		4132.96	5023.76
TECHNICAL WRITER	G59	67.713	71.099	74.655	78.386	82.307		5417.04	6584.56
TECHNICAL WRITER - U	G8M	67.713	71.099	74.655	78.386	82.307		5417.04	6584.56
TELECOMMUNICATIONS SRV SPC	E20	33.167	34.754	36.443	38.209	40.056		2653.36	3204.48

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
TELECOMMUNICATIONS TECHNICIAN	L35	48.083	50.438	52.905	55.485	58.177		3846.64	4654.16
TEST ENGINEER	G2Q	70.786	74.325	78.043	81.945	86.043		5662.88	6883.44
TEST ENGINEER - U	G8L	70.786	74.325	78.043	81.945	86.043		5662.88	6883.44
THERAPY TECHNICIAN	R48	31.850	33.380	34.989	36.664	38.427		2548.00	3074.16
THERAPY TECHNICIAN - U	Q4H	31.850	33.380	34.989	36.664	38.427		2548.00	3074.16
TRAFFIC PAINTER I	N80	32.575	34.137	35.795	37.518	39.349		2606.00	3147.92
TRAFFIC PAINTER II	N79	35.577	37.290	39.111	40.985	42.968		2846.16	3437.44
TRAFFIC PAINTER III	N78	39.833	41.749	43.766	45.912	48.160		3186.64	3852.80
TRANSCRIPTIONIST	D11	28.841	30.182	31.661	33.187	34.769		2307.28	2781.52
TRANSLATOR/INTERPRETER	D5J	34.082	35.722	37.463	39.257	41.176		2726.56	3294.08
TRANSLATOR/INTERPRETER - U	Q5J	34.082	35.722	37.463	39.257	41.176		2726.56	3294.08
TRANSPORTATION OFFICER	X36	31.515	33.031	34.616	36.286	38.044		2521.20	3043.52
TUMOR REGISTRAR	D04	29.267	30.679	32.161	33.704	35.324		2341.36	2825.92
ULTRASONOGRAPHER I - A	S6A	60.282	63.201	66.310	68.864	72.950		4822.56	5836.00
ULTRASONOGRAPHER I - B	S6B	63.900	66.992	70.886	73.724	77.326		5112.00	6186.08
ULTRASONOGRAPHER I - C	S6C	67.516	70.788	74.268	77.900	81.705		5401.28	6536.40
ULTRASONOGRAPHER II - A	S9A	71.315	74.815	78.471	82.344	86.410		5705.20	6912.80
ULTRASONOGRAPHER II - B	S9B	73.336	76.931	80.692	84.674	88.856		5866.88	7108.48
ULTRASONOGRAPHER II - C	S9C	75.355	79.050	82.914	87.006	91.300		6028.40	7304.00
ULTRASONOGRAPHER II - D	S9D	76.700	80.461	84.397	88.560	92.933		6136.00	7434.64
URODYNAMIC TECHNICIAN	R86	35.135	36.826	38.621	40.471	42.448		2810.80	3395.84
UROLOGY CLINICAL COORD	R63	34.831	36.508	38.291	40.126	42.070		2786.48	3365.60
USER EXPERIENCE (UX) DESIGNER	G2T	72.725	76.360	80.180	84.190	88.400		5818.00	7072.00
USER EXPERIENCE (UX) DESIGNR-U	G2V	72.725	76.360	80.180	84.190	88.400		5818.00	7072.00
UTILITY WORKER	H17	29.912	31.325	32.787	34.377	36.040		2392.96	2883.20
UTILITY WORKER - U	H1A	29.912	31.598	32.787	34.377	36.040		2392.96	2883.20

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
VECTOR CONTROL COMM RES SPC	X83	49.528	51.952	54.482	57.126	59.922		3962.24	4793.76
VECTOR CONTROL ECOLOGIST	X73	50.284	52.715	55.287	58.003	60.844		4022.72	4867.52
VECTOR CONTROL TECHNICIAN I	X78	32.682	34.234	35.908	37.640	39.469		2614.56	3157.52
VECTOR CONTROL TECHNICIAN II	X77	37.683	39.512	41.419	43.421	45.529		3014.64	3642.32
VECTOR CONTROL TECHNICIAN III	X76	40.828	42.802	44.882	47.039	49.351		3266.24	3948.08
VECTOR CONTROL TRAINEE	X79	30.121	31.587	33.103	34.677	36.371		2409.68	2909.68
VECTOR CONTROL TRAINEE - U	Q7J	30.121	31.587	33.103	34.677	36.371		2409.68	2909.68
VEHICLE USE COORDINATOR	M25	26.116	27.423	28.795	30.236	31.748		2089.28	2539.84
VEHICLE USE COORDINATOR - U	Q2S	26.116	27.423	28.795	30.236	31.748		2089.28	2539.84
VETERAN SERVICES REP I	X72	35.923	37.661	39.487	41.400	43.407		2873.84	3472.56
VETERAN SERVICES REP II	X71	39.436	41.347	43.352	45.464	47.696		3154.88	3815.68
VETERINARIAN	V5J	69.542	73.017	76.671	80.503	84.554		5563.36	6764.32
VETERINARIAN ASSISTANT	P8A	28.746	30.101	31.524	32.997	34.597		2299.68	2767.76
VETERINARIAN ASSISTANT - U	Q8P	28.746	30.101	31.524	32.997	34.597		2299.68	2767.76
VHP CLAIMS EXAMINER	D4M	33.388	35.011	36.693	38.438	40.316		2671.04	3225.28
VHP CLAIMS EXAMINER - U	Z1N	33.388	35.011	36.693	38.438	40.316		2671.04	3225.28
VHP MEMBER SERVICES REP	D25	33.559	35.163	36.853	38.631	40.500		2684.72	3240.00
VICTIM/WITNESS ADVOCATE	D6G	32.861	34.507	36.227	38.040	39.942		2628.88	3195.36
VICTIM/WITNESS CLAIMS SPEC	D6J	32.861	34.507	36.227	38.040	39.942		2628.88	3195.36
VITAL RECORDS SPECIALIST I	F5F	28.620	29.968	31.413	32.946	34.499		2289.60	2759.92
VITAL RECORDS SPECIALIST II	F5E	30.926	32.435	33.962	35.620	37.336		2474.08	2986.88
VOLUNTEER COORDINATOR	T20	43.352	45.464	47.696	50.038	52.465		3468.16	4197.20
WAREHOUSE MATERIALS HANDLER	G77	27.836	29.143	30.523	32.008	33.546		2226.88	2683.68
WAREHOUSE MATERIALS HANDLER-U	Z7A	27.836	29.143	30.523	32.008	33.546		2226.88	2683.68
WEB CONTENT ASSISTANT	J2U	33.787	35.432	37.150	38.945	40.821		2702.96	3265.68
WEB TECHNICIAN	G4M	33.944	35.584	37.317	39.120	41.002		2715.52	3280.16

APPENDIX A – SALARY SCHEDULE

Jun-24

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
WEED ABATEMENT INSPECTOR	X81	30.137	31.589	33.102	34.693	36.377		2410.96	2910.16
WELFARE FRAUD INVESTIGATOR	V8B	52.079	54.685	57.427	60.328	63.364		4166.32	5069.12
YOUTH ENGAGEMENT SPECIALIST	D2O	29.510	30.882	32.393	33.955	35.574		2360.80	2845.92
YOUTH ENGAGEMENT SPECIALIST-U	Q2U	29.510	30.882	32.393	33.955	35.574		2360.80	2845.92

Note: The following classifications are not listed and shall continue the existing alignment with the appropriate classes in the respective bargaining unit:

_Salary aligned with Registered Nurses Professional Association (RNPA): Physician Assistant

_Salary aligned with Probation Peace Officers' Union Local 1587: Probation Assistant I/II, Probation Counselor I/II

_Salary aligned with Deputy Sheriff's Association (DSA) and District Attorney Investigators' Association (DAIA): Investigator Assistant, Public Defender Investigator I/II, Medical Examiner Coroner Investigator, Deputy Fire Marshal, Rehabilitation Officer I/II

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
ACCOUNT CLERK I	D98	28.173	29.492	30.882	32.365	33.924		2253.84	2713.92
ACCOUNT CLERK I-U	Q11	28.173	29.492	30.882	32.365	33.924		2253.84	2713.92
ACCOUNT CLERK II	D97	30.361	31.808	33.362	34.954	36.633		2428.88	2930.64
ACCOUNT CLERK II-U	Q10	30.361	31.808	33.362	34.954	36.633		2428.88	2930.64
ACCOUNTANT ASSISTANT	D96	33.484	35.088	36.775	38.558	40.418		2678.72	3233.44
ACCOUNTANT ASSISTANT-U	U91	33.484	35.088	36.775	38.558	40.418		2678.72	3233.44
ACCOUNTANT I	B80	37.571	39.378	41.298	43.275	45.390		3005.68	3631.20
ACCOUNTANT I - U	Z80	37.571	39.378	41.298	43.275	45.390		3005.68	3631.20
ACCOUNTANT II	B78	42.243	44.288	46.438	48.702	51.092		3379.44	4087.36
ACCOUNTANT II-U	U80	42.243	44.288	46.438	48.702	51.092		3379.44	4087.36
ADMIN ASSISTANT	C60	33.048	34.632	36.292	38.053	39.889		2643.84	3191.12
ADMIN ASSISTANT-U	U38	33.048	34.632	36.292	38.053	39.889		2643.84	3191.12
AIRPORT OPERATIONS WORKER	T90	35.442	37.159	38.942	40.807	42.789		2835.36	3423.12
ANESTHESIA TECHNICIAN	R78	39.180	41.058	43.030	45.106	47.286		3134.40	3782.88
ANIMAL CONTROL OFFICER	V57	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
ANIMAL CONTROL OFFICER-U	W57	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
ANIMAL SERVICES ASSISTANT	V58	27.813	29.131	30.505	31.933	33.476		2225.04	2678.08
ANIMAL SERVICES ASSISTANT - U	V5E	27.813	29.131	30.505	31.933	33.476		2225.04	2678.08
APPLICATION ADMINISTRATOR	G1D	55.377	58.147	61.057	64.108	67.315		4430.16	5385.20
APPLICATION ADMINISTRATOR - U	G8N	55.377	58.147	61.057	64.108	67.315		4430.16	5385.20
APPLICATION DEVELOPER	G5F	79.575	83.555	87.735	92.121	96.728		6366.00	7738.24
APPLICATION DEVELOPER-U	G5L	79.575	83.555	87.735	92.121	96.728		6366.00	7738.24
APPRAISAL AIDE	C52	35.138	36.849	38.636	40.502	42.453		2811.04	3396.24
APPRAISAL AIDE-U	Q56	35.138	36.849	38.636	40.502	42.453		2811.04	3396.24
APPRAISAL DATA COORDINATOR	D82	33.058	34.648	36.311	38.062	39.907		2644.64	3192.56
APPRAISAL DATA COORDINATOR-U	Q49	33.058	34.648	36.311	38.062	39.907		2644.64	3192.56

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
APPRAISER I	C51	39.093	41.123	43.156	45.186	47.218		3127.44	3777.44
APPRAISER II	C50	45.192	47.563	49.932	52.303	54.674		3615.36	4373.92
APPRAISER III	T40	49.576	52.179	54.783	57.384	59.987		3966.08	4798.96
ASC CRISIS INTERVENTION SPEC	R6F	49.632	52.246	54.858	57.471	60.084		3970.56	4806.72
ASC ELECTRONIC RESOURCES LIB	E4H	41.585	43.599	45.721	47.960	50.311		3326.80	4024.88
ASSESSMENT CLERK	D88	30.023	31.419	32.959	34.547	36.194		2401.84	2895.52
ASSESSMENT CLERK-U	Q57	30.023	31.419	32.959	34.547	36.194		2401.84	2895.52
ASSISTANT CHIEF ENGINEER	N95	67.962	71.360	74.928	78.674	82.609		5436.96	6608.72
ASSISTANT PLANNER	L85	44.248	46.406	48.686	51.070	53.570		3539.84	4285.60
ASSISTANT PLANNER - U	Z84	44.248	46.406	48.686	51.070	53.570		3539.84	4285.60
ASSOC APPLICATION DEVELOPER-U	G5N	69.197	72.657	76.290	80.104	84.112		5535.76	6728.96
ASSOC BIOLOGIST/STANDARDS SPEC	V1K	39.118	41.013	43.000	45.086	47.282		3129.44	3782.56
ASSOC BIOMEDICAL ENGR TECH	K06	44.637	46.797	49.051	51.432	53.919		3570.96	4313.52
ASSOC CARDIO INTERV TECH	R2V	78.611	82.540	86.667	91.000	95.551		6288.88	7644.08
ASSOC DATABASE ADMINISTRATOR	B4U	68.344	71.761	75.351	79.120	83.075		5467.52	6646.00
ASSOC EMP WELLNESS COORD	B6R	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24
ASSOC EMPLOYMENT COUNSELOR - U	Z2B	39.603	41.508	43.513	45.634	47.858		3168.24	3828.64
ASSOC GIS ANALYST	K7L	57.798	60.688	63.722	66.909	70.255		4623.84	5620.40
ASSOC IT FIELD SUPPORT SPC	G1U	49.341	51.811	54.402	57.122	59.979		3947.28	4798.32
ASSOC IT FIELD SUPPORT SPC-U	G3U	49.341	51.811	54.402	57.122	59.979		3947.28	4798.32
ASSOC IT SERVICE DESK SPC	G1Y	39.573	41.553	43.633	45.815	48.104		3165.84	3848.32
ASSOC IT SERVICE DESK SPC-U	G8T	39.573	41.553	43.633	45.815	48.104		3165.84	3848.32
ASSOC NETWORK/TELECOM TECH	G2J	42.191	44.301	46.518	48.842	51.284		3375.28	4102.72
ASSOC NETWORK/TELECOM TECH - U	Q2V	42.191	44.301	46.518	48.842	51.284		3375.28	4102.72
ASSOC STAFF DEVELOPMENT SPEC	E43	53.019	54.332	56.970	59.761	62.684		4241.52	5014.72
ASSOC TELECOMMUNICATIONS TECH	K13	37.625	39.454	41.363	43.362	45.467		3010.00	3637.36

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
ASSOC TRANSPORTATION PLANNER	L26	62.017	65.120	68.376	71.799	75.389		4961.36	6031.12
ASSOC USER EXP (UX) DESIGNER	G2U	65.767	69.057	72.509	76.136	79.943		5261.36	6395.44
ASSOC USER EXP (UX) DESIGNER-U	G2W	65.767	69.057	72.509	76.136	79.943		5261.36	6395.44
ASSOCIATE APPLICATION DEVELOPR	G5H	69.197	72.657	76.290	80.104	84.112		5535.76	6728.96
ASSOCIATE COMM SYSTEMS TECH	L36	38.069	39.919	41.852	43.874	46.016		3045.52	3681.28
ASSOCIATE COMMUNICATIONS OFFCR	C5F	43.751	45.937	48.236	50.646	53.179		3500.08	4254.32
ASSOCIATE CYBER SECURITY SPEC	G1M	61.719	64.807	68.049	71.451	75.024		4937.52	6001.92
ASSOCIATE EMPLOYMENT COUNSELOR	Y29	39.603	41.508	43.513	45.634	47.858		3168.24	3828.64
ASSOCIATE GRAPHIC DESIGNER	J46	33.991	35.625	37.351	39.154	41.047		2719.28	3283.76
ASSOCIATE GRAPHIC DESIGNER - U	Q4S	33.991	35.625	37.351	39.154	41.047		2719.28	3283.76
ASSOCIATE NETWORK ENGINEER	G60	75.595	79.375	83.345	87.512	91.889		6047.60	7351.12
ASSOCIATE NETWORK ENGINEER-U	Q4L	75.595	79.375	83.345	87.512	91.889		6047.60	7351.12
ASSOCIATE PLANNER	L84	49.851	52.289	54.856	57.535	60.343		3988.08	4827.44
ASSOCIATE PLANNER-U	Z83	49.851	52.289	54.856	57.535	60.343		3988.08	4827.44
ASSOCIATE PRETRIAL SVC OFFICER	V55	37.198	39.002	40.887	42.863	44.933		2975.84	3594.64
ASSOCIATE TEST ENGINEER	G2R	64.013	67.214	70.578	74.106	77.810		5121.04	6224.80
ASSOCIATE TEST ENGINEER - U	Q2R	64.013	67.214	70.578	74.106	77.810		5121.04	6224.80
ASST REAL ESTATE AGENT	C74	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24
AUDITOR APPRAISER I	T41	39.083	41.113	43.143	45.172	47.203		3126.64	3776.24
AUDITOR APPRAISER II	T42	45.192	47.563	49.932	52.303	54.674		3615.36	4373.92
AUDITOR APPRAISER III	B79	49.574	52.014	54.555	57.211	59.986		3965.92	4798.88
AUTO BODY RPR SHOP FOREPERSON	M33	43.000	45.086	47.282	49.603	52.039		3440.00	4163.12
AUTOMOTIVE ATTENDANT	M24	28.711	30.063	31.479	32.997	34.605		2296.88	2768.40
AUTOMOTIVE ATTENDANT-U	Z24	28.711	30.063	31.479	32.997	34.605		2296.88	2768.40
AUTOMOTIVE MECHANIC	M19	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24
AUTOMOTIVE MECHANIC-U	W19	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
BAKER	H63	33.855	35.480	37.193	39.005	40.890		2708.40	3271.20
BIOLOGIST/STANDARDS SPECIALIST	V1L	43.000	45.086	47.282	49.603	52.039		3440.00	4163.12
BIOMEDICAL ENGINEERING TECH	K03	50.112	52.563	55.138	57.846	60.656		4008.96	4852.48
BOARD CLERK I	D55	35.269	37.000	38.779	40.668	42.612		2821.52	3408.96
BOARD CLERK I - U	D5G	35.269	37.000	38.779	40.668	42.612		2821.52	3408.96
BOARD CLERK II	D54	39.049	40.934	42.903	44.976	47.181		3123.92	3774.48
BOARD RECORDS ASSISTANT I	J83	32.392	33.976	35.614	37.312	39.127		2591.36	3130.16
BOARD RECORDS ASSISTANT I - U	J8A	32.392	33.976	35.614	37.312	39.127		2591.36	3130.16
BOARD RECORDS ASSISTANT II	J82	34.464	36.136	37.864	39.704	41.627		2757.12	3330.16
BUILDING SYSTEMS MONITOR	M45	32.910	34.488	36.143	37.889	39.718		2632.80	3177.44
BUYER ASSISTANT	C35	31.487	33.002	34.583	36.245	38.004		2518.96	3040.32
BUYER ASSISTANT - U	Q3P	31.487	33.002	34.583	36.245	38.004		2518.96	3040.32
BUYER I	C33	36.236	37.988	39.830	41.736	43.756		2898.88	3500.48
BUYER I - U	C39	36.236	37.988	39.830	41.736	43.756		2898.88	3500.48
BUYER II	C32	40.816	42.798	44.859	47.064	49.362		3265.28	3948.96
BUYER II - U	C38	40.816	42.798	44.859	47.064	49.362		3265.28	3948.96
BUYER III	C31	48.875	51.278	53.784	56.405	59.139		3910.00	4731.12
BUYER III-U	C36	48.875	51.278	53.784	56.405	59.139		3910.00	4731.12
CADAstral MAPPING TECH I	K49	30.667	32.095	33.666	35.290	36.970		2453.36	2957.60
CADAstral MAPPING TECH II	K46	35.202	36.897	38.680	40.548	42.514		2816.16	3401.12
CARDIAC SONOGRAPHER I	S9J	66.456	69.947	73.437	76.928	80.419		5316.48	6433.52
CARDIAC SONOGRAPHER II	S9H	75.908	79.922	83.940	87.955	91.972		6072.64	7357.76
CARDIAC SONOGRAPHER III	S9G	77.997	82.123	86.250	90.377	94.501		6239.76	7560.08
CARDIO REHAB SPECIALIST	R4A	45.528	47.806	50.194	52.706	55.341		3642.24	4427.28
CARDIOVASCULAR INTERV TECHNOL	R2W	82.540	86.667	91.000	95.551	100.329		6603.20	8026.32
CASHIER	D81	28.392	29.744	31.132	32.614	34.209		2271.36	2736.72

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
CEPA OPERATIONS AIDE	V1C	29.748	31.149	32.649	34.244	35.859		2379.84	2868.72
CEPA OPERATIONS AIDE - U	V1E	29.748	31.149	32.649	34.244	35.859		2379.84	2868.72
CHEST X-RAY TECHNICIAN	R85	35.762	37.489	39.319	41.217	43.196		2860.96	3455.68
CHIEF OF PARTY	K64	44.865	47.058	49.368	51.783	54.305		3589.20	4344.40
CHILD LIFE SPECIALIST	R1B	50.363	52.834	55.433	58.140	60.975		4029.04	4878.00
CHILD SUPPORT DOCMNT EXAMINER	F19	35.382	37.092	38.898	40.778	42.738		2830.56	3419.04
CHILD SUPPORT OFFICER I	E86	37.861	39.711	41.615	43.628	45.753		3028.88	3660.24
CHILD SUPPORT OFFICER II	E85	41.585	43.599	45.721	47.960	50.311		3326.80	4024.88
CHILD SUPPORT SPECIALIST	E90	34.535	36.223	37.972	39.817	41.719		2762.80	3337.52
CLERK-RECORDER OFFICE SPC I	F57	27.941	29.262	30.639	32.081	33.631		2235.28	2690.48
CLERK-RECORDER OFFICE SPC II	F56	29.802	31.205	32.710	34.306	35.923		2384.16	2873.84
CLERK-RECORDER OFFICE SPC II-U	F5C	29.802	31.205	32.710	34.306	35.923		2384.16	2873.84
CLERK-RECORDER OFFICE SPC III	F55	34.609	36.301	38.051	39.900	41.810		2768.72	3344.80
CLERK-RECORDER OFFICE SPEC I-U	F5D	27.941	29.262	30.639	32.081	33.631		2235.28	2690.48
CLIENT SERVICES TECHNICIAN	D72	30.335	31.781	33.333	34.925	36.602		2426.80	2928.16
CLIENT SERVICES TECHNICIAN - U	D7F	30.335	31.781	33.333	34.925	36.602		2426.80	2928.16
CLINICAL AUDIOLOGIST	P85	59.642	62.573	65.612	68.790	72.162		4771.36	5772.96
CLINICAL DIETITIAN I	R21	49.655	52.040	54.601	57.266	60.074		3972.40	4805.92
CLINICAL DIETITIAN II	R2L	55.862	58.592	61.465	64.466	67.602		4468.96	5408.16
CLINICAL NEUROPHYSIOLG TECH I	R9A	46.324	48.557	50.919	53.355	55.933		3705.92	4474.64
CLINICAL NEUROPHYSIOLG TECH II	R99	52.382	54.923	57.565	60.394	63.343		4190.56	5067.44
CLINICAL RESEARCH ASSOCIATE	C2D	45.721	47.960	50.311	52.771	55.337		3657.68	4426.96
CLINICAL RESEARCH ASST I	C2F	22.177	23.331	24.462	25.587	26.778		1774.16	2142.24
CLINICAL RESEARCH ASST II	C2E	29.522	30.917	32.421	33.978	35.591		2361.76	2847.28
CLINICAL SUPPORT PROGRAM CRD	C2C	33.919	35.549	37.273	39.071	40.959		2713.52	3276.72
CODE ENFORCEMENT OFFICER I	C5D	43.545	45.721	47.960	50.311	52.771		3483.60	4221.68

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
CODE ENFORCEMENT OFFICER II	C5E	50.234	52.695	55.278	57.988	60.803		4018.72	4864.24
CODER I	J06	37.005	38.850	40.795	42.834	45.214		2960.40	3617.12
CODER II	J05	46.391	48.716	51.154	53.719	56.410		3711.28	4512.80
CODER III - INPATIENT	J04	56.121	58.927	61.874	64.968	68.218		4489.68	5457.44
COMM OUTREACH SPEC - U	W09	36.540	38.299	40.165	42.089	44.145		2923.20	3531.60
COMMUNICABLE DISEASE INVEST	S51	40.529	42.503	44.556	46.702	48.956		3242.32	3916.48
COMMUNICABLE DISEASE INVST-U	Q5F	40.529	42.503	44.556	46.702	48.956		3242.32	3916.48
COMMUNICATIONS CABLE INSTALLER	K26	36.699	38.480	40.339	42.281	44.332		2935.92	3546.56
COMMUNICATIONS CABLE INSTLLR-U	K2A	36.699	38.480	40.339	42.281	44.332		2935.92	3546.56
COMMUNICATIONS CALL TAKER	G9M	38.050	40.101	42.150	44.201	46.250		3044.00	3700.00
COMMUNICATIONS DISPATCHER I	G94	48.922	51.296	53.762	56.398	59.158		3913.76	4732.64
COMMUNICATIONS DISPATCHER I-U	Q1D	48.922	51.296	53.762	56.398	59.158		3913.76	4732.64
COMMUNICATIONS DISPATCHER II	G93	57.808	60.635	63.611	66.727	69.971		4624.64	5597.68
COMMUNICATIONS DISPATCHER III	G9A	61.526	64.544	67.713	70.999	74.442		4922.08	5955.36
COMMUNICATIONS SYSTEMS TECH	L37	50.596	53.074	55.671	58.385	61.223		4047.68	4897.84
COMMUNITY OUTREACH SPECIALIST	E04	36.540	38.299	40.165	42.089	44.145		2923.20	3531.60
COMMUNITY WORKER	E07	29.965	31.360	32.894	34.480	36.124		2397.20	2889.92
COMMUNITY WORKER - U	Q96	29.965	31.360	32.894	34.480	36.124		2397.20	2889.92
CONFIGURATION ENGINEER	G1J	84.315	88.532	92.959	97.607	102.487		6745.20	8198.96
CONFIGURATION ENGINEER - U	G8R	84.315	88.532	92.959	97.607	102.487		6745.20	8198.96
CONSTRUCTION INSPECTOR	N32	50.481	53.005	55.656	58.437	61.361		4038.48	4908.88
CONSUMER MEDIATOR I	V25	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
CONSUMER MEDIATOR II	V22	34.535	36.223	37.972	39.817	41.719		2762.80	3337.52
COOK	H59	31.650	33.196	34.795	36.455	38.226		2532.00	3058.08
COOK - U	Q5G	31.650	33.196	34.795	36.455	38.226		2532.00	3058.08
CORRECTIONAL COOK	H61	31.650	33.196	34.795	36.455	38.226		2532.00	3058.08

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
CRIMINALIST I	V69	47.532	49.814	52.261	54.817	57.497		3802.56	4599.76
CRIMINALIST I - U	U70	47.532	49.814	52.261	54.817	57.497		3802.56	4599.76
CRIMINALIST II	V68	54.817	57.497	60.318	63.237	66.331		4385.36	5306.48
CRIMINALIST II - U	U68	54.817	57.497	60.318	63.237	66.331		4385.36	5306.48
CRIMINALIST III	V67	63.237	66.331	69.591	72.978	76.573		5058.96	6125.84
CRIMINALIST III - U	U67	63.237	66.331	69.591	72.978	76.573		5058.96	6125.84
CRISIS INTERVENTION SPECIALIST	R6E	55.662	58.583	61.503	64.423	67.343		4452.96	5387.44
CUSTODY SUPPORT ASSISTANT	G74	32.356	33.940	35.573	37.273	39.082		2588.48	3126.56
CUSTODY SUPPORT ASSISTANT - U	Z74	32.356	33.940	35.573	37.273	39.082		2588.48	3126.56
CYBER SECURITY SPECIALIST	G1L	70.976	74.528	78.256	82.169	86.277		5678.08	6902.16
DATA ENTRY OPERATOR	G33	28.181	29.514	30.909	32.350	33.934		2254.48	2714.72
DATA ENTRY OPERATOR TRAINEE	G34	25.150	26.330	27.562	28.866	30.232		2012.00	2418.56
DATA OFFICE SPECIALIST	D03	32.749	34.348	35.966	37.721	39.538		2619.92	3163.04
DATABASE ADMINISTRATOR	B2U	78.596	82.528	86.654	90.986	95.537		6287.68	7642.96
DATABASE ADMINISTRATOR - U	B3U	78.596	82.528	86.654	90.986	95.537		6287.68	7642.96
DAY CARE CENTER AIDE	E49	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
DENTAL ASSISTANT	P78	31.342	32.852	34.426	36.080	37.832		2507.36	3026.56
DEPUTY PUBLIC GUARDIAN - CONS	V4B	48.644	51.034	53.528	56.138	58.858		3891.52	4708.64
DEPUTY PUBLIC GUARDIAN ASST	B44	38.750	40.623	42.596	44.646	46.841		3100.00	3747.28
DIAG IMAG TECH I - CLIN INST-U	Q8G	66.501	69.770	73.173	76.761	80.554		5320.08	6444.32
DIAG IMAG TECH I CT & MAM - U	Q8H	67.135	70.435	73.869	77.492	81.320		5370.80	6505.60
DIAG IMAGING TECH CT I - U	Q8I	64.660	67.812	71.134	74.618	78.284		5172.80	6262.72
DIAG IMAGING TECH I - MAMMO-U	Q8J	63.424	66.508	69.778	73.172	76.764		5073.92	6141.12
DIAG IMAGING TECH I -MAMMO	R8D	63.424	66.508	69.778	73.172	76.764		5073.92	6141.12
DIAG IMAGING TECH I- FLO- U	Q8K	61.658	64.660	67.812	71.134	74.618		4932.64	5969.44
DIAG IMAGING TECH I-CLIN INSTR	R8G	66.501	69.770	73.173	76.761	80.554		5320.08	6444.32

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
DIAG IMAGING TECH I-CT	R8E	64.660	67.812	71.134	74.618	78.284		5172.80	6262.72
DIAG IMAGING TECH I-CT & MAMMO	R8F	67.135	70.435	73.869	77.492	81.320		5370.80	6505.60
DIAG IMAGING TECH I-FLUOROSCOPY	R8C	61.658	64.660	67.812	71.134	74.618		4932.64	5969.44
DIAG IMAGING TECH II - CT - U	Q8D	71.770	75.270	78.963	82.863	86.954		5741.60	6956.32
DIAG IMAGING TECH II - MAM - U	Q8E	69.755	73.175	76.759	80.529	84.469		5580.40	6757.52
DIAG IMAGING TECH II- MAMMO	R8A	69.755	73.175	76.759	80.529	84.469		5580.40	6757.52
DIAG IMAGING TECH II-CT	R8B	71.770	75.270	78.963	82.863	86.954		5741.60	6956.32
DIAGNOSTIC IMAGING TECH I	R87	59.913	62.850	65.892	69.116	72.512		4793.04	5800.96
DIAGNOSTIC IMAGING TECH I - U	Q8L	59.913	62.850	65.892	69.116	72.512		4793.04	5800.96
DIAGNOSTIC IMAGING TECH II	R88	67.129	70.429	73.856	77.483	81.293		5370.32	6503.44
DIAGNOSTIC IMAGING TECH II - U	Q8F	67.129	70.429	73.856	77.483	81.293		5370.32	6503.44
DIALYSIS TECHNICIAN	R71	34.808	36.481	38.254	40.079	42.028		2784.64	3362.24
DIETETIC ASSISTANT	H64	32.146	33.722	35.345	37.029	38.830		2571.68	3106.40
DIETETIC ASSISTANT - U	Q6Q	32.146	33.722	35.345	37.029	38.830		2571.68	3106.40
DIETETIC TECHNICIAN	H65	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
DOSIMETRIST	R3D	92.392	95.626	98.971	102.438	105.738		7391.36	8459.04
EKG TECHNICIAN	S34	31.342	32.852	34.426	36.080	37.832		2507.36	3026.56
ELEC RESOURCES LIBRARIAN	E4J	44.221	46.376	48.642	51.027	53.532		3537.68	4282.56
ELECTION SPECIALIST	G97	37.618	39.440	41.611	43.353	45.438		3009.44	3635.04
ELECTION SYSTEMS TECHNICIAN I	G7E	34.419	36.064	37.818	39.647	41.566		2753.52	3325.28
ELECTION SYSTEMS TECHNICIAN II	G7D	37.536	39.353	41.256	43.258	45.337		3002.88	3626.96
ELECTION WORKER I - EH	G9B	27.760	29.074	30.444	31.879	33.417		2220.80	2673.36
ELECTION WORKER II - EH	G9C	29.802	31.205	32.710	34.306	35.923		2384.16	2873.84
ELECTION WRKR - WAREHOUSE-EH	G9D	29.019	30.381	31.820	33.368	34.971		2321.52	2797.68
ELECTIONS AIDE - EXTRA HELP	G9L	27.136	28.492	29.918	31.413	32.984		2170.88	2638.72
ELECTRICAL ELECTRONIC ASST	K93	38.928	40.806	42.783	44.853	47.017		3114.24	3761.36

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
ELECTRICAL ELECTRONIC TECH	K92	48.785	51.147	53.647	56.283	59.036		3902.80	4722.88
ELECTRONIC REPAIR TECHNICIAN	K94	46.235	48.459	50.800	53.292	55.901		3698.80	4472.08
ELECTRONIC REPAIR TECHNICIAN-U	Z93	46.235	48.459	50.800	53.292	55.901		3698.80	4472.08
ELIGIBILITY EXAMINER	E50	47.145	49.427	51.848	54.383	57.041		3771.60	4563.28
ELIGIBILITY EXAMINER - U	E56	47.145	49.427	51.848	54.383	57.041		3771.60	4563.28
ELIGIBILITY WORK SUPV	E44	52.104	54.664	57.331	60.116	63.061		4168.32	5044.88
ELIGIBILITY WORKER I	E47	33.988	35.630	37.322	39.134	41.020		2719.04	3281.60
ELIGIBILITY WORKER I - U	Z47	33.988	35.630	37.322	39.134	41.020		2719.04	3281.60
ELIGIBILITY WORKER II	E46	38.382	40.231	42.180	44.206	46.363		3070.56	3709.04
ELIGIBILITY WORKER II - U	Z45	38.382	40.231	42.180	44.206	46.363		3070.56	3709.04
ELIGIBILITY WORKER III	E45	43.388	45.475	47.671	49.994	52.433		3471.04	4194.64
ELIGIBILITY WORKER III - U	Z43	43.388	45.475	47.671	49.994	52.433		3471.04	4194.64
EMERGENCY ROOM TECH	S91	31.597	33.125	34.713	36.379	38.132		2527.76	3050.56
EMERGENCY VEHICLE EQUIP INSTLR	M28	37.198	39.002	40.887	42.863	44.933		2975.84	3594.64
EMPLOYEE WELLNESS COORD	B6Q	50.070	52.521	55.081	57.753	60.580		4005.60	4846.40
EMPLOYMENT COUNSELOR	Y27	47.282	49.603	52.039	54.563	57.226		3782.56	4578.08
EMPLOYMENT COUNSELOR - U	Z27	47.282	49.603	52.039	54.563	57.226		3782.56	4578.08
ENGINEERING TECHNICIAN I	K83	35.301	37.007	38.809	40.684	42.642		2824.08	3411.36
ENGINEERING TECHNICIAN II	K82	40.444	42.389	44.438	46.619	48.898		3235.52	3911.84
ENGINEERING TECHNICIAN III	K81	47.732	50.070	52.521	55.081	57.753		3818.56	4620.24
ENGINEERING TECHNICIAN III - U	Q81	47.732	50.070	52.521	55.081	57.753		3818.56	4620.24
ENVIRONMENTAL HLTH SPCL TRAINE	V17	43.000	45.078	47.289	49.604	52.037		3440.00	4162.96
ENVIRONMENTAL HLTH SPECIALIST	V16	54.831	57.499	60.308	63.258	66.361		4386.48	5308.88
EPIC PHARMACY INFORMATICIST	J1S	92.629	97.200	102.002	107.021	112.284		7410.32	8982.72
EPIDEMIOLOGIST I	J28	61.282	64.346	67.565	70.942	74.490		4902.56	5959.20
EPIDEMIOLOGIST I - U	Q2J	61.282	64.346	67.565	70.942	74.490		4902.56	5959.20

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
EPIDEMIOLOGIST II	J25	68.090	71.495	75.073	78.825	82.767		5447.20	6621.36
EPIDEMIOLOGIST II - U	Q2H	68.090	71.495	75.073	78.825	82.767		5447.20	6621.36
ESTATE ADMINISTRATOR	V37	48.644	51.034	53.528	56.138	58.858		3891.52	4708.64
ESTATE ADMINISTRATOR ASST	V38	44.227	46.367	48.644	51.034	53.528		3538.16	4282.24
ESTATE PROPERTY SPECIALIST	V42	35.915	37.660	39.484	41.392	43.401		2873.20	3472.08
ESTATE PROPERTY SPECIALIST - U	V4C	35.915	37.660	39.484	41.392	43.401		2873.20	3472.08
EXEC ASSISTANT I	C29	35.436	37.173	38.961	40.858	42.818		2834.88	3425.44
EXEC ASSISTANT I - U	U26	35.436	37.173	38.961	40.858	42.818		2834.88	3425.44
EXEC ASSISTANT II	C19	38.837	40.728	42.680	44.767	46.932		3106.96	3754.56
EXEC ASSISTANT II - U	U07	38.837	40.728	42.680	44.767	46.932		3106.96	3754.56
EXEMPTION INVESTIGATOR	C62	43.804	45.937	48.185	50.546	53.028		3504.32	4242.24
EXEMPTION INVESTIGATOR - U	X93	43.804	45.937	48.185	50.546	53.028		3504.32	4242.24
FACILITIES MAINTENANCE REP	M20	40.435	42.391	44.447	46.583	48.867		3234.80	3909.36
FACILITIES MATERIALS COORD	M22	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
FIELD SURVEY TECHNICIAN I	K68	34.278	35.925	37.658	39.479	41.395		2742.24	3311.60
FIELD SURVEY TECHNICIAN II	K66	39.872	41.780	43.804	45.937	48.185		3189.76	3854.80
FLEET MAINTENANCE SCHEDULER	M11	37.536	39.353	41.256	43.258	45.337		3002.88	3626.96
FLEET PARTS COORDINATOR	M26	33.673	35.293	36.986	38.771	40.649		2693.84	3251.92
FLEET SERVICES ASST MECHANIC	M18	36.652	38.421	40.287	42.213	44.258		2932.16	3540.64
FLEET SERVICES MECHANIC	M17	44.645	46.820	49.122	51.528	54.049		3571.60	4323.92
FLEET SERVICES MOD MECHANIC	M14	44.683	46.860	49.163	51.572	54.095		3574.64	4327.60
FOOD SERVICE WORKER - CORR - U	Z65	28.771	30.130	31.556	33.030	34.623		2301.68	2769.84
FOOD SERVICE WORKER I	H67	27.575	28.868	30.233	31.664	33.159		2206.00	2652.72
FOOD SERVICE WORKER I - U	Z66	27.575	28.868	30.233	31.664	33.159		2206.00	2652.72
FOOD SERVICE WORKER II	H66	28.652	30.006	31.429	32.912	34.450		2292.16	2756.00
FOOD SERVICE WORKER II - U	Z64	28.652	30.006	31.429	32.912	34.450		2292.16	2756.00

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
FOOD SERVICE WORKER-CORR	H68	28.771	30.130	31.556	33.030	34.623		2301.68	2769.84
FORENSIC PATHOLOGY TECH TRN	S26	34.784	36.418	38.135	39.975	41.925		2782.72	3354.00
FORENSIC PATHOLOGY TECHNICIAN	S25	42.192	44.219	46.353	48.610	50.961		3375.36	4076.88
GARDENER	H28	33.311	34.907	36.585	38.359	40.207		2664.88	3216.56
GASTROENTEROLOGY TECH TRAINEE	R45	29.731	31.115	32.641	34.212	35.842		2378.48	2867.36
GASTROENTEROLOGY TECHNICIAN	R44	32.372	33.934	35.548	37.278	39.086		2589.76	3126.88
GENERAL MAINT MECHANIC I	M48	32.523	34.109	35.739	37.454	39.264		2601.84	3141.12
GENERAL MAINT MECHANIC II	M47	38.462	40.308	42.253	44.312	46.452		3076.96	3716.16
GENERAL MAINT MECHANIC II - U	Z92	38.462	40.308	42.253	44.312	46.452		3076.96	3716.16
GENERAL MAINT MECHANIC III	M56	42.146	44.201	46.334	48.560	50.908		3371.68	4072.64
GENETIC COUNSELOR I	Y08	60.832	63.806	66.940	70.219	73.641		4866.56	5891.28
GENETIC COUNSELOR II	Y09	67.277	70.557	73.998	77.579	81.396		5382.16	6511.68
GIS ANALYST	K7G	66.467	69.791	73.282	76.945	80.795		5317.36	6463.60
GIS ANALYST - U	K7H	66.467	69.791	73.282	76.945	80.795		5317.36	6463.60
GRADUATE INTERN PHARMACIST	R2M	33.557	35.199	36.876	38.650	40.514		2684.56	3241.12
GRADUATE INTERN PHARMACIST - U	W67	33.557	35.199	36.876	38.650	40.514		2684.56	3241.12
GRAPHIC DESIGNER	J45	38.750	40.623	42.596	44.646	46.841		3100.00	3747.28
GRAPHIC DESIGNER - U	Q4R	38.750	40.623	42.596	44.646	46.841		3100.00	3747.28
HAZARDOUS MATERIALS SPC II - U	Z4C	62.654	65.722	68.956	72.332	75.923		5012.32	6073.84
HAZARDOUS MATERIALS SPEC I	V2C	56.410	59.164	62.062	65.101	68.288		4512.80	5463.04
HAZARDOUS MATERIALS SPEC I - U	Z4D	56.410	59.164	62.062	65.101	68.288		4512.80	5463.04
HAZARDOUS MATERIALS SPEC II	V19	62.654	65.722	68.956	72.332	75.923		5012.32	6073.84
HAZARDOUS MATERIALS TECH	V21	36.695	38.467	40.340	42.288	44.324		2935.60	3545.92
HAZARDOUS MATERIALS TECH - U	Q12	36.695	38.467	40.340	42.288	44.324		2935.60	3545.92
HAZARDOUS MATERIALS TRAINEE	V2D	44.438	46.619	48.898	51.298	53.799		3555.04	4303.92
HEALTH EDUCATION ASSOCIATE	J27	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
HEALTH EDUCATION ASSOCIATE - U	W08	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24
HEALTH EDUCATION SPECIALIST	J26	50.070	52.521	55.081	57.753	60.580		4005.60	4846.40
HEALTH EDUCATION SPECIALIST-U	W05	50.070	52.521	55.081	57.753	60.580		4005.60	4846.40
HEALTH INFORMATION CLERK I	J69	26.456	27.706	29.012	30.387	31.807		2116.48	2544.56
HEALTH INFORMATION CLERK I - U	Z69	26.456	27.706	29.012	30.387	31.807		2116.48	2544.56
HEALTH INFORMATION CLERK II	J68	27.991	29.318	30.696	32.143	33.696		2239.28	2695.68
HEALTH INFORMATION CLERK II-U	Z68	27.991	29.318	30.696	32.143	33.696		2239.28	2695.68
HEALTH INFORMATION CLERK III	J67	30.360	31.817	33.352	34.948	36.627		2428.80	2930.16
HEALTH INFORMATION CLERK III-U	Z67	30.360	31.817	33.352	34.948	36.627		2428.80	2930.16
HEALTH INFORMATION TECH I	J78	32.289	33.855	35.462	37.199	38.990		2583.12	3119.20
HEALTH INFORMATION TECH II	J77	39.405	41.310	43.314	45.398	47.623		3152.40	3809.84
HEALTH INFORMATION TECH II - U	Q7D	39.405	41.310	43.314	45.398	47.623		3152.40	3809.84
HEALTH PLANNING SPEC II	B6H	41.214	43.213	45.289	47.510	49.834		3297.12	3986.72
HEALTH PLANNING SPEC II - U	Q35	41.214	43.213	45.289	47.510	49.834		3297.12	3986.72
HEALTH SERVICES REP	D2E	31.750	33.282	34.890	36.565	38.320		2540.00	3065.60
HEALTH SERVICES REP - U	D2G	31.750	33.282	34.890	36.565	38.320		2540.00	3065.60
HOSPITAL CLIN PSYCH - NEURO	P9H	78.369	82.205	86.230	90.456	94.917		6269.52	7593.36
HOSPITAL CLINICAL PSYCH	P9A	72.902	76.470	80.215	84.145	88.296		5832.16	7063.68
HOSPITAL COMMUNICATIONS OPR	G52	28.866	30.229	31.644	33.176	34.784		2309.28	2782.72
HOSPITAL SERVICES ASST I	S95	28.839	30.197	31.619	33.144	34.759		2307.12	2780.72
HOSPITAL SERVICES ASST I - U	U1G	28.839	30.197	31.619	33.144	34.759		2307.12	2780.72
HOSPITAL SERVICES ASST II	S93	30.170	31.574	33.119	34.715	36.370		2413.60	2909.60
HOSPITAL SERVICES ASST II - U	U1H	30.170	31.574	33.119	34.715	36.370		2413.60	2909.60
HOUSE STAFF COORD	D29	36.621	38.382	40.253	42.180	44.240		2929.68	3539.20
HOUSING REHABILITATION SPEC	L88	43.213	45.289	47.510	49.834	52.272		3457.04	4181.76
INCOME TAX SPECIALIST	D77	36.699	38.480	40.339	42.281	44.332		2935.92	3546.56

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
INFO SYSTEMS TECH II	G50	42.389	44.438	46.619	48.898	51.298		3391.12	4103.84
INMATE LAW LIBRARY COORD	G72	33.855	35.480	37.193	39.005	40.890		2708.40	3271.20
INSTITUTIONAL MAINTENANCE ENGR	N94	36.868	38.662	40.529	42.480	44.531		2949.44	3562.48
INVESTIGATIVE GRAPHIC/MEDIA SP	J44	40.688	42.658	44.727	46.876	49.180		3255.04	3934.40
IT FIELD SUPPORT SPECIALIST	G1T	56.744	59.583	62.562	65.691	68.975		4539.52	5518.00
IT FIELD SUPPORT SPECIALIST-U	G3T	56.744	59.583	62.562	65.691	68.975		4539.52	5518.00
IT PROJECT COORDINATOR	G1V	71.055	74.609	78.342	82.257	86.370		5684.40	6909.60
IT PROJECT COORDINATOR-U	G8V	71.055	74.609	78.342	82.257	86.370		5684.40	6909.60
IT SERVICE DESK SPECIALIST	G1X	45.512	47.786	50.178	52.686	55.320		3640.96	4425.60
IT SERVICE DESK SPECIALIST - U	G8S	45.512	47.786	50.178	52.686	55.320		3640.96	4425.60
Interventional Radiology Techn	R2X	74.867	78.611	82.540	86.667	91.000		5989.36	7280.00
JANITOR	H18	27.592	28.904	30.259	31.687	33.218		2207.36	2657.44
JANITOR - U	Z17	27.592	28.904	30.259	31.687	33.218		2207.36	2657.44
JUNIOR REAL ESTATE AGENT	C75	36.540	38.299	40.165	42.089	44.145		2923.20	3531.60
JUSTICE SYSTEM CLERK I	F38	30.693	32.176	33.729	35.347	37.045		2455.44	2963.60
JUSTICE SYSTEM CLERK I - U	Q38	30.693	32.176	33.729	35.347	37.045		2455.44	2963.60
JUSTICE SYSTEM CLERK II	F37	35.763	37.504	39.322	41.224	43.206		2861.04	3456.48
JUSTICE SYSTEM CLERK II - U	Q3A	35.763	37.504	39.322	41.224	43.206		2861.04	3456.48
LABOR STANDARDS INVESTIGATOR	C1C	45.090	47.343	49.709	52.196	54.804		3607.20	4384.32
LAFCO CLERK	D5F	38.313	40.191	42.125	44.181	46.297		3065.04	3703.76
LATENT FINGERPRINT EXAM I	V44	39.488	41.378	43.380	45.495	47.732		3159.04	3818.56
LATENT FINGERPRINT EXAM II	V43	51.801	54.347	57.007	59.786	62.679		4144.08	5014.32
LATENT FINGERPRNT EXAMINER III	V4T	58.289	61.155	64.147	67.275	70.526		4663.12	5642.08
LAUNDRY WORKER I	H86	27.103	28.384	29.728	31.130	32.586		2168.24	2606.88
LAUNDRY WORKER I - U	H87	27.103	28.384	29.728	31.130	32.586		2168.24	2606.88
LAUNDRY WORKER II	H84	28.252	29.595	30.985	32.446	34.011		2260.16	2720.88

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
LAW ENFORCEMENT CLERK	D43	30.659	32.148	33.698	35.295	37.021		2452.72	2961.68
LAW ENFORCEMENT CLERK - U	Q40	30.659	32.148	33.698	35.295	37.021		2452.72	2961.68
LAW ENFORCEMENT RECORDS SPEC	D63	38.845	40.719	42.701	44.753	46.952		3107.60	3756.16
LAW ENFORCEMENT RECORDS SPEC-U	Q6H	38.845	40.719	42.701	44.753	46.952		3107.60	3756.16
LAW ENFORCEMENT RECORDS TECH	D42	35.530	37.254	39.052	40.938	42.929		2842.40	3434.32
LAW ENFORCEMENT RECORDS TECH-U	Z63	35.530	37.254	39.052	40.938	42.929		2842.40	3434.32
LEGAL AIDE - U	Z39	38.372	40.227	42.178	44.206	46.381		3069.76	3710.48
LEGAL CLERK	F14	34.775	36.473	38.231	40.090	42.008		2782.00	3360.64
LEGAL CLERK - U	Q4G	34.775	36.473	38.231	40.090	42.008		2782.00	3360.64
LEGAL CLERK TRAINEE	F16	33.389	34.972	36.680	38.450	40.319		2671.12	3225.52
LEGAL CLERK TRAINEE - U	Q43	33.389	34.972	36.680	38.450	40.319		2671.12	3225.52
LEGAL PROCESS OFFICER	F07	31.885	33.426	35.030	36.712	38.481		2550.80	3078.48
LEGAL SECRETARY I	D70	35.861	37.590	39.412	41.320	43.313		2868.88	3465.04
LEGAL SECRETARY I - U	W36	35.861	37.590	39.412	41.320	43.313		2868.88	3465.04
LEGAL SECRETARY II	D66	39.219	41.115	43.102	45.188	47.395		3137.52	3791.60
LEGAL SECRETARY II - U	D6Z	39.219	41.115	43.102	45.188	47.395		3137.52	3791.60
LEGAL SECRETARY TRAINEE	D74	29.986	31.388	32.907	34.502	36.138		2398.88	2891.04
LEGAL SECRETARY TRN - U	W37	29.986	31.388	32.907	34.502	36.138		2398.88	2891.04
LIBRARIAN I	J64	41.982	44.014	46.157	48.417	50.790		3358.56	4063.20
LIBRARIAN I - U	W93	41.982	44.014	46.157	48.417	50.790		3358.56	4063.20
LIBRARIAN II	J63	44.221	46.376	48.642	51.027	53.532		3537.68	4282.56
LIBRARIAN II - U	W92	44.221	46.376	48.642	51.027	53.532		3537.68	4282.56
LIBRARY ASSISTANT I	E41	31.653	33.183	34.788	36.454	38.203		2532.24	3056.24
LIBRARY ASSISTANT I - U	W95	31.653	33.183	34.788	36.454	38.203		2532.24	3056.24
LIBRARY ASSISTANT II	E40	35.512	37.240	39.047	40.933	42.906		2840.96	3432.48
LIBRARY ASSISTANT II - U	W94	35.512	37.240	39.047	40.933	42.906		2840.96	3432.48

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
LIBRARY CIRCULATION AIDE	J58	28.797	30.160	31.575	33.060	34.620		2303.76	2769.60
LIBRARY CIRCULATION AIDE - U	Q5H	28.797	30.160	31.575	33.060	34.620		2303.76	2769.60
LIBRARY CLERK	E54	30.299	31.735	33.228	34.795	36.459		2423.92	2916.72
LIBRARY CLERK - U	W1K	30.299	31.735	33.228	34.795	36.459		2423.92	2916.72
LIBRARY PAGE	E16	25.039	26.292	27.607	28.991	30.444		2003.12	2435.52
LIBRARY PAGE - U	E1D	25.039	26.292	27.607	28.991	30.444		2003.12	2435.52
LIBRARY TECHNICIAN	E24	27.639	28.945	30.309	31.745	33.229		2211.12	2658.32
LIBRARY TECHNICIAN - U	Q2P	27.639	28.945	30.309	31.745	33.229		2211.12	2658.32
LICENSED VOCATIONAL NURSE	S85	40.738	42.701	44.792	46.931	49.207		3259.04	3936.56
LICENSED VOCATIONAL NURSE - U	Q8S	40.738	42.701	44.792	46.931	49.207		3259.04	3936.56
LITERACY PROGRAM SPECIALIST	J4A	40.555	42.497	44.553	46.725	49.023		3244.40	3921.84
MANAGED CARE INTAKE COORD-VHP	D3F	34.833	36.644	38.455	40.264	42.075		2786.64	3366.00
MARRIAGE & FAMILY THERAPIST I	P97	48.620	51.006	53.508	56.123	58.858		3889.60	4708.64
MARRIAGE & FAMILY THERAPIST II	P96	54.527	57.194	59.980	62.892	65.970		4362.16	5277.60
MARRIAGE & FAMILY THRPT I - U	Z97	48.620	51.006	53.508	56.123	58.858		3889.60	4708.64
MARRIAGE & FAMILY THRPT II-U	Z96	54.527	57.194	59.980	62.892	65.970		4362.16	5277.60
MATERIALS SUPPLY SPECIALIST	G8H	33.176	34.834	36.576	38.406	40.324		2654.08	3225.92
MATERIALS SUPPLY SPECIALIST-U	G8J	33.176	34.834	36.576	38.406	40.324		2654.08	3225.92
MATERIALS TESTING TECH II	N34	39.310	41.214	43.213	45.289	47.510		3144.80	3800.80
MATERIALS TESTING TECHNICIAN I	N36	35.896	37.690	39.574	41.553	43.635		2871.68	3490.80
MEDICAL ADMIN ASISTANT I - U	Q7C	33.370	34.968	36.668	38.433	40.309		2669.60	3224.72
MEDICAL ADMIN ASSISTANT I	D79	33.370	34.968	36.668	38.433	40.309		2669.60	3224.72
MEDICAL ADMIN ASSISTANT II	D76	36.795	38.565	40.444	42.381	44.450		2943.60	3556.00
MEDICAL ADMIN ASSISTANT II - U	Q7B	36.795	38.565	40.444	42.381	44.450		2943.60	3556.00
MEDICAL ASSISTANT	H93	30.739	32.223	33.783	35.401	37.099		2459.12	2967.92
MEDICAL ASSISTANT - U	Q9A	30.739	32.223	33.783	35.401	37.099		2459.12	2967.92

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
MEDICAL LABORATORY ASSISTANT I	R75	30.685	32.127	33.646	35.285	36.976		2454.80	2958.08
MEDICAL LABORATORY ASST I - U	R7D	30.685	32.127	33.646	35.285	36.976		2454.80	2958.08
MEDICAL LABORATORY ASST II	R74	34.601	36.264	38.025	39.841	41.780		2768.08	3342.40
MEDICAL LABORATORY ASST II-U	R7E	34.601	36.264	38.025	39.841	41.780		2768.08	3342.40
MEDICAL LABORATORY ASST III	R7F	36.162	37.919	39.729	41.663	43.680		2892.96	3494.40
MEDICAL OFFICE SPECIALIST	D75	30.568	32.028	33.568	35.196	36.877		2445.44	2950.16
MEDICAL OFFICE SPECIALIST - U	Q7H	30.568	32.028	33.568	35.196	36.877		2445.44	2950.16
MEDICAL PHYSICIST	D1M	109.259	114.717	120.456	126.476	132.802		8740.72	10624.16
MEDICAL SOCIAL WORKER I	Y04	49.981	52.424	55.000	57.695	60.503		3998.48	4840.24
MEDICAL SOCIAL WORKER I - U	Y0E	49.981	52.424	55.000	57.695	60.503		3998.48	4840.24
MEDICAL SOCIAL WORKER II	Y03	55.272	57.966	60.800	63.742	66.879		4421.76	5350.32
MEDICAL SOCIAL WORKER II - U	Y0D	55.272	57.966	60.800	63.742	66.879		4421.76	5350.32
MEDICAL TRANSCRIPTIONIST	D87	32.708	34.274	35.920	37.663	39.481		2616.64	3158.48
MEDICAL TRANSCRIPTIONIST - U	U8T	32.708	34.274	35.920	37.663	39.481		2616.64	3158.48
MEDICAL TRANSLATOR	D50	36.540	38.299	40.165	42.089	44.145		2923.20	3531.60
MEDICAL TRANSLATOR TRAINEE	D52	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
MEDICAL UNIT CLERK	D02	30.681	32.159	33.713	35.332	37.030		2454.48	2962.40
MEDICAL UNIT CLERK - U	Q7G	30.681	32.159	33.713	35.332	37.030		2454.48	2962.40
MENTAL HEALTH COMM WORKER-U	Q3L	31.061	32.579	34.151	35.778	37.520		2484.88	3001.60
MENTAL HEALTH COMMUNITY WORKER	E33	31.061	32.579	34.151	35.778	37.520		2484.88	3001.60
MENTAL HEALTH OFFICE SPEC	E61	30.894	32.384	33.962	35.561	37.298		2471.52	2983.84
MENTAL HEALTH PEER SUPPORT WRK	D2J	29.965	31.360	32.894	34.480	36.124		2397.20	2889.92
MENTAL HEALTH WORKER	S9S	28.711	30.063	31.479	32.997	34.605		2296.88	2768.40
MESSENGER DRIVER	E28	28.451	29.799	31.203	32.664	34.247		2276.08	2739.76
MESSENGER DRIVER - U	Z26	28.451	29.799	31.203	32.664	34.247		2276.08	2739.76

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
MH PEER SUPPORT WORKER - U	Q2Q	29.965	31.360	32.894	34.480	36.124		2397.20	2889.92
MOBILE OUTREACH DRIVER	E60	32.372	33.934	35.548	37.278	39.086		2589.76	3126.88
MONITOR TECHNICIAN	S3M	31.230	32.615	34.133	35.702	37.329		2498.40	2986.32
MRI TECHNOLOGIST - ANGIO	R6A	66.900	70.133	73.575	77.168	80.953		5352.00	6476.24
MRI TECHNOLOGIST - CT	R6C	68.794	72.119	75.658	79.350	83.245		5503.52	6659.60
MRI TECHNOLOGIST - EH	R2E	77.565	81.444	85.517	89.794	94.285		6205.20	7542.80
MULTIMEDIA COMMUNICATION SPC-U	Q3F	48.119	50.528	53.046	55.697	58.493		3849.52	4679.44
MULTIMEDIA COMMUNICATIONS SPC	B03	48.119	50.528	53.046	55.697	58.493		3849.52	4679.44
MULTIMEDIA TECHNICIAN	G2E	56.931	59.779	62.767	65.906	69.201		4554.48	5536.08
MULTIMEDIA TECHNICIAN - U	G8F	56.931	59.779	62.767	65.906	69.201		4554.48	5536.08
NETWORK ENGINEER	G46	86.935	91.281	95.847	100.638	105.673		6954.80	8453.84
NETWORK ENGINEER- U	G4Y	86.935	91.281	95.847	100.638	105.673		6954.80	8453.84
NETWORK/TELECOM TECHNICIAN	G2H	48.519	50.946	53.494	56.168	58.977		3881.52	4718.16
NETWORK/TELECOM TECHNICIAN - U	G7Q	48.519	50.946	53.494	56.168	58.977		3881.52	4718.16
OBSTETRIC TECHNICIAN	P84	33.716	35.322	37.040	38.838	40.717		2697.28	3257.36
OCCUPATIONAL THERAPIST I	R1T	59.576	62.491	65.537	68.728	72.078		4766.08	5766.24
OCCUPATIONAL THERAPIST II	R1A	66.180	69.417	72.804	76.347	80.068		5294.40	6405.44
OCCUPATIONAL THERAPIST III	R12	72.809	76.350	80.101	83.997	88.125		5824.72	7050.00
OCCUPATIONAL THERAPY ASST II	R2C	45.992	48.193	50.524	52.990	55.592		3679.36	4447.36
OFFICE SPECIALIST I	D51	26.456	27.706	29.012	30.387	31.807		2116.48	2544.56
OFFICE SPECIALIST I - U	V64	26.456	27.706	29.012	30.387	31.807		2116.48	2544.56
OFFICE SPECIALIST II	D49	27.960	29.283	30.662	32.107	33.655		2236.80	2692.40
OFFICE SPECIALIST II - U	V33	27.960	29.283	30.662	32.107	33.655		2236.80	2692.40
OFFICE SPECIALIST III	D09	29.997	31.411	32.924	34.531	36.157		2399.76	2892.56
OFFICE SPECIALIST III - U	V31	29.997	31.411	32.924	34.531	36.157		2399.76	2892.56
OFFSET PRESS OPERATOR I	F81	27.329	28.628	29.972	31.388	32.901		2186.32	2632.08

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
OFFSET PRESS OPERATOR II	F80	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
OFFSET PRESS OPERATOR III	F85	34.535	36.223	37.972	39.817	41.719		2762.80	3337.52
OPERATING ROOM CLERK	P71	30.449	31.918	33.460	35.065	36.751		2435.92	2940.08
OPHTHALMIC TECHNICIAN	P48	33.991	35.625	37.351	39.154	41.047		2719.28	3283.76
OPTOMETRIST	P47	68.037	71.371	74.874	78.521	82.388		5442.96	6591.04
ORTHOPEDIC TECHNICIAN	R90	37.358	39.144	41.023	43.006	45.098		2988.64	3607.84
PARALEGAL	V74	41.378	43.380	45.495	47.732	50.070		3310.24	4005.60
PARALEGAL - COUNTY COUNSEL	V7K	41.378	43.380	45.495	47.732	50.070		3310.24	4005.60
PARALEGAL - U	W03	41.378	43.380	45.495	47.732	50.070		3310.24	4005.60
PARK HEAVY EQUIPMENT OPERATOR	T13	43.558	45.679	47.869	50.208	52.639		3484.64	4211.12
PARK INTERPRETER	T31	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24
PARK MAINTENANCE CRAFTS WORKER	T95	39.503	41.415	43.421	45.527	47.734		3160.24	3818.72
PARK MAINTENANCE CREW CHIEF	T93	45.434	47.635	49.962	52.418	54.981		3634.72	4398.48
PARK MAINTENANCE WORKER I	T17	31.202	32.723	34.288	35.935	37.669		2496.16	3013.52
PARK MAINTENANCE WORKER I - U	T1B	31.202	32.723	34.288	35.935	37.669		2496.16	3013.52
PARK MAINTENANCE WORKER II	T16	34.980	36.694	38.459	40.332	42.263		2798.40	3381.04
PARK MAINTENANCE WORKER II - U	T1A	34.980	36.694	38.459	40.332	42.263		2798.40	3381.04
PARK MAINTENANCE WORKER TRN-U	Q88						26.902	2152.16	2152.16
PARK NATURAL RESOURCE PROG CRD	T91	44.227	46.367	48.644	51.034	53.528		3538.16	4282.24
PARK SERVICES ATTENDANT	T32	27.042	28.453	29.833	31.205	32.657		2163.36	2612.56
PARK SERVICES ATTENDANT - U	T3A	27.042	28.453	29.833	31.205	32.657		2163.36	2612.56
PARKING LOT CHECKER	M38	28.815	30.175	31.586	33.114	34.719		2305.20	2777.52
PARKING LOT CHECKER - U	Q3M	28.815	30.175	31.586	33.114	34.719		2305.20	2777.52
PARKING PATROL COORD	M35	32.518	34.070	35.706	37.431	39.254		2601.44	3140.32
PARKS NATURAL RESOURCE PLANNER	T24	53.799	56.410	59.164	62.062	65.101		4303.92	5208.08
PARKS NATURAL RESOURCE TECH-U	T3B	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PARKS NATURAL RESOURCES TECH	T36	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24
PARKS OUTDOOR RECREATION COORD	T23	45.086	47.282	49.603	52.039	54.563		3606.88	4365.04
PARKS RANGEMASTER I	T38	36.376	38.127	39.995	41.905	43.934		2910.08	3514.72
PARKS RANGEMASTER II	T37	39.872	41.780	43.804	45.937	48.185		3189.76	3854.80
PARKS TRAIL SPECIALIST	T1C	36.595	38.382	40.230	42.193	44.216		2927.60	3537.28
PATIENT ACTIVITIES COORDINATOR	S9Q	36.868	38.783	40.699	42.618	44.531		2949.44	3562.48
PATIENT BUSINESS SERV CLERK	D48	32.413	33.990	35.621	37.317	39.139		2593.04	3131.12
PATIENT BUSINESS SERV CLERK-U	U48	32.413	33.990	35.621	37.317	39.139		2593.04	3131.12
PATIENT TRANSPORT COORDINATOR	S9P	30.926	32.381	33.906	35.539	37.270		2474.08	2981.60
PATIENT TRANSPORTER	S9T	29.087	30.456	31.891	33.427	35.057		2326.96	2804.56
PATIENT TRANSPORTER - U	Q9T	29.087	30.456	31.891	33.427	35.057		2326.96	2804.56
PAYROLL AUDIT SPECIALIST	C8B	34.820	36.506	38.236	40.108	42.037		2785.60	3362.96
PER DIEM ASSOC CARIOV INT TECH	R2Y	86.470	90.794	95.334	100.102	105.106		6917.60	8408.48
PER DIEM CARIOV INTRV TECH	R2Z	90.794	95.334	100.102	105.106	110.361		7263.52	8828.88
PER DIEM DIAGNOSTIC IMG TEC II	S52	76.581	80.411	84.431	88.654	93.088		6126.48	7447.04
PER DIEM DIAGNOSTIC IMG TECH I	R97	71.408	74.976	78.730	82.666	86.804		5712.64	6944.32
PER DIEM INTRV RADIOLOGY TECHN	R3B	82.353	86.470	90.794	95.334	100.102		6588.24	8008.16
PER DIEM RADIATION THERAPIST	R3F	93.416	98.089	102.993	108.144	113.552		7473.28	9084.16
PER DIEM RESPIRATORY CARE PRCT	R2G	67.477	70.852	74.396	78.118	82.023		5398.16	6561.84
PER DIEM SPEECH PATHOLOGIST	R2J						84.003	6720.24	6720.24
PER DIEM ULTRASONOGRAPHER I	S79	75.920	79.717	83.703	87.889	92.282		6073.60	7382.56
PER DIEM ULTRASONOGRAPHER II	S98	93.739	98.427	103.350	108.518	113.944		7499.12	9115.52
PERDIEM CARDIAC SONOGRAPHER II	S9K	83.499	87.674	92.057	96.659	101.493		6679.92	8119.44
PERDIEM CARDIACSONOGRAPHER III	S9L	85.797	90.086	94.592	99.321	104.287		6863.76	8342.96
PERMIT TECHNICIAN I	N33	37.587	39.386	41.302	43.300	45.394		3006.96	3631.52
PERMIT TECHNICIAN II	N35	42.062	44.075	46.216	48.455	50.797		3364.96	4063.76

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PHARMACIST	R27	87.466	91.752	96.285	101.039	106.012		6997.28	8480.96
PHARMACIST - U	R2A	87.466	91.752	96.285	101.039	106.012		6997.28	8480.96
PHARMACIST LOCUM TENENS	R96	98.213	104.215	108.281	113.695	119.387		7857.04	9550.96
PHARMACIST SPECIALIST	P40	91.752	96.285	101.039	106.012	111.224		7340.16	8897.92
PHARMACIST SPECIALIST - U	Z40	91.752	96.285	101.039	106.012	111.224		7340.16	8897.92
PHARMACIST TECH SYS SPEC	P81	91.752	96.285	101.039	106.012	111.224		7340.16	8897.92
PHARMACIST TECH SYS SPEC - U	Q3G	91.752	96.285	101.039	106.012	111.224		7340.16	8897.92
PHARMACY ASSISTANT	R2I	26.456	27.706	29.012	30.387	31.807		2116.48	2544.56
PHARMACY ASSISTANT - U	U2P	26.456	27.706	29.012	30.387	31.807		2116.48	2544.56
PHARMACY DATA SPECIALIST VHP	R2S	38.788	40.677	42.597	44.676	46.828		3103.04	3746.24
PHARMACY TECH LOCUM TENENS	R2K	45.073	47.328	49.696	52.180	54.792		3605.84	4383.36
PHARMACY TECHNICIAN	R29	36.992	38.798	40.628	42.610	44.662		2959.36	3572.96
PHARMACY TECHNICIAN - U	R2T	36.992	38.798	40.628	42.610	44.662		2959.36	3572.96
PHARMACY TECHNICIAN TRAINEE	R50	29.612	31.012	32.477	33.995	35.643		2368.96	2851.44
PHARMACY TECHNICIAN TRAINEE-U	Q5K	29.612	31.012	32.477	33.995	35.643		2368.96	2851.44
PHYSICAL THERAPIST ASST I	R69	39.894	41.843	43.860	45.992	48.193		3191.52	3855.44
PHYSICAL THERAPIST ASST II	R64	46.788	48.193	50.524	52.990	55.592		3743.04	4447.36
PHYSICAL THERAPIST I	R1P	59.576	62.491	65.537	68.728	72.078		4766.08	5766.24
PHYSICAL THERAPIST II	R11	66.180	69.417	72.804	76.347	80.068		5294.40	6405.44
PHYSICAL THERAPIST III	R10	72.809	76.350	80.101	83.997	88.125		5824.72	7050.00
PLANNING COMMISSIONS CLERK	D5H	36.783	38.584	40.442	42.413	44.443		2942.64	3555.44
PRECINCT PLANNING SPECIALIST	G71	43.104	45.192	47.395	49.724	52.164		3448.32	4173.12
PRETRIAL SERV OFFICER I - U	X47	37.198	39.002	40.887	42.863	44.933		2975.84	3594.64
PRETRIAL SERV OFFICER II - U	X46	42.596	44.646	46.841	49.128	51.539		3407.68	4123.12
PRETRIAL SERVICES OFFICER	V53	50.118	52.574	55.146	57.834	60.640		4009.44	4851.20
PRETRIAL SERVICES TECHNICIAN	E89	31.061	32.579	34.151	35.778	37.520		2484.88	3001.60

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PRETRIAL SERVICES TECHNICIAN-U	Q8N	31.061	32.579	34.151	35.778	37.520		2484.88	3001.60
PRINT-ON-DEMAND OPERATOR	F26	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
PROBATION COMMUNITY WORKER	E19	34.535	36.223	37.972	39.817	41.719		2762.80	3337.52
PROBATION COMMUNITY WORKER - U	Q94	34.535	36.223	37.972	39.817	41.719		2762.80	3337.52
PROBATION PEER SUPPORT WORKER	E29	29.965	31.360	32.894	34.480	36.124		2397.20	2889.92
PROBATION PEER SUPPORT WRK - U	Q2M	29.965	31.360	32.894	34.480	36.124		2397.20	2889.92
PRODUCTION GRAPHICS TECH	F82	33.569	35.161	36.884	38.659	40.543		2685.52	3243.44
PROGRAM SERVICES AIDE	E65	38.303	40.184	42.109	44.144	46.302		3064.24	3704.16
PROMOTIONAL OPPORTY PROJ TRN-U	Z02		12.779		51.127			1022.32	4090.16
PROPERTY & TITLE ID TECHNICIAN	D92	32.407	33.967	35.594	37.304	39.113		2592.56	3129.04
PROPERTY TRANSFER EXAMINER	C65	35.521	37.226	39.022	40.914	42.893		2841.68	3431.44
PROPERTY TRANSFER EXAMINER - U	Q68	35.521	37.226	39.022	40.914	42.893		2841.68	3431.44
PROPERTY/EVIDENCE TECHNICIAN	F02	36.098	37.832	39.658	41.577	43.589		2887.84	3487.12
PROTECTIVE SERVICES OFFICER	U98	32.503	34.063	35.715	37.422	39.243		2600.24	3139.44
PROTECTIVE SERVICES OFFICER-U	W98	32.503	34.063	35.715	37.422	39.243		2600.24	3139.44
PSYCHIATRIC SOCIAL WORKER I	Y42	48.620	51.006	53.508	56.123	58.858		3889.60	4708.64
PSYCHIATRIC SOCIAL WORKER I-U	Z42	48.620	51.006	53.508	56.123	58.858		3889.60	4708.64
PSYCHIATRIC SOCIAL WORKER II	Y41	54.527	57.194	59.980	62.892	65.970		4362.16	5277.60
PSYCHIATRIC SOCIAL WORKER II-U	Z41	54.527	57.194	59.980	62.892	65.970		4362.16	5277.60
PSYCHIATRIC TECHNICIAN I	S88	35.849	37.553	39.386	41.286	43.292		2867.92	3463.36
PSYCHIATRIC TECHNICIAN II	S87	40.684	42.649	44.718	46.857	49.124		3254.72	3929.92
PSYCHOLOGIST	P9E	72.792	76.430	80.251	84.262	88.479		5823.36	7078.32
PSYCHOLOGIST - NEURO SERVICES	P9F	78.250	82.163	86.270	90.584	95.114		6260.00	7609.12
PSYCHOSOCIAL OCC THERAPIST	R13	59.652	62.553	65.629	68.817	72.196		4772.16	5775.68
PUBLIC COMMUNICATION SPEC - U	X99	42.179	44.227	46.367	48.644	51.034		3374.32	4082.72
PUBLIC HEALTH ASSISTANT	E32	32.910	34.488	36.143	37.889	39.718		2632.80	3177.44

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
PUBLIC HEALTH ASSISTANT - U	U22	32.910	34.488	36.143	37.889	39.718		2632.80	3177.44
PUBLIC HEALTH NURSE I	S50	72.129	75.673	79.356	83.264	87.371		5770.32	6989.68
PUBLIC HEALTH NURSE II	S48	80.872	84.862	89.056	93.439	98.034		6469.76	7842.72
PUBLIC HEALTH NURSE II - U	W25	80.872	84.862	89.056	93.439	98.034		6469.76	7842.72
PUBLIC HEALTH NURSE III	S47	87.050	91.331	95.843	100.555	105.510		6964.00	8440.80
PUBLIC HEALTH NURSE III - U	W41	87.050	91.331	95.843	100.555	105.510		6964.00	8440.80
PUBLIC HEALTH NURSE SPECLST	S45	91.212	95.694	100.378	105.364	110.555		7296.96	8844.40
PUBLIC HEALTH NUTRITION ASSOC	S08	33.029	34.635	36.288	38.052	39.895		2642.32	3191.60
PUBLIC HEALTH NUTRITIONIST	R24	50.349	52.813	55.401	58.113	60.945		4027.92	4875.60
PUBLIC HEALTH NUTRITIONIST - U	W28	50.349	52.813	55.401	58.113	60.945		4027.92	4875.60
Q I COORDINATOR I A&D SV	C07	50.070	52.521	55.081	57.753	60.580		4005.60	4846.40
Q I COORDINATOR - MHS	C97	55.081	57.753	60.580	63.524	66.650		4406.48	5332.00
Q I COORDINATOR II A&D SV	C06	55.081	57.753	60.580	63.524	66.650		4406.48	5332.00
QI COORDINATOR-PUBLIC HEALTH	J2R	50.070	52.521	55.081	57.753	60.580		4005.60	4846.40
RADIATION THERAPIST	R32	77.848	81.647	85.645	89.840	94.238		6227.84	7539.04
RANGEMASTER I	T11	36.376	38.127	39.995	41.905	43.934		2910.08	3514.72
RANGEMASTER I - U	X11	36.376	38.127	39.995	41.905	43.934		2910.08	3514.72
RANGEMASTER II	T10	41.780	43.804	45.937	48.185	50.546		3342.40	4043.68
RANGEMASTER II - U	X10	41.780	43.804	45.937	48.185	50.546		3342.40	4043.68
REAL ESTATE AGENT	C73	51.328	53.839	56.479	59.213	62.112		4106.24	4968.96
RECORDS RETENTION DRIVER	M3A	28.120	29.439	30.823	32.305	33.864		2249.60	2709.12
RECORDS RETENTION DRIVER - U	Q3Q	28.120	29.439	30.823	32.305	33.864		2249.60	2709.12
RECREATION COORDINATOR	R3C	36.868	38.662	40.529	42.480	44.531		2949.44	3562.48
RECREATION THERAPIST I	R1R	41.926	43.955	46.100	48.353	50.722		3354.08	4057.76
RECREATION THERAPIST II	R1D	47.104	49.384	51.793	54.323	56.988		3768.32	4559.04
RECREATION THERAPIST III	R1C	53.058	55.660	58.399	61.253	64.237		4244.64	5138.96

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
REGISTERED DENTAL ASSISTANT	P76	33.991	35.625	37.351	39.154	41.047		2719.28	3283.76
REGISTERED DIETETIC TECHNICIAN	H6A	34.535	36.223	37.972	39.817	41.719		2762.80	3337.52
REGISTERED VETERINARY TECH	P8B	31.469	33.042	34.694	36.430	38.253		2517.52	3060.24
REHABILITATION COUNSELOR	P67	45.086	47.282	49.603	52.039	54.563		3606.88	4365.04
REHABILITATION COUNSELOR - U	Q6R	45.086	47.282	49.603	52.039	54.563		3606.88	4365.04
REHABILITATION THER SPEC - EH	R28	52.535	55.159	57.920	60.817	63.860		4202.80	5108.80
REHABILITATION THERAPY SPEC-U	U10	39.091	40.963	42.946	45.040	47.253		3127.28	3780.24
RESIDENT RD MAINT WRKER III	N43	38.935	40.842	42.793	44.866	47.052		3114.80	3764.16
RESIDENT RD MAINT WRKER IV	N41	42.793	44.866	47.052	49.354	51.773		3423.44	4141.84
RESOURCES SCHEDULING REP	D3A	35.494	37.195	39.003	40.880	42.878		2839.52	3430.24
RESPIRATORY CARE PRAC I	R15	60.745	63.718	66.822	70.079	73.496		4859.60	5879.68
RESPIRATORY CARE PRAC I - U	Q1T	60.745	63.718	66.822	70.079	73.496		4859.60	5879.68
RESPIRATORY CARE PRAC II	R1S	64.032	67.162	70.436	73.868	77.466		5122.56	6197.28
RESPIRATORY CARE PRAC II - U	Q1S	64.032	67.162	70.436	73.868	77.466		5122.56	6197.28
RESPIRATORY THERAPY SVCS SPCL	R54	68.996	72.370	75.915	79.613	83.533		5519.68	6682.64
REVENUE COLLECTIONS CLERK	D62	30.449	31.918	33.460	35.065	36.751		2435.92	2940.08
REVENUE COLLECTIONS CLERK - U	D6B	30.449	31.918	33.460	35.065	36.751		2435.92	2940.08
REVENUE COLLECTIONS OFFICER	V35	37.035	38.822	40.698	42.675	44.728		2962.80	3578.24
REVENUE COLLECTIONS OFFICER-U	V3C	37.035	38.822	40.698	42.675	44.728		2962.80	3578.24
ROAD DISPATCHER	N69	38.396	40.253	42.191	44.238	46.381		3071.68	3710.48
ROAD MAINTENANCE SUPV	N61	49.352	51.779	54.308	56.955	59.716		3948.16	4777.28
ROAD MAINTENANCE WORKER I	N67	31.649	33.195	34.796	36.455	38.227		2531.92	3058.16
ROAD MAINTENANCE WORKER II	N66	34.465	36.106	37.865	39.699	41.620		2757.20	3329.60
ROAD MAINTENANCE WORKER III	N65	37.680	39.508	41.418	43.412	45.519		3014.40	3641.52
ROAD MAINTENANCE WORKER IV	N64	41.414	43.409	45.515	47.720	50.062		3313.12	4004.96
SEASONAL PARK WORKER	T07	23.326	24.496	25.721	27.010	28.364		1866.08	2269.12

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SENIOR ACCOUNT CLERK - U	Q9F	32.289	33.855	35.462	37.199	38.990		2583.12	3119.20
SENIOR ANIMAL CONTROL OFFICER	V5H	35.335	37.031	38.809	40.683	42.653		2826.80	3412.24
SENIOR APPLICATION ADMINISTRAT	G1C	66.453	69.777	73.268	76.931	80.777		5316.24	6462.16
SENIOR BIOLOGIST/STANDARDS SPE	V1M	58.794	61.960	65.125	68.291	71.457		4703.52	5716.56
SENIOR CEPA OPERATIONS AIDE	V1F	32.163	33.732	35.320	37.044	38.829		2573.04	3106.32
SENIOR CYBER SECURITY SPEC	G1K	85.177	89.434	93.907	98.603	103.533		6814.16	8282.64
SENIOR GIS ANALYST	K7K	79.761	83.750	87.938	92.337	96.952		6380.88	7756.16
SENIOR IT FIELD SUPPORT SPEC	G1S	68.096	71.500	75.075	78.828	82.773		5447.68	6621.84
SENIOR IT SERVICE DESK SPEC	G1W	54.613	57.345	60.214	63.225	66.387		4369.04	5310.96
SENIOR MULTIMEDIA TECH - U	G7Z	68.318	71.735	75.322	79.088	83.042		5465.44	6643.36
SENIOR MULTIMEDIA TECHNICIAN	G2D	68.318	71.735	75.322	79.088	83.042		5465.44	6643.36
SENIOR NETWORK/TELECM TECH - U	G7P	58.224	61.134	64.194	67.403	70.775		4657.92	5662.00
SENIOR NETWORK/TELECOM TECH	G2F	58.224	61.134	64.194	67.403	70.775		4657.92	5662.00
SENIOR PLANNER	L83	57.025	59.793	62.716	65.786	69.007		4562.00	5520.56
SENIOR PLANNER - U	L86	57.025	59.793	62.716	65.786	69.007		4562.00	5520.56
SENIOR PSYCH - NEURO SERVICES	P9G	88.733	93.084	97.673	102.488	107.533		7098.64	8602.64
SENIOR PSYCHOLOGIST	P9D	82.542	86.591	90.858	95.337	100.033		6603.36	8002.64
SENIOR TEST ENGINEER	G2N	88.340	92.757	97.398	102.267	107.380		7067.20	8590.40
SENIOR TEST ENGINEER - U	G8K	88.340	92.757	97.398	102.267	107.380		7067.20	8590.40
SENIOR USER EXP (UX) DESIGNER	G2S	90.760	95.299	100.066	105.069	110.325		7260.80	8826.00
SENIOR VICTIM/WITNESS ADVOCATE	D6H	40.307	42.322	44.438	46.660	48.990		3224.56	3919.20
SENIOR VICTIM/WITNESS CLM SPEC	D6K	40.307	42.322	44.438	46.660	48.990		3224.56	3919.20
SHERIFF'S HELICOPTER PILOT	U6E	60.044	63.044	66.198	69.507	73.119		4803.52	5849.52
SHERIFF'S PROTECTIVE SVC OFFCR	U9Z	35.670	37.522	39.373	41.213	43.064		2853.60	3445.12
SHERIFF'S TECHNICIAN	G73	31.061	32.579	34.151	35.778	37.520		2484.88	3001.60
SIGN SHOP TECHNICIAN	N63	38.651	40.534	42.500	44.552	46.699		3092.08	3735.92

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SOCIAL SERVICES ANALYST	Y48	54.961	57.633	60.444	63.405	66.502		4396.88	5320.16
SOCIAL SERVICES ANALYST - U	W0A	54.961	57.633	60.444	63.405	66.502		4396.88	5320.16
SOCIAL SVCS APPEALS OFFICER	Y4B	52.104	54.664	57.331	60.116	63.061		4168.32	5044.88
SOCIAL WORK SUPERVISOR	Y23	58.285	61.139	64.121	67.263	70.582		4662.80	5646.56
SOCIAL WORK SUPERVISOR - U	Y2C	58.285	61.139	64.121	67.263	70.582		4662.80	5646.56
SOCIAL WORK TRAINING SPECLST	Y22	58.285	61.139	64.121	67.263	70.582		4662.80	5646.56
SOCIAL WORKER I	Y3A	42.186	44.213	46.352	48.610	50.978		3374.88	4078.24
SOCIAL WORKER I - U	W06	42.186	44.213	46.352	48.610	50.978		3374.88	4078.24
SOCIAL WORKER II	Y3B	46.455	48.735	51.107	53.614	56.229		3716.40	4498.32
SOCIAL WORKER II - U	W02	46.455	48.735	51.107	53.614	56.229		3716.40	4498.32
SOCIAL WORKER III	Y3C	51.260	53.771	56.398	59.141	62.024		4100.80	4961.92
SOCIAL WORKER III - U	W07	51.260	53.771	56.398	59.141	62.024		4100.80	4961.92
SPEECH LANGUAG PATH III	R37	74.579	78.214	82.046	86.065	90.295		5966.32	7223.60
SPEECH LANGUAGE PATH II	R38	68.455	71.793	75.289	78.957	82.829		5476.40	6626.32
SPEECH LANGUAGE PATHOLOGIST I	R1L	59.232	62.121	67.003	68.321	71.666		4738.56	5733.28
SPIRITUAL SERVICES COORDINATOR	D4P	49.459	51.856	54.370	57.010	59.854		3956.72	4788.32
SR ACCOUNT CLERK	E87	32.289	33.855	35.462	37.199	38.990		2583.12	3119.20
SR APPLICATION ADMINISTRATOR-U	Q9V	66.453	69.777	73.268	76.931	80.777		5316.24	6462.16
SR APPRAISER	C47	55.608	58.529	61.451	64.370	67.291		4448.64	5383.28
SR APPRAISER - U	Q5D	55.608	58.529	61.451	64.370	67.291		4448.64	5383.28
SR ASSESSMENT CLERK	D83	31.408	32.924	34.499	36.155	37.911		2512.64	3032.88
SR ASSESSMENT CLERK - U	Q7A	31.408	32.924	34.499	36.155	37.911		2512.64	3032.88
SR AUDITOR APPRAISER	C57	55.608	58.319	61.169	64.170	67.291		4448.64	5383.28
SR AUDITOR APPRAISER - U	Q44	55.608	58.319	61.169	64.170	67.291		4448.64	5383.28
SR BIOMEDICAL ENGINEERING TECH	K01	59.299	62.213	65.236	68.395	71.747		4743.92	5739.76
SR CADASTRAL MAPPING TECH	K43	38.447	40.306	42.258	44.307	46.456		3075.76	3716.48

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SR CHILD SUPPORT OFFICER	E88	43.599	45.721	47.960	50.311	52.771		3487.92	4221.68
SR COMMUNICABLE DISEASE INVES	S5D	45.623	47.993	50.365	52.736	55.109		3649.84	4408.72
SR COMMUNICATION SYSTEMS TECH	K20	56.443	59.191	62.077	65.104	68.298		4515.44	5463.84
SR COMMUNICATIONS DISPATCHER	G92	67.622	70.898	74.373	78.007	81.829		5409.76	6546.32
SR CONFIGURATION ENGINEER	G1H	101.179	106.240	111.551	117.127	122.987		8094.32	9838.96
SR CONSTRUCTION INSPECTOR	N31	55.832	58.623	61.554	64.630	67.863		4466.56	5429.04
SR CONSTRUCTION INSPECTOR - U	W31	55.832	58.623	61.554	64.630	67.863		4466.56	5429.04
SR DATABASE ADMINISTRATOR	B2M	94.317	99.034	103.986	109.187	114.645		7545.36	9171.60
SR DATABASE ADMINISTRATOR - U	B4M	94.317	99.034	103.986	109.187	114.645		7545.36	9171.60
SR ELECTRICAL ELECTRONIC TECH	K91	56.844	59.614	62.519	65.567	68.778		4547.52	5502.24
SR ENVIRONMENTAL HLTH SPEC	V18	60.308	63.258	66.361	69.605	73.041		4824.64	5843.28
SR EPIDEMIOLOGIST	J23	75.655	79.440	83.414	87.585	91.964		6052.40	7357.12
SR HAZARDOUS MATERIALS SPEC	V2B	68.956	72.332	75.923	79.662	83.609		5516.48	6688.72
SR HEALTH SERVICES REP	D1E	35.166	36.851	38.641	40.498	42.477		2813.28	3398.16
SR HEALTH SERVICES REP - U	D1G	35.166	36.851	38.641	40.498	42.477		2813.28	3398.16
SR LIBRARY CLERK	E39	35.550	37.277	39.086	40.973	42.948		2844.00	3435.84
SR LIBRARY CLERK - U	W1H	35.550	37.277	39.086	40.973	42.948		2844.00	3435.84
SR OFFICE SPECIALIST	X09	32.163	33.732	35.320	37.044	38.829		2573.04	3106.32
SR PARALEGAL	V73	45.495	47.732	50.070	52.521	55.081		3639.60	4406.48
SR PARALEGAL - COUNTY COUNSEL	V7J	45.495	47.732	50.070	52.521	55.081		3639.60	4406.48
SR PARALEGAL - U	W70	45.495	47.732	50.070	52.521	55.081		3639.60	4406.48
SR PARK MAINTENANCE WORKER	T27	42.196	44.240	46.398	48.665	51.053		3375.68	4084.24
SR PATIENT BUS SVCS CLERK - U	Q4D	35.783	37.481	39.317	41.208	43.215		2862.64	3457.20
SR PATIENT BUSINESS SVCS CLK	D45	35.783	37.481	39.317	41.208	43.215		2862.64	3457.20
SR PSYCHOSOCIAL OCC THERAPIST	R3P	64.740	67.887	71.220	74.688	78.353		5179.20	6268.24
SR REV COLLECTION OFFICER - U	V3D	40.623	42.596	44.646	46.841	49.128		3249.84	3930.24

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
SR REVENUE COLLECTIONS OFFICER	V34	40.623	42.596	44.646	46.841	49.128		3249.84	3930.24
SR TELECOMMUNICATIONS TECH	K18	54.249	56.892	59.663	62.573	65.638		4339.92	5251.04
SR WELFARE FRAUD INVESTIGATOR	V8C	59.722	62.956	66.191	69.426	72.662		4777.76	5812.96
SSA BUSINESS POLICY IMPLE SPEC	P65	61.851	64.878	68.051	71.374	74.873		4948.08	5989.84
STAFF DEVELOPMENT SPEC	E42	54.461	57.104	59.901	62.832	65.899		4356.88	5271.92
STAFF DEVELOPMENT SPEC - U	E48	54.461	57.104	59.901	62.832	65.899		4356.88	5271.92
STATIONARY ENGINEER	N96	60.497	63.522	66.697	70.033	73.534		4839.76	5882.72
STATIONARY ENGINEER - FAF-U	Z91	40.623	42.596	44.646	46.841	49.128		3249.84	3930.24
STATIONARY ENGINEER- FAF	N93	40.623	42.596	44.646	46.841	49.128		3249.84	3930.24
STERILE PROCESS TECH II	S06	33.650	35.216	36.936	38.718	40.564		2692.00	3245.12
STERILE PROCESSING TECH I	S68	32.015	33.520	35.098	36.788	38.586		2561.20	3086.88
STUDENT INTERN-521, LEVEL I	D8F	19.717	20.698	21.742	22.829	23.972		1577.36	1917.76
STUDENT INTERN-521, LEVEL II	D8G	25.045	26.297	27.618	28.998	30.449		2003.60	2435.92
STUDENT INTERN-521, LEVEL III	D8H	29.873	31.370	32.942	34.590	36.318		2389.84	2905.44
STUDENT INTERN-521, LEVEL IV	D8J	36.469	38.296	40.211	42.221	44.337		2917.52	3546.96
SURGERY SCHEDULER	S2D	34.372	36.017	37.765	39.582	41.515		2749.76	3321.20
SURGERY SCHEDULER - U	Q2L	34.372	36.017	37.765	39.582	41.515		2749.76	3321.20
SURGICAL AIDE	P82	32.372	33.934	35.548	37.278	39.086		2589.76	3126.88
SURGICAL TECHNICIAN	S23	44.922	47.098	49.381	51.789	54.329		3593.76	4346.32
SYSTEMS ADMINISTRATOR	G2L	74.314	78.032	81.934	86.029	90.332		5945.12	7226.56
SYSTEMS ADMINISTRATOR - U	G7N	74.314	78.032	81.934	86.029	90.332		5945.12	7226.56
SYSTEMS ADMINISTRATOR TECH	G1Z	53.728	56.414	59.238	62.199	65.308		4298.24	5224.64
SYSTEMS ADMINISTRATOR TECH - U	G8P	53.728	56.414	59.238	62.199	65.308		4298.24	5224.64
TECHNICAL WRITER	G59	70.421	73.942	77.641	81.521	85.599		5633.68	6847.92
TECHNICAL WRITER - U	G8M	70.421	73.942	77.641	81.521	85.599		5633.68	6847.92
TELECOMMUNICATIONS SRV SPC	E20	34.493	36.144	37.900	39.737	41.658		2759.44	3332.64

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
TELECOMMUNICATIONS TECHNICIAN	L35	50.006	52.455	55.021	57.704	60.504		4000.48	4840.32
TEST ENGINEER	G2Q	73.617	77.298	81.164	85.222	89.484		5889.36	7158.72
TEST ENGINEER - U	G8L	73.617	77.298	81.164	85.222	89.484		5889.36	7158.72
THERAPY TECHNICIAN	R48	33.124	34.715	36.388	38.130	39.964		2649.92	3197.12
THERAPY TECHNICIAN - U	Q4H	33.124	34.715	36.388	38.130	39.964		2649.92	3197.12
TRAFFIC PAINTER I	N80	33.878	35.502	37.226	39.018	40.922		2710.24	3273.76
TRAFFIC PAINTER II	N79	37.000	38.781	40.675	42.624	44.686		2960.00	3574.88
TRAFFIC PAINTER III	N78	41.426	43.418	45.516	47.748	50.086		3314.08	4006.88
TRANSCRIPTIONIST	D11	30.023	31.419	32.959	34.547	36.194		2401.84	2895.52
TRANSLATOR/INTERPRETER	D5J	35.445	37.150	38.961	40.827	42.823		2835.60	3425.84
TRANSLATOR/INTERPRETER - U	Q5J	35.445	37.150	38.961	40.827	42.823		2835.60	3425.84
TRANSPORTATION OFFICER	X36	32.775	34.352	36.000	37.737	39.565		2622.00	3165.20
TUMOR REGISTRAR	D04	30.449	31.918	33.460	35.065	36.751		2435.92	2940.08
ULTRASONOGRAPHER I - A	S6A	62.693	65.729	68.962	71.618	75.868		5015.44	6069.44
ULTRASONOGRAPHER I - B	S6B	66.456	69.671	73.721	76.672	80.419		5316.48	6433.52
ULTRASONOGRAPHER I - C	S6C	70.216	73.619	77.238	81.016	84.973		5617.28	6797.84
ULTRASONOGRAPHER II - A	S9A	74.167	77.807	81.609	85.637	89.866		5933.36	7189.28
ULTRASONOGRAPHER II - B	S9B	76.269	80.008	83.919	88.060	92.410		6101.52	7392.80
ULTRASONOGRAPHER II - C	S9C	78.369	82.212	86.230	90.486	94.952		6269.52	7596.16
ULTRASONOGRAPHER II - D	S9D	79.768	83.679	87.772	92.102	96.650		6381.44	7732.00
URODYNAMIC TECHNICIAN	R86	36.540	38.299	40.165	42.089	44.145		2923.20	3531.60
UROLOGY CLINICAL COORD	R63	36.224	37.968	39.822	41.731	43.752		2897.92	3500.16
USER EXPERIENCE (UX) DESIGNER	G2T	75.634	79.414	83.387	87.557	91.936		6050.72	7354.88
USER EXPERIENCE (UX) DESIGNR-U	G2V	75.634	79.414	83.387	87.557	91.936		6050.72	7354.88
UTILITY WORKER	H17	31.108	32.578	34.098	35.752	37.481		2488.64	2998.48
UTILITY WORKER - U	H1A	31.108	32.861	34.098	35.752	37.481		2488.64	2998.48

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
VECTOR CONTROL COMM RES SPC	X83	51.509	54.030	56.661	59.411	62.318		4120.72	4985.44
VECTOR CONTROL ECOLOGIST	X73	52.295	54.823	57.498	60.323	63.277		4183.60	5062.16
VECTOR CONTROL TECHNICIAN I	X78	33.989	35.603	37.344	39.145	41.047		2719.12	3283.76
VECTOR CONTROL TECHNICIAN II	X77	39.190	41.092	43.075	45.157	47.350		3135.20	3788.00
VECTOR CONTROL TECHNICIAN III	X76	42.461	44.514	46.677	48.920	51.325		3396.88	4106.00
VECTOR CONTROL TRAINEE	X79	31.325	32.850	34.427	36.064	37.825		2506.00	3026.00
VECTOR CONTROL TRAINEE - U	Q7J	31.325	32.850	34.427	36.064	37.825		2506.00	3026.00
VEHICLE USE COORDINATOR	M25	27.293	28.659	30.093	31.599	33.179		2183.44	2654.32
VEHICLE USE COORDINATOR - U	Q2S	27.293	28.659	30.093	31.599	33.179		2183.44	2654.32
VETERAN SERVICES REP I	X72	37.359	39.167	41.066	43.056	45.143		2988.72	3611.44
VETERAN SERVICES REP II	X71	41.013	43.000	45.086	47.282	49.603		3281.04	3968.24
VETERINARIAN	V5J	72.323	75.937	79.737	83.723	87.936		5785.84	7034.88
VETERINARIAN ASSISTANT	P8A	29.930	31.341	32.822	34.356	36.022		2394.40	2881.76
VETERINARIAN ASSISTANT - U	Q8P	29.930	31.341	32.822	34.356	36.022		2394.40	2881.76
VHP CLAIMS EXAMINER	D4M	34.723	36.411	38.160	39.975	41.928		2777.84	3354.24
VHP CLAIMS EXAMINER - U	Z1N	34.723	36.411	38.160	39.975	41.928		2777.84	3354.24
VHP MEMBER SERVICES REP	D25	34.901	36.569	38.327	40.176	42.120		2792.08	3369.60
VICTIM/WITNESS ADVOCATE	D6G	34.175	35.887	37.676	39.561	41.539		2734.00	3323.12
VICTIM/WITNESS CLAIMS SPEC	D6J	34.175	35.887	37.676	39.561	41.539		2734.00	3323.12
VITAL RECORDS SPECIALIST I	F5F	29.802	31.205	32.710	34.306	35.923		2384.16	2873.84
VITAL RECORDS SPECIALIST II	F5E	32.163	33.732	35.320	37.044	38.829		2573.04	3106.32
VOLUNTEER COORDINATOR	T20	45.086	47.282	49.603	52.039	54.563		3606.88	4365.04
WAREHOUSE MATERIALS HANDLER	G77	29.019	30.381	31.820	33.368	34.971		2321.52	2797.68
WAREHOUSE MATERIALS HANDLER-U	Z7A	29.019	30.381	31.820	33.368	34.971		2321.52	2797.68
WEB CONTENT ASSISTANT	J2U	35.138	36.849	38.636	40.502	42.453		2811.04	3396.24
WEB TECHNICIAN	G4M	35.301	37.007	38.809	40.684	42.642		2824.08	3411.36

APPENDIX A – SALARY SCHEDULE

Jun-25

JobTitle	Jobcode	Step1	Step2/Min	Step3/Mid	Step4/Max	Step5	FlatRate	Min Bi-Weekly	Max Bi-Weekly
WEED ABATEMENT INSPECTOR	X81	31.342	32.852	34.426	36.080	37.832		2507.36	3026.56
WELFARE FRAUD INVESTIGATOR	V8B	54.162	56.872	59.724	62.741	65.898		4332.96	5271.84
YOUTH ENGAGEMENT SPECIALIST	D2O	30.693	32.120	33.691	35.316	37.000		2455.44	2960.00
YOUTH ENGAGEMENT SPECIALIST-U	Q2U	30.693	32.120	33.691	35.316	37.000		2455.44	2960.00

Note: The following classifications are not listed and shall continue the existing alignment with the appropriate classes in the respective bargaining unit:

_Salary aligned with Registered Nurses Professional Association (RNPA): Physician Assistant

_Salary aligned with Probation Peace Officers' Union Local 1587: Probation Assistant I/II, Probation Counselor I/II

_Salary aligned with Deputy Sheriff's Association (DSA) and District Attorney Investigators' Association (DAIA): Investigator Assistant, Public Defender Investigator I/II, Medical Examiner Coroner Investigator, Deputy Fire Marshal, Rehabilitation Officer I/II

APPENDIX B – CLERICAL UNIT

#

B.1 - Salaries

Salaries shall be identified by job code and listed in Appendix A:

Job Code	Job Title
D98	ACCOUNT CLERK I
D97	ACCOUNT CLERK II
C60	ADMINISTRATIVE ASSISTANT
D88	ASSESSMENT CLERK
D55	BOARD CLERK I
D54	BOARD CLERK II
D81	CASHIER
F19	CHILD SUPPORT DOCUMENT EXAMINER
F57	CLERK-RECORDER OFFICE SPECIALIST I
F56	CLERK-RECORDER OFFICE SPECIALIST II
F55	CLERK-RECORDER OFFICE SPECIALIST III
D72	CLIENT SERVICES TECHNICIAN
G33	DATA ENTRY OPERATOR
G34	DATA ENTRY OPERATOR TRAINEE
D03	DATA OFFICE SPECIALIST
G97	ELECTION SPECIALIST
C29	EXECUTIVE ASSISTANT I
C19	EXECUTIVE ASSISTANT II
J69	HEALTH INFORMATION CLERK I
J68	HEALTH INFORMATION CLERK II
J67	HEALTH INFORMATION CLERK III
J78	HEALTH INFORMATION TECHNICIAN I
J77	HEALTH INFORMATION TECHNICIAN II
D2E	HEALTH SERVICES REPRESENTATIVE
G52	HOSPITAL COMMUNICATIONS OPERATOR
D29	HOUSE STAFF COORDINATOR
F38	JUSTICE SYSTEM CLERK I
F37	JUSTICE SYSTEM CLERK II
D5F	LAFCO CLERK
D43	LAW ENFORCEMENT CLERK
D63	LAW ENFORCEMENT RECORDS SPECIALIST
D42	LAW ENFORCEMENT RECORDS TECHNICIAN
F14	LEGAL CLERK
F16	LEGAL CLERK TRAINEE

APPENDIX B – CLERICAL UNIT

Job Code	Job Title
D70	LEGAL SECRETARY I
D66	LEGAL SECRETARY II
D74	LEGAL SECRETARY TRAINEE
J58	LIBRARY CIRCULATION AIDE
E54	LIBRARY CLERK
E16	LIBRARY PAGE
E24	LIBRARY TECHNICIAN
D3F	MANAGED CARE INTAKE COORDINATOR-VHP
D79	MEDICAL ADMINISTRATIVE ASSISTANT I
D76	MEDICAL ADMINISTRATIVE ASSISTANT II
D75	MEDICAL OFFICE SPECIALIST
D87	MEDICAL TRANSCRIPTIONIST
D02	MEDICAL UNIT CLERK
E61	MENTAL HEALTH OFFICE SPECIALIST
D51	OFFICE SPECIALIST I
D49	OFFICE SPECIALIST II
D09	OFFICE SPECIALIST III
P71	OPERATING ROOM CLERK
D48	PATIENT BUSINESS SERVICES CLERK
R2I	PHARMACY ASSISTANT
D5H	PLANNING COMMISIONS CLERK
G71	PRECINCT PLANNING SPECIALIST
D58	RECORDABLE DOCUMENTS INDEXER
D57	RECORDS RETENTION SPECIALIST
D3A	RESOURCE SCHEDULING REPRESENTATIVE
D62	REVENUE COLLECTIONS CLERK
E87	SENIOR ACCOUNT CLERK
D83	SENIOR ASSESSMENT CLERK
G32	SENIOR DATA ENTRY OPERATOR
D61	SENIOR DATA PROCESSING EQUIPMENT OPERATOR
D1E	SENIOR HEALTH SERVICES REPRESENTATIVE
E39	SENIOR LIBRARY CLERK
X09	SENIOR OFFICE SPECIALIST
D45	SENIOR PATIENT BUSINESS SERVICES CLERK
S2D	SURGERY SCHEDULER
E20	TELECOMMUNICATIONS SERVICES SPECIALIST

APPENDIX B – CLERICAL UNIT

Job Code	Job Title
D11	TRANSCRIPTIONIST
D5J	TRANSLATOR/INTERPRETER
D04	TUMOR REGISTRAR
D4M	VALLEY HEALTH PLAN CLAIMS EXAMINER
D25	VALLEY HEALTH PLAN MEMBER SERVICES REPRESENTATIVE
F5F	VITAL RECORDS SPECIALIST I
F5E	VITAL RECORDS SPECIALIST II

REALIGNMENTS

JOB CODE	CLASSIFICATION	REALIGNMENT
D81	CASHIER	2.00%
D72	CLIENT SERVICES TECHNICIAN	1.00%
D7F	CLIENT SERVICES TECHNICIAN - U	1.00%
G33	DATA ENTRY OPERATOR	1.00%
G34	DATA ENTRY OPERATOR TRAINEE	1.50%
D03	DATA OFFICE SPECIALIST	2.00%
J69	HEALTH INFORMATION CLERK I	1.50%
Z69	HEALTH INFORMATION CLERK I - U	1.50%
D2E	HEALTH SERVICES REP	1.00%
D2G	HEALTH SERVICES REP - U	1.00%
F38	JUSTICE SYSTEM CLERK I	0.50%
Q38	JUSTICE SYSTEM CLERK I - U	0.50%
F37	JUSTICE SYSTEM CLERK II	0.50%
Q3A	JUSTICE SYSTEM CLERK II - U	0.50%
F14	LEGAL CLERK	0.50%
Q4G	LEGAL CLERK - U	0.50%
F16	LEGAL CLERK TRAINEE	0.50%
Q43	LEGAL CLERK TRAINEE - U	0.50%
D70	LEGAL SECRETARY I	0.50%
W36	LEGAL SECRETARY I - U	0.50%
D66	LEGAL SECRETARY II	0.50%
D6Z	LEGAL SECRETARY II – U	0.50%
D74	LEGAL SECRETARY TRAINEE	0.50%
W37	LEGAL SECRETARY TRN - U	0.50%

APPENDIX B – CLERICAL UNIT

JOB CODE	CLASSIFICATION	REALIGNMENT
J58	LIBRARY CIRCULATION AIDE	5.65%
E54	LIBRARY CLERK	1.00%
W1K	LIBRARY CLERK - U	1.00%
E16	LIBRARY PAGE	9.75%
E1D	LIBRARY PAGE - U	9.75%
E24	LIBRARY TECHNICIAN	6.75%
D76	MEDICAL ADMIN ASSISTANT II	0.50%
Q7B	MEDICAL ADMIN ASSISTANT II - U	0.50%
D02	MEDICAL UNIT CLERK	1.00%
D51	OFFICE SPECIALIST I	1.50%
V64	OFFICE SPECIALIST I - U	1.50%
D49	OFFICE SPECIALIST II	1.00%
V33	OFFICE SPECIALIST II - U	1.00%
D09	OFFICE SPECIALIST III	1.00%
V31	OFFICE SPECIALIST III - U	1.00%
D48	PATIENT BUSINESS SERV CLERK	1.00%
U48	PATIENT BUSINESS SERV CLERK-U	1.00%
R2I	PHARMACY ASSISTANT	1.50%
U2P	PHARMACY ASSISTANT - U	1.50%
D3A	RESOURCES SCHEDULING REP	2.00%
D1E	SR HEALTH SERVICES REP	1.00%
D1G	SR HEALTH SERVICES REP - U	1.00%
E39	SR LIBRARY CLERK	1.00%
W1H	SR LIBRARY CLERK - U	1.00%
Q4D	SR PATIENT BUS SVCS CLERK - U	1.00%
D45	SR PATIENT BUSINESS SVCS CLK	1.00%
S2D	SURGERY SCHEDULER	1.00%
Q2L	SURGERY SCHEDULER - U	1.00%
D4M	VHP CLAIMS EXAMINER	1.00%
Z1N	VHP CLAIMS EXAMINER - U	1.00%
D25	VHP MEMBER SERVICES REP	1.50%

B.2 - Staff Meetings

The County agrees as a matter of principle that clerical representation is appropriate in department staff meetings which discuss items impacting the clerical functions or working conditions. The Union can request from each department the procedure for implementing this principle no more than once during the term of this agreement. The parties agree that such procedures are appropriate for meeting and conferring at the departmental level and subject to the provisions of Article 8.15(b).

APPENDIX B – CLERICAL UNIT

B.3 - Transfer and Examination System

The County shall maintain an electronic information system to distribute transfer opportunities and examination information to clerical workers. These informational kiosks will be located at VMC (AOB); 70 W. Hedding (8th Floor) and SSA – Julian (HR). The County will provide currently available data via an electronic information system. The system will consist of the following:

County intranet (internal) website at connect.sccgov.org and County internet (external) website at www.sccjobs.org which will provide information for open competitive opportunities, promotional opportunities and county-wide transfer opportunities including unclassified positions for all County Agencies. The transfer information will include the job title, special skills (if unusual), contact person, telephone number, and location and hours of work, if available. The current promotional and open competitive examinations information will include title and final filing date. If cutoff dates are established for continuous examinations, that information will be included also.

- a) Prior to filling any position from the appropriate eligibility list within this unit, notice of the vacancy shall be listed on the County intranet website for seven (7) calendar days.
- b) Information will be updated on the County intranet website and internet websites as revised information is available.

B.4 - Union-County Clerical Education Program

- a) Within the first sixty (60) calendar days of ratification of this Agreement, a Joint Labor-Management Committee composed of four (4) members and one (1) alternate from the Union and four (4) members and one (1) alternate from Management shall convene to collaboratively develop educational courses and programs which will enhance the career opportunities for workers in the Clerical Unit. Within ninety (90) calendar days of ratification of same, the committee shall convene to determine tasks and deadlines related to the development of the educational courses and programs. The committee will continue to meet as mutually determined necessary.
- b) A seven thousand and two hundred fifty-dollar (\$7,250) fund has been established for the first fiscal year of this program and fourteen thousand dollars (\$14,000) for each subsequent fiscal year during the term of this Agreement. Funds for this program shall not be expended until the determination and finalization of programs by this committee. Any funds not expended shall be rolled into the next fiscal year.
- c) The Committee will:
 - 1. Develop and distribute a questionnaire for the clerical workers to determine courses of highest interest and priority.

APPENDIX B – CLERICAL UNIT

2. Develop a list of courses which will enhance the career opportunities for workers in the Clerical Unit.
 3. Evaluate available resources and facilities that support the implementation of agreed upon courses.
 4. Review all aspects of the program on an annual basis.
- d) The County will have final decision on scheduling and will assume responsibility for scheduling and providing facilities for such courses. Scheduling shall be arranged, when possible, to minimize impact on the normal work hours. Every effort will be made to schedule classes between 7:00 a.m. and 6:00 p.m. on weekdays.
- e) The County shall ensure adequate release and travel time to attend committee meetings and approved training.

B.5 - Time Off for Career Advancement

The County shall, as a matter of policy, permit workers to pursue County employment, including scheduled examinations, interviews, typing tests, background investigations and location visits without loss of compensation or benefits, if forty-eight (48) hours' notice is given to the worker's supervisor or department head.

B.6 - Typing Tests

For County employment opportunities requiring typing examinations, the County will:

- a) Provide testing facilities at ESA - Human Resources Department.
- b) Accept certification from accredited business schools in lieu of such County typing examinations when the actual test and score sheet are attached.
- c) County workers shall have the opportunity to take the typing test each time it is offered on a space available basis.
- d) The County shall ensure adequate release and travel time for typing examinations.

Satisfactory typing test results and certification will be valid if accomplished not more than thirty-six (36) months prior to the date of application for the position.

B.7 - Training

Workers in classifications not assigned supervisory duties shall not be required to train other personnel. Training of workers in this Unit shall only be performed by the worker's supervisor or by people paid to administer training. The County agrees, where possible, to orient new workers before the incumbents leave.

B.8 - Union Logo

APPENDIX B – CLERICAL UNIT

With approval between the Union and individual department heads, clerical workers shall have the right with Union membership to include the Union logo on all materials they type (SEIU Local 521).

B.9 - Differentials

a) Lead Differential

The County will pay a differential of approximately six percent (6%), range to range based on the worker's range and step, for positions in the Clerical Unit which meet the criteria listed below:

1. That the lead role be assigned in relation to a minimum of 4.5 full-time equivalents working in a regular on-going basis in a large work unit where assignments are standardized, relatively unchanging and of limited variety; or
2. That the lead role be assigned in relation to a minimum of two full-time equivalents working on a regular on-going basis in a small work unit where assignments are varied and frequently changing.

The Lead will not have disciplinary responsibilities. The lead role whether included in the job description or paid for through this differential will be defined to include but not be limited to the functions defined in Article 20, Section 20.2 of the Master Agreement:

Notice of an available lead differential will be posted on worker bulletin boards or electronic communication prior to assigning.

The above will apply to all classifications except the following:

Administrative Assistant	Medical Administrative Assistant II
Executive Assistant I	Senior Account Clerk
Executive Assistant II	Senior Assessment Clerk
Health Information Clerk III	Senior Data Entry Operator
Health Information Technician II	Senior Health Services Representative
Justice Systems Clerk II	Senior Library Clerk
Law Enforcement Records Specialist	Senior Office Specialist
Law Enforcement Records Technician	Senior Patient Business Services Clerk
Medical Administrative Assistant I	Vital Records Specialist II

Positions in other classes may be allocated this differential upon approval of the County Executive and the Director of Personnel. As a result of future classification studies this section may be amended by the County after following the requirements of Article 27.

b) Legal Secretary I Differential

APPENDIX B – CLERICAL UNIT

A differential of approximately five percent (5%), based upon the third step of the salary range for Legal Secretary I, shall be paid to an incumbent of a position in this class who, in addition to performing legal secretarial duties:

1. Is assigned to provide lead to a large group of Legal Secretaries; or
2. Is assigned to provide lead to two (2) or more general clerical personnel in a branch operation that is geographically removed from the main office; or
3. Is assigned to perform secretarial duties for the head of a large division in a legal department.

This differential will not be covered by the differential bidding procedure.

c) **Library Clerk Differential**

Incumbents in the class of Library Clerk, when in charge of circulation services for two (2) or more hours and in the absence of a Senior Library Clerk or Library Circulation Supervisor, shall receive two dollars (\$2.00) as the total premium payment for each hour worked.

d) **DCSS and DA Legal Clerk/Court Differential**

Legal Clerks in the Department of Child Support Services, when assigned to work at Superior Court to perform a wide range of duties, including taking minutes of Court actions and proceedings, working with Court clerks to ensure correct calendars and providing support to attorneys in a courtroom, shall receive a flat rate of two dollars (\$2.00) per hour for each productive hour working in the courtroom. Also, Legal Clerks in the DA's office will receive this differential if they perform the duties specified above.

e) **Client Services Technician Intake Differential**

Client Services Technician (D72) in the Social Services Agency, when assigned the full range of Intake functions shall receive a differential approximately four percent (4.00%) above that specified for regular positions in this class. No more than one hundred and ten (110) Client Services Technicians may receive this Intake differential at any one time.

f) **Law Enforcement Records Technician/Specialist Differential**

In lieu of filling these positions at the Specialist level, for rotation purposes the department may pay a ten percent (10%) differential to Law Enforcement Records Technicians assigned to perform Specialist work, not to exceed the number of FTE's allocated.

g) **Animal Control Dispatch Differential**

Up to three (3) clerical workers a day assigned and performing radio dispatching of Animal Control Units under the direction of an on-duty Senior Animal Control Officer, Supervising Animal Control Officer or the Chief Animal Control Officer,

APPENDIX B – CLERICAL UNIT

shall be compensated at the flat rate of one dollar and seventy-five cents (\$1.75) per hour above the regular salary rate for each hour actually worked.

h) **Senior Library Clerk, Library Clerk Passport Duties Differential**

When assigned by the County Librarian or designee, incumbents in the classes of Senior Library Clerk or Library Clerk in the County Library District shall receive an additional one dollar and fifty cents (\$1.50) per hour for each hour worked performing passport function responsibilities. Incumbents assigned to the passport function must successfully complete a LiveScan background check in order to obtain and maintain Passport Acceptance Agent authorization.

B.10 - Promotional Opportunity Project

During the term of the agreement, the County will make available to Clerical workers in this bargaining unit a total of six (6) positions to be alternately staffed with existing SEIU classifications. A single classification in the unclassified service will be used for this program.

The County Human Resources Department and the Union will schedule a meet and confer within 60 days of the ratification of this Agreement by the Board of Supervisors to reach agreement on:

1. The classifications to be used shall be selected from a current list of vacant positions; and
2. The agencies/departments where the positions are located.

The following criteria will be the basis to determine participation:

1. Three years of classified service and is not on subsequent probation.
2. Review of current skills/knowledge/abilities.
3. A commitment to participate in outside educational courses, if required.
4. Participation is restricted to Clerical workers whose salary is below the targeted training classification.

Participation in the program will be based on a selection process which has been developed by the Human Resources Department and reviewed with the Union prior to implementation.

Regular Tuition Reimbursement provisions will apply for all participants. Regular on-the-job training will be offered.

Workers selected to participate in this Program will be paid at the salary of their classification held immediately prior to entering the training program (excluding differentials) for a period not to exceed twenty-six (26) pay periods. They are, however, eligible to receive any differential that is appropriate to be paid to them consistent with the work they are doing in their training capacity.

APPENDIX B – CLERICAL UNIT

When the worker has met the employment standards of the higher class, he/she shall be afforded an opportunity to take the appropriate qualifying promotional exam provided participants shall have a minimum of six (6) months in the position before being eligible to test. Program participants will be eligible to take the qualifying exam twice during training, with a minimum of forty-five (45) calendar days between scheduled tests.

If they pass the exam and receives a favorable promotional rating form, promotion will be effective the following pay period. If he/she does not pass the exam within one (1) year, the provisions of Section 6.10 will apply.

B.11 - Executive Assistant I and Executive Assistant II Alternate Staffing

All Executive Assistant II's shall be alternately staffed down to the Executive Assistant I level. All Executive Assistant I's shall be alternately staffed down to the Administrative Assistant level. A positive recommendation on a promotional rating form shall be deemed an appropriate qualifying examination to promote through the series.

B.12 - Alternate Staffing/Trainee

The following classifications will be alternately staffed as indicated:

Account Clerk I/Office Specialist II/Office Specialist I
Assessment Clerk/Office Specialist II/Office Specialist I
Recordable Documents Indexer/Office Specialist II/Office Specialist I
Legal Clerk Trainee/Office Specialist III/Office Specialist II/Office Specialist I
Patient Business Services Clerk/Office Specialist II/Office Specialist I
Revenue Collection Clerk/Office Specialist II/Office Specialist I
Health Services Representative/Office Specialist III/Office Specialist II/Office Specialist I
Transcriptionist/Office Specialist III/Office Specialist II
Client Services Technician/Office Specialist III/Office Specialist II
Library Clerk/Library Circulation Aide/Library Page
Justice System Clerk I/Justice System Clerk II/Office Specialist III
Medical Unit Clerk/Office Specialist III/Office Specialist II
Mental Health Office Specialist/Office Specialist III/Office Specialist II

- a) The hiring authority, as an alternative to appointing directly to the higher classification, may accept a transfer of a currently employed Office Specialist I, Office Specialist II, or Office Specialist III, as indicated. Should sufficient qualified Office Specialist I's, Office Specialist II's, or Office Specialist III's not apply for transfer, the department may then request that the eligibles be certified from the appropriate lower level eligible list.
- b) Selection of workers at the appropriate Office Specialist I, Office Specialist II, or Office Specialist III level should be based on their capability to be trained to perform at the higher level, given adequate training and experience.

APPENDIX B – CLERICAL UNIT

- c) The appropriate Office Specialist I, Office Specialist II, or Office Specialist III classification as an alternate with the above higher level clerical classification will serve as a trainee level where persons hired will be expected to learn the specialized function and be capable of performing at the higher level and meet employment standards of the higher level classification within nine (9) months.
- d) All positions to be filled at the appropriate Office Specialist I, Office Specialist II, or Office Specialist III, alternately staffed trainee level will be listed on the electronic information system for a minimum of three (3) working days. The transfer information will include the job title, location, hours of work, special skills, contact person, telephone number, and the final filing date for submitting an application. Applicants not selected shall be notified in writing.
- e) Once an incumbent completes six (6) months in the lower classification, meets the employment standards for the higher level classification and receives a favorable promotional rating form, he/she will be eligible to promote to the next higher classification listed in B.12. If the incumbent meets this criteria, they shall be promoted to the higher-level classification at the beginning of the next pay period. If the incumbent does not receive a favorable promotional rating form within six (6) months, he/she shall then be eligible to receive a second promotional rating form after another three (3) months, in accordance with the timelines specified in the Merit System Rules.
- f) If the wage difference exceeds the upward salary change of 15% between the lower level classification and the next level alternately staffed classification wage band (transfer band), the incumbent must pass a qualifying exam which will consist of a written test and a favorable promotional rating prior to promotion. Should the worker not pass the qualifying exam, he/she shall be allowed to review the examination or portions allowed to be reviewed pursuant to Merit System Rules. For portions of the test not reviewable, the worker may discuss his/her weak points with the testing analyst. If the exam is taken through the regular recruitment process, it will be treated as the qualifying exam under this section. If the incumbent does not pass the qualifying exam, he/she shall then be eligible to take a second qualifying exam no sooner than 45 days from the date of the original examination, in accordance with the timelines specified in the Merit System Rules.
- g) If a worker fails the written examination and/or does not receive a favorable promotional rating within nine (9) months, he/she will be removed from the position in accordance with (i) and cannot return to that classification under this provision for at least six (6) months.
- h) All positions filled in this manner will be forwarded to the Union.
- i) In the event an incumbent fails to pass his/her qualifying exam, he/she shall be transferred to a vacant position in his/her former classification for which he/she is eligible in his/her current department. If there are no vacancies, the worker shall

APPENDIX B – CLERICAL UNIT

transfer to his/her former classification in a vacant position in his/her former department for which he/she is eligible. In the event there are no vacancies in either department, he/she shall remain in his/her present position until a vacancy occurs in his/her current department.

B.13 - Confidential Clerical

One hundred eighty-six and one half (186.5) Confidential Clerical positions may be designated during the term of this Agreement. The total number of positions at any one time shall be limited to one hundred eighty-six and one half (186.5).

For purposes of this Agreement, "Confidential Clerical position" means any position which duties normally require having access to or possession of information pertaining to the development, preparation, or taking of positions with respect to the local employer's employer-employee relationship.

Any incumbent in a classified position which is designated as confidential after the effective date of this Agreement shall have the right to transfer to a vacant non-confidential classified position in the same classification within thirty days of such designation if they request to do so in writing within ten (10) working days of the designation.

B.14 - Weekend Off Provision

The following weekend off provisions shall apply, during the term of this Agreement, to all County workers in the classification of Medical Unit Clerk, Health Services Representative, and Senior Health Services Representative at County of Santa Clara Health System.

- a) The County will attempt to grant every other weekend off and each worker will not be required to work more than two (2) consecutive weekends or more than twenty-six (26) weekends per year. Every effort will be made on a unit-by-unit basis to require fewer weekends per year.
- b) If the County requires a worker to work more than two (2) consecutive weekends, or more than twenty-six (26) weekends per year, the worker will receive time and one-half for work in excess of that required. These penalties shall not be duplicated for the same weekend worked. Work as used in this section shall mean productive time.
- c) Weekend work assignments shall be prorated for all newly coded workers and/or any worker who is off the payroll due to an authorized leave of absence.
- d) The above weekend off provision may be waived on the written request of the individual worker. Such worker may rescind the signed waiver with a fourteen (14) calendar day notice to management.

B.15 – Request for Alternate Hours Schedule

APPENDIX B – CLERICAL UNIT

Workers represented by the Clerical Unit are subject to the provisions of Article 8, Section 8.14 – Request for Alternate Hours Schedule, of the Memorandum of Agreement between the County of Santa Clara and SEIU Local 521.

B.16 – Work Out of Classification (WOOC)

Short-term WOOC opportunities are defined as twenty (20) working days or less. For short-term WOOC opportunities, management reserves the right to select workers to WOOC.

Long-term WOOC opportunities are defined as more than twenty (20) working days. Management shall attempt to notify all clerical workers in the Unit via County email of the long-term WOOC opportunity.

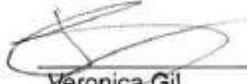
Should a short-term WOOC opportunity turn into a long-term WOOC, the initial worker assigned may remain on the WOOC assignment until the long-term WOOC opportunity is posted and filled.

APPENDIX B – CLERICAL UNIT

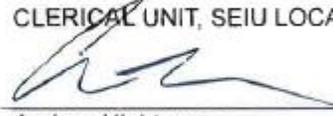
DATE: _____

COUNTY of SANTA CLARA

CLERICAL UNIT, SEIU LOCAL 521



Veronica Gil



Andrea Hightower



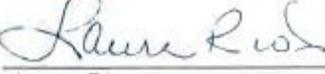
Janice Jones

Janet M Diaz-Perez

Janet Diaz



Myra Saludares



Laura Rios



Stevie Williams



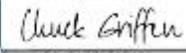
Lydia Torres



Erin Kunze



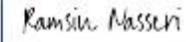
Desiree Garcia

DocuSigned by:


Chuck Griffen



Catrina Gomez Mestaz

DocuSigned by:


Ramsin Nasser

Lilia Jacobo

Lilia Jacobo



Melissa Osborne

Teresa Linderman Libera

Teresa Linderman

Marissa Moreno

Christian D'Alfonso

APPENDIX C – PUBLIC HEALTH NURSING UNIT

C.1 – Job Classifications

The following job classifications will be represented by the Public Health Nurse Unit:

Job Code	Job Title
S50	Public Health Nurse I
S48	Public Health Nurse II
S47	Public Health Nurse III
S45	Public Health Nurse Specialist

The salary shall be identified by job code and listed in Appendix A.

Salary Adjustments:

Consistent with the County Classification Report for the Public Health Nurse Classification Series dated June 28, 2023, the County and Union agree to the terms of the Classification Study, including but not limited to, PHN job specifications and County-recommended salary adjustments. Effective after adoption by the Board of Supervisors (salary ordinance amendment effective the first pay period after the second reading by the Board of Supervisors), the following classifications shall receive realignments as listed below:

JOB CODE	CLASSIFICATION	SALARY ADJUSTMENT
S50	Public Health Nurse I	5.00%
S48	Public Health Nurse II	5.00%
S47	Public Health Nurse III	5.00%
S45	Public Health Nurse Specialist	6.50%

Salary realignment proposals for the Public Health Nurse Unit may be submitted during Public Health Nurse Unit negotiations.

Realignments:

Effective after ratification by the Board of Supervisors (salary ordinance amendment effective the first pay period after the second reading by the Board of Supervisors), the following classifications shall receive realignments as listed below:

JOB CODE	CLASSIFICATION	REALIGNMENT
S50	Public Health Nurse I	5.00%
S48	Public Health Nurse II	5.00%
S47	Public Health Nurse III	5.00%
S45	Public Health Nurse Specialist	5.00%

C.2 – Public Health Nurses Voluntary Reduced Work Hours

All classes within the Public Health Nursing Bargaining Unit shall have a right to elect the five percent (5%) option of the Voluntary Reduced Work Hours (VRWH) Program as

APPENDIX C – PUBLIC HEALTH NURSING UNIT

described in Article 8, Section 8.13.

Once the County implements a seven and one half (7.5%) VRWH option, PHNs may elect the seven and a half (7.5%) VRWH option, subject to management approval, in accordance with Article 8, Section 8.13.

C.3 – Accumulated Time Earned

PHN I-III and PHN Specialist shall receive a 2.5% wage increase in exchange for deletion of section C.3 – Accumulated Time Earned.

C.4 – PHN Manager Interview

When eligible qualified candidates are interviewed for the position of Public Health Nurse Manager I or II, the selection process shall include an interview with the appropriate administrator and one (1) staff nurse chosen by and from the affected office or worksite. The staff nurse will be rotated as equally as practicable amongst staff nurses interested in participating in a PHN Manager interview. The staff nurse will solicit input from and represent the views of the office to the appropriate administrator. This input shall be deemed advisory. Management may not comply with the input portion of the procedure in cases when input from the unit is not practicable due to an unusual circumstance(s), emergency(s) or time constraints. The appropriate administrator shall retain full and complete responsibility as delegated by the appointing authority.

C.5 – Transfer Information System and Procedures

- a) When a vacant regular coded PHN I, II, III or PHN Specialist position within Public Health Nursing is to be filled, the notice of the vacant position will be posted on the County's intranet (internal) website and the County internet (external) website.
- b) In addition, notice of vacant position(s) being filled will be posted in a designated area at each work location within Public Health Nursing and will be provided to other work locations where Public Health Nurses are permanently assigned. Alternatively, in place of paper posting, a vacant position(s) will be posted on the Public Health Department's intranet (internal) website.

Note: Public Health Nurse transfer(s) are posted under the "Transfer Opportunities" section of "Employment Opportunities" on the County's website. Both parties acknowledge that the names of the "Transfer Opportunities" or "Employment Opportunities" portions of the County's website may change or the County may elect to move its postings to an alternate site.

- c) Interested Public Health Nurses will submit an application electronically through the County's website, listed above in C.5 a., within five (5) working days of the date of posting. Once the hiring manager receives the list of eligible candidate(s), the candidate(s) will be interviewed. This procedure shall not prevent consideration of outside candidates who may be available via the established

APPENDIX C – PUBLIC HEALTH NURSING UNIT

Merit System Rule procedures. Notice of selection will be sent via County e-mail to all Public Health Nurses.

C.6 – Work Out of Classification Assignment

a) Work Out of Classifications (WOOC)

1. The Deputy Director of Public Health, Nursing Services or the appropriate level of management shall determine when a WOOC assignment will be made.
2. In evaluating a qualified Public Health Nurse, the following shall be considered: years and type of experience working in a public health nursing capacity; evidence of demonstrated competency; attendance record; and if relevant, disciplinary record. Public Health Nurses in Split Codes, Alternate Hours, or Voluntary Reduced Work Hours will not be prohibited from WOOC assignments provided their work schedule corresponds with the required coverage of the position designated for the WOOC assignment.
3. Qualified Public Health Nurses as defined above may express an interest in WOOC assignments by advising their manager in writing. Priority will be given to staff that meet the minimum qualifications within the worksite location affected before staff at other worksites.

b) Short-term WOOC

Short-term WOOC assignments are defined as WOOC assignments expected to last twenty (20) working days or less. Short-term WOOC assignments will be rotated as equally as practicable among Public Health Nurses that are qualified, as defined in C.6 (a) (2), within the applicable work unit or work location. WOOC assignments are voluntary. WOOC assignments shall be offered first to workers within the unit or work location before requesting volunteers for short-term WOOC from other unit(s) or work location(s). Management reserves the right to select the Public Health Nurse for the WOOC. Management also reserves the right to encourage and require nurse(s) to work WOOC assignments in the absence of a qualified volunteer. These assignments will be filled by the appropriate level of management at the affected worksite. Due to an unusual circumstance(s), an emergency(s) or time constraints, management may extend the short-term WOOC assignment for up to two (2) pay periods when necessary.

1. All PHN staff interested in short-term WOOC will submit their name, in writing at any time, to the Public Health Nurse Manager. Short-term WOOC assignments will be assigned as equally as practicable.
2. At least once a year in the month of June, management will notify PHN staff of the opportunity to submit their name for the interest list described in b)1.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

3. A PHN may withdraw their interest in a short-term WOOC assignment at any time.
4. Upon request from the Union, the department will provide the Union with the list of PHNs interested in short-term WOOC assignments no more than two times in a calendar year.

c) Long-term WOOC

Long-term WOOC assignments are defined as more than twenty (20) working days to a maximum of one full calendar year with the option to extend the long-term WOOC assignment. Long-term WOOC assignments may be made outside the work unit or work location. The assignment will be filled as follows:

1. Management will post a long-term WOOC assignment for a minimum of ten (10) working days. All PHN staff will be notified of a long-term WOOC assignment via County e-mail.
2. Qualified PHN staff who wish to be considered for the assignment will submit a request in writing to the designated manager within ten (10) working days of e-mail notification.
3. The selection process shall include an interview with the appropriate level of management and one (1) PHN representative from the affected worksite.
4. Staff input into the final selection shall be advisory. The Deputy Director of Public Health, Nursing Services, or the appropriate level of management, shall retain full and complete responsibility for selecting a candidate for the WOOC assignment as delegated by the appointing authority.
5. All PHN staff who have submitted written interest will be interviewed and considered prior to making a final selection.
6. Long-term WOOC assignments will be rotated as equally as practicable among Public Health Nurses that are qualified as defined in C.6 (a) (2). In the event that a rotation is not possible, a PHN shall be provided with a reason for non-selection upon request of the PHN.

d) WOOC Selection from List

Where Public Health Nursing Administration or the appropriate level of management in other work locations is not able to comply with this procedure due to an unusual circumstance(s), an emergency(s) or time constraints, the selection shall be made from a list of interested staff who have previously submitted their names in writing to the Deputy Director of Public Health, Nursing Services or the appropriate level of management.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

C.7 – Split Codes

- a. Pursuant to Article 7, Section 7.4 (c), as part of the Authorized Split Codes, a minimum of three (3) full time Public Health Nurse I and II codes shall be allocated to the Public Health Nursing Bargaining Unit for purposes of splitting into one-half (1/2) time codes.
- b. Implementation
 1. Initially, the procedure for splitting codes shall be implemented only at the request of at least one (1) Public Health Nurse. For split codes other than those referenced in paragraph a) above, implementation shall be conditional upon management or administrative written approval.
 2. Notice of the intent to fill a split code vacancy will be posted for five (5) working days in the work location where the request originated or where the vacancy exists. Alternatively, notice will be sent to all PHN staff via County e-mail.
 3. Qualified PHN staff who wish to be considered for the split code vacancy will submit a request in writing to the designated manager by the end of the five (5) working day posting period.
 4. The split code shall be filled by the most senior applicant(s), merit and ability being adequate: first, in the work unit; second, in the work location; thereafter, open to all Public Health Nursing staff.
 5. Vacancies remaining after complying with b)4 above will be filled in accordance with C.5 - Transfer Information System and Procedures.
 6. For purposes of implementation of this agreement, seniority shall be defined as days of accrued service. Seniority shall be retained, but shall not accrue during unpaid leaves of absence, except seniority shall accrue for all time spent on military leave, industrial injury leave, and parental leave.
 7. Management reserves the right to adjust the schedule of those Public Health Nurses holding split codes so as to insure adequate coverage of the work unit.

C.8 – Educational Leave/Licensure Maintenance Provisions

- a. Continuing Education Leave
 1. The County agrees to provide thirty (30) hours per calendar year for educational leave for workers within the Public Health Nursing Unit to participate in Board of Registered Nursing approved continuing educational courses, seminars, in-service training, workshops, and courses for the purpose of maintenance of licensure. Educational leave for PHNs in part-time codes will be prorated. Time off will be made available, provided that the required work is covered.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

2. If the worker is requesting more educational leave, then vacation, personal time, compensatory time, or leave without pay must be used.
 3. Educational leave granted shall not be counted toward the base period in calculation of overtime.
 4. Participation in the Public Health Nursing Unit Education/Licensure Maintenance Provisions shall not alter the nurses' right to benefits included in the Educational Leave and Tuition Reimbursement under Section 12.9 of the Master Agreement.
- b. Maintenance of Licensure Fund
1. The County will fund, on a matching basis, twenty-five thousand dollars (\$25,000) over the contract period for continuing education. This amount is over and above the tuition reimbursement fund in the master agreement.
 2. Funding shall include, but not be limited to, reimbursement for related expenses such as travel, lodging, and meals, in accordance with County policy.
 3. Funding for tuition and books will be on a one hundred percent (100%) basis. Funding for related expenses in C.8 (b) (2) will be on a matching basis: fifty percent (50%) by the County and fifty percent (50%) by the worker, up to a total draw per worker of six hundred seventy-five dollars (\$675) per two-year licensure period.
 4. The Department will be responsible for administering the funds. A financial statement reflecting the status of the fund will be forwarded to the Union semi-annually each fiscal year thereafter.
 5. Reimbursement forms will be available in all offices. Reimbursement monies will be included in the workers regular pay check.

Note: Workers interested in accessing the fund must fill out the "PHN Educational/Licensure Maintenance Provisions Request for Reimbursement".

- c. Requests for Continuing Education Leave and/or Reimbursement
1. Requests for continuing education leave and/or reimbursement will include a copy of the announcement with information about the course. If an announcement is not available for the course, details in the written application for PHN Educational/Licensure Maintenance Provisions shall include but not limited to the course(s), institute, hours, and the number of CEUs credited to maintenance of licensure.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

2. Requests for continuing education leave and/or reimbursement must be received by the worker's immediate supervisor no less than twenty (20) working days prior to the requested date of continuing education leave and/or commencement of course requested for reimbursement. At least ten (10) working days prior to the commencement of the continuing education leave date and/or commencement of course requested for reimbursement, the worker's immediate supervisor shall respond in writing to the nurse. When notification of a need for continuing education leave and/or reimbursement for a course is received less than twenty (20) working days prior to the date requested for continuing education leave and/or commencement of course requested for reimbursement, the worker's direct supervisor may consider approval based on operational needs.
3. In all instances set forth above, the continuing education leave and/or reimbursement requests shall be subject to approval by the worker's direct supervisor. Such requests shall not unduly interfere with staffing requirements of the Department or duplicate comparable training offered by the Department. The Department agrees that it shall not unreasonably withhold approval. If denied, the reason for denial will be stated by the Department.
4. Written proof of attendance may be requested by the Department.

C.9 – Professional Performance Committee

Public Health Nursing Unit members recognize their obligation to perform the highest level of nursing service for citizens of the County. Professional Performance Committee shall act as an advisory body to Public Health Nursing Administration.

- a) The Professional Performance Committee shall be conducted according to the bylaws for the Professional Performance Committee of the Public Health Department, revised and ratified January 22, 2013. It is understood that Committee members will be elected and/or rotated in accordance with the bylaws. Changes in these bylaws shall not be effective without prior approval of the Director of Public Health Nursing.
- b) The Director of Public Health Nursing or his/her representative will meet with the Committee at their regularly scheduled meetings, when requested. The Director will respond to all written recommendations of the Committee within fifteen (15) working days after receipt.
- c) Minutes from the Professional Performance Committee meetings shall be made available to PHN managers within ten (10) working days.
- d) It is understood that the Professional Performance Committee shall not involve itself in any matter being grieved or appealed through the procedures provided in this Agreement.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

C.10 – Malpractice Protection

- a) The County's obligation to defend and indemnify its officers and workers is prescribed by California Government Code 825 et seq. and 995 et seq. The County shall indemnify and defend workers in this unit in accordance with the applicable law when and if they are sued for errors or omissions (malpractice) within the course and scope of their duties, save and except where the applicable law excuses County's obligation to defend (e.g., fraud, malice, etc.). This paragraph and the terms and conditions thereof shall be enforceable, at law in accordance with the applicable law, but shall not be subject to the grievance provision of this Agreement.
- b) If any member of the Public Health Nursing Unit is charged in any criminal action which he/she believes to have arisen from his/her employment with the County, he/she must contact the Director of Public Health Nursing or, if in another work unit, the appropriate level of management, immediately following his/her knowledge of the charges and provide the Director, or the appropriate level of management in other work locations, with all available information regarding the charges.

The charges and all information shall be immediately forwarded to County Counsel for evaluation according to the policy relating to the defense of members of the Public Health Nursing Unit.

C.11 – Special Assignments

- a) **Policy**
It shall be the policy of the Deputy Director of Public Health, Nursing Services to consider all Public Health Nurses I/II when making an assignment that falls within the definition and scope of a special assignment.
- b) **Definition of Special Assignment**
A special assignment is a project, Community Based Organization grant funded program, educational opportunity, or activity, that is designed and approved as a special assignment by the Deputy Director of Public Health, Nursing Services within the level of responsibility performed by a Public Health Nurse I/II, and requires the selection of an individual(s). A special assignment is one that has County-wide impact and/or has a broad program base (i.e., Communicable Disease).
- c) A special assignment may be initiated and/or requested by: the community; County or other agency; Public Health Administration; Public Health Medical Services; project grant proposals; PHN staff members; government agencies; consumers. (Refer to C.11 b)
- d) **Procedure for Notifying Nurses of Special Assignments**
 1. Public Health Administration shall notify all PHN staff via County e-mail.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

2. The notification will include the following:
 - a. Identification that is a Special Assignment.
 - b. Length of assignment with approximate starting/ending dates, if known.
 - c. A brief description of the assignment.
 - d. List of criteria for staff to consider when making application.
 - e. Application deadline.
 3. The posting period will be a minimum of ten (10) work days from the date all PHN staff are notified via County e-mail.
 4. Nurses who are interested will, submit an e-mail declaring their interest to the appropriate manager of said special assignment within ten (10) working days of the e-mail notification by the County. The appropriate manager will acknowledge receipt of the e-mail declaring interest in the special assignment.
 5. Public Health Administration will notify all applicants and their manager of the PHN selected for the special assignment within ten (10) work days after selection has been made.
- e) Special assignments may be made for up to fifty-two (52) pay periods. Assignments continuing beyond fifty-two (52) pay periods will be reopened using the above notification procedure, six (6) pay periods prior to the end of the fifty-two (52) pay periods.
- f) Public Health Administration may not comply with the above special assignment procedure in documented cases when a ten (10) day notification period may not be practicable. In such cases, documentation shall consist of the information regarding the special assignment submitted to Public Health Administration by the party requesting the special assignment and shall be available for review at the Public Health Administration Office when reasonable advance notice is given.
1. The Public Health Nurse selected will be responsible to her/his supervisor for arranging hours.
 2. The Public Health Nurse selected will be responsible to a Public Health Nurse Manager I/II with the program responsibility for sharing information, identifying problems and problem solving as they relate to the Special Assignment. Ten (10) working days notification shall be given to respective

APPENDIX C – PUBLIC HEALTH NURSING UNIT

worksites.

- g) Special Assignments shall be rotated as equally as practicable. In the event that a rotation is not possible, a PHN shall be provided with a reason for non-selection upon request of the PHN.

C.12 – PHN Unit Positions

Positions in the Public Health Nursing Unit shall be either half-time, split code, or full-time positions.

C.13 – Safety

The County and the Union agree to continue the use of cellular phones by the Public Health Nurses in the Public Health Nursing Unit of the Santa Clara Valley Health & Hospital System for safety purposes of clients and nurses in the field. The County will make cellular phones available to PHN staff performing work in the field. The cellular phones will be assigned based on the use and need of the office. The Deputy Director of Public Health, Nursing Services, working jointly with field nurses, will set the policy for the use of cellular phones and the system for monitoring the program.

Safety policies and Safety guidelines will be presented in the Department's new employee orientation and at staff meetings annually as updates occur.

See Appendix M for guidelines for the Departmental Safety Committee that includes reporting safety work procedures, safety inspections, and safety training, to be used for addressing workplace safety and field safety issues. Also, see Appendix J for information on the Employee Assistance Program if the need arises for counseling.

The parties acknowledge that security and safety plans for Public Health Department facilities are an appropriate topic of discussion at the Department's Safety Committee meetings and Labor Management meetings.

C.14 – Lead Assignments

The County and the Union agree to have up to ten (10) Public Health Nurse II Leads. The Lead will act as a resource person and mentor to staff and will support and assist the Public Health Nurse Manager I or II in accordance with Section 20.2 in the Master Agreement.

1. The Lead will not have disciplinary responsibilities, but may counsel workers as reflected in Section 6.4 of the Master Agreement.
2. Each Lead assignment will be for a two-year rotation. By mutual agreement there can be an optional third year, if there are no other qualified volunteers.
3. The Public Health Nurse II Leads shall receive a five (5%) differential for this assignment.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

4. After a request for volunteers, considering staff input, the manager will give consideration to qualified volunteers. The Public Health Nurse Manager, or the Deputy Director of Public Health, Nursing Services, will determine the Lead assignments.

C.15 – Administrative Transfers

Administrative transfers are based on the operational needs identified by the Department. The Department shall have the right to consider continuity of services and programmatic needs relating to an administrative transfer. Once the Department Head or designee determines that continuity of services and programmatic needs are met, seniority shall be used when the Department deems it necessary to transfer a worker between two (2) geographical locations. For the purpose of this section, seniority shall be defined as accrued days of service in a classification. Administrative transfer between two (2) geographical locations will be conducted as follows:

1. Appropriate notice will be given to potentially impacted employees to allow for qualified volunteers.
2. Utilize qualified volunteers first.
3. In the absence of qualified volunteers, the final determination will be made by the Deputy Director of Public Health, Nursing Services or the designee. After consideration is given to continuity of services and programmatic needs, the least senior qualified PHN will be selected for administrative transfer with consideration given to work life balance.

Note: The Department will notify the Union before any planned Administrative Transfers. Upon Union request, the County will meet with the Union to disclose the group of workers to be designated for the seniority purposes of this section.

4. Transfers necessary to comply with provisions of the Americans with Disabilities Act and/or California Fair Employment and Housing Act shall not be governed by this section.
5. Transfers necessary to comply with any other legal requirements (e.g., transfers necessitated by civil rights complaints) shall not be governed by this section. However, should an investigation of a complaint to EOD or complaints of other civil rights violations not be sustained, a transferred worker will have the right to return to his/her former location.

C.16 - Language Access

When a PHN identifies a language need in the community being served by the Public Health Department, the PHN may so inform his/her manager of this identified need for purposes of assessment and/or follow-up as management deems necessary.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

This section is not subject to Article 19 – Grievance Procedure of the Memorandum of Agreement between the County of Santa Clara and the Service Employees International Union Local 521.

C.17 – State or National Certification Pay

Annual compensation of three hundred dollars (\$300.00) may be issued to a coded worker in the Public Health Nursing Unit who is certified or recertified in a specialty that is applicable to her/his current area of practice in the Public Health Department. Each coded worker in the Public Health Nursing Unit may apply for State or National Certification Pay provided:

- a. The certification is clinically relevant to the worker’s current area of practice in the Public Health Department and will enhance the worker’s knowledge base and skill in providing expert care to Public Health Department clients.
- b. The certification is issued by a state or nationally recognized accrediting agency and applicable to current area of practice in the Public Health Department.
- c. Certification that is required by the California Board of Registered Nursing (BRN) to meet certification or recertification requirements as a Public Health Nurse shall not qualify for State or National Certification Pay

Verification of successful completion of such certification or recertification must be submitted during the month of April to receive State or National Certification Pay.

C.18 – Alternately Staffed PHN I/II

A positive recommendation on the Promotional Rating Form shall be deemed an appropriate qualifying examination to promote through the Public Health Nurse series. Once a Public Health Nurse I (PHN I) meets the minimum qualifications (typically after working equivalent to 1 year as a full-time PHN) for a Public Health Nurse II (PHN II) and receives a favorable promotional rating from their immediate supervisor, the PHN I will be eligible to promote from PHN I to PHN II. If the PHN I is not recommended for promotion due to an unfavorable promotional rating by their immediate supervisor, the PHN I may reapply for promotion to PHN II after three (3) months.

C.19– Preceptorship Differential

Eligible Public Health Nurses (PHN) who engage in precepting, as defined in this section, shall receive a preceptor differential in accordance with the following terms:

- a) “Precepting” Defined.
 - 1) Precepting means training/teaching nursing students who require one-on-one preceptorship with a PHN to fulfill clinical hours that are part of a Board-approved educational curriculum. For the purposes of this paragraph, “Board” means the California Board of Registered Nursing.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

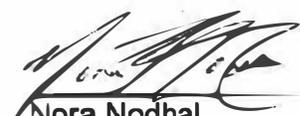
- 2) Precepting does not include time spent orienting new employees/staff (e.g., acting as a Guide Nurse); teaching new equipment or new skills; nor working with nursing students who are performing their routine clinical rotations or shadowing short term during their routine clinical rotations.
- b) Eligibility. To be eligible for the Preceptor Differential, a PHN must:
- 1) Be employed as a Public Health Nurse (PHN) II/III or PHN Specialist and have at least two (2) years of relevant PHN experience.
 - 2) Have successfully completed a Department authorized preceptor training and meet preceptor competencies or orientation program. If authorized and/or directed by the Director of Public Health Nursing or the Director's designee, a PHN shall not be prohibited from receiving the Preceptor Differential, as outlined in this article, for any precepting performed prior to development and implementation of the training.
 - 3) Agree to the role, duties, and responsibilities outlined in the role descriptions for a Preceptor that is approved and assigned by the Department.
- c) Assignment. Service as a Preceptor is voluntary. The Director of Public Health Nursing, or Director's designee will assign Preceptor opportunities as equitably as practicable to eligible PHNs who volunteer for a Preceptor assignment. To serve as a Preceptor, PHNs must express their interest in volunteering by emailing their direct manager or designee pursuant to this Section. Confirmation of assignment to serve as a Preceptor, will be done via email by the preceptor's manager. Preceptor assignments are based on need and requests from outside agencies, and therefore cannot be guaranteed based on a worker's eligibility and interest.
- d) Pay Differential. Eligible PHNs assigned as Preceptors shall be paid an additional one dollar and seventy-five cents (\$1.75) per hour for the hours they are assigned to, and actually do, precept. Workers are responsible for accurately capturing Preceptor hours on their timecard. This differential shall not apply for the purposes of computing a worker's overtime rate or other pay premiums.
- e) Preceptorship Program. The Preceptorship Program includes a complete process of assessment and evaluation of competencies for a qualified Preceptor in the Department of Public Health (Department). The structure, objectives, and content of the formalized training program shall be determined by the Department in collaboration with the Professional Performance Committee (refer to section C.9), in accordance with the goals in the Professional Performance Committee Bylaws (dated 1/16/2013).

APPENDIX C – PUBLIC HEALTH NURSING UNIT

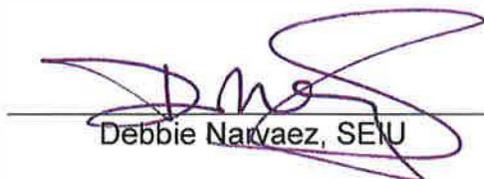
DATE: 8-22-2023

County of Santa Clara
SEIU Local 521

Public Health Nursing Unit



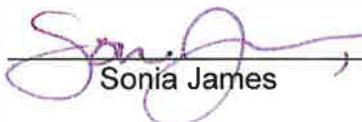
Nora Nodhal



Debbie Narvaez, SEIU



Kathleen Sao



Sonia James, PHN RN



Cynthia Mihulka



Paul Williams, PHN RN



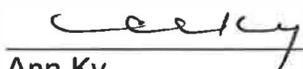
Grace Merigillano



Afrik Alba



Charisse Feldman



Ann Ky

APPENDIX C – PUBLIC HEALTH NURSING UNIT

Sideletter – Pilot Agreement for Collaboration on Quality of Care Committee

This Pilot Agreement is intended to provide a general structure and process within which the Public Health Nurses (PHNs) and Public Health Department (PHD) management can jointly develop creative solutions to the challenges encountered in our efforts to provide quality individual, family, and community care, including developing and maintaining community partnerships. When appropriate, the Collaboration on Quality of Care Committee will propose recommendations to the PHD's Executive Leadership Team based upon mutually agreed upon initiatives, findings, and/or proposed actions.

1. Meetings

Effective after the approval of the Board of Supervisors of a successor agreement between the County and SEIU Local 521, regular quarterly meetings shall be established between the Public Health Nursing unit and Public Health Department management to address their shared interest in developing collaborative approaches to improve quality public health nursing care delivery in Santa Clara County.

Topics for discussion include, but not limited to:

- Improving quality standards, quality improvement and quality assurance
- Surge capacity and PHN response with natural disasters, outbreaks and novel and/or emerging threats to public health (e.g.: training, policies, JITT – Just in Time Training)
- Preparing for and responding to changes under healthcare reform and new healthcare legislation
- PHN retention and recruitment
- Expanding opportunities to enhance and integrate public health nursing in traditional and unconventional settings
- Achieving operational efficiencies
- Generating new and increased revenue to various public health programs and opportunities for joint advocacy
- Restructuring initiatives, if applicable

2. Structure

- a. Representation: Up to three (3) representatives from PHD management and up to three (3) representatives from PHN staff. One (1) of the three (3) representatives from PHD management must include the Director of Public Health Nursing, who will serve as the Committee Chair. A Co-Chair shall be designated among the PHN staff representatives, which may be determined by the Union prior to the committee's first convening or at any time during the pilot phase. PHN staff representatives will communicate Co-Chair designation changes with the Director of Public Health Nursing within three (3) days of change.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

- b. Upon mutual agreement of the parties, other representatives from either PHD management, PHN staff, or union staff may attend to provide subject matter expertise and/or experience.
 - c. Such meetings will take place on a quarterly basis after the regularly scheduled PHD Labor Management Meetings for a period of one (1) hour. Meetings may be extended or meet more frequently upon mutual agreement of the parties.
 - d. Agenda: The Director of Public Health Nursing and a designated PHN staff Co-Chair shall start drafting proposed agenda items one month prior to the meeting date. One week prior to the meeting date, 1.) Agenda will be mutually agreed upon and 2.) Finalized agenda will be shared with the committee members. The parties shall be open to last minute agenda items upon mutual agreement.
3. Term of Pilot Agreement
- a. After one year of this new Collaboration on Quality of Care Committee, both PHD management and PHN staff on the committee will assess the effectiveness and usefulness of such meetings.
 - b. PHD management and PHN staff on the committee will identify benefits and potential improvements of such meetings and structure.
 - c. After one year, PHN management and PHN staff on the committee will come to mutual agreement on whether to continue or cease further meetings.
 - d. If, after the assessment, the parties mutually agree to continue or modify this Agreement, the Agreement will remain in effect.

APPENDIX C – PUBLIC HEALTH NURSING UNIT

SEIU Nurse Alliance Partnership and Coordination

For information on the SEIU Nurse Alliance, please refer to the following website(s):

<http://www.seiu.org/nurses> or <http://www.nurseallianceca.org/>

APPENDIX D – BLUE COLLAR UNIT

D.1 – Salaries

Salaries shall be identified by job code on the salary table (Appendix A).

Job Code	Job Title
T90	AIRPORT OPERATIONS WORKER
V57	ANIMAL CONTROL OFFICER
V58	ANIMAL SERVICE ASSISTANT
N95	ASSISTANT CHIEF ENGINEER
K06	ASSOCIATE BIOMEDICAL ENGINEERING TECHNICIAN
L36	ASSOCIATE COMMUNICATION SYSTEMS TECHNICIAN
K13	ASSOCIATE TELECOMMUNICATIONS TECHNICIAN
M33	AUTO BODY REPAIR SHOP FOREPERSON
M24	AUTOMOTIVE ATTENDANT
M19	AUTOMOTIVE MECHANIC
H63	BAKER
K03	BIOMEDICAL ENGINEERING TECHNICIAN
M45	BUILDING SYSTEMS MONITOR
K26	COMMUNICATIONS CABLE INSTALLER
L37	COMMUNICATION SYSTEMS TECHNICIAN
H59	COOK
H61	CORRECTIONAL COOK
G74	CUSTODY SUPPORT ASSISTANT
E49	DAY CARE CENTER AIDE
H64	DIETETIC ASSISTANT
G7E	ELECTION SYSTEMS TECHNICIAN I
G7D	ELECTION SYSTEMS TECHNICIAN II
K93	ELECTRICAL/ELECTRONIC ASSISTANT
K92	ELECTRICAL/ELECTRONIC TECHNICIAN
K94	ELECTRONIC REPAIR TECHNICIAN
M28	EMERGENCY VEHICLE EQUIPMENT INSTALLER
M20	FACILITIES MAINTENANCE REPRESENTATIVE
M22	FACILITIES MATERIALS COORDINATOR
M11	FLEET MAINTENANCE SCHEDULER
M26	FLEET PARTS COORDINATOR
M18	FLEET SERVICES ASSISTANT MECHANIC
M17	FLEET SERVICES MECHANIC
M14	FLEET SERVICES MODIFICATION MECHANIC
H68	FOOD SERVICE WORKER-CORRECTION
H67	FOOD SERVICE WORKER I
H66	FOOD SERVICE WORKER II
H28	GARDENER

APPENDIX D – BLUE COLLAR UNIT

Job Code	Job Title
M48	GENERAL MAINTENANCE MECHANIC I
M47	GENERAL MAINTENANCE MECHANIC II
M56	GENERAL MAINTENANCE MECHANIC III
N94	INSTITUTIONAL MAINTENANCE ENGINEER
H18	JANITOR
H86	LAUNDRY WORKER I
H84	LAUNDRY WORKER II
G8H	MATERIALS SUPPLY SPECIALIST
E28	MESSENGER DRIVER
F81	OFFSET PRESS OPERATOR I
F80	OFFSET PRESS OPERATOR II
F85	OFFSET PRESS OPERATOR III
T13	PARK HEAVY EQUIPMENT OPERATOR
T95	PARK MAINTENANCE CRAFTS WORKER
T93	PARK MAINTENANCE CREW CHIEF
T17	PARK MAINTENANCE WORKER I
T16	PARK MAINTENANCE WORKER II
T32	PARK SERVICES ATTENDANT
T1C	PARKS TRAIL SPECIALIST
M38	PARKING LOT CHECKER
M35	PARKING PATROL COORDINATOR
F26	PRINT-ON-DEMAND OPERATOR
F82	PRODUCTION GRAPHICS TECHNICIAN
M3A	RECORDS RETENTION DRIVER
N43	RESIDENT ROAD MAINTENANCE WORKER III
N41	RESIDENT ROAD MAINTENANCE WORKER IV
N69	ROAD DISPATCHER
N67	ROAD MAINTENANCE WORKER I
N66	ROAD MAINTENANCE WORKER II
N65	ROAD MAINTENANCE WORKER III
N64	ROAD MAINTENANCE WORKER IV
N61	ROAD MAINTENANCE SUPERVISOR
K01	SENIOR BIOMEDICAL ENGINEERING TECHNICIAN
K20	SENIOR COMMUNICATION SYSTEMS TECHNICIAN
K91	SENIOR ELECTRICAL/ELECTRONIC TECHNICIAN
K18	SENIOR TELECOMMUNICATIONS TECHNICIAN
T27	SENIOR PARK MAINTENANCE WORKER
N63	SIGN SHOP TECHNICIAN
N96	STATIONARY ENGINEER
N93	STATIONARY ENGINEER - FAF

APPENDIX D – BLUE COLLAR UNIT

Job Code	Job Title
L35	TELECOMMUNICATIONS TECHNICIAN
N80	TRAFFIC PAINTER I
N79	TRAFFIC PAINTER II
N78	TRAFFIC PAINTER III
H17	UTILITY WORKER
X78	VECTOR CONTROL TECHNICIAN I
X77	VECTOR CONTROL TECHNICIAN II
X76	VECTOR CONTROL TECHNICIAN III
X79	VECTOR CONTROL TRAINEE
M25	VEHICLE USE COORDINATOR
G77	WAREHOUSE MATERIALS HANDLER

Realignments:

JOB CODE	CLASSIFICATION	REALIGNMENT
K13	ASSOC TELECOMMUNICATIONS TECH	5.00%
H59	COOK	0.50%
H61	CORRECTIONAL COOK	0.50%
G74	CUSTODY SUPPORT ASSISTANT	1.50%
Z74	CUSTODY SUPPORT ASSISTANT - U	1.50%
H64	DIETETIC ASSISTANT	2.00%
Q6Q	DIETETIC ASSISTANT - U	2.00%
K93	ELECTRICAL ELECTRONIC ASST	7.00%
K92	ELECTRICAL ELECTRONIC TECH	7.00%
K94	ELECTRONIC REPAIR TECHNICIAN	3.00%
Z93	ELECTRONIC REPAIR TECHNICIAN - U	3.00%
M20	FACILITIES MAINTENANCE REP	3.00%
M26	FLEET PARTS COORDINATOR	3.00%
Z65	FOOD SERVICE WORKER - CORR - U	5.00%
H67	FOOD SERVICE WORKER I	5.00%
Z66	FOOD SERVICE WORKER I - U	5.00%
SH66	FOOD SERVICE WORKER II	5.00%
Z64	FOOD SERVICE WORKER II - U	5.00%
H68	FOOD SERVICE WORKER-CORR	5.00%
M48	GENERAL MAINT MECHANIC I	3.00%
M47	GENERAL MAINT MECHANIC II	3.00%
Z92	GENERAL MAINT MECHANIC II - U	3.00%
M56	GENERAL MAINT MECHANIC III	3.00%
H18	JANITOR	1.50%
H86	LAUNDRY WORKER I	2.00%

APPENDIX D – BLUE COLLAR UNIT

JOB CODE	CLASSIFICATION	REALIGNMENT
H87	LAUNDRY WORKER I - U	2.00%
H84	LAUNDRY WORKER II	2.00%
T32	PARK SERVICES ATTENDANT	1.00%
N67	ROAD MAINTENANCE WORKER I	0.50%
N66	ROAD MAINTENANCE WORKER II	0.50%
N65	ROAD MAINTENANCE WORKER III	0.50%
N64	ROAD MAINTENANCE WORKER IV	0.50%
K18	SENIOR TELECOMMUNICATIONS TECHNICIAN	5.00%
K91	SR ELECTRICAL ELECTRONIC TECH	7.00%
L35	TELECOMMUNICATIONS TECH	5.00%
N80	TRAFFIC PAINTER I	0.50%
N79	TRAFFIC PAINTER II	0.50%
N78	TRAFFIC PAINTER III	0.50%
H17	UTILITY WORKER	2.00%
H1A	UTILITY WORKER - U	2.00%

D.2 – Environmental Services – SCVHHS Vacancies

The County will train managers and supervisors within the department of Environmental Services – SCVHHS on eligible lists, filling behind temporary vacancies, and the appropriate use of provisional, substitute provisional appointments, special long-term leave codes and extra help.

D.3 – Training and Development

In order to provide training for promotional opportunities for County workers, training programs shall be continued in the following areas:

a) **Career Development Advancement**

Per Merit System Rules, the following classifications may be alternately staffed as indicated:

Gardener / Janitor

Janitor / Utility Worker

Park Maintenance Worker I / Janitor

Road Maintenance Worker I / Janitor

Road Maintenance Worker I / Gardener

Road Maintenance Worker I / Utility Worker

General Maintenance Mechanic I / Utility Worker

Stationary Engineer / General Maintenance Mechanic II

APPENDIX D – BLUE COLLAR UNIT

Park Maintenance Worker I / Gardener

Cook / Food Service Worker II / Food Service Worker I, Food Service Worker Correction

Electrical/Electronic Technician / Electronic Repair Technician

Park Heavy Equipment Operator / Park Maintenance Worker II

- 1) Instead of appointing directly to the higher classification, the hiring authority may accept the transfer of a current coded Janitor, Utility Worker, Stationary Engineer, General Maintenance Mechanic III, General Maintenance Mechanic II, Gardener, Food Service Worker II, Food Service Worker I or Correctional Food Service Worker, Electronic Repair Technician, Park Maintenance Worker II, or Utility Worker as indicated.

If there are not enough qualified Janitors, Utility Workers, General Maintenance Mechanic IIIs, General Maintenance Mechanic IIs, Gardeners, Food Service Worker IIs, Food Service Worker Is or Food Service Worker Corrections, Electronic Repair Technicians, Park Maintenance Worker IIs, or Utility Workers apply for transfer, the department may request that eligible candidates be certified from the appropriate lower-level eligible candidates list.

If any of the classifications in Section D.3.a) get modified or eliminated, either party can request to meet and confer on including any applicable new classification in Section D.3.a).

- 2) Selection of workers in classifications listed in Section D.3.(a), will be based on their anticipated ability to perform at the higher level, given adequate training and experience. If management determines that two candidates have equal potential ability to perform at the higher level, given adequate training and experience, the County shall select the most senior person.
- 3) The selected worker will serve as a trainee and will be expected to learn the specialized function, be capable of performing at the higher level, and meet employment standards of the higher-level classification within one (1) year.
- 4) To be promoted to the higher-level classification, the worker must meet the employment standards for the higher-level class, receive a favorable promotional rating form, and complete six (6) months in the lower class. If the worker meets this criteria, they shall be promoted to the higher level classification at the beginning of the next pay period. If the worker does not receive a favorable promotional rating form within six (6) months, they shall then be eligible to receive a second promotional rating form after another three (3) months.
- 5) If the wage difference exceeds the upward salary change of 15% between the lower-level classification and the next level alternately staffed classification wage

APPENDIX D – BLUE COLLAR UNIT

band (transfer band), the incumbent must pass a qualifying exam which will consist of a written test and a favorable promotional rating prior to promotion. Should the worker not pass the qualifying exam, they shall be allowed to review the examination or portions allowed to be reviewed pursuant to Merit System Rules. For portions of the test not reviewable, the worker may discuss their weak points with the testing analyst. If the exam is taken through the regular recruitment process, it will be treated as the qualifying exam under this section. If the incumbent does not pass the qualifying exam, they shall then be eligible to take a second qualifying exam no sooner than 45 days from the date of the original examination, in accordance with the timelines specified in the Merit System Rules.

- 6) If a worker does not receive a favorable promotional rating within one (1) year they shall be transferred to a vacant position in their former classification for which they are eligible in their current department. If there are no vacancies, the worker shall transfer to their former classification in a vacant position in their former department for which they are eligible.

b) **Blue Collar Career Development and Education**

At least two (2) times per contract year, in consultation with the Union, the County shall have an informational session for workers in the Blue-Collar Unit. The informational sessions shall aid in education and career development for Blue-Collar workers and shall consist of County resources and information that Blue-Collar workers can access. Topics shall be related to County sponsored trainings and courses, tuition reimbursement, employee wellness and personnel information, including transfer and promotional processes and opportunities.

c) **Automotive Attendant and Fleet Services Assistant Mechanic Training**

The training program shall be designed to prepare Automotive Attendants and Fleet Services Assistant Mechanics for promotional opportunities within the Automotive Mechanic series or Fleet Services Mechanic series.

d) **County Communications Technical Division Training**

The County will provide training for the County Communications Technical Division. This training will be for new technologies or conferences, workshops, formal classes, or seminars related to their current jobs.

e) **Park Services Attendant Training Program**

During the term of the agreement, the County will make available to Park Services Attendants no more than five (5) positions of Park Maintenance Worker I/II and/or Utility Worker to be alternately staffed with Park Services Attendant.

The hiring authority may accept a transfer of a currently employed Park Services Attendant as an alternative to appointing directly to the higher class. Park Services Attendants may apply for such transfers and the selection of Park Services Attendants shall be on the basis of their capability to be trained to perform at the next higher level, given adequate training and experience. The selection process shall be determined by management.

APPENDIX D – BLUE COLLAR UNIT

The selected Park Services Attendant shall serve as a trainee level where workers hired will be expected to learn the specialized function and be capable of performing at the next higher level within twenty-six pay periods.

Workers selected to participate in this training shall be paid at the salary of the classification of Park Services Attendant for a period not to exceed twenty-six pay periods. During such training period, the worker shall be under the Maintenance Division.

The worker so selected shall be eligible to take the examination for the Park Maintenance Worker I after meeting the minimum requirements of the higher class, receiving a positive recommendation on a promotional rating form and the completion of six months as a trainee.

Any worker taking the examination must pass with a score of at least 70%. If the worker passes the examination after six months, they will be promoted to the next higher classification of Park Maintenance Worker I.

If a worker fails the examination after six months, they will be evaluated for continuation of training in the program. If recommended by the appointing authority for continuation in the program, the worker will be eligible to take the examination after the completion of an additional three months, but within the twenty-six (26) pay periods.

If a worker is not recommended for continuation after failing the examination at the six month point or if a worker fails a second examination, the worker will be removed from the alternately staffed position and returned to a non-alternately staffed Park Services Attendant position. A worker so released will not be eligible to reapply under this provision until two years from date of release.

f) **Offset Press Operator Training**

In order to provide training on equipment to qualify for the next higher classification, Offset Press Operator I and Offset Press Operator II shall be provided the opportunity to train for up to a total of twenty-seven (27) working days per person on such equipment. All such training shall be done in consistent blocks of time if at all possible.

Temporary work location pay and work out of classification provisions shall not apply and training shall be requested by sign-up and then scheduled by management based on seniority preference.

The County agrees to make available to the Union and all interested workers a sample list of courses which will fulfill the employment standards for Offset Press Operator I. Workers taking such courses shall be eligible for tuition reimbursement in accordance with Article 12, Section 12.9 of the contract.

g) **Heavy Road Equipment Training**

APPENDIX D – BLUE COLLAR UNIT

The Roads and Airports Department shall offer each of the following voluntary training segments, except for Boom/Aerial Truck and Sweeper Training, not less than once every two (2) calendar years if a minimum of eight (8) workers sign up for such segment. Voluntary trainings will be provided in the evenings or over the weekend, or on County time when applicable and approved by management. The County will pay for the instructor(s) and necessary equipment and supplies. Workers will attend sessions on their own time, unless otherwise designated by management. When conducting in-house training, the Roads and Airports Department will have two (2) training sites if there is an expressed interest and enough participation from workers.

1. **Equipment for Road Maintenance Worker IIIs**

The trainings covered by this segment are on the following equipment: light loader, 10-wheeler, tilt trailer and large roller. These pieces of equipment may be rotated with other equipment operated under typical tasks in the Road Maintenance Worker III specifications.

- a. The department shall offer twenty-four (24) hours of training as indicated below.
 - 1) Eight (8) hours classroom instruction.
 - 2) Sixteen (16) hours field instruction. Additional field instruction may be granted if requested by the worker.

2. **Equipment for Road Maintenance Worker IVs**

The trainings covered by this segment include loader, backhoe, skip loader, gradall, and tractor with trailer (i.e. lowboy). These pieces of equipment may be rotated with other equipment operated under typical tasks in the Road Maintenance Worker IV specifications.

- a. The department shall offer twenty-four (24) hours of training as indicated below.
 - 1) Eight (8) hours classroom instruction.
 - 2) Sixteen (16) hours field instruction. Additional field instruction may be granted if requested by the worker.

3. **Ten Wheelers**

Instruction shall continue to be provided on County time subject to staffing and equipment availability.

Training shall be offered on a rotational basis by seniority preference as defined in the Departmental Agreement.

4. **Sweeper Training**

APPENDIX D – BLUE COLLAR UNIT

Sweeper equipment training shall be provided on an as needed basis, typically when there is a new sweeper operator assignment and/or when sweepers are purchased/rented/leased. The training/equipment orientation will be provided to new sweeper operators at the equipment's base yard. Instruction will continue to be provided on County time, subject to staffing and equipment availability. Training shall be offered on a rotational basis by seniority preference as defined in the Departmental Agreement.

5. **Boom/Aerial Truck Training**

Boom/Aerial truck training shall be provided by the County, on County time as management deems necessary.

6. **Mobile Crane Training**

Mobile crane training shall be provided by the County, on County time, as management deems necessary.

h) **Animal Control Officer Training**

The County agrees to continue the established training program for Animal Control Officers in such areas as: Animal Control Laws and Regulations, Report Writing and Presentation, Radio Procedures and Dispatching, First Aid for people and animals, Animal Behavior, Stress Management, Crisis Intervention, Wildlife and Livestock Handling, Confining and Transportation. Included in Animal Control Officer Training will be instruction in techniques and safety precautions for working in and around vehicular traffic.

This training shall be given to all new hires and updated periodically for all Animal Control Officers. In addition, cross training in Animal Shelter duties and operations shall be offered to all Animal Control Officers on a voluntary basis.

Appropriate dispatch training will be provided to all Animal Control workers assigned radio procedures and dispatch duties.

i) **Production Graphics Technician Training**

The training program for Printing Services workers in Graphics will continue (under the same terms and conditions currently offered) during the term of this Agreement.

j) **Vector Control Training Committee**

A Joint Labor-Management Committee comprised of two (2) members selected by the Union and two (2) members selected by Management will meet quarterly to make recommendations on Vector Control Training programs based on relevance to job class and programmatic needs. The committee shall research and recommend training opportunities for vector control workers. Such research and recommendations may include training issues related to safety specific to Vector Control.

Should at least two of the four members recommend training for Vector Control, such recommendation shall be forwarded to management for approval. Final

APPENDIX D – BLUE COLLAR UNIT

approval shall not be made by an individual serving on the Vector Control Training Committee. Release time shall be provided for Union participants not to exceed sixteen (16) hours per calendar year.

- k) **Telecommunications Training**
The County shall provide training for the Telecommunications Technician Series. This training will be for new technologies or conferences, workshops, formal classes or seminars related to their current jobs.
- l) **Biomedical Engineering Technician Training**
The County shall provide training for the Biomedical Engineering Technician Series. This training will be for new technologies or conferences, workshops, formal classes or seminars related to their current jobs.
- m) **Electronic Repair Technician**
The County shall provide training for Electronic Repair Technicians. This training will be for new technologies or conferences, workshops, formal classes, or seminars related to their current jobs, and requirements from local and/or state fire marshal.
- n) **Time Off for Career Advancement**
The County shall permit workers to pursue County transfers and promotions, including scheduled examinations, interviews, typing tests, and background investigations without loss of compensation or benefits, if forty-eight (48) hours' notice is given to the worker's supervisor or department head.
- o. **Fleet Service Mechanic Commercial Driver License Class A Training with Passenger and Air Brake Endorsements.**
For those in the Fleet Services Mechanic Series who are interested and those that meet the County's needs at various maintenance facilities and work shifts, the County may provide initial Commercial Driver's License Class A trainings by seniority, if support funding is available. Absent an existing departmental agreement, seniority will be based on days of accrued service within a Fleet Service Mechanic coded classification within the County.

D.4 – Miscellaneous

- a) **Tool Allowance**
 - 1. The County shall pay an allowance to each Auto Mechanic, Auto Body Repair Shop Foreperson, Emergency Vehicle Equipment Installer, Fleet Services Assistant Mechanic, Fleet Services Mechanic. The County shall pay the one (1) grand parented worker hired prior to 2007 an annual tool allowance voucher of \$500.
 - 2. The County shall supply all Fleet Services employees uniforms and any safety equipment that is required to perform the work that is described in the job description in accordance with Section 9.1 Uniforms and Section 9.3 Safety Shoes. If any new Fleet Service job classifications that require

APPENDIX D – BLUE COLLAR UNIT

uniforms and safety equipment are created during the duration of this agreement, they shall qualify for provisions in sections 9.1 and 9.3.

3. Payments shall continue to be made in each June for tools purchased during the previous twelve months ending April 15 of each year.

4. Allowances will be paid prior to June 30 of each applicable year.

b) **Dietetic Assistant Meals**

Dietetic Assistants assigned to any department are entitled to free meal privileges for those meals that occur during their prescribed work schedule.

c) **After-Hours Telephone Call Pay**

Workers in the classification of Senior Park Maintenance Worker who respond to telephone calls without having to return to a recognized work area shall be credited with twenty-four (24) minutes for each after-hours telephone call, or the actual time spent, whichever is greater.

No more than two (2) workers in the General Maintenance Mechanic II and General Maintenance Mechanic III classification and no more than two (2) workers in the classification of Electronic Repair Technician who are not On-Call and respond to telephone calls for emergency purposes without having to return to a recognized work area shall be credited with twenty-four (24) minutes for each after-hours telephone call, or the actual time spent, whichever is greater. More than one call within the twenty-four (24) minute window shall be considered one transaction. The assigned worker will keep a record of the number of calls, the length of the call, the employee who received the call, and the purpose for the call.

After-hours telephone call pay is subject to all provisions of Article 8, Section 2 – Overtime Work.

d) **County Email Correspondence and Computer Use**

Employees shall be allowed a reasonable amount of time on the clock, not to include break time, for work-related email correspondence, required SCC e-learning trainings, and/or work-related usage of websites. The use of email and websites must be in compliance with the County's Information Technology User Responsibility Statement.

D.5 – Seniority/Promotional Program

a) **Purpose**

The purpose of this section is to use seniority as a selection criterion for the covered classifications listed in Section (d).

b) **Definitions**

1. "Promotional Class" is defined to mean those classes agreed to herein as constituting promotional classes.

APPENDIX D – BLUE COLLAR UNIT

2. "Qualified" is defined to mean those workers who score eighty (80) or above in the appropriate Merit System selection procedure for the position to which a worker is to be certified for hiring.
3. "Seniority" shall be determined by worker as days of accrued service as reflected on the worker's payroll records as of the date of the eligible list.

c) **Vacancies within Promotional Classes**

1. The most senior qualified worker within a Department/Agency within the next lower class within a series, if listed below, shall be appointed to a vacancy within a Department/Agency in the promotional class.
2. If there are no such qualified workers within the Department/Agency, then the most senior qualified worker within the County within the next lowest class within a series shall be appointed to the vacancy.
3. If there are no such qualified workers within the County within the next lowest class within a series, the remaining persons upon the list, if any, shall be certified in rank order based upon their position upon the list as determined in accordance with regular examination and certification procedures.

d) **Classes Covered**

The following classes are covered by this section. They are listed singularly or in series. All other classes are promotional.

1. Fleet Services Mechanic, Fleet Services Assistant Mechanic, Automotive Mechanic, Fleet Services Modification Mechanic
2. Electrical/Electronic Technician, Senior Electrical/Electronic Technician
3. Food Service Worker II
4. Gardener
5. Laundry Worker II
6. Offset Press Operator II, III
7. Road Maintenance Worker II, III, IV
8. Traffic Painter II, III

Provided: The Electrical/Electronic Technician series is designated a "Technical Series" and the promotional class shall have certified to vacancies the most senior qualified worker among the top seven (7) scores, first by Department/Agency and then County-wide, and then by regular certification.

- e) Classes listed under Section D.5 (d) shall be excluded from consideration under Section 6.13 – Lateral Transfers of the Master Agreement.

D.6 – Differentials

a) **Animal Transport Differential**

Incumbents in the class of Animal Services Assistant (V58) when assigned the task of picking up and transporting injured, sick or dead animals, shall receive a

APPENDIX D – BLUE COLLAR UNIT

differential of approximately ten percent (10%) range to range based on the worker's current range and step for each hour spent performing this task.

b) **Automotive Services Excellence (ASE) Certification Differential**

Incumbents in the Automotive Attendant, Fleet Services Assistant Mechanic, Automotive Mechanic, Fleet Services Mechanic, Emergency Vehicle Equipment Installer, Fleet Services Modification Mechanic, and Fleet Parts Coordinator classifications shall receive a differential of zero point fifty-six percent (0.56%) above the employee's salary range when that employee obtains and maintains a Fleet Management – approved certification. This differential is available for possession and maintenance of up to eight (8) approved ASE certifications, for a maximum of four and a half percent (4.5%) above the employee's salary range.

c) **Biomedical Engineering Technician Lead Differential**

When assigned the full range of lead responsibilities, one position of Bio-Medical Engineering Technician in Santa Clara Valley Healthcare assigned to the Operating Room or Cath Lab, shall be compensated at the flat rate of two dollars (\$2.00) above the regular salary rate for each hour actually worked.

When assigned the full range of lead responsibilities, one position of Bio-Medical Engineering Technician in Santa Clara Valley Healthcare assigned to the Bio-Medical Division shall be compensated at the flat rate of two dollars (\$2.00) per hour above the regular salary rate for each hour actually worked.

When assigned the full range of lead responsibilities, no more than three (3) Senior Biomedical Engineering Technicians in Santa Clara Valley Healthcare shall be compensated at the rate of five percent (5%) above the employee's salary range and step.

d) **Class A/B Commercial Driver License Training**

Road Maintenance Worker III or IV when assigned to train other Road Maintenance Workers on attaining a class A or B driver's license shall be compensated at the flat rate of two dollars and twenty-five cents (\$2.25) per hour above the regular rate for each hour of training.

e) **Crew Lead Differential**

Workers in classifications that do not have supervisory or lead responsibilities who are assigned to lead a group of two (2) or more incarcerated persons, shall be compensated at the flat rate of one dollar and fifty cents (\$1.50) per hour above the regular salary rate for each hour actually worked.

This differential shall not be paid if the worker receives any other lead or supervisory differential.

Workers shall be assigned to lead if volunteers are not available.

Workers who lead crews shall receive annual training in appropriate crew lead procedures and supervision of incarcerated persons. Except in emergencies, a

APPENDIX D – BLUE COLLAR UNIT

worker should normally receive training prior to being assigned crew lead responsibilities.

- f) **Custody Support Assistant Lead Differential**
No more than one (1) incumbent on each shift at the Main Jail, Elmwood, and the Support Services Division, and no more than one (1) incumbent in the Programs Unit and the Elmwood Women's Facility, when assigned a full range of lead duties by the Department of Correction, shall be compensated at the flat rate of one dollar and sixty cents (\$1.60) per hour above the regular salary rate for each hour actually worked.
- g) **Electronic Repair Technician Lead Differential**
When assigned the full range of lead responsibilities, one position of Electronic Repair Technician in the Santa Clara Valley Healthcare and one position in the Fleet and Facilities Department, shall be compensated at a flat rate of one dollar and ninety cents (\$1.90) per hour above the regular salary rate for each hour actually worked.
- h) **Fleet Services Mechanic Class A Differential**
Up to eight (8) workers in the position of Fleet Service Mechanic who hold and maintain a Class A with an Air Brake and Passenger Endorsement License shall be compensated a flat rate monthly allowance of three hundred and fifty dollars (\$350) per month. Such compensation will be divided by the number of pay periods in the payroll calendar year (26 or 27 pay periods depending on the payroll calendar year) and the quotient will be paid to the worker each pay period. When assigned and receiving this differential, workers are expected to perform duties associated with driving a Class A/B vehicle.
- i) **Emergency Vehicle Installer Lead Differential**
One Emergency Vehicle Equipment Installer classifications in Facilities and Fleet, when assigned and performing the full range of lead duties, shall be compensated at the flat rate of one dollar and fifty cents (\$1.50) per hour above the regular salary rate for each hour actually worked.
- j) **Food Service Worker-Correction Extended Lead Differential**
In recognition of the extended lead responsibilities assigned (on a rotating basis quarterly), the following position, a differential of one dollar and twenty cents (\$1.20) per hour is authorized for:

For one (1) position per shift of Food Service Worker-Correction at each County facility when assigned by Management as the Dishroom Supervisor for hours worked.
- k) **Gardener Lead Differential**
When assigned to perform a full range of lead duties, the incumbent of up to four (4) Gardener positions shall be compensated at 5% above the employee's range and step.

APPENDIX D – BLUE COLLAR UNIT

l) **Janitorial Project Team Crew Differential**

Janitors assigned in accordance with the following criteria shall receive one dollar and fifty cents (\$1.50) per hour as the total premium payment for each hour actually worked:

i. Project Team Crew Criteria

Janitors who have bid to work on the team cleaning or project crew are entitled to the differential when performing team cleaning or special project assignments. They will continue to receive the pay when pulled by management to do other work.

ii. Non-Project Crew Criteria

1. Janitors who have bid to work in relief jobs are entitled to the pay when they are not assigned to provide relief for a regular floor assignment, but only when assigned to a team cleaning or special project assignment.
2. Janitors who have bid to work in a regular floor assignment are entitled to the pay when pulled from their assignment and area, and are instead assigned to a team cleaning or special project assignment.

The criteria used to determine if the Janitor is eligible is whether or not the work done is a regular part of the designated job assignment for the specific area in question. If any regular job (one tied to an area) requires the periodic performance of janitorial tasks which are the same as those performed when doing a special project, they are not eligible for the differential since it is a part of the designated job for that specific area.

m) **Janitors-Retort Differential**

Janitors assigned by management to perform the full range of duties associated with operating the autoclave sterilizer (retort area) or transporting hospital waste such as, regulated medical waste, sharps waste, trace and chemo waste, hazardous waste, recyclable waste, and other waste stream duties as assigned to Santa Clara Valley Healthcare shall be compensated at the flat rate of one dollar and fifty cents (\$1.50) per hour above the regular salary rate for each hour actually worked.

n) **Animal Services Assistant Lead Differential**

Up to three (3) Animal Services Assistants, when assigned to work at the Animal Shelters performing the full range of lead duties shall be compensated at the flat rate of one dollar and twenty cents (\$1.20) per hour above the regular salary rate for each hour actually worked.

o) **Lead Auto Mechanic Differential**

When assigned the full range of lead responsibilities, no more than three (3) Automotive Mechanic positions shall be compensated at the rate of one (1) full salary range (approximately 5%) higher than that specified for regular positions in these classes.

APPENDIX D – BLUE COLLAR UNIT

- p) **Lead Fleet Service Mechanic & Fleets Part Coordinator Lead Differential**
When assigned the full range of lead responsibilities, no more than four (4) Lead Fleet Service Mechanic positions and one (1) Fleet Parts Coordinator shall be compensated at the rate of one (1) full salary range (approximately 5%) higher than that specified for regular positions in these classes.
- q) **Lead Baker Differential**
When assigned the full range of lead functions over the other Bakers in the Department of Correction Food Service Division's Bakery, one position in the class of Baker will be compensated at the flat rate of one full salary range (approximately 5%) higher than that specified for regular positions in this class.
- r) **Lead Janitor Differential**
When assigned the full range of lead responsibilities, no more than fifteen (15) Janitor positions in the Santa Clara Valley Healthcare, and no more than seven (7) Janitor positions in the Facilities Department may be assigned lead duties at the same time. When assigned, leads shall be compensated at a rate of one (1) full salary range (approximately 5%) higher than that specified for regular positions in this class for each hour actually worked.
- s) **Lead Laundry Worker II Differential**
An incumbent in the class of Laundry Worker II in the Santa Clara Valley Health and Hospital System when assigned as lead worker for a shift lacking a scheduled supervisor shall be compensated at the flat rate of one dollar and thirty cents (\$1.30) per hour above the regular salary rate for each hour actually worked.
- t) **Lead Messenger Driver Differential**
One incumbent in the Messenger Driver classification within the Social Services Agency's Record Retention Center shall be compensated approximately five percent (5%) higher than that specified for regular positions in this class for each hour actually worked. No more than 7 positions will be assigned lead duties at the same time.
- u) **Offset Press Operator I**
One Offset Press Operator I position in the "Quick Copy" operation when assigned lead supervision shall be compensated at the rate of one (1) salary range (approximately 5%) higher than that specified for regular positions in this class.
- v) **Pesticide Recommendation Differential**
When assigned to write Pesticide recommendations for the Parks and Recreation Department or other County Departments, one individual will be compensated at the rate of one full salary range (approximately 5%) higher than their regular position's class.
- w) **Road Maintenance Worker III Dual Function/Lead Differential**
When assigned to function in the dual capacity of operating heavy equipment and leading a maintenance crew consisting of three (3) or more workers, or when

APPENDIX D – BLUE COLLAR UNIT

assigned as a non-operator lead over two (2) or more other Road Maintenance Worker I, II, or III positions, a position in the class of Road Maintenance Worker III shall be compensated at the rate of one full salary range (approximately 5%) higher than that specified for regular positions in this class.

x) **Road Maintenance Worker III/Road Maintenance Worker IV Welding Differential**

A Road Maintenance Worker III or Road Maintenance Worker IV who obtains and maintains the appropriate welding competency as defined by the County and departmental policies and procedures, and is assigned welding duties, shall be compensated at the flat rate of one dollar and seventy cents (\$1.70) per hour above the regular rate for each hour actually worked. This differential is limited to no more than two positions in the Department of Roads and Airports at any one time.

y) **Road Maintenance Worker IV Dual Function Differential**

When assigned to function in the dual capacity of operating heavy equipment and leading a maintenance crew consisting of three (3) or more other Road Maintenance Workers I, II, and III. A position in the class of Road Maintenance Worker IV shall be compensated at the rate of one full salary range (approximately 5%) higher than that specified for regular positions in this class.

z) **Stationary Engineer Differential**

One incumbent in the class of Stationary Engineer (N93) in the Facilities Department shall be compensated at a rate of one (1) salary range (approximately 5%) higher based on the employee's range and step when assigned the full range of lead duties.

aa) **Material Supply Specialist Bulk Storage Differential**

Incumbents in the class of Material Supply Specialist at Santa Clara Valley Healthcare when assigned to a shift in the Bulk Storage Area, in the Equipment Control Warehouse shall be compensated at the flat rate of one dollar and five cents (\$1.05) per hour above the regular rate for each hour actually worked.

bb) **Park Service Attendant Lead Differential**

Up to seven (7) incumbents in the classification of Park Service Attendant assigned to provide the full range of Lead responsibilities shall be compensated at the flat rate of one dollar (\$1.00) per hour above the regular rate for each hour actually worked. During the peak season, (April 1 – October 31), three (3) additional incumbents will receive the lead differential.

cc) **Water Treatment Certification Stipend**

General Maintenance Mechanics (GMMs) who obtain and maintain a State Water Treatment Operator (T1) or Distribution (D1) certification shall be compensated at a bi-weekly rate of twenty-five dollars \$25 when assigned water treatment duties.

APPENDIX D – BLUE COLLAR UNIT

In addition, GMMs who obtain and maintain a Pool Operator Certification shall be compensated at a flat bi-weekly rate of twelve dollars and fifty cents \$12.50 when assigned to work in the maintenance of pools.

dd) **Lead Cooks**

When assigned the full range of lead duties, incumbents in Cook or Correctional Cook positions shall be compensated five percent (5%) above the employee's salary range and step. During a full shift in which there is more than one Cook or Correctional Cook assigned to the same location, and there is no lead or supervisor scheduled for that shift, when assigned the full range of lead duties, at least one (1) Cook or Correctional Cook can be assigned this lead differential.

ee) **Materials Supply Specialist Lead**

When assigned to perform the full range of lead duties, incumbents in the Materials Supply Specialist classification shall be compensated five percent (5%) above the worker's salary range and step.

ff) **Park Heavy Equipment Operator Differential**

When assigned to perform the functions of training and/or onboarding at the peer-to-peer level of another Park Heavy Equipment Operator, one incumbent in the classification of a Park Heavy Equipment Operator, may receive a differential of two dollars (\$2.00) per hour above the regular rate for each hour actually worked.

gg) **Senior Electrical/Electronic Technician/ Electrical/Electronic Technician Crane Operator**

Those incumbents in the Electrical/Electronic Technician Series who possess and maintain a valid Crane Operator's Certificate, and who are assigned to operate a crane, shall be compensated at the flat rate of two dollars and sixty-two cents (\$2.62) per hour above the regular rate for each hour that the crane is required to complete the assignment.

D.7 - Work Out of Class

a) **Electrical/Electronic Technician**

Work out of classification provisions shall apply to the classification of Electrical/Electronic Technician when supervising contractors and shall be compensated at the rate of Senior Electrical/Electronic Technician.

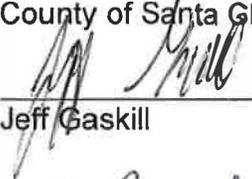
b) **Laundry Worker I**

An incumbent in the class of Laundry Worker I in the County of Santa Clara Healthcare Laundry when assigned to perform Laundry Worker II duties shall be paid at the rate for Laundry Worker II.

APPENDIX D – BLUE COLLAR UNIT

DATE: 8/22/23

County of Santa Clara Team:



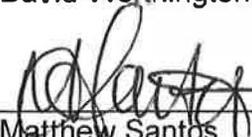
Jeff Gaskill



Megan Roehl

Angelica PeBenito


David Worthington



Matthew Santos



Robbie Malimban

Dan Guerrero

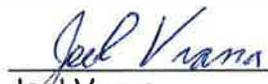


Mike Will

SEIU Blue Collar Team:



Andrea Hightower



Joel Vrana



Janice Miller



Teresa Andrews



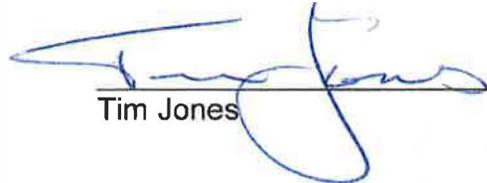
Dave Longcore

Signature on file

Ashley Adame



Ron Ramos



Tim Jones

APPENDIX D – BLUE COLLAR UNIT

SIDELETTER TO: PARKS AND RECREATION DEPARTMENT PARK MAINTENANCE WORKER SERIES ALTERNATE WORK HOURS

The County of Santa Clara and SEIU Local 521 have agreed to the following:
Within sixty (60) calendar days following ratification of this labor agreement, the County and the Union agree to meet to consider Alternate Work Hours for the Park Maintenance Worker series at Parks and Recreation Department.

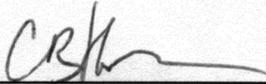
APPENDIX D – BLUE COLLAR UNIT

**SIDELETTER
PARKS AND RECREATION DEPARTMENT
PARK SERVICE ATTENDANT PILOT PROJECT**

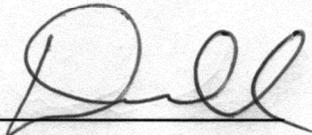
The County of Santa Clara and SEIU Local 521 have agreed to the following:

Representatives from the Human Resources, Parks and Recreation, and Labor Relations Departments and SEIU Local 521 shall convene a committee to research and develop a pilot project providing Park Service Attendants with the opportunity to pursue alternative career paths. This pilot project shall be modeled after the Promotional Opportunity Project described in section B.10 of the Clerical Unit section and in accordance with the County Personnel Ordinance.

DATED: 11-20-2015



**Catherine Blue Holmes
For the County of Santa Clara**



**Darin Woodard
For SEIU Local 521**

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

E.1 – Salaries

Salaries shall be identified by job code on the salary table (Appendix A):

Job Code	Prob Period	Job Classification
D96		ACCOUNTANT ASSISTANT
B80	1	ACCOUNTANT I
B78	1	ACCOUNTANT II
R78		ANESTHESIA TECHNICIAN
G1D		APPLICATION ADMINISTRATOR
G5F		APPLICATION DEVELOPER
C52		APPRAISAL AIDE
D82		APPRAISAL DATA COORDINATOR
C51	2	APPRAISER I
C50	2	APPRAISER II
T40	2	APPRAISER III
L85		ASSISTANT PLANNER
C74		ASSISTANT REAL ESTATE AGENT
G5H	1	ASSOCIATE APPLICATION DEVELOPER
V1K		ASSOCIATE BIOLOGIST/STANDARDS SPECIALIST
R2V		ASSOCIATE CARDIOVASCULAR INTERVENTIONAL TECHNOLOGIST
C5F		ASSOCIATE COMMUNICATIONS OFFICER
R6F		ASSOCIATE CRISIS INTERVENTIONAL SPECIALIST
G1M		ASSOCIATE CYBER SECURITY SPECIALIST
B4U		ASSOCIATE DATABASE ADMINISTRATOR
B6R		ASSOCIATE EMPLOYEE WELLNESS COORDINATOR
Y29		ASSOCIATE EMPLOYMENT COUNSELOR
E4H		ASSOCIATE ELECTRONIC RESOURCES LIBRARIAN
K7L		ASSOCIATE GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST
J46		ASSOCIATE GRAPHIC DESIGNER
G1U		ASSOCIATE IT FIELD SUPPORT SPECIALIST
G1Y		ASSOCIATE IT SERVICE DESK SPECIALIST
G60		ASSOCIATE NETWORK ENGINEER
G2J		ASSOCIATE NETWORK/TELECOM TECHNICIAN
L84		ASSOCIATE PLANNER

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
V55		ASSOCIATE PRETRIAL SERVICES OFFICER
G2R		ASSOCIATE TEST ENGINEER
L26		ASSOCIATE TRANSPORTATION PLANNER
G2U		ASSOCIATE USER EXPERIENCE (UX) DESIGNER
T41	2	AUDITOR APPRAISER I
T42	2	AUDITOR APPRAISER II
B79	2	AUDITOR-APPRAISER III
V1L		BIOLOGIST STANDARDS/SPECIALIST
J83		BOARD RECORDS ASSISTANT I
J82		BOARD RECORDS ASSISTANT II
C35		BUYER ASSISTANT
C33		BUYER I
C32		BUYER II
C31		BUYER III
K49		CADASTRAL MAPPING TECHNICIAN I
K46		CADASTRAL MAPPING TECHNICIAN II
S9J		CARDIAC SONOGRAPHER I
S9H		CARDIAC SONOGRAPHER II
S9G		CARDIAC SONOGRAPHER III
R4A		CARDIOPULMONARY REHABILITATION SPECIALIST
R2W		CARDIOVASCULAR INTERVENTIONAL TECHNOLOGIST
R85		CHEST X-RAY TECHNICIAN
K64		CHIEF OF PARTY
R1B		CHILD LIFE SPECIALIST
E86	1	CHILD SUPPORT OFFICER I
E85	1	CHILD SUPPORT OFFICER II
E90		CHILD SUPPORT SPECIALIST
P85		CLINICAL AUDIOLOGIST
R21		CLINICAL DIETITIAN I
R2L		CLINICAL DIETITIAN II
R9A		CLINICAL NEUROPHYSIOLOGIC TECHNOLOGIST I
R99		CLINICAL NEUROPHYSIOLOGICAL TECHNOLOGIST II
C2D		CLINICAL RESEARCH ASSOCIATE
C2F		CLINICAL RESEARCH ASSISTANT I

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
C2E		CLINICAL RESEARCH ASSISTANT II
C2C		CLINICAL SUPPORT PROGRAM COORDINATOR
C5D		CODE ENFORCEMENT OFFICER I
C5E		CODE ENFORCEMENT OFFICER II
J06		CODER I
J05		CODER II
J04		CODER III – INPATIENT
S51		COMMUNICABLE DISEASE INVESTIGATOR
G9M		COMMUNICATIONS CALL TAKER
G94	3	COMMUNICATIONS DISPATCHER I
G93	2	COMMUNICATIONS DISPATCHER II
G9A	2	COMMUNICATIONS DISPATCHER III
E04		COMMUNITY OUTREACH SPECIALIST
E07		COMMUNITY WORKER
G1J		CONFIGURATION ENGINEER
N32		CONSTRUCTION INSPECTOR
V1C		CONSUMER AND ENVIRONMENTAL PROTECTION AGENCY (CEPA) OPERATIONS AIDE
V25		CONSUMER MEDIATOR I
V22		CONSUMER MEDIATOR II
V69	1	CRIMINALIST I
V68	1	CRIMINALIST II
V67	1	CRIMINALIST III
R6E		CRISIS INTERVENTION SPECIALIST
G1L		CYBER SECURITY SPECIALIST
B2U		DATA BASE ADMINISTRATOR
P78		DENTAL ASSISTANT
V97		DEPUTY FIRE MARSHAL
V4B		DEPUTY PUBLIC GUARDIAN – CONSERVATOR
B44		DEPUTY PUBLIC GUARDIAN ASSISTANT
R87		DIAGNOSTIC IMAGING TECHNOLOGIST I
R8D		DIAGNOSTIC IMAGING TECHNOLOGIST I – MAMMOGRAPHY
R8G		DIAGNOSTIC IMAGING TECHNOLOGIST I – CLINICAL INSTRUCTOR
R8E		DIAGNOSTIC IMAGING TECHNOLOGIST I –

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
		COMPUTED TOMOGRAPHY
R8F		DIAGNOSTIC IMAGING TECHNOLOGIST I – COMPUTED TOMOGRAPHY & MAMMOGRAPHY
R8C		DIAGNOSTIC IMAGING TECHNOLOGIST I – FLUOROSCOPY
R88		DIAGNOSTIC IMAGING TECHNOLOGIST II
R8A		DIAGNOSTIC IMAGING TECHNOLOGIST II – MAMMOGRAPHY
R8B		DIAGNOSTIC IMAGING TECHNOLOGIST II - COMPUTED TOMOGRAPHY
R71		DIALYSIS TECHNICIAN
H65		DIETETIC TECHNICIAN
R3D		DOSIMETRIST
S34		EKG TECHNICIAN
E4J		ELECTRONIC RESOURCES LIBRARIAN
S91		EMERGENCY ROOM TECHNICIAN
B6Q		EMPLOYEE WELLNESS COORDINATOR
Y27		EMPLOYMENT COUNSELOR
K83		ENGINEERING TECHNICIAN I
K82		ENGINEERING TECHNICIAN II
K81		ENGINEERING TECHNICIAN III
J1S		EPIC PHARMACY INFORMATICIST
J28		EPIDEMIOLOGIST I
J25		EPIDEMIOLOGIST II
V37		ESTATE ADMINISTRATOR
V38		ESTATE ADMINISTRATOR ASSISTANT
V42		ESTATE PROPERTY SPECIALIST
C62		EXEMPTION INVESTIGATOR
K68		FIELD SURVEY TECHNICIAN I
K66		FIELD SURVEY TECHNICIAN II
R45		FORENSIC PATHOLOGY TECHNICIAN TRAINEE
S25		FORENSIC PATHOLOGY TECHNICIAN
R44		GASTROENTEROLOGY TECHNICIAN
R45		GASTROENTEROLOGY TECHNICIAN TRAINEE
Y08		GENETIC COUNSELOR I
Y09		GENETIC COUNSELOR II
K7G		GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
R2M		GRADUATE INTERN PHARMACIST
J45		GRAPHIC DESIGNER
V2C		HAZARDOUS MATERIALS SPECIALIST I
V19		HAZARDOUS MATERIALS SPECIALIST II
V21		HAZARDOUS MATERIALS TECHNICIAN
V2D		HAZARDOUS MATERIALS TRAINEE
J27		HEALTH EDUCATION ASSOCIATE
J26		HEALTH EDUCATION SPECIALIST
B6H		HEALTH PLANNING SPECIALIST II
S95		HOSPITAL SERVICES ASSISTANT I
S93		HOSPITAL SERVICES ASSISTANT II
L88		HOUSING REHABILITATION SPECIALIST
D77		INCOME TAX SPECIALIST
G50		INFORMATION SYSTEMS TECHNICIAN II
G38		INFORMATION SYSTEMS TECHNICIAN III
G72		INMATE LAW LIBRARY COORDINATOR
R2X		INTERVENTIONAL RADIOLOGY TECHNOLOGIST
J44		INVESTIGATIVE GRAPHIC/MEDIA SPECIALIST
V88		INVESTIGATOR ASSISTANT
G1T		IT FIELD SUPPORT SPECIALIST
G1V		IT PROJECT COORDINATOR
G1X		IT SERVICE DESK SPECIALIST
C75		JUNIOR REAL ESTATE AGENT
C1C		LABOR STANDARDS INVESTIGATOR
V44		LATENT FINGERPRINT EXAMINER I
V43		LATENT FINGERPRINT EXAMINER II
V4T		LATENT FINGERPRINT EXAMINER III
F07		LEGAL PROCESS OFFICER
J64		LIBRARIAN I
J63		LIBRARIAN II
E41		LIBRARY ASSISTANT I
E40		LIBRARY ASSISTANT II
S85		LICENSED VOCATIONAL NURSE
J4A		LITERACY PROGRAM SPECIALIST

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
K35		LOCAL AREA NETWORK ANALYST II
R2E		MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST
R6C		MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST – CT
R6A		MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST – ANGIO
P97		MARRIAGE & FAMILY THERAPIST I
P96		MARRIAGE & FAMILY THERAPIST II
N36		MATERIALS TESTING TECHNICIAN I
N34		MATERIALS TESTING TECHNICIAN II
H93		MEDICAL ASSISTANT
V85		MEDICAL EXAMINER - CORONER INVESTIGATOR
R75		MEDICAL LABORATORY ASSISTANT I
R74		MEDICAL LABORATORY ASSISTANT II
R7F		MEDICAL LABORATORY ASSISTANT III
D1M		MEDICAL PHYSICIST
Y04		MEDICAL SOCIAL WORKER I
Y03		MEDICAL SOCIAL WORKER II
D50		MEDICAL TRANSLATOR
D52		MEDICAL TRANSLATOR TRAINEE
E33		MENTAL HEALTH COMMUNITY WORKER
D2J		MENTAL HEALTH PEER SUPPORT WORKER
S9S		MENTAL HEALTH WORKER
E60		MOBILE OUTREACH DRIVER
S3M		MONITOR TECHNICIAN
B03		MULTIMEDIA COMMUNICATIONS SPECIALIST
G2E		MULTIMEDIA TECHNICIAN
G46		NETWORK ENGINEER
G2H		NETWORK/TELECOM TECHNICIAN
P84		OBSTETRIC TECHNICIAN
R1T		OCCUPATIONAL THERAPIST I
R1A		OCCUPATIONAL THERAPIST II
R12		OCCUPATIONAL THERAPIST III
R2C		OCCUPATIONAL THERAPY ASSISTANT II
P48		OPHTHALMIC TECHNICIAN

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
P47		OPTOMETRIST
R90		ORTHOPEDIC TECHNICIAN
V74		PARALEGAL
V7K		PARALEGAL – COUNTY COUNSEL
T31		PARK INTERPRETER
T24		PARKS NATURAL RESOURCE PLANNER
T91		PARKS NATURAL RESOURCE PROGRAM COORDINATOR
T36		PARKS NATURAL RESOURCE TECHNICIAN
T23		PARKS OUTDOOR RECREATION COORDINATOR
T38		PARKS RANGEMASTER I
T37		PARKS RANGEMASTER II
S9P		PATIENT TRANSPORT COORDINATOR
S9T		PATIENT TRANSPORTER
C8B		PAYROLL AUDIT SPECIALIST
R2Y		PER DIEM ASSOCIATE CARDIOVASCULAR INTERVENTIONAL TECHNOLOGIST
S9K		PER DIEM CARDIAC SONOGRAPHER II
S9L		PER DIEM CARDIAC SONOGRAPHER III
R2Z		PER DIEM CARDIOVASCULAR INTERVENTIONAL TECHNOLOGIST
R97		PER DIEM DIAGNOSTIC IMAGING TECHNOLOGIST I
S52		PER DIEM DIAGNOSTIC IMAGING TECHNOLOGIST II
R3B		PER DIEM INTERVENTIONAL RADIOLOGY TECHNOLOGIST
R3F		PER DIEM RADIATION THERAPIST
R2G		PER DIEM RESPIRATORY CARE PRACTITIONER
R2J		PER DIEM SPEECH PATHOLOGIST
S79		PER DIEM ULTRASONOGRAPHER I
S98		PER DIEM ULTRASONOGRAPHER II
N33		PERMIT TECHNICIAN I
N35		PERMIT TECHNICIAN II
R27		PHARMACIST
R96		PHARMACIST LOCUM TENENS
P40		PHARMACIST SPECIALIST
P81		PHARMACIST TECHNICAL SYSTEM SPECIALIST
R2S		PHARMACY DATA SPECIALIST – VALLEY HEALTH PLAN

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
R29		PHARMACY TECHNICIAN
R2K		PHARMACY TECHNICIAN LOCUM TENENS
R50		PHARMACY TECHNICIAN TRAINEE
R69		PHYSICAL THERAPIST ASSISTANT I
R64		PHYSICAL THERAPIST ASSISTANT II
R1P		PHYSICAL THERAPIST I
R11		PHYSICAL THERAPIST II
R10		PHYSICAL THERAPIST III
S46		PHYSICIAN ASSISTANT
V53		PRETRIAL SERVICES OFFICER
E89		PRETRIAL SERVICES TECHNICIAN
E19		PROBATION COMMUNITY WORKER
E29		PROBATION PEER SUPPORT WORKER
D92		PROPERTY AND TITLE IDENTIFICATION TECHNICIAN
C65		PROPERTY TRANSFER EXAMINER
F02		PROPERTY/EVIDENCE TECHNICIAN
U98		PROTECTIVE SERVICES OFFICER
Y42		PSYCHIATRIC SOCIAL WORKER I
Y41		PSYCHIATRIC SOCIAL WORKER II
S88		PSYCHIATRIC TECHNICIAN I
S87		PSYCHIATRIC TECHNICIAN II
P9E		PSYCHOLOGIST
P9F		PSYCHOLOGIST – NEUROPSYCHOLOGICAL SERVICES
R13		PSYCHOSOCIAL OCCUPATIONAL THERAPIST
V79		PUBLIC DEFENDER INVESTIGATOR I
V78		PUBLIC DEFENDER INVESTIGATOR II
E32		PUBLIC HEALTH ASSISTANT
S08		PUBLIC HEALTH NUTRITION ASSOCIATE
R24		PUBLIC HEALTH NUTRITIONIST
C97		QUALITY IMPROVEMENT COORDINATOR – MENTAL HEALTH SERVICES
C07		QUALITY IMPROVEMENT COORDINATOR I- ALCOHOL & DRUG SERVICES
C06		QUALITY IMPROVEMENT COORDINATOR II - ALCOHOL & DRUG SERVICES

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
J2R		QUALITY IMPROVEMENT COORDINATOR – PUBLIC HEALTH
R32		RADIATION THERAPIST
T11		RANGEMASTER I
T10		RANGEMASTER II
C73		REAL ESTATE AGENT
R3C		RECREATION COORDINATOR
R1R		RECREATION THERAPIST I
R1D		RECREATION THERAPIST II
R1C		RECREATION THERAPIST III
P76		REGISTERED DENTAL ASSISTANT
H6A		REGISTERED DIETETIC TECHNICIAN
P8B		REGISTERED VETERINARY TECHNICIAN
P67		REHABILITATION COUNSELOR
X92		REHABILITATION OFFICER I
X91		REHABILITATION OFFICER II
R15		RESPIRATORY CARE PRACTITIONER I
R1S		RESPIRATORY CARE PRACTITIONER II
R54		RESPIRATORY THERAPY SERVICES SPECIALIST
V35		REVENUE COLLECTIONS OFFICER
V5H		SENIOR ANIMAL CONTROL OFFICER
G1C		SENIOR APPLICATION ADMINISTRATOR
C47		SENIOR APPRAISER
C57		SENIOR AUDITOR APPRAISER
V1M		SENIOR BIOLOGIST/STANDARDS SPECIALIST
K43		SENIOR CADASTRAL MAPPING TECHNICIAN
V1F		SENIOR CEPA OPERATIONS AIDE
E88	2	SENIOR CHILD SUPPORT OFFICER
S5D		SENIOR COMMUNICABLE DISEASE INVESTIGATOR
G92	2	SENIOR COMMUNICATIONS DISPATCHER
G1H		SENIOR CONFIGURATION ENGINEER
N31		SENIOR CONSTRUCTION INSPECTOR
G1K		SENIOR CYBER SECURITY SPECIALIST
B2M		SENIOR DATA BASE ADMINISTRATOR
J23		SENIOR EPIDEMIOLOGIST

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
K7K		SENIOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST
V2B		SENIOR HAZARDOUS MATERIALS SPECIALIST
P94		SENIOR HOSPITAL PSYCHOLOGICAL ASSISTANT
G1S		SENIOR IT FIELD SUPPORT SPECIALIST
G1W		SENIOR IT SERVICE DESK SPECIALIST
G2D		SENIOR MULTIMEDIA TECHNICIAN
G2F		SENIOR NETWORK/TELECOM TECHNICIAN
V73		SENIOR PARALEGAL
V7J		SENIOR PARALEGAL – COUNTY COUNSEL
L83		SENIOR PLANNER
P9D		SENIOR PSYCHOLOGIST
P9G		SENIOR PSYCHOLOGIST – NEUROPSYCHOLOGICAL SERVICES
R3P		SENIOR PSYCHOSOCIAL OCCUPATIONAL THERAPIST
V34		SENIOR REVENUE COLLECTIONS OFFICER
G2N		SENIOR TEST ENGINEER
G2S		SENIOR USER EXPERIENCE (UX) DESIGNER
D6H		SENIOR VICTIM/WITNESS ADVOCATE
D6K		SENIOR VICTIM/WITNESS CLAIMS SPECIALIST
V8C		SENIOR WELFARE FRAUD INVESTIGATOR
U6E		SHERIFF'S HELICOPTER PILOT
U9Z		SHERIFF PROTECTIVE SERVICES OFFICER
G73		SHERIFF'S TECHNICIAN
R1L		SPEECH LANGUAGE PATHOLOGIST I
R38		SPEECH LANGUAGE PATHOLOGIST II
R37		SPEECH LANGUAGE PATHOLOGIST III
D4P		SPIRITUAL SERVICES COORDINATOR
S68		STERILE PROCESSING TECHNICIAN I
S06		STERILE PROCESSING TECHNICIAN II
D8F		STUDENT INTERN – 521 LEVEL I
D8G		STUDENT INTERN – 521 LEVEL II
D8H		STUDENT INTERN – 521 LEVEL III
D8J		STUDENT INTERN – 521 LEVEL IV
P82		SURGICAL AIDE

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Job Code	Prob Period	Job Classification
S23		SURGICAL TECHNICIAN
G2L		SYSTEMS ADMINISTRATOR
G1Z		SYSTEMS ADMINISTRATOR TECHNICIAN
G59		TECHNICAL WRITER
G2Q		TEST ENGINEER
R48		THERAPY TECHNICIAN
X36		TRANSPORTATION OFFICER
S6A		ULTRASONOGRAPHER I – A
S6B		ULTRASONOGRAPHER I – B
S6C		ULTRASONOGRAPHER I – C
S9A		ULTRASONOGRAPHER II – A
S9B		ULTRASONOGRAPHER II – B
S9C		ULTRASONOGRAPHER II – C
S9D		ULTRASONOGRAPHER II – D
R86		URODYNAMIC TECHNICIAN
R63		UROLOGY CLINICAL COORDINATOR
G2T		USER EXPERIENCE (UX) DESIGNER
X83		VECTOR CONTROL COMMUNITY RESOURCE SPECIALIST
X73		VECTOR CONTROL ECOLOGIST
X72		VETERAN SERVICES REPRESENTATIVE I
X71		VETERAN SERVICES REPRESENTATIVE II
V5J		VETERINARIAN
P8A		VETERINARIAN ASSISTANT
D6G		VICTIM/WITNESS ADVOCATE
D6J		VICTIM/WITNESS CLAIMS SPECIALIST
T20		VOLUNTEER COORDINATOR
G4M		WEB TECHNICIAN
X81		WEED ABATEMENT INSPECTOR
V8B		WELFARE FRAUD INVESTIGATOR

1. Probationary period requires completion of 26 pay periods.
2. Probationary period requires completion of 26 pay periods for initial entry into series; probationary period requires completion of 13 pay periods if promotion within series.
3. Probationary period requires completion of 39 pay periods.
4. Probationary period requires completion of 30 pay periods.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Realignments:

JOB CODE	CLASSIFICATION	REALIGNMENT
C35	BUYER ASSISTANT	0.50%
C33	BUYER I	0.50%
C32	BUYER II	0.50%
C31	BUYER III	0.50%
R21	CLINICAL DIETITIAN I	2.00%
R2L	CLINICAL DIETITIAN II	2.00%
V69	CRIMINALIST I	3.00%
V68	CRIMINALIST II	3.00%
V67	CRIMINALIST III	3.00%
R87	DIAGNOSTIC IMAGING TECHNOLOGIST I	1.00%
R8F	DIAGNOSTIC IMAGING TECHNOLOGIST I - COMPUTED TOMOGRAPHY & MAMMOGRAPHY	1.00%
R8D	DIAGNOSTIC IMAGING TECHNOLOGIST I - MAMMOGRAPHY	1.00%
R8B	DIAGNOSTIC IMAGING TECHNOLOGIST II – COMPUTED TOMOGRAPHY	1.00%
R8A	DIAGNOSTIC IMAGING TECHNOLOGIST II - MAMMOGRAPHY	1.00%
R3D	DOSIMETRIST	2.00%
E4J	ELECTRONIC RESOURCES LIBRARIAN	1.00%
V21	HAZARDOUS MATERIALS TECHNICIAN	2.00%
S95	HOSPITAL SERVICES ASSISTANT I	1.00%
S93	HOSPITAL SERVICES ASSISTANT II	1.00%
F07	LEGAL PROCESS OFFICER	1.00%
J64	LIBRARIAN I	1.00%
J63	LIBRARIAN II	1.00%
P97	MARRIAGE & FAMILY THERAPIST I	3.00%
P96	MARRIAGE & FAMILY THERAPIST II	3.00%
H93	MEDICAL ASSISTANT	0.50%
Y04	MEDICAL SOCIAL WORKER I	4.00%
Y0E	MEDICAL SOCIAL WORKER I – U	4.00%
Y03	MEDICAL SOCIAL WORKER II	4.00%
Y0D	MEDICAL SOCIAL WORKER II-U	4.00%
R2E	MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST	2.00%
R6C	MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST - CT	2.00%
R6A	MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST - ANGIO	2.00%
R2C	OCCUPATIONAL THERAPY ASSISTANT II	1.00%

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

JOB CODE	CLASSIFICATION	REALIGNMENT
R1T	OCCUPATIONAL THERAPIST I	0.50%
R1A	OCCUPATIONAL THERAPIST II	0.50%
R12	OCCUPATIONAL THERAPIST III	0.50%
S9T	PATIENT TRANSPORTER	2.00%
R2S	PHARMACY DATA SPECIALIST – VHP	2.00%
R1P	PHYSICAL THERAPIST I	0.50%
R11	PHYSICAL THERAPIST II	0.50%
R10	PHYSICAL THERAPIST III	0.50%
R69	PHYSICAL THERAPIST ASSISTANT I	1.00%
R64	PHYSICAL THERAPIST ASSISTANT II	1.00%
Y42	PSYCHIATRIC SOCIAL WORKER I	3.00%
Y41	PSYCHIATRIC SOCIAL WORKER II	3.00%
S88	PSYCHIATRIC TECHNICIAN I	1.00%
S87	PSYCHIATRIC TECHNICIAN II	1.00%
P9E	PSYCHOLOGIST	3.00%
P9F	PSYCHOLOGIST – NEURO SERVICES	3.00%
R1R	RECREATION THERAPIST I	0.50%
R1D	RECREATION THERAPIST II	0.50%
R1C	RECREATION THERAPIST III	0.50%
R15	RESPIRATORY CARE PRACTITIONER I	0.50%
R1S	RESPIRATORY CARE PRACTITIONER II	0.50%
R54	RESPIRATORY CARE SERVICES SPECIALIST	0.50%
R1L	SPEECH & LANGUAGE PATHOLOGIST I	1.00%
R38	SPEECH & LANGUAGE PATHOLOGIST II	1.00%
R37	SPEECH & LANGUAGE PATHOLOGIST III	1.00%
S23	SURGICAL TECHNICIAN	2.00%
R48	THERAPY TECHNICIAN	2.00%
S9A	ULTRASONOGRAPHER II-A	0.50%
S9B	ULTRASONOGRAPHER II-B	0.50%
S9C	ULTRASONOGRAPHER II-C	0.50%
S9D	ULTRASONOGRAPHER II-D	0.50%

E.2 – Salary Alignments

a) **Investigator Salaries**

The following classifications, during the term of this Agreement, shall continue the existing alignment with the appropriate classes in the Deputy Sheriff and District Attorney Investigator Units.

- Investigator Assistant
- Public Defender Investigator I
- Public Defender Investigator II

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Medical Examiner Coroner Investigator
Deputy Fire Marshal
Rehabilitation Officer I
Rehabilitation Officer II

- b) The following classification(s), during the term of this Agreement, shall continue the existing alignment with the appropriate classes in the Registered Nurses Professional Association (RNPA).

Physician Assistant Primary Care

E.3 – Career Incentive Programs

- a) The County agrees to a Career Incentive Program for the Public Defender Investigators. The biweekly differentials paid under this program will be based on a percentage of the incumbent's salary as follows:

	Basic	Intermediate	Advanced
Public Defender Investigator I	2.5%	5.0%	7.5%
Public Defender Investigator II	2.5%	5.0%	7.5%

- b) The Public Defender's Office, the District Attorney's Office and the Human Resources Department will continue to coordinate the program.

E.4 – Public Defender Investigator Overtime Work Assignments

The County shall authorize cash payments for Public Defender Investigators when assigned overtime work. The Public Defender's Office shall maintain appropriate administrative procedures for applying cash payments or, if permitted by State and Federal Law, compensatory time off to overtime work assignments.

E.5 – Information Technology Training

The Technology Services and Solutions Department will coordinate and maintain ongoing training for Information Technology (IT) classifications, including the following:

- a) Information technology related educational resources, maintained on the County's learning management system, and self-study vendor supplied courses, public education and professional association courses and seminars.
- b) Keep staff abreast of new projects and programs in the IT field.
- c) Provide training and education programs conducted by educational institutions, vendor supplied courses, professional organization sponsored courses and seminars, internally developed tutorials and workshops and on-the-job training. It is agreed that all of the above set forth activities shall be principally related to projects and programs within the Technology Services and Solutions Department and the individual Information Technology classification's assignment. All training programs must be approved by the Chief Information Officer or his/her designee.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

E.6 – Educational Leave Program - Training Program

a) Educational Leaves for LVNs, Psychiatric Technician I/II's and Physician Assistants

1. A credit of forty (40) hours per year shall be granted for educational leave for all full-time workers covered by this section. Educational leave will be accumulative to a maximum of eighty (80) hours. Educational leave for part-time workers will be prorated.
Each worker that uses any time earned between three (3) and six (6) months must sign a note which states that she/he will authorize a deduction from her/his last paycheck for the time used if she/he leaves County employment within one (1) year of the date of hire.
2. The individual worker shall decide the educational program in which she/he shall participate, which could include homestudy (on-line) courses. It is understood that all use of educational leave shall be principally related to nursing practices within the County.
3. Details in the written application for educational leave shall include but not be limited to the course, institute, workshops or classes, subjects, hours, faculty and purpose of taking the course, seminar, etc. The application shall be received by the Administration no less than ten (10) working days prior to the requested date of leave of absence. At least five (5) working days prior to the commencement of the leave of absence date, the Administration shall respond in writing to the worker. When notification of a course is received less than ten (10) working days prior to the course date, Administration may consider approval.
4. In all instances set forth above, the leave request shall be subject to approval by the department. Such leaves shall not unduly interfere with staffing requirements for patients' care or duplicate similar training offered by the department. The department agrees that it shall not unreasonably withhold approval.
5. Proof of attendance may be requested by the department. The worker may be requested by the department to report such activity in writing.
6. Educational leave granted for homestudy courses shall not be counted towards the base period for overtime.
7. Every effort shall be made to arrange scheduling for the individual worker use of educational leave time. It is understood that the department has the authority to approve all voluntary attendance at In-service Training Programs.
8. If the educational leave falls on the worker's day off, the worker shall select one of the following:

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

- a. The day will be charged to educational leave and the worker will have a day added to her/his vacation balance, or
 - b. The day will be charged to educational leave and the worker will be given another day off during the pay period, or
 - c. The day will not be charged to educational leave.
9. Participation in this Educational Leave Program shall not alter the worker's right to benefits included in the Educational Leave and Tuition Reimbursement Section of the master agreement.
 10. Educational leave for homestudy (on-line) courses will be paid at the rate of one (1) hour for each contact hour completed. A copy of the certificate verifying successful completion is required for educational leave to be paid.

b) **In-service Training Programs**

The County of Santa Clara Health System will continue to provide and maintain In-service Programs. The current programs and programs developed by management in the future will be provided for LVN's, HSA's I and II, and E. R. Technicians, including the following:

1. Provide an organized plan of orienting all new workers to the objectives, policies, goals, and procedures of the hospital and/or of nursing service, as appropriate, at regularly scheduled intervals.
2. Provide an organized plan of orienting all workers to the job descriptions, responsibilities, and work assignments for their classification, at regularly scheduled intervals.
3. Keep the staff abreast on a continuing basis of new and expanding health care programs and of new techniques, equipment, facilities and concepts of care.
4. Each worker must complete both (1) and (2) above before being permanently assigned to a unit and shift. Until completion of the formal orientation, the worker will be considered as still in a structured learning experience and not part of the unit's regular staff.

E.7 – Weekend Off Provision

The following weekend off provisions shall apply, during the term of this Agreement, to all County workers in the classifications of:

Central Supply Assistant	Patient Transport Coordinator
Sterile Processing Technician I and II	Patient Transporter
Clinical Dietitian I and II	Physical Therapist I, II, and III
Dialysis Technician	Physical Therapist Assistant I and II

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Emergency Room Technician	Psychiatric Technician I and II
Hospital Services Assistant I and II	Recreation Therapist I, II and III
Licensed Vocational Nurse	Rehabilitation Counselor
Medical Assistant	Respiratory Care Practitioner I and II
Mental Health Worker	Urodynamic Technician
Monitor Technician	

1. The County will attempt to grant every other weekend off and each worker will not be required to work more than two (2) consecutive weekends, nor more than twenty-six (26) weekends per year. Every effort will be made on a unit-by-unit basis to require fewer weekends per year.
2. If the County requires a worker to work more than two (2) consecutive weekends, or more than twenty-six (26) weekends per year, the worker will receive time and one-half for work in excess of that required. These penalties shall not be duplicated for the same weekend worked. Work as used in this section shall mean productive time.
3. Weekend work assignments shall be prorated for all newly coded workers and for any worker who is off the payroll due to an authorized leave of absence.
4. The above weekend off provisions may be waived on the written request of the individual worker.

E.8 – Surgical Technician Call Back Pay Option

If permitted by State and Federal Law, the Surgical Technician may elect to receive compensatory time off credit in lieu of cash compensation for call-back time worked. A Surgical Technician shall be granted a day charged to vacation, leave without pay, or compensatory time if permitted by State and Federal Law, on his/her normal workday following five (5) or more hours of call-back time.

E.9 – LVN Practice Committee

The LVN practice committee shall meet on a quarterly basis with the Chief Nursing Officer or his/her designee and a representative of Ambulatory Care to discuss issues related to the practice of licensed vocational nurses. Other nursing representatives may attend as needed. LVNs shall have opportunity to review and discuss policies and practices that would impact the delivery of care by the LVNs. The committee is a forum to collaborate to determine best practices within each department. The committee representatives shall be comprised of six LVNs as designated by the union, with up to two representatives from any site, subject to operational need. The representatives shall attend meetings on release time, with notice identifying the union representatives provided by the union pursuant to Section 4.1(a).

E.10 – Professional Pharmacy Practices Committee

The Santa Clara Valley Health and Hospital System Professional Pharmacy Practices Committee (PPPC) shall be composed of Pharmacists employed by the hospital. The

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Committee shall have one (1) Pharmacist representative from the VMC Outpatient Pharmacy, one (1) representative each from the VMC-Bascom Inpatient Pharmacy, the VMC-O'Connor pharmacy, and the VMC-St. Louise Pharmacy. Upon request, one (1) representative from the institutions and one (1) representative from Public Health will be added to the committee. Upon request of the Pharmacy Department, the Union will furnish the Department the agenda from the most recent PPPC meeting that has taken place.

The PPPC shall act as an advisory body to Pharmacy Services and the Santa Clara Valley Health and Hospital System administration. Meetings will be held as needed, up to four times a year, and will last for sixty (60) minutes, or for a longer time period if agreed upon by the Pharmacy Director.

The Director of Pharmacy or his/her representative will meet with the PPPC at their regularly scheduled meeting if the Committee requests their attendance. Committee members who attend the meeting during their regularly scheduled shift will be granted release time to attend meetings.

The Pharmacy administration shall respond to all written requests and recommendations of the Committee within thirty (30) working days of receipt.

The PPPC shall not involve itself in grievances or appeals of any kind. The objective of the PPPC is to provide a forum for discussion focused on professional pharmacy issues.

E.11 – Educational Certification Maintenance – Assessor

The County agrees to provide time without loss of compensation and benefits for workers to participate in educational courses, seminars, in-service training and workshops identified and required to maintain certification.

Proof of education courses, seminars, in-service training or workshop completion may be required by the department. The worker may be required by the department to report such activity in writing.

Participation in the Certification Maintenance Program shall not alter the right to benefits included in the Educational Leave and Tuition Reimbursement Section of the Master Agreement.

E.12 – Educational Release Time

Community Worker classes of Public Health Community Specialist, Mental Health Community Worker, Probation Community Worker, Public Health Assistant and Community Worker shall be allowed release time per week as provided below:

Contact Hours of Class	Travel and/or Study Time	Total Release Time Allowed
-----------------------------------	---	---------------------------------------

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

1	1	2
2	1	3
3	1	4
4	1	5
5	1	6
6	1	7
7	1	8
8	1	9
9	1	10

Release time will be permitted for the purpose of taking courses required for the obtainment of a Bachelors degree in a field related to the worker's goal. Provisions of this Section shall apply only to those workers who do not possess a Bachelors degree.

Evidence of completion of courses shall be required. If a worker drops (a) class(es), she/he shall immediately readjust work hours to conform to the above release time schedule.

Workers in the classifications of Public Health Community Specialist, Mental Health Community Worker, Probation Community Worker, Public Health Assistant and Community Worker will be eligible to utilize Section 12.9 "Educational Leave and Tuition Reimbursement" for non-Bachelor's degree courses. The total monetary amount will not exceed the maximum individual cap under Article 12.9 or E.15, whichever is greater, during a fiscal year.

E.13 – In-Service Training

Departments to which Community Workers, Public Health Community Specialist, Mental Health Community Workers, Probation Community Workers and Public Health Assistants are assigned agree to provide those workers a minimum of ten (10) hours formal in-service training annually to be implemented pursuant to E.15.

E.14 – Education Reimbursement

The educational reimbursement fund shall be administered by the Finance Agency for workers in the Community Worker classifications pursuant to E.13. The amount of the fund shall be four thousand five hundred dollars (\$4,500.00) for each fiscal year for the term of the contract. A maximum of five hundred (\$500.00) per semester shall be allotted to those attending four (4) year schools and three hundred seventy-five dollars (\$375.00) for those attending two (2) year schools, to a maximum of six hundred fifty dollars (\$650.00) per year per worker.

The worker shall sign a note, which states that upon receipt of reimbursement he/she authorizes:

- a) Deduction in full from their last paycheck if the worker voluntarily resigns County employment prior to the completion of the course.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

- b) Deduction in the amount of twenty-five dollars (\$25.00) per pay period for full reimbursement if a worker does not complete the course. This provision may be waived by the Director of Personnel under unique or emergency circumstances.

E.15 – Alternately Staffed Community Worker Positions

A promotional rating form shall be deemed an appropriate qualifying examination for promotions from Community Worker to alternately staffed classifications of Mental Health Community Worker, Probation Community Worker and Public Health Assistant.

E.16 – Differentials

1. Central Permit Differential

Positions in the Department of Planning and Land Development assigned to the Central Permit Office and recommended by the Land Development Coordinator and approved by Personnel as competent in all five disciplines (Sanitation, Building Inspection, Engineering, Planning, Fire Marshal) shall be paid a differential in the amount of seventy- two dollars (\$72.00) bi-weekly when so assigned.

2. Communications Dispatcher Differential

- a. Communications Dispatcher I's who are trained, certified and assigned by the Department to provide Emergency Medical Dispatching services shall receive a differential of approximately 5% above that specified for regular positions in this class for each shift actually worked.

- b. Communications Dispatcher I's, II's or III's when assigned to instruct, observe, and evaluate an individual dispatcher or group of dispatchers will receive a differential of \$3.20, \$3.80, and \$4.00 respectively.

3. Dental Assistant Differential

Incumbents in Dental Assistant positions and Registered Dental Assistants shall be paid a flat rate differential rate of five percent (5%) per bi-weekly pay period when assigned the following responsibilities:

- a. Insure continuity in delivery of dental clinic(s) services;

- b. Orient newly hired professional staff to dental clinic(s) and applicable hospital policy and procedures;

- c. Provide lead supervision over extra-help or student intern paraprofessional workers in dental clinic(s);

- d. Solicit job applications, interview, and recommend hiring of extra-help dental clinic paraprofessional personnel; AND/OR act as a resource person relative to dental clinic(s) program development or coordination with outside groups.

This differential shall exclusively apply at a given time to no more than five positions stationed throughout the Santa Clara Valley Dental Network and to no

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

more than one position stationed in the Detention Facilities, for a total of six positions.

4. **Technology Services and Solutions (TSS) Department Differentials**

- a. Workers at TSS shall receive night shift differential, in accordance with the provisions of Section 8.9 b), for each hour worked after 11:00 pm and prior to 8:00 a.m.
- b. When assigned to assume full responsibility for the shift, one (1) Systems Administrator Technician working the Saturday or Sunday day shifts, the evening shifts, or the night shifts in Technology Services and Solutions shall be compensated five percent (5%) above the employee's range and step.

5. **Pharmacist Shift Differentials**

Pharmacists and Pharmacist Specialists assigned to the evening shift in accordance with the provisions of Sections 8.9 a) of the master agreement shall be compensated at the rate of five dollars (\$5.00) per each hour worked in place of the rate paid for evening shift differential in Section 8.9 a) and Pharmacists and Pharmacist Specialists assigned to the night shift in accordance with the provisions of Section 8.9 b) of the master agreement twenty dollars (\$20.00) per hour for each hour worked in place of the rate paid for night shift differential in Section 8.9 b).

6. **Pharmacy Technician Advanced Admixture Duties Differential**

When assigned advanced admixture duties Pharmacy Technician positions in the Department of Pharmacy at County of Santa Clara Health System shall be compensated with a differential at the flat rate of two dollars (\$2.00) for each hour actually worked.

7. **BOE Advanced Appraiser's Certificate Differential: Appraiser Series**

Positions in the Appraiser I, II and III, Auditor Appraiser, Senior Appraiser, and Senior Auditor Appraiser classifications shall receive a differential approximately 2% above the employee's salary range when the employee possesses the State Board of Equalization Advanced Appraiser's Certificate.

8. **Respiratory Care Practitioner Shift Differentials**

Respiratory Care Practitioners and Respiratory Therapy Services Specialists assigned to the evening shift and night shift in accordance with the provisions of Sections 8.9 a) and 8.9 b) of the master agreement shall be additionally compensated at the rate of four dollars (\$4.00) per hour for evening shift and six dollars and fifty cents (\$6.50) per hour for the night shift.

9. **BOE Assessment Analyst Certificate and Advanced Assessment Analyst Certificate Differentials: Property Transfer Examiner & Exemption Investigator**

Positions in the Property Transfer Examiner and Exemption Investigator classifications shall receive a differential of two percent (2.0%) above the

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

employee's salary range when the employee possesses the State Board of Equalization Assessment Analyst Certificate and an additional two percent (2.0%) above the employee's salary range when the employee possesses the State Board of Equalization Advanced Assessment Analyst Certificate.

10. **Sr. Construction Inspector Class A Instructor Certified Differential**
When assigned to Construction Services, incumbents in the class of Senior Construction Inspector who possess a current Class A Inspector Certificate issued by the Office Statewide Planning and Development (OSHPD), shall be compensated one (1) full salary range (approximately 5 %) higher than that specified for regular positions in this class, upon approval of the Director of Construction Services.
11. **Deputy Public Guardian Conservator/Estate Administrator Differential**
Positions in this classification shall receive a differential of one dollar fifty- cents (\$1.50) per hour above the employee's salary range when the employee possesses the California State Fiduciary License.
12. **LVN/HSA Float Differential**
 - a) Each LVN and Hospital Services Assistant will only float within like areas. The like areas are as follows:
 1. VMC-Bascom:
 - i. Medical-Surgical Units
4 Surgical, 2 Medical, 6 Medical, 2 Surgical, 3 Surgical
 - ii. Newborn Intensive Care Unit
Pediatrics
Pediatric Intensive Care Unit
Family Baby Unit (FBU)
 - iii. Surgical ICU
Medical ICU
Coronary Care Unit
Burn Intensive Care Unit
Trauma ICU
 - iv. Progressive Care Unit 5 (5PCU)
 - v. Acute Rehabilitation Unit 3 (3ARU)
Acute Rehabilitation Unit 4 (4ARU)
Respiratory Rehabilitation Unit 3 (3RRU)
 - vi. Labor and Delivery (L&D)
 - vii. Ambulatory Surgery Post Anesthesia Care Unit (ASPA) (relief only)

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

G.I. Suite at VMC

- viii. OPD Clinics
 - ix. Emergency Department (Not to float except in an emergency) Express Care
2. O'Connor Hospital:
- i. Critical Care: Emergency Department, Intensive Care Unit, and Critical Care Unit.
 - ii. Medical Surgical Units: Orthopedics, Progressive Care Unit, Oncology, Sub Acute, and Infusion Center.
- b) If a float assignment outside like areas is necessary, management shall attempt to send volunteers from the unit to be floated from, prior to making an involuntary assignment. If an LVN, or Hospital Services Assistant is required to float outside of one of the like areas, she/he shall receive ~~or~~ eight dollars and twenty cents (\$8.20) per full shift or eighty-five cents (\$0.85) per hour for less than a full shift for such assignment. An LVN, or Hospital Services Assistant who requests to float in order to broaden her/his experience may put her/his name on a list, maintained by Nursing Administration, indicating where she/he requests to float. In this case, a differential shall not be paid.
- c) This section will not apply when one of the units is temporarily closed.
- d) Except in emergencies, (defined as a situation when reasonable efforts to float from like areas fail), no LVN, or HSA will be assigned to an area without having adequate orientation to that area. Adequate orientation will be determined by the Appointing Authority, who upon request, will review the orientation plan for an area with the Union.
- e) If Nursing Administration creates new nursing areas during the term of this Agreement, management and the Union shall meet and confer regarding their allocation to appropriate like areas as defined in this section.
13. **Criminalist Certification Differential Pay**
Coded Criminalist I, II or III who are certified or recertified by any one or more of the following organizations shall receive a differential of three percent (3%) above the employee's salary range: the American Board of Criminalistics, the American Board of Forensic Toxicology, the American Board of Forensic Document Examiners, the International Association of Computer Investigative Specialists, the Association of Firearm and Toolmark Examiners, the International Association for Identification (Latent Print), or from a certifying body accredited by the Forensic Specialties Accreditation Board.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Each Criminalist shall provide verification of successful completion of such certification or recertification upon the close of the recertification window of the certifying organization.

14. **Therapy Certification Pay**

Annual compensation of six hundred dollars (\$600.00) may be issued to coded employee in the Physical Therapist, Occupational Therapist or Speech Language Pathologist series who is certified or recertified by any one or more of the following organizations: Hand Therapy from Hand Therapy Certification Commission (HTCC), Lymphedema from the Lymphology Association of North America (LANA), (to include training from organizations that meet the requirements set by LANA to provide the certification), Assistive Technology Professional (ATP) from the Rehabilitation Engineering And Assistive Technology Society of North America (RESNA), Burn Therapist Certified (BT-C) by the American Burn Association, Neuro-Developmental Treatment in Adult with Hemiplegia (NDT) from Neuro-Developmental Treatment Association (NDTA), Neuro-Developmental Treatment Association (NDTA) for management of children with Cerebral Palsy and other Neuromuscular Disorders, Neuro-Integrative Functional Rehabilitation and Habituation from Neuro-IFRAH, Swallowing and Swallowing Disorders by the American Board of Swallowing and Swallowing Disorders, or any Clinical Specialist certification from the American Board of Physical Therapy Specialties (ABPTS).

Each eligible employee may apply for Certification Pay provided that verification of successful completion of such certification is submitted during the November submission month.

15. **Diagnostic Imaging Biopsy Differential**

Coded incumbents in the Ultrasonographer I and II, Diagnostic Imaging Technologist I - Mammography, Diagnostic Technologist I – CT, and all coded MRI Technologist classifications shall receive a differential of two dollars and seventy-five cents (\$2.75) per hour above the regular salary rate for each hour actually worked when assigned and performing advanced biopsy and/or drainage duties.

16. **Diagnostic Imaging Technologist I Lightroom Coordinator Duties Differential**

Two incumbents in the classifications of Diagnostic Imaging Technologist I, Diagnostic Imaging Technologist I – Fluoroscopy, or Diagnostic Imaging Technologist I – Clinical Instructor shall receive a differential of two dollars (\$2.00) per hour regular salary rate for each hour actually worked when assigned lightroom coordinator duties on the day or evening shift, in the absence of the lead or supervisor.

17. **Neuropsychology Differential**

Incumbents in the classifications of Psychologist and Senior Psychologist who have completed recognized training in neuropsychology shall receive a differential of seven and a half percent (7.5%) above the employee's salary range and step when assigned in writing by a Chief Psychologist or Medical Director, to primarily perform, on a regular ongoing basis Neuropsychological Services in the

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

assessment, diagnosis, treatment, and/or rehabilitation of patients across the lifespan with neurological, medical, neurodevelopmental, and psychiatric conditions, as well as other cognitive and learning disorders. Said differential shall be assigned and paid in increments of not less than one biweekly pay period.

18. **Sterile Processing Certification Differential**

Incumbents in the classifications of Sterile Processing Technician I/II shall be compensated an additional one dollar (\$1.00) per hour after they obtain and maintain two (2) of the following three (3) certifications from either the Healthcare Sterile Processing Association (HSPA) or the Certification Board for Sterile Processing and Distribution, Inc., (CBSPD):

Categories of Certifications:

- 1) HSPA - Certified Instrument Specialist, or CBSPD - Certified Instrument Specialist;
- 2) HSPA - Certified Endoscope Preprocessor, or CBSPD - Certified Flexible Endoscope Re-processor; and
- 3) HSPA - Certified Healthcare Leader, or CSPM – Certified Sterile Processing Management

Employees can only count one certification from each of the three (3) categories listed above towards the two (2) certifications needed to qualify for the additional pay. The incumbent employee is responsible for providing initial and ongoing evidence of obtaining and maintaining the two (2) certifications to their respective SPD Manager. Payment will begin as soon as practicable after the incumbent employee provides evidence.

19. **Correctional Clinician Differential (Detention Services Premium)**

Incumbents in the classifications of Marriage & Family Therapist I/II and Psychiatric Social Worker I/II, who are routinely and consistently assigned to work in the Elmwood Complex or the Main Jail will be compensated with a differential of five dollars and fifty cents (\$5.50) per hour above the employee's rate of pay for all hours in paid status.

Incumbents receiving the Correction Clinician Differential will not be entitled to receive Hazard Duty Pay as defined in Section 8.16 of the master pages of the MOA.

20. **Therapy Technician Differential**

Incumbents shall be paid an additional five percent (5%) of the base hourly rate for actual hours worked when assigned the full range of responsibility to individually configure, maintain, inspect, and inventory complex rehabilitation wheelchairs including but not limited to custom seating and positioning systems and services. Complex rehabilitation wheelchairs include adaptive seating systems and alternative positioning systems that are customizable and designed to meet the specific functional needs of an individual and are intended for long-term use.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

E.17 – Sterile Processing Technician Training and Education

Education and training specifically and directly related to the technical sterile processing tasks in the Sterile Processing Technician series job specification for Sterile Processing Technicians in the County of Santa Clara Health System shall be performed by certified personnel. That certification shall have been obtained through an approved certifying agency such as the Certification Board for Sterile Processing and Distribution (CBSPD) or the International Association of Healthcare Central Service Material Management (IAHCSMM). Personnel assigned to provide “hands on” education and training shall have previous work experience as a certified Sterile Processing Technician: additional training will be provided to all Sterile Processing staff by other qualified personnel (example: vendor representatives, supervisor/manager).

E.18 – County Communications - Health and Wellness

Workers in the Communications Dispatcher series will be provided a minimum of four (4) hours of Health and Wellness training on County time each fiscal year for the term of the agreement. Dispatchers may elect to attend Countywide classes or other work related local training or seminars as approved by the Department.

The courses may include, but are not limited to:

- i. Personal Wellness
- ii. Stress Management
- iii. Handling Emotions Under Pressure
- iv. Ergonomics
- v. Stretch and Relaxation
- vi. Balancing work and home
- vii. Compassion fatigue
- viii. Programs offered by the Employee Assistance Program (EAP)
- ix. Programs offered by Employee Wellness Program

County Communications will make every effort, based on staffing levels, to allow workers to use their available Compensatory time. Requests for use of Compensatory time shall not be unreasonably denied.

E.19 – Dietetic Technician Meal Allowance

Dietetic Technicians assigned to Valley Medical Center are entitled to free meal privileges for those meals that occur during their prescribed work schedule.

E.20 – Liability Protection

The County's obligation to defend and indemnify its officers and workers is prescribed by California Government Code 825 et seq. and 995 et seq. The County shall indemnify and defend workers in this unit in accordance with the applicable law when and if they are sued for errors or omissions (malpractice) within the course and scope of their duties, save and except where applicable law excuses the County's obligation to defend (e.g. fraud, malice, etc.). This paragraph and the terms and conditions thereof shall be enforceable, at law in accordance with the applicable law, but shall not be subject to the grievance provision of this agreement.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

E.21 – Departments of Behavioral Health Services Clinician Quality of Patient Care Committee

In an effort to maintain the best quality of patient care to the community, it is agreed that, for workers in the positions of Marriage and Family Therapist I/II, Rehabilitation Counselors and Psychiatric Social Workers I/II/III assigned to Behavioral Health Services the Union and the County agree to create a Committee in an attempt to provide the highest quality of services to the community. The Committee shall be composed of three (3) representatives from both the Union and the County. The Committee will make recommendations to the Director of the Behavioral Health Services Department. The Committee will meet on County time on a monthly basis and then as determined by the Committee's need.

The goal of the Committee will be to assist in the development of a study to improve the delivery of services by the clinicians providing mental health and drug and alcohol abuse services to clients.

E.22 – Alternately Staffed Diagnostic Imaging Technologist I (DIT I) Positions

Diagnostic Imaging Technologist I (DIT I) positions will be alternately staffed with unclassified Hospital Services Assistant II (HSA II). Appointment to any unclassified HSA II position will be limited to individuals who are Board-eligible to receive their Certified Radiologic Technologist (CRT) license. Such persons may be appointed as an Unclassified HSA II for a maximum of three (3) months pending receipt of their CRT license. Upon receipt of the CRT license, an individual may be appointed to the DIT I class through regular Merit System Rules procedures that govern classified appointments. Failure to acquire the CRT license within three (3) months of hire will result in the release from the unclassified HSA II position.

E.23 – Lead Differential

a) Lead Role

The lead role whether included in the job description or paid for through a differential will be defined to include, but not be limited to, these functions:

1. Assigns, distributes and adjusts short-term workloads; may be assigned the authority by the supervisor/manager to call in additional staff for sick calls, and/or absences;
2. Resolves work-related problems within guidelines set by the supervisors, including written counseling;
3. Keeps apprised of the progress of the work;
4. Answers procedural and work-related questions;
5. Assists the supervisor in reviewing the work;
6. May train new workers by providing general orientation to office, instruction on specific tasks, and review of task performance;
7. May assist the supervisor in the interview process for new workers -- such input shall be advisory.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

The Lead will not have disciplinary responsibilities as outlined in Sections 6.5, 6.6 and 6.7 nor be assigned to performance appraisals of other SEIU Bargaining Unit employees. Leads may provide input to supervisors on performance evaluations.

Notice of an available lead differential will be posted on worker bulletin boards or communicated by e-mail or other electronic means prior to assigning.

The appointing authority will determine the Lead assignment giving consideration to all requests from qualified volunteers.

b) Lead Rotation

Departments/units/areas assigning lead duties may determine to rotate lead assignments between workers. The decision to assign a rotational lead is determined by management.

Should a department/unit/area consider implementing a rotation of lead assignment, a pilot program of no less than six (6) months must be established to determine the success of the program prior to finalizing the lead rotation. The following must be considered prior to implementing a lead rotation program:

- The department/unit/area must be absent a departmental agreement with provisions relating to the assignment of lead duties;
- There shall be consideration of schedules in assignment, i.e., shift, days, hours of work of the lead assignment;
- Size of department/unit/area and number of employees;
- Transition of existing lead, if any;
- Definition of seniority for purposes of rotation, e.g., time in unit, time in classification, etc.;
- Method of voluntary rotation;
- Length of assignment (no longer than 6 months duration);
- Criteria for evaluating success of pilot;
- Dates for evaluation

The following is criteria that must be used to participate in the lead pilot and final lead rotation assignment program:

- Voluntary participation by department/unit/area and individual workers;
- Workers assigned to lead rotations must be willing to perform all lead duties as listed in Appendix E – Section E.26;
- Workers assigned to lead rotation must have an established work history in work unit/area;
- Workers assigned to lead rotation must have demonstrated acceptable quality/quantity of work performed in current non-lead assignment;
- Workers assigned to lead rotation must have demonstrated acceptable attendance history;

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

- Workers may not participate in the lead rotation if they have had formal disciplinary action within past three (3) years or unfavorable reports within the past two (2) years.
- Consideration of individual worker schedules, i.e., shift, days, hours of work must meet needs of lead assignment;
- Workers are ineligible to participate in lead rotation if his/her status is probationary, provisional (regular or substitute), per diem, extra help, volunteer, unpaid student intern, traveler or unclassified;

The County shall provide adequate lead orientation, training and support to workers in the lead assignment. Management maintains the ability to remove a lead assignment from a worker, should the worker not be able to adequately perform the duties of the lead assignment. Should a worker be removed from the lead assignment prior to the conclusion of the rotation period, the worker shall have the right to discuss the reasons for the removal of the duties. Acceptance to or removal from a lead assignment and the establishment or elimination of a lead rotation is not grievable. Workers that fulfill the full duration of their voluntarily rotated lead assignment under this pilot shall have the right to discuss how they performed with their manager.

The County and the Union agree that any established pilots shall be evaluated to determine continuation of the lead rotation assignment.

c) Lead Differentials

Lead differentials are listed alphabetically by classification.

1. **Anesthesia Technician Lead Differential**

When assigned the full range of lead responsibilities, one Anesthesia Technician position in Valley Medical Center Anesthesia Department shall be compensated at the flat rate of ninety cents (\$0.90) for each hour actually worked.

2. **Behavioral Health Lead Differential**

Employees in designated positions in the classes of Psychologist, Psychosocial Occupational Therapist, Rehabilitation Counselor, Psychiatric Technician, Mental Health Community Worker and Community Worker, who perform lead duties shall receive ninety-five dollars (\$95.00) and employees in designated positions in the classes of Marriage & Family Therapist II and Psychiatric Social Worker II who perform lead duties shall receive one hundred thirty five dollars (\$135.00) additional compensation each biweekly pay period provided they are:

- a. Assigned to a Community Mental Health Center, a unit in the Continuing Care Program in the Behavioral Health or Acute Psychiatric Services in Valley Medical Center and are
- b. Assigned to "lead" a functional unit as defined by the Behavioral Health Department or Acute Psychiatric Services in Valley Medical Center and approved by the County Executive.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

3. **Child Support Specialist Lead Pay**
When assigned to perform a full range of lead functions, the incumbents in no more than four (4) Child Support Specialist positions shall be compensated at a rate of five (5%) higher than that specified for regular positions in this classification.
4. **Deputy Public Guardian Conservator Lead Differential**
An incumbent of this classification shall receive a flat rate of one dollar and sixty cents (\$1.60) for each hour actually worked when assigned to perform lead worker duties, provided such assignment has been made in writing by the Public Administrator and approved by the Social Services Administrator.
5. **Diagnostic Imaging Technologist I Lead Differential**
When assigned a full range of lead duties, eight (8) incumbents in the classification of Diagnostic Imaging Technologist (DIT) I, DIT -I Fluoroscopy, DIT -I CT, or DIT -I Mammography shall be compensated at one full salary range (approximately 5%) higher than that specified for regular positions in this classification.
6. **Associate Cardiovascular Interventional Technologist, Cardiovascular Interventional Technologist, or Interventional Radiology Technologist Differential**
Incumbents in the Associate Cardiovascular Interventional Technologist, Cardiovascular Interventional Technologist, or Interventional Radiology Technologist classifications when assigned as the team leader, shall be compensated approximately five (5%) above the employee's salary range and step.
7. **Employment Counselor Lead Differential**
Incumbents in the class of Employment Counselor, when assigned and performing the full range of lead duties, shall be compensated with a differential at a rate of one dollar and ninety cents (\$1.90) per hour.
8. **Estate Administrator Lead Differential**
When assigned the full range of lead responsibilities, incumbents in the class of Estate Administrator (V37) shall be compensated at the flat rate of one dollar and sixty cents (\$1.60) for each hour actually worked.
9. **Estate Property Technician Lead Differential**
One incumbent of the Estate Property Technician classification within the Social Services Agency's Public Guardian/Public Administrator's Office shall be compensated with a differential approximately five percent (5%) based on the employee's range and step, when assigned a full range of lead duties.
10. **Forensic Pathology Technician Lead Differential**
One position in the class of Forensic Pathology Technician will be paid a differential of approximately five percent (5%) (one full salary range) when assigned lead responsibilities over other positions in this class.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

11. **Hazardous Materials Technician Lead**
An incumbent in the class of Hazardous Materials Technician (V21) at E.R.A., Environmental Health Department Hazardous Materials Compliance Division shall be compensated at a rate of one (1) salary range (approximately 5%) higher when assigned the full range of lead duties.
12. **Library Assistant I/II Charge Differential**
Incumbents in the class of Library Assistant I/II when in charge of a library facility or bookmobile shall receive two dollars (\$2.00) per hour as the total premium payment for each hour worked.
13. **Library Assistant I/II Electronic Resources Duties Differential**
When assigned electronic resources duties within the electronic resources team at the Services and Support Center (SSC) the library assistant shall be compensated with a differential at the rate of one dollar and fifty cents (\$1.50) above the worker's wage for each hour actually worked.
14. **Magnetic Resonance Imaging Technologist Differential**
One incumbent each in the Magnetic Resonance Imaging Technologist classification at VMC-Bascom and VMC-O'Connor shall be compensated five percent (5%) higher than the employee's salary range when assigned the full range of lead duties.
15. **Medical Examiner-Coroner Investigator**
When assigned the full range of lead responsibilities not more than two incumbents in the Medical Examiner-Coroner Investigator positions shall be compensated at a rate of one (1) salary range (approximately 5%) higher than that specified for regular positions in this class.
16. **Medical Laboratory Assistant III Lead Differential**
When assigned to function in a lead capacity over other Medical Laboratory Assistant III in addition to performing regular Medical Laboratory Assistant III duties, one Medical Laboratory Assistant III position in the Public Health Laboratory will be compensated at approximately five percent (5%) per pay period based on the third step of the range for Medical Laboratory Assistant III over that specified for regular positions in this class.
17. **Medical Social Worker II Lead Differential**
Designated Medical Social Worker II's shall be compensated approximately five percent (5%) based on the employee's range and step, when assigned a full range of lead duties.
18. **Obstetric Technician Lead Differential**
When assigned the full range of lead responsibilities, one incumbent in the Obstetric Technician classification at VMC-O'Connor shall be compensated one dollar and fifty-seven cents (\$1.57) higher than that specified for regular positions in this classification.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

19. **Payroll Audit Specialist Lead Differential**
When assigned the full range of lead responsibilities, one (1) incumbent in the Payroll Audit Specialist classification shall be compensated one dollar and sixty-three cents (\$1.63) higher than that specified for regular positions in this classification.
20. **Pharmacist Lead Differential**
When assigned to perform a full range of lead duties, sixteen (16) Pharmacist positions may be paid a differential of approximately 5% of Step 3 for hours worked.
21. **Pretrial Services Officer II (V41) Lead Differentials**
 - a. When assigned lead duties on evening, night and weekend shifts, Pretrial Services Officer II shall receive a flat rate of eighty-eight cents (\$0.88) per hour higher than specified for regular positions in this class.
 - b. One position of Pretrial Services Officer II when assigned to perform lead duties on day shift shall receive a flat rate of eighty-eight cents (\$0.88) per hour higher than that specified for regular positions.
 - c. One position of Pretrial Services Officer II when assigned to perform research and systems duties or when assigned to perform research, systems and lead duties shall receive a flat rate of \$1.32 per hour (approximately 7.5% of Step 3) higher than that specified for regular positions in this class.
22. **Property / Evidence Technician Lead Differential**
When assigned the full range of lead responsibilities, one incumbent in the Property Evidence Technician classification shall be compensated one dollar and eighty-three cents (\$1.83) higher than that specified for regular positions in this classification.
23. **Protective Services Officer Lead Differential**
Up to seven (7) Protective Services Officers in the Santa Clara Valley Health & Hospital System and up to two (2) Protective Services Officers in the Social Services Agency when assigned and performing the full range of lead duties shall be compensated at the flat rate of one dollar (\$1.00) per hour for each hour actually worked.
24. **Public Defender Investigator II Lead Differential**
When assigned the full range of lead responsibilities, two (2) Public Defender Investigator II in the Public Defender's Office shall be compensated at a rate of one (1) salary range (approximately 5%) higher than that specified for regular positions in the class.
25. **Public Health Nutritionist Lead Differential**

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

When assigned a full range of lead duties, up to four (4) incumbent Public Health Nutritionists (R24) in the Public Health Department shall be compensated with a differential of five percent (5%) above their regular salary.

26. **Pulmonary Diagnostic Tech Lead Differential**
When assigned a full range of lead responsibilities and administrative support tasks, one incumbent in the class of Pulmonary Diagnostic Technologist shall be compensated at the flat rate of one dollar and five cents (\$1.05) as the total premium payment for each hour worked.
27. **Rehabilitation Officer II Lead Differential**
When assigned the full range of lead responsibilities one Rehabilitation Officer II position in the Department of Correction shall be compensated approximately five percent (5%) above the employee's salary range and step, for each hour actually worked.
28. **Respiratory Care Practitioner Lead Differential**
An incumbent in the class of Respiratory Care Practitioner when assigned as the relief supervisor shall receive an additional two dollars (\$2.00) per hour over that specified for regular positions in this class.
29. **Sheriff Technician Lead Differential**
When assigned the full range of lead responsibilities, Sheriff Technicians shall be compensated at a rate of one salary range (approximately 5%) higher than that specified for regular positions in this class.
30. **Senior Paralegal Lead Differentials**
 - a). When assigned the full range of lead responsibilities, no more than four (4) Senior Paralegal positions in the Office of the County Counsel shall be compensated five percent (5%) higher than that specified for regular positions in this class.
 - b). When assigned the full range of lead responsibilities, no more than six (6) Senior Paralegal positions in the Office of the District Attorney shall be compensated five percent (5%) higher than that specified for regular positions in this class.
 - c). When assigned the full range of lead responsibilities, no more than three (3) Senior Paralegal positions in the Public Defender Office shall be compensated five percent (5.0%) higher than that specified for regular positions in this class.
31. **Sterile Processing Technician II Lead Pay**
Incumbents in the classification of Sterile Processing Technician II who are assigned to perform lead duties shall be paid a differential at a rate approximately five percent (5%) higher than that specified for regular positions in this class.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

32. **Ultrasonographer II Lead Differential**
Four (4) incumbents in the class of Ultrasonographer II when assigned to perform the full range of lead duties shall receive additional compensation at a rate of five percent (5.0%) higher than that specified for regular positions in this class.
33. **Urodynamic Technician Lead Differential**
When assigned a full range of lead duties, one incumbent Urodynamic Technician shall be compensated at the flat rate of fifty-six cents (\$0.56) per hour for each hour actually worked.
34. **Veteran Services Representatives II Lead Differential**
Two Veteran Services Representative IIs when assigned to perform full range of lead duties shall be paid a flat rate differential of thirty-one dollars and ninety cents (\$31.90) biweekly over that specified for regular positions in this class.
35. **Monitor Technician Lead Differential**
Up to three (3) Monitor Technicians when assigned by management to perform full range of lead duties shall be paid a flat rate differential of ninety cents (\$0.90) per hour for each hour actually worked.
36. **Emergency Room Technician Lead Differential** When assigned by management to perform the full range of lead duties, up to nine (9) Emergency Room Technicians, shall be paid a flat rate differential of one dollar and fifty cents (\$1.50) per hour for each hour actually worked.

E.24 – Pharmacy In-Service Training

Pharmacists:

The Pharmacy Department will provide each Pharmacist with a minimum of two (2) hours quarterly or eight (8) hours annually of formal work in-service training per fiscal year on County time for the term of the agreement. The training may be in a group setting, e-learning or other appropriate teaching format on any of the following topics related to professional pharmacist practice, any business or practice model changes, skills and knowledge update and/or refresher courses on disease management.

Pharmacy Technicians:

The Pharmacy Department will provide each Pharmacy Technician with a minimum of 2 hours quarterly or 8 hours annually of formal work in-service training per fiscal year on County time for the term of the agreement. The training may be in a group setting, e-learning or other appropriate teaching format on any of the following topics related to professional practice of pharmacy.

In-service trainings will be posted in advance. Every effort will be made to schedule in-service trainings on a rotational basis during work hours to maximize attendance on all shifts.

E.25 – Pharmacy – Special Assignment

1. Definition of Special Assignment

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

- a) A special assignment is a project, or activity, or educational opportunity that is designed and approved as a temporary special assignment by the Pharmacy Director or administrative designee. Additionally, this assignment is within the scope of practice and responsibility performed by a pharmacy classification.
 - b) A special assignment may be initiated and/or requested by Pharmacy Administration, Hospital Administration, and regulatory agency/agencies. Pharmacy workers may also request the establishment of a special assignment.
2. Procedure for Notifying Workers of Special Assignments
- a) The posting will be a minimum of five (5) work days by email and posting, unless the notification period may not be practicable.
 - b) The notification will include the following:
 - 1. Length of assignment with approximate starting/ending dates, if known.
 - 2. A brief description of the assignment duties and responsibilities, including special certifications if applicable.
 - 3. A list of criteria for staff to consider when making application.
 - 4. Resource person(s), mentor(s), if applicable.
 - 5. Reporting authority/manager.
 - 6. Application deadline.
- The posting will be for a minimum of five (5) work days, unless the notification period may not be practicable.
- c) For immediate or urgent assignments, management may assign a worker on a temporary basis, notify other workers and post the assignment on that same day.
 - d) Workers who are interested will, by the end of the application deadline, submit a memo to the appropriate manager of said special assignment. The memo will include a brief description of all relevant work experience and course work. An e-mail return receipt of the memo will be sent to the worker for confirmation.
3. Selection of Worker for the Special Assignment
- a) The Department will evaluate all applicants for the qualifications required. When there are multiple applicants for the special assignment and workers' qualifications are comparable, seniority shall prevail.
 - b) The Department will notify all applicants of the choice for the special assignment within five (5) work days after selection has been made.

E.26 – Board of Pharmacy Specialties Exam & Recertification

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

With supervisory approval, Pharmacists and Pharmacist Specialists shall be reimbursed for the cost of the Board of Pharmacy Specialties exam upon providing proof of successfully passing the exam. With supervisory approval, the County shall pay the annual recertification fee for Pharmacists and Pharmacist Specialists for the Board of Pharmacy Specialties certification.

E.27 – Physician Assistant Professional Practice

The County shall provide up to eleven hundred dollars (\$1,100.00) reimbursement per fiscal year to coded Physician Assistants for the cost of fees or tuition, books, and other required items related to courses, workshops or seminars that qualify for Federal, State and/or County mandated continuing education and hospital medical dues. Up to one thousand one hundred (\$1,100) dollars can be rolled over from one fiscal year to the next fiscal year and not exceed two thousand two hundred (\$2,200) dollars which can be available for reimbursement in a fiscal year.

Requests for reimbursement are to be submitted on a form provided by the County. The amount shall be disbursed upon presentation of proof of cost and proof of course completion, where applicable, and subject to either the one thousand one hundred (\$1,100) dollars up to the two thousand two hundred (\$2,200) dollars cap, as applicable. Lodging, travel and other incidentals are not reimbursable under this provision.

Workers in the classification of Physician Assistant shall be excluded from Article 12.9 and Article 12.12.

E.28 – Split Codes

The County will exercise the use of split codes and formally offer them to the workers.

E.29 – Work Out of Classification

In addition to Section 7.5 Work Out of Class in the Master Contract:

Work Time in Work Out Of Class assignments may be considered towards promotional purposes

E.30 – Educational Certification Maintenance – MFT's and PSW's

The County agrees to provide time without loss of compensation and benefits for Marriage & Family Therapists and Psychiatric Social Workers to participate in educational courses, seminars, in-service training and workshops identified and required to maintain certification and/or to receive continuing education. Such time shall be subject to supervisor's pre-approval, and shall not exceed eighteen (18) hours per fiscal year. Documentation of completion shall be required. Time taken under this provision shall not result in overtime.

Participation in the Certification Maintenance Program shall not alter the right to benefits included in the Educational Leave and Tuition Reimbursement Section of the Master Agreement.

E.31 – Respiratory Care Practitioner Relief Supervisor Duties

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

As staffing allows based on current shift acuity, management shall make a good faith effort to assign Relief Supervisors a reduced patient care workload for the duration of the assignment.

E.32 – Medical Staff Dues for Psychology Services

Medical staff dues for Psychology Services shall be paid by the County. It is the responsibility of the psychologist to submit appropriate documentation.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

DATE: 8/22/23

COUNTY OF SANTA CLARA

ADMINISTRATIVE, PROFESSIONAL,
AND TECHNICAL UNIT, SEIU LOCAL
521



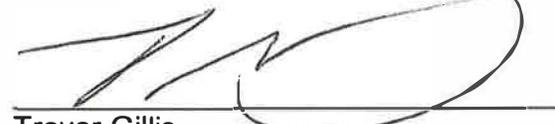
Nick Steinmeier



Debbie Narvaez



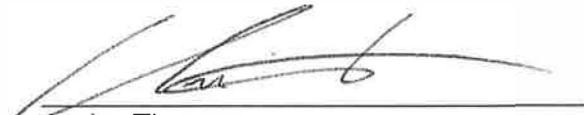
Karen Garza



Trevor Gillis



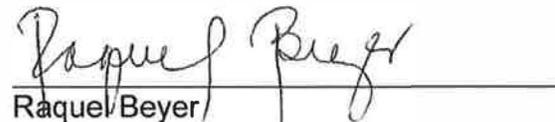
Michelle Barraza



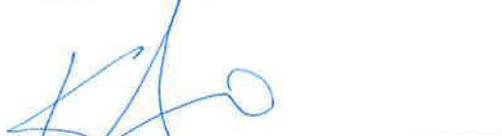
Andre Thomas



Masa Shiohira



Raquel Beyer



Karen Ngo



Karina Perez



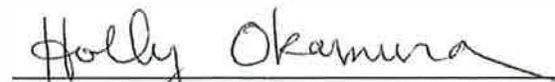
Mercedes Garcia



Mike Kofnovec



Diane Tiernan



Holly Okamura

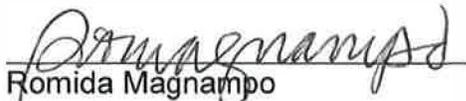


Craig Ivey



Xavier Dupree

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT


Romida Magnampo


Stacie Fazzio

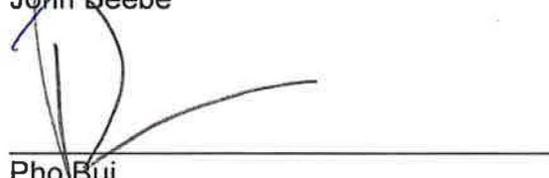

Francine Gonzalez


Aramis Gutierrez


Maurillia Luevano


Charlene Mahabali


John Beebe


Pho Bui


Dave Clements


Andrew Phan


Julia Prado


Marc Quarles

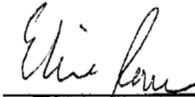
APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

**SIDELETTER to:
COUNTY COMMUNICATIONS
CRITICAL INCIDENT/CATASTROPHIC LEAVE**

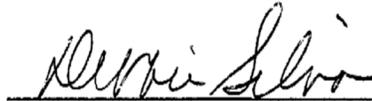
The County of Santa Clara and SEIU Local 521 have agreed to the following:

If a critical incident or catastrophic event occurs during the course of a Dispatcher's duties, the Dispatcher will be allowed to use their available leave balances, including compensatory time. The Department recognizes that physical or emotional reactions to such events may be immediate, delayed or cumulative.

DATED: May 27, 2012



Elaine Rowan



Debbie Silva

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Sideletter between the County of Santa Clara and SEIU Local 521 Administrative, Professional and Technical Unit

Office of the District Attorney, Canine Handler

Within sixty (60) calendar days following ratification by the Board of Supervisors of the August 14, 2023 through June 21, 2026 Memorandum of Agreement between the County and the Union, the parties agree to meet and confer regarding matters related to the Office of the District Attorney, Canine Handler program. The County and the Union may each have up to three (3) representatives.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Sideletter between the County of Santa Clara and SEIU Local 521 Administrative, Professional and Technical Unit

Medical Social Worker Series

Within sixty (60) calendar days following ratification by the Board of Supervisors of the August 14, 2023 through June 21, 2026 Memorandum of Agreement between the County and the Union, the parties agree to meet and collaboratively work together to move from Appendix G to Appendix E language specifically applicable to Medical Social Workers, consistent with the parties' agreement to move the Medical Social Workers from the Social Services Unit to the Administrative, Professional, and Technical Unit. The County and the Union may each have up to three (3) representatives in these meetings.

APPENDIX E – ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL UNIT

Sideletter between the County of Santa Clara and SEIU Local 521 Administrative, Professional and Technical Unit

Crisis Intervention Specialist Series

The parties agree to include in the E.1 Classification Table the Crisis Intervention Specialist Series. The parties acknowledge that the Union takes the position that the meet and confer process has not been completed, and the Union does not waive its rights or provide concurrence by agreeing to add the Crisis Intervention Specialist Series to the E.1 Classification Table.

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

#

F.1 – Salaries

Salaries shall be identified by job code on the salary table (Appendix A):

Effective after ratification by the Board of Supervisors (salary ordinance amendment effective the first pay period the second reading by the Board of Supervisor), workers in the Environmental Health Unit shall receive a realignment of one percent (1.00%) and shall be listed in the appendices attached hereto and made a part hereof.

Class

Class Code	Class Title
V17*	Environmental Health Specialist Trainee
V16*	Environmental Health Specialist
V18*	Senior Environmental Health Specialist

*Each worker shall serve a one year probationary period which shall be counted as 25 complete pay periods upon initial entry into the series.

Workers who have attained permanent status in the series, shall, upon promotion, serve a subsequent probationary period of 6 months which shall be counted as 13 complete pay periods.

F.2 – Exclusions from the Master Contract

The following provisions of the Master Contract are not applicable to the Environmental Health Unit:

Article	5	Layoff – Sections 5.1, 5.2
Section	7.2	Basic Pay Plan
		a) Step One: "Difficult-to-secure" clause
Section	7.4	Part-Time Work
Section	7.5	Work Out of Classification
Section	8.1	Hours of Work
Section	8.8	Non-Contiguous Overtime Guarantee
Section	8.13	Voluntary Reduced Work Hours Program
Section	10.2	Observance [of Holidays]
Section	10.3	Holiday Work
Section	10.5	Holidays Converted to Vacation Accrual
Article	11	Vacations
Section	12.1	Personal Business/Belief Days
Section	12.2	Sick Leave
Section	12.11	Bereavement Leave
Section	12.12	State Required Continuing Education and Licensure Fund

F.3 – Seniority Defined

Except as otherwise provided in Section F.4 of this Agreement, seniority for purposes of layoff is defined as days of accrued service within any coded classification with the County.

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

Days of accrued service shall be the number computed and reported on the worker's paycheck. For layoff purposes, all time on Worker's Compensation, Maternity Leave, Paternity Leave, and Military Leave shall be added to this computation.

F.4 – Transfer of Prior Agency Service

If a function of another agency is transferred to the County, the seniority of workers who transfer with the function shall be computed, based upon application of the definition of Section F.3, to each worker's prior service with the other agency.

F.5 – Basic Pay Plan - Step One

The first step in each range is the minimum rate and shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel or a person of unusual qualifications is engaged, the Director, with the approval of the County Executive, may approve appointment at the second or third step, and with approval of the Board of Supervisors at the fourth or fifth step.

F.6 – Part-Time Salaries

a) Salary Ranges

The salary ranges are for full-time service in full-time positions, and are expressed in dollars per the number of working days in a biweekly pay period. If any position is established on any other time basis, the compensation for such position shall be adjusted proportionately.

b) Benefits

Workers filling part-time positions of half-time or more who elect to be covered by the County's insurance package (health/dental/life) shall authorize a payroll deduction for the appropriate prorated cost.

F.7 – Work Out of Classification

a) If management determines it is necessary to have a worker temporarily work in a higher classification, the worker will receive a pay differential consistent with the promotional pay procedure in Section 7.3 of the Master, commencing on the first (1st) complete working day of the work out of class appointment.

b) A worker temporarily assigned work out of classification shall receive the pay for:

1. Holidays when the worker is assigned work out of classification the day prior to and following the holiday.
2. Sick leave absences when the worker is assigned work out of classification and while absent is not relieved by the incumbent or by another worker assigned work out of classification in the same position.

F.8 – Hours of Work

4/10/40 Work Week

Ten (10) hours work shall constitute a full day's work and forty (40) hours work shall constitute a full week's work unless otherwise provided by law, code or other agreement.

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

Alternate Hours

- a) The parties agree that the four-day forty-hour workweek presently enjoyed by the workers of this unit will continue for the term of this Memorandum. During the term of this Memorandum if schedule changes are proposed, the parties recognize that such proposals are proper subjects for meeting and conferring at the agency level.
- b) Upon request of the employee, the Department may approve either a 5/8 or 9/80 schedule.
- c) For a 9/80 schedule, overtime will be calculated on hours worked in excess of 80 qualified hours in a pay period.
- d) Scheduled Days Off:
The Department will be staffed in a manner that optimizes coverage by program area and as-determined on the basis of Program-specific needs.
 - For staff in the Environmental Health Specialist classification working a 4/10 schedule, the day off will be either Monday or Friday, determined through the bidding process, using seniority by date in classification, with days off to be distributed as equally as possible amongst Monday and Friday.
 - For staff in the Senior Environmental Health Specialist classification, the day off will be determined by the Program Manager, based on the needs of the Department and in consideration of seniority by date in classification. The day off will be Monday or Friday, with days off to be distributed as equally as possible amongst Monday and Friday.
 - When a shift schedule becomes available throughout the year, staff will be considered on a case-by-case basis. Management will notify staff of their decision based on the consideration of the request for a shift schedule change. If a new work schedule is approved by management, the work schedule will become effective on a mutually agreed upon date.
 - Staff may submit a request via email to his/her supervisor to change their scheduled day off. After the Department has reviewed the staff distribution and Program-specific needs, the Department will evaluate requests using seniority by date in classification and will notify staff within fourteen (14) calendar days. The new work schedule will become effective on a mutually agreed upon date. This process will also be used for shift schedules that become available throughout the year.
 - Environmental Health Specialist Trainees will all have the same day off due to training requirements.
 - All Environmental Health Specialists and Environmental Health Specialist Trainees will have a shift start time of no earlier than 7:00 AM and no later

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

than 8:00 AM except with management approval with a shift end time of no later than 6:30 PM.

- Staff electing to work 9/80 schedules will be given the option of taking off a Monday or Friday, every other week, through the bidding process, using seniority by date in classification to determine the order by which staff select.
- e) The County reserves the right to rescind this Agreement immediately if it or a judge/arbitrator determines that any work hour agreement violates County, State, or Federal Law, or if the County in its sole discretion determines that this program interferes with the County's ability to meet State or Federal mandates or the County's contractual obligations.

F.9 – Call Back Pay

If overtime work does not immediately follow or precede the regular work shift, a minimum of two (2) hours call back time shall be credited the worker. Workers will be credited for each call back. Call back pay is subject to all provisions of Article 8, Section 8.2, Overtime Work.

F.10 – Voluntary Reduced Work Hours

- a) The County agrees to establish a Voluntary Reduced Work Hours Program for full time workers represented by the Union. The purpose of the Program is to reduce work hours and a commensurate amount of pay on a voluntary basis.
- b) Workers may elect a two and one-half percent (2-1/2%), five percent (5%), or ten percent (10%) reduction in pay for a commensurate amount of time off for a six (6) month period. Admission to the plan will be at six (6) month intervals - Pay Period 5 and Pay Period 18. The parties shall meet and agree upon the beginning date for the Program.
- c) All persons in the Program will revert to their former status at the end of six (6) months. If a worker transfers, promotes, demotes, terminates, or in any other way vacates or reduces his/her present code, he/she will be removed from the Program for the balance of the six (6) month period.
- d) Compensatory time shall accrue as earned and shall not be scheduled on any day considered as a County holiday. Workers may use the reduced hours' time in advance of accrual and will reimburse the County for hours taken in advance of accrual upon early termination from the Program.
- e) Participation in this Program shall be by mutual agreement between the worker and the department/agency head. At no time will approval be given if it results in overtime. Restrictions by Department/Agencies within work units shall be uniformly applied.
- f) It is understood by the County that due to this Program there may be lower levels of service.

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

- g) All workers will be notified in writing regarding the Program specifics and the sign-up options. Such written notice to be mutually agreed upon by the parties.
- h) Full and timely disclosure of actual sign-ups and any analysis developed will be made available to both the County and the Union.
- i) This agreement governs as to the Voluntary Reduced Work Hours Program, but will in no way alter the meaning of the Union and County agreements currently in effect. This will include any departmental, unit, sideletter agreements, etc.

F.11 – Holidays

a) **Observance**

Workers shall enjoy the same number of holidays, regardless of variations in workweeks. Holidays which fall on Sunday are observed on the following Monday. Holidays which fall on Saturday shall be observed on the preceding Friday. Holidays which fall during a vacation period or when a worker is absent due to illness shall not be charged against the worker's STO or sick leave balance.

b) **Holiday Work**

If a worker works on a holiday as specified in Section 10.1, they shall receive straight time pay. If a worker uses STO on a holiday as specified in Section 10.1, STO will be charged as ten (10) hours.

If a worker uses STO on a holiday as specified in Section 10.1, STO will be charged as either 9 hours or 8 hours based on the 9/80 or 5/8 schedule.

F.12 – Scheduled Time Off

The parties have agreed to a scheduled time off program which covers all former paid leave.

a) **STO Bank Accrual**

Each worker shall be entitled to annual Scheduled Time Off. Scheduled time off is earned on an hourly basis. For purposes of this section, a day is defined as eight (8) work hours. The accrual schedule shall be as follows:

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

TOTAL SERVICE YEARS & WORK DAY EQUIVALENT	YEARLY ACCRUAL IN WORK DAY	HOURLY ACCRUAL FACTOR PER HOUR	ACCRUAL FACTOR PER PP	MAXIMUM ALLOWABLE BALANCE
1st year 1st through 261 days	32 (19 + 13)	.123077	70 work days 9.846	
2nd through 4th year 262 through 1044 days	34 (21 + 13)	.013076	76 work days 10.461	
5th through 9th year 1045 through 2349 days	38 (25 + 13)	.146154	88 work days 11.692	
10th through 14th year 2350 through 3654 days	40 (27 + 13)	.153846	94 work days 12.307	
15th through 19th year 3655 through 4959 days	42 (29 + 13)	.161538	100 work days 12.923	
20th and thereafter 4960	44 (31 + 13)	.169231	106 work days 13.538	

*Base (includes one additional day) plus thirteen holidays.

b) Pre-Scheduled Usage

Scheduled Time Off may be used for any lawful purpose by the worker; the time requested shall require the approval of management with due consideration of worker convenience and administrative requirements.

c) Scheduled Time Off Bank Carry Over

In the event the worker does not take all the scheduled time off to which entitled in the succeeding twenty-six (26) pay periods, the worker shall be allowed to carry over the unused portion, provided that the worker may not accumulate more than three (3) years' earnings except:

1. When absent on full salary due to work-related compensation injury which prevents the worker reducing credits to the maximum allowable amount, or
2. In the case of inability to take paid time off because of extreme emergency, such as fire, flood or other similar disaster, an additional accumulation may be approved by the County Executive.

d) Scheduled Time Off Bank Pay-Off

Upon termination of employment a worker shall be paid the monetary value of the earned Scheduled Time Off balance as of the actual date of termination of employment.

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

F.13 – Sick Leave Bank Accrual

a) Sick Leave Bank Accrual

Each worker shall be entitled to an annual sick leave bank accrual. Sick leave is accrued on an hourly basis and computed at the rate of sixty-four (64) hours per year and may be accrued without limitation. The accrual factor per hour is .030769 and the accrual factor per full pay period is 2.462.

b) Family Care Usage

A worker will be entitled to use one half ($\frac{1}{2}$) of their annual accrued sick leave in order to care for a sick or injured member of the worker's immediate family requiring care "Immediate family" shall mean the mother, father, stepparent, grandmother, grandfather of the worker or of the spouse of the worker and the spouse, registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother or sister of the worker or any person living in the immediate household of the worker.

c) Doctor's and Licensed Medical Practitioner Notes

Requests for sick leave with pay in excess of three (3) working days must be supported by a statement from a licensed medical practitioner. Management may require such a supporting statement for absences less than three (3) days if there is reasonable suspicion of abuse.

d) Bereavement Leave

Leaves of absence with pay shall be granted workers in order that they may discharge the customary obligations arising from the death of a family member. "Family Member" shall mean child, parent, sibling, grandparent, grandchild, spouse, domestic partner, parent-in-law, stepparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, any person living in the immediate household of the worker, and any other family member for whom bereavement leave is required by law.

Up to five (5) days with pay shall be granted. The first two (2) days shall not be charged to any employee bank. If necessary, the third day shall be charged to the STO bank. The fourth and fifth days shall be charged to the sick leave bank unless the employee requests to use STO. Up to an additional three days, two of which are chargeable to sick leave and the third day not charged to any accumulated balance, is authorized if out-of-state travel is required.

e) Medical and Dental Appointments

A worker shall be allowed on an annual basis to charge up to twenty-four (24) hours directly to the sick leave bank for the purpose of medical and dental appointments.

f) Sick Leave Bank Pay Off

Upon death, retirement or resignation in good standing, an employee shall be paid for any balance in the sick leave bank at the following rate.

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

Days of Service	% Paid at
0 through 2610	0%
2611 " 2871	20%
2872 " 3132	22%
3133 " 3393	24%
3394 " 3654	26%
3655 " 3915	28%
3916 " 4176	30%
4177 " 4437	32%
4438 " 4698	34%
4699 " 4959	36%
4960 " 5220	38%
5221 " 5481	40%
5482 " 5742	42%
5743 " 6003	44%
6004 " 6264	46%
6265 " 6525	48%
6526 " accumulation	50%

g) Reinstatement Pay Back

Workers receiving a sick leave bank payoff in accordance with Section (g) may, if reinstated within one (1) year, repay the full amount of sick leave bank payoff received and have the former sick leave bank balance restored. Repayment in full must be made prior to reinstatement.

h) STO Cash Out

Effective pay period 23/01, employees who use no more than 24 hours of sick leave for a period of one-year beginning pay period December 26, 2022, through pay period 23/26 December 24, 2023, and each December to December period thereafter during the term of this agreement, shall be allowed to cash out forty (40) hours of STO. Those employees who use no sick leave during that period have an option to cash out an additional 40 hours of STO (for a total of 80 hours). Eligible employees shall submit their request to ESA Human Resources during the month of January and payment shall be made during the month of February.

Sick leave charged for any purpose (i.e., bereavement leave) is used to determine STO cash out eligibility.

F.14 – Educational Leave and Tuition Reimbursement

a) Fund

The County shall maintain an educational leave and tuition reimbursement program for the term of this Agreement. The total monies of this program will be administered at the County level.

The EHU Tuition Reimbursement will be separate and apart from the bargaining wide authorization and cap limit in the Master contract.

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

b) **Reimbursement**

Total reimbursement for each worker participating in the program will not exceed two thousand dollars (\$2,000) in any fiscal year. The County will fund up to sixty thousand dollars (\$60,000). Mileage and subsistence will not be authorized unless the training is required of the worker. Reimbursement will be available to the worker upon submission of required documentation to support proof of payment. Workers are required to provide required proof of completion within 60 days of the completion of the associated coursework.

c) **Deduction Authorization**

The worker shall sign a note which states that, upon receipt of reimbursement, they authorize:

1. Deduction from their wages in the event they do not receive a passing grade of C or better.
2. Deduction of fifty percent (50%) of the amount of reimbursement if they leave County employment within one (1) year after satisfactory completion of the course (except if laid off).
3. Deduction of the full amount of reimbursement if they leave County employment before completion of the course (except if laid off).

d) **Make-up Time**

Workers taking a course only available during working hours must make up fifty percent (50%) of the time away from job. Make-up time may be deducted from the worker's accrued STO or compensatory leave balance. Make-up time will not be allowed when it results in the payment of overtime. The worker's supervisor/manager will make every effort to allow the worker time off, except where the payment of overtime will result. A worker and their supervisor/manager may mutually rearrange the duty shift beyond ten (10) hours but within the forty (40) hour workweek for purposes of participating in education and/or training deemed by the supervisor/manager to be to the benefit of the worker and the County and such arrangement will be considered a waiver of Section 8.2.

F.15 – Professional Development Allowance

- a) The County will fund, on a matching basis, up to fifteen thousand dollars (\$15,000) annually for the term of this Agreement for individual professional development. This amount is over and above the tuition reimbursement program.
- b) For purposes of this provision "programs" shall be defined as conferences, workshops or seminars which are technical or professional in nature and are of direct and immediate benefit to the worker's performance of his/her job.
- c) Matching for expenses to be on a fifty-fifty (50/50) basis for individual programs. Total reimbursement for each employee participating in the program will not exceed eight hundred fifty dollars (\$850.00) per fiscal year.

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

- d) Release time may be provided for such programs if approved by the department.
- e) Programs selected by individuals are to have dollar and time limits per worker which must be approved in advance by the division and agency head.
- f) The Individual Development Plan may be utilized by staff to identify those areas of special interest that can be used toward professional development opportunities and future career advancement.
- g) The general criteria for approval of individual programs will be established by the department. Staff will be given an opportunity to provide input to management. The department will be responsible for administering the program, including the selection of programs and approval of programs selected by individuals.

F.16 – State Mandated Registration Maintenance

The County agrees to reimburse the actual amount of the State Mandated Registration renewal, which does not include late fees. The County will not reimburse late fees or any other fee relating to State Mandated Registration Maintenance. The amount will be reimbursed once proof of cost and a current valid Registered Environmental Health Specialist Card is submitted.

In addition to any County-sponsored in-service training for Continuing Education Contact Hours (CECH), the County agrees to provide time without loss of compensation and benefits for workers to participate in educational courses, seminars, in-service training and workshops identified and required to maintain certification for up to twenty four (24) hours of Continuing Education Contact Hours (CECH) every two years. Prior approval from the employee's supervisor for scheduling of each off-site CECH course is required.

Participation in the Certification Maintenance Program shall not alter the right to benefits included in the relevant Educational Leave and Tuition Reimbursement Sections of this Agreement.

APPENDIX F – ENVIRONMENTAL HEALTH UNIT

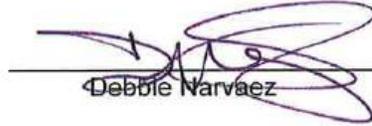
DATE: 8/22/23

COUNTY of SANTA CLARA

ENVIRONMENTAL UNIT,
SEIU LOCAL 521



Keesha Arnst



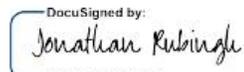
Debbie Narvaez



Roseleen Brij



Todd Naffziger

DocuSigned by:

44BC608E785D42B

Jonathan Rubingh



Jessica Zertuche



Morgan Kazemi

APPENDIX G – SOCIAL SERVICES UNIT

#

G.1 – Salaries

Salaries shall be identified by job code and listed in Appendix A:

Job Code	Job Title
E50	Eligibility Examiner
E56	Eligibility Examiner-U
E47	Eligibility Worker I
Z47	Eligibility Worker I-U
E46	Eligibility Worker II
Z45	Eligibility Worker II-U
E45	Eligibility Worker III
Z43	Eligibility Worker III-U
E65	Program Services Aide
Y4B	Social Services Appeals Officer
Y3A	Social Worker I
W06	Social Worker I-U
Y3B	Social Worker II
W02	Social Worker II-U
Y3C	Social Worker III
W07	Social Worker III-U
D2O	Youth Engagement Specialist

Realignments:

JOB CODE	CLASSIFICATION	REALIGNMENT
E50	ELIGIBILITY EXAMINER	1.50%
E56	ELIGIBILITY EXAMINER - U	1.50%
E47	ELIGIBILITY WORKER I	1.00%
Z47	ELIGIBILITY WORKER I - U	1.00%
E46	ELIGIBILITY WORKER II	1.00%
Z45	ELIGIBILITY WORKER II - U	1.00%
E45	ELIGIBILITY WORKER III	1.00%
Z43	ELIGIBILITY WORKER III - U	1.00%
E65	PROGRAM SERVICES AIDE	1.00%
Y4B	SOCIAL SVCS APPEALS OFFICER	appx 4.47%
Y3A	SOCIAL WORKER I	1.00%
W06	SOCIAL WORKER I - U	1.00%
Y3B	SOCIAL WORKER II	1.00%
W02	SOCIAL WORKER II - U	1.00%
Y3C	SOCIAL WORKER III	1.00%
W07	SOCIAL WORKER III - U	1.00%
D2O	YOUTH ENGAGEMENT SPECIALIST	3.00%

APPENDIX G – SOCIAL SERVICES UNIT

G.2 – Master Sections That Exclude SSU

The following provisions of the Master Contract are not applicable to the Social Services Unit:

Section	5.1	Seniority Defined
Section	5.4	Consideration of Layoff
Section	5.5	Order of Layoff
Section	5.8	Administrative Transfer
Section	5.10	Re-employment List
Section	5.12	Names Dropped From Reemployment List
Section	6.4	Counseling and Unfavorable Reports
Section	6.13	Lateral Transfers
Section	8.8	Non-Contiguous Overtime Guarantee
Section	8.11	Temporary Work Location
Section	8.12	Bilingual Pay
Section	8.17	Notary Public Differential
Section	12.9	Educational Leave and Tuition Reimbursement Fund
Section	12.14	Education Reimbursement Committee
Section	12.15	Drivers Licenses

G.3 – Union Security

New Worker Orientation

The Union shall be allowed a Representative at departmental training for new workers. Such Representative shall be allowed one (1) hour to make a presentation and answer questions of workers in classifications represented by the organization. The Union may present packets to represented workers at departmental training, such packets being subject to review by the County. The County or department, where appropriate, will notify the Union one (1) week in advance of such training sessions.

G.4 – Official Representatives and Stewards

Section 4.1 – Official Representatives

- a) The Union agrees to notify the County of their Official Representatives of the representation unit and changes in such Representatives. They may also designate alternates to such Official Representatives for purpose of specific meetings by advance notice to the appropriate level of Management. The County agrees to provide release time to no more than three (3) Official Representatives at a given meeting for the following purposes:
1. Attendance at meetings with Management, either at the Departmental or County-wide level.
 2. Attendance at meetings of the Board of Supervisors.
 3. Attendance at meetings of the County Personnel Board (non-disciplinary hearings).

APPENDIX G – SOCIAL SERVICES UNIT

- b) Official Representatives and/or alternates shall notify their supervisor of their intention to be on release time as far in advance as reasonably possible but no later than the end of normal business hours the day before such meeting, except in emergency situations. A log of hours and dates will be maintained by the immediate supervisors and submitted to the designated office monthly. The Union agrees, insofar as possible, that meetings with Management shall be arranged in advance, with notification to the appropriate level of Management of the Official Representatives planning to attend.
- c) It is agreed that the time necessary for representation will be recognized by the County for meetings with Management. Management agrees to arrange release time with the Official Representative's supervisor, if necessary.
- d) When requested by the Union, and with prior approval of their manager, additional stewards or subject matter experts may attend a monthly labor/management meeting. By mutual advance agreement of the union and management, additional SMEs may be invited to the meeting.

Section 4.2 - Worker Contact with Stewards

- a) If a worker has a grievance and wishes to discuss it on County time with a designated Steward, they shall be allowed the opportunity within a reasonable amount of time to verify if their designated Steward is present and available to be seen. If the Steward is present and available, the worker shall sign out on the Unit Sign-Out Log, indicating the Steward's name and work location. Upon return, the worker shall note the time returned in the Log.
- b) The parties agree that in handling grievances, the worker and the Steward will use only the amount of time necessary to handle the grievance.
- c) The steward will inform the worker's supervisor or front office staff when entering the area.

Section 4.3 - Official Representative, Chief Steward & Assistant Chief Steward Workload Reduction

Workload reduction—Official Representatives and Stewards shall have the right to participate in activities of their Union, including their functions as provided in this Agreement, and these rights shall not be restrained or interfered with, and the Department shall not discriminate against Official Representatives or Stewards by assigning caseloads or giving work assignments in excess of the Standards designated for their job classification or function for this reason. The County agrees to provide a workload reduction for Official Representatives and the Chief Steward for purposes of their representational functions. The total reduction will not exceed one hundred fifty percent (150%) of one (1) worker's workload, distributed between not more than ten (10) Official Representatives including the Chief Steward and Assistant Chief Steward.

G.5 – Layoff

Section 5.1 - Seniority Defined

APPENDIX G – SOCIAL SERVICES UNIT

Except as otherwise provided in Sections 5.2 and 6.10 (in Master), seniority is defined as days of accrued service within any coded classification with the County. Days of accrued service shall be either the number computed and reported on the worker's paycheck or that number as modified by operation of the following provision of this section and/or the provisions of Section G.5.4 (in SSU).

Section 5.2 – Order of Layoff

When one (1) or more workers performing in the same class in a County Department/Agency are to be laid off, the order of layoff in the affected Department/Agency shall be as follows:

- a) Provisional workers in inverse order of seniority.
- b) Probationary workers in inverse order of seniority.
- c) Permanent workers in inverse order of seniority, subject to the following provisions:

This covers all programs in the Social Services Unit.

Bilingual workers shall be selectively retained in seniority order based on the need as determined by above. Any worker who is selectively retained to fill these bilingual needs shall be required to pass a certification test and upon passing, will not be required to be retested for the same language during the term of their employment.

Such determination shall be by Department/Agency, based on total monthly applications/referrals from April 1 the previous year to March 31 of the current year. The determination shall be subject to impartial fact finding should the parties disagree. The need for bilingual workers by language shall be determined based on the following formulas:

- Total number of active cases as of April 1 of the current year;
- Total number of funded/authorized positions as of April 1 of the current year in Intake and also in Continuing.

Where caseload standard maximums exist:

Intake: (Total number of applications*/referrals/cases of second language from previous year divided by 12) divided by (monthly intake standard multiplied by .8) = total number of second language workers needed in the Department/Agency in order to retain workers out of seniority order.

* Including applications in "pending" status

Continuing Caseload Assignments: (Total number of current active cases of second language) divided by (caseload standard multiplied by .8) = total number

APPENDIX G – SOCIAL SERVICES UNIT

of second language workers needed in the Department/Agency in order to retain workers out of seniority order.

When the above formula results in a fraction of a worker and that fraction is .5 or above, the result will be rounded up to the next whole number.

Where no caseload standards exist or where task-based assignments do exist:

Intake: (Total number of applications/referrals/cases of second language from previous year divided by 12) divided by (monthly average applications/referrals/cases per worker multiplied by 0.8) = total number of second language workers needed in the Department/Agency in order to retain workers out of seniority order.

Continuing: (Total number of current active cases of second language) divided by (average cases per worker multiplied by 0.8) = total number of second language workers needed in the Department/Agency in order to retain workers out of seniority order.

When the above formula results in a fraction of a worker and that fraction is 0.5 or above, the result will be rounded up to the next whole number.

Section 5.3 – Reemployment List

The names of such probationary and permanent workers reassigned or laid off in accordance with Section 5.7 (in Master) of this Article shall be entered upon a reemployment list in inverse order as specified under Section 5.2 in SSU. When a vacancy exists and the Department/Agency requests certification, the vacancy shall be filled as follows:

- a) If the bilingual need is being met, the person standing highest on the reemployment list for that class shall be offered the appointment.
- b) If the bilingual need is not being met, selective certification for the bilingual need shall be used prior to outside recruitment.
- c) Regardless of the bilingual need, one of every four vacancies shall be filled in seniority order.

Workers on reemployment lists shall retain the right to take promotional exams and/or receive promotional preference on exams.

Section 5.4 – Names Dropped from Reemployment List

No name shall be carried on a reemployment list for a period longer than three (3) years, except workers shall remain on the list and accrue seniority (for purposes of this Article) while workers with less seniority are retained. The names of workers reemployed in a permanent position within the same classification shall, upon such reemployment, be

APPENDIX G – SOCIAL SERVICES UNIT

dropped from the list. Refusal to accept one of two offers of reemployment within the same classification, shall cause the name of the worker to be dropped from the reemployment list.

Section 5.5 – Job Security and Training

The Union and the County agree that it is in the best interest of the workers, managers, clients and residents of Santa Clara County to have a stable, highly qualified and effective workforce. In order to maintain this workforce and to mitigate layoffs due to contracting out, reengineering or job combinations/redesigns, and as a part of the Inplacement program, the parties agree to establish a joint labor-management committee at the appropriate time to identify potential retraining needs and to work cooperatively to secure training funds.

Section 5.6 – Administrative Transfer Due To Layoff

- a) A worker who is to be administratively transferred due to the impact of a layoff shall be allowed to select, on a seniority basis, an available transfer in the same classification within the Department.
- b) For the purposes of layoff, the County and the Union will meet with Human Resources to discuss outstanding concerns of placement, including but not limited to, alternately staffed codes. If agreement cannot be reasonably reached, then such decision shall not violate any section of this MOA or the Merit System Rules.

G.6 – Personnel Actions

Section 6.1 – Counseling and Unfavorable Reports

a) Counseling

In the event that a worker's performance or conduct is unsatisfactory or needs improvement, the worker's first-line supervisor shall provide informal verbal or written counseling. Counseling should normally be separate from on-going worksite dialogue and should address performance or conduct which requires improvement. Documentation of such counseling shall be given to the worker at the time of the counseling and shall not be placed in the worker's personnel file and when the situation allows counseling shall be used prior to any unfavorable reports being issued.

No written counseling and or documentation of verbal counseling shall be used for discipline provided no related personnel action was taken within 2 years of date of issuance.

b) Unfavorable Reports on Performance or Conduct

If upon such counseling a worker's performance or conduct does not improve and disciplinary action could result, a written report shall be prepared by the supervisor including specific suggestions for corrective action, if appropriate. A copy shall be given to the worker and a copy filed in their personnel file. No unfavorable reports shall be placed in a worker's file unless such report is made within fifteen (15)

APPENDIX G – SOCIAL SERVICES UNIT

working days of the County's knowledge of the occurrence or incident which is the subject of this report. Where applicable the counting of the fifteen (15)

working days shall begin at the conclusion of an official investigation conducted by an Internal Affairs Unit, Law Enforcement Agency or a government entity with investigative authority. Provided no additional report has been issued during the intervening period, each report shall be removed from the worker's file at the end of eighteen (18) months except unfavorable reports involving charges as listed in Merit System Rule A25-301 (a) 4 and (b) 2.

Workers shall have the right to grieve the factual content of unfavorable reports, and/or attach a written response to the report for inclusion to their personnel file.

- c) Workers subject to Appendix G are also subject to provisions 6.2 (Administrative Investigation) and 6.3 (Philosophy of Discipline) of the Master Agreement.

Section 6.2 – Performance Appraisal

Pursuant to California requirements for Social Service Agencies, annual performance appraisals shall occur and appraisals shall be maintained in the employee's personnel file.

It is the intent of the parties to foster a positive system which is designed to provide workers and supervisors a process to openly and positively focus on the achievements of individual and organizational goals and objectives, and to provide feedback on areas needing attention and improvements.

- a) Appraisals shall be issued and completed annually within each calendar year.
- b) Joint Union-Management committees shall reconvene as needed to review and suggest revisions where appropriate in performance appraisal reports. Any revisions in the performance appraisals require an agreement between the Union and Management.
- c) A worker who is dissatisfied with their appraisal may request and receive a review as outlined in the respective Performance Appraisal Process.
- d) Appraisals will not be used by the County, the worker or the Union in the disciplinary process or for the purpose of transfers or for the purpose of promotions.

G.7 – Pay Practices

Section 7.1 - Differentials

- a) **Bilingual, Trilingual, Quadrilingual and Additional Language Differentials**
The County will pay a differential of one hundred ninety (\$190) a month to bilingual workers covered by the Social Services Bargaining Unit. An additional twenty dollars (\$20) per month will be paid for each additional language certification.

APPENDIX G – SOCIAL SERVICES UNIT

- b) Eligibility Worker III-Intake Differential
Eligibility Worker IIIs performing an Intake function will receive a seven and one-half percent (7.5%) differential above their base rate.
- c) Eligibility Worker II-Intake Differential
Workers in an office in the classification of Eligibility Worker II who meet the minimum qualifications for the classification of Eligibility Worker III may volunteer to be assigned to do Intake work. Such workers assigned to perform Intake function shall be paid the same as an EWIII in intake, subject to section 7.3 of the Master Agreement (Effect of Promotion, Demotion or Transfer on Salaries)
- d) Lead Differential
When lead duties are not included as part of a job description, workers in this bargaining unit, when assigned to function in a lead capacity in their unit shall be paid a differential at a rate of approximately five percent (5%) (one full salary range) higher than that specified for regular positions in the respective classifications and receive a ten percent (10%) workload reduction. Prior to assignment of Leads an announcement must be made to ask for applicants/volunteers within the unit and interviews shall be conducted.

During the term of this contract, no worker shall receive a loss in pay due to a reclassification. No loss in pay shall include any differential outlined in the MOA.

- e) Floater Differentials
DEBS
The County may provide workload balancing, for authorized absences and uncovered workloads through the utilization of DEBS Floaters (Eligibility Worker III's) Eligibility Worker II's will be paid a differential of four dollars (\$4.00) per hour when doing floater work.
DFCS
The Department may assign SWI's, SWII's, and/or SWIII's as floaters when there is a need to increase the number of workers in a specific unit/program relating to concerns such as employee absences, workload balancing, and temporary program workload increases. DFCS floaters will be paid a differential of four dollars (\$4.00) per hour while performing assigned floater work. The Department will maintain a volunteer list of those workers willing to serve as floaters.
- f) DFCS Social Worker II/III Differential
Social Worker II's and Social Worker III's who are regularly assigned to units in the Department of Family and Children Services, (DFCS) other than Emergency Response units, shall receive a differential of six percent (6.00%) of base wage.

Employees in the classification of Social Worker II and Social Worker III who are regularly assigned to an Emergency Response Unit in Department of Family and Children Services, (DFCS), shall receive a differential of nine percent (9%) of base wage.

APPENDIX G – SOCIAL SERVICES UNIT

- g) All Social Worker I's (SWI) in DFCS, who are regularly assigned to Emergency Response and/or to the Scattered Sites, shall receive a differential of one and one-half percent (1.50%) above the base pay.
- h) Beginning with the Social Workers in the Academy that graduated in May 2023, Social Workers who join an Emergency Response (ER) Unit in the Department of Family and Children's Services (DFCS) and remain in an ER Unit for one (1) year of paid service in good standing, based on the date they graduate from the Social Work Academy, shall receive a one-time incentive payment of one thousand five hundred dollars (\$1500.00).
- i) APS Social Worker II & III Specialized Cases Differential
Social Worker II's and Social Worker III's who are regularly assigned to an Emergency Response (ER) Unit, a Financial Abuse Specialist Team (FAST) Unit, or a Self-Neglect Unit shall be paid a six percent (6.00%) differential above their base rate.

Section 7.2 – Temporary Supervisory Assignment- Vacant Codes

- a) A temporary supervisory assignment may be made to cover vacant regular codes after ordinance code provisions for filling such vacancies have been followed and with approval of the Director of Personnel that the incumbent meets the minimum qualifications of the Supervisory classification. When a worker is assigned all the significant duties of a higher supervisory class of Eligibility Work Supervisor, Social Services Program Manager, Social Work Supervisor, Social Services Analyst, Social Service Program Control Supervisor, the worker will receive pay consistent with the promotional pay procedure as set forth in Section 7.3 of the Master Agreement (Effect of Promotion, Demotion or Transfer on Salaries), commencing on the first such working day.
- b) A worker temporarily assigned a temporary supervisor assignment shall receive the pay for:
 - 1. Holidays when the worker is assigned temporary supervisory assignment the day prior to and following the holiday.
 - 2. Sick leave absences when the worker is assigned temporary supervisory assignment and while absent is not relieved by the incumbent or by another worker assigned temporary supervisory assignment in the same position.
- c) WOOC will be given access to all necessary programs to fulfill WOOC duties.

Section 7.3 – Acting Unit Supervisor-Occupied Codes

- a) Unit workers may be assigned by the appropriate manager to cover occupied codes for any absence period of one (1) workday or greater for the Eligibility Work

APPENDIX G – SOCIAL SERVICES UNIT

Supervisor, Social Work Supervisor, Social Service Program Control Supervisor, or for a Social Services Analyst with supervisory responsibilities.

The assigned worker(s) shall receive pay consistent with Section 7.3 of the Master Agreement (Effect of Promotion, Demotion or Transfer on Salaries) commencing on the first (1st) working day. This Section is limited to the classifications mentioned above.

- b) Workers in a unit who desire to WOOC shall provide their names to management and have the opportunity to WOOC by rotation. The list shall be shared in the unit. The list will be sorted in the following order to create the rotation:
 - 1) Highest classification-by seniority, as defined in Section 5.1 of Appendix G.
 - 2) Next highest classification-by seniority, as defined in Section 5.1 of Appendix G.
 - 3) For continuing Eligibility Workers in DEBS, the Eligibility Worker III shall have the first opportunity to WOOC for the Eligibility Work Supervisor in their unit. If the Eligibility Worker III is not available to WOOC or does not want to WOOC, then a WOOC list will be created under items 1 and 2 above.
- c) Under normal circumstances the acting supervisor in Intake Units shall be taken off the line for the assignment period. In DEBS Continuing, no new cases may be assigned to the acting supervisor during the period of the temporary assignment, unless the weighted caseload falls below eighty percent (80%) of the appropriate caseload standard. If the assignment is four (4) weeks or more, new cases will not be assigned unless the weighted caseload falls below 65%.
- d) WOOC will be given access to all necessary programs to fulfill WOOC duties.

G.8 – Hours Of Work And Premium Pay

Section 8.1 – Beeper / Cell Phones/Electronic Devices

Beepers, cell phones, or electronic devices shall be provided to all workers when placed on on-call status.

Section 8.2 – Call-Back Pay

- a) If overtime work does not immediately follow or precede the regular work shift, a minimum of four (4) hours, call-back time shall be credited the worker.
- b) Social Workers assigned to Child Welfare Continuing, Emergency Response, or other Social Workers who are assigned and authorized to respond to client, facility or recognized agent telephone calls without returning to work location shall be credited with call-back pay of twenty-four (24) minutes or the actual time spent on the transaction, whichever is greater. Call-back pay is subject to all provisions of

APPENDIX G – SOCIAL SERVICES UNIT

Section 8.2 of the Master Agreement (Overtime Work). Workers will be credited for each call back during a scheduled shift.

Section 8.3 – Temporary Work Location

When a Worker is assigned to work at a location different from their regular work location, the County will either supply transportation or pay mileage based on the additional distance driven as the result of the temporary assignment.

No mileage will be paid for home-to-work/work-to-home travel except for those miles in excess of the distance from the worker's home to the regular work location. Travel time will be paid only for travel between work locations when a worker is assigned to report to the regular work location before or after reporting to the temporary work location. Except in the case of emergency the County shall notify the worker and SEIU Local 521 at least two weeks prior to assigning any worker to a location different from their regular work location.

Section 8.4 – Lateral/Administrative Transfer Opportunities and Requests

a) Transfer Opportunities

The County shall continue a transfer information system, which workers access on-line to obtain information on transfer opportunities for classifications within the Social Services Unit resulting from new positions authorized to the Department, and vacancies resulting from promotion, demotion, resignation, termination, or transfer.

1. Job announcements for the quarterly transfer list/s shall be posted for ten (10) working days.
2. The job announcement will have supplemental questions that allow the employee to choose transfer preferences such as but not limited to:
 - Language
 - Department/Program
 - Geographical Location (e.g., North, Central, South County)
 - Shift
 - Full Time/Part Time
3. Workers who apply on a quarterly transfer list, only need to do so once per calendar year, unless they wish to change their transfer preference selected pursuant to section 2 above. On each subsequent quarterly posting during the remainder of the calendar year, the active names from the previous quarterly transfer list will be merged with the current quarterly list by seniority.

For example, if a worker applies in a quarterly period on one or more transfer list/s, and they do not modify their transfer preference selected

APPENDIX G – SOCIAL SERVICES UNIT

pursuant to section 2 above, their name will be included on the subsequent quarterly transfer list/s with the preferences already selected.

Once this process is completed, the newly created quarterly transfer list shall be considered the most current transfer list. With the first transfer posting in any calendar year, the entire list from the previous calendar year will be abolished and started anew.

For informational purposes only, an announcement of the vacant position(s) under recruitment shall be made by the department while the quarterly transfer list for the vacant position(s) is being generated. Open-competitive or promotional recruitments, when requested by the hiring manager, may be conducted concurrently with transfer postings.

4. To be eligible to apply and to remain on a quarterly transfer list, a worker must: 1) meet the applicable employment standards; 2) be probationary or permanent; and 3) fall within the transfer band.
5. An employee is not limited to responding only to transfer postings at their own level in the classification series, i.e., class-to-class transfers. Rather, they may apply to a transfer posting for any level of their classification. To be eligible for transfer opportunities, the employee must apply to each classification level they are interested in to then be eligible for corresponding transfer opportunities, pursuant to Section G.8.4(a)(4).
6. When a manager submits a requisition for an alternately staffed position, II position, or a III position, the applicant list provided will match the criteria in the requisition/s and include up to ten (10) applicants, based on seniority. Applicants who have indicated criteria that matches the posting will be put forward, thus the applicant list the manager receives may include II's and/or III's.
7. Approximately one month prior to commencement of the on-the-job training of the Eligibility Worker Is in induction training, the County may withhold from the quarterly transfer process Eligibility Worker II vacancies that the County anticipates filling with candidates who complete induction training. After the required number of vacancies are filled by the current inductees, any remaining Eligibility Worker II vacant positions shall be made available for the transfer process.
8. To be removed from the quarterly transfer list, workers must submit a request in writing to Human Resources.
9. If there are ten (10) or more names of qualified workers on the transfer list, the hiring manager will be provided an applicant list with the ten (10) most senior qualified workers, based on days of accrued service, and select one

APPENDIX G – SOCIAL SERVICES UNIT

to hire. If any of the ten (10) most senior transfer applicants waive the opportunity to interview for a specified position, the hiring manager may request additional applicants so that up to ten (10) qualified workers can be interviewed. A hiring manager who interviews ten (10) qualified workers, must offer the position to one (1) of the ten (10) applicants interviewed.

If there are less than ten (10) qualified workers, then the appointing authority may request the appropriate Merit System eligible list. The filling of vacancies by transfer shall be consistent with Merit System Rule Section A25-184c.

10. Workers who transfer to another position in a different classification must serve a new probationary period as required under County ordinance section A25-175.
11. Appendix G, Sections 8.4(a) and (b) do not apply to workers in the Eligibility Worker I classification.
12. The County, when requested, shall provide the Union with an updated transfer seniority list.

b) **Administrative Transfers**

Based on the needs identified by the Department/Agency transfers between geographic locations will be made as follows:

1. Volunteers in order of most County service seniority by days of accrued service.
2. Assigned by inverse County service seniority by days of accrued service.

Note: Upon Union request, the County will meet and confer on the group of workers to be designated for the seniority purposes of this section.

3. To abide by the Americans with Disabilities Act and to comply with any other requirements of law as in transfers necessitated by sustained civil rights complaints.
4. Workers assigned to HCR/AAC Bureau shall be considered to be in one and the same geographic location.
5. Workers assigned to AB 109/GA Bureau shall be considered to be in one and the same geographic location.
6. Workers assigned to South County shall be considered to be in one and the same geographic location.

APPENDIX G – SOCIAL SERVICES UNIT

7. Workers assigned to North County shall be considered to be in one and the same geographic location.
8. Workers assigned to the Julian campus shall be considered to be in one and the same geographic location.

Prior to making administrative transfers provided for in this paragraph, the Union shall be afforded the opportunity to meet and confer with the County. The assignment preference of the worker, if any, including that to other Bureaus, is a proper subject of consideration.

G.9 – Workload Standards

All workload and caseload standards are for the current working environment. Any future changes in workload/caseload standards proposed by the Department/Agency shall be subject to a meet and confer process on the impact to wages, hours and working conditions.

Section 9.1 – Workload Standards

The County and the Union agree that workload and workload standards shall be adopted by the Board of Supervisors. Workloads and workload standards shall be based, to the extent possible, on time and quality requirements. Standards and workloads shall be considered to include all work and actions assigned and/or required. Workloads will be made on the basis of what can be reasonably completed in an average eight (8) hour workday/forty (40) hour work week provided the worker is on a 5/8 work schedule, or workloads will also be based on the alternate work schedules, such as 9/80 or 4/10, or any variable schedule. Tasks will not be assigned when the worker is absent or off schedule, with exceptions based on County policies or Local, State and Federal law. It is agreed that tasks are assigned and worked as a normal work day permits. No worker shall be expected to self-assign tasks.

Section 9.2 – Standards Changes

1. In the event of major changes in work requirements or funding by Federal or State actions or level of service determinations made by the County, the Union and the County agree to meet and confer on adjustments of workload and/or workload standards.
2. The County and / or the Union may request a time and motion metrics analysis for the purpose of adjustment of workload standards.
3. The County and the Union shall participate in the selection of a time and motion metrics consultant consistent with County Procurement policies and practices.
4. The results of the analysis shall be presented to the County and the Union within 60 days of the initial request. Upon mutual agreement of the Department and the Union, the timelines can be extended.

APPENDIX G – SOCIAL SERVICES UNIT

5. Upon receiving the metrics analysis either party may within five (5) working days, request to meet and confer on the impact of the study on the working conditions. Negotiations will proceed for a period not to exceed thirty (30) days, after which the Board of Supervisors may enact the revised caseload standards.
6. In the event the parties are unable to reach agreement within the thirty (30) day period, either party may request that the matter be referred to an impartial fact finder. The fact finder shall be jointly selected by the County and the Union from a list provided by the State Mediation and Conciliation Service. The fact finder's compensation and expenses shall be borne equally by the Union and the County. The fact finder shall, within thirty (30) days of selection, meet with the parties, receive presentations and afterwards forward a public advisory recommendation to the County and the Union. The Board of Supervisors shall act within thirty (30) days of receipt of the advisory fact-finding report, and no later than thirty (30) days of receipt of the fact-finding report.
7. Following a written request by the Union, the County shall provide specific reports requested by the Union related to workload and/or caseload standards.

Section 9.3 – Workload Compliance

Grievances alleging non-compliance to workload and/or workload standards contained herein shall be appealed in writing in accordance with the grievance procedure. Failing resolution at Step 1, the grievance shall be moved to Step 2, expedited arbitration, for determination as "in compliance" or "out of compliance." The Union and the County agree to mutually agree upon or jointly select a panel of seven (7) arbitrators to include females and minorities from names provided by the State Conciliation Service. Said panel to be jointly selected and shall be incorporated into the body of this Agreement. During the term of the Agreement, the parties may mutually agree to change the composition of the panel. The arbitrator's compensation and expenses shall be borne equally by the County and the Union. The parties shall request a hearing within ten (10) days of selection of the arbitrator from the panel. Compliance remedies shall be the determination of the Board of Supervisors. The compliance arbitration process is restricted to questions of exceeding the workload/caseload maximums set by the Board of Supervisors. Workload/caseload maximums, components of the workload/standard definitions, and procedures for counting are not subject to change by workload arbitration.

Section 9.4 – Differential Workloads

Based on the experience level of personnel, characteristics of cases, and/or special program features, the County shall establish lower workloads for the worker.

Section 9.5 – Bilingual, Trilingual, Quadrilingual Workloads/Caseloads

- a) Bilingual, Trilingual, Quadrilingual language caseloads will consist of a minimum of fifteen percent (15%) certified language cases and a maximum of eighty percent (80%) certified language cases. Only caseloads meeting the above criteria (or excepted below) shall qualify the multi-lingual worker for the monetary differential.

APPENDIX G – SOCIAL SERVICES UNIT

When the certified language cases in a caseload fall below fifteen percent (15%), the differential will be continued for two (2) pay periods. If the minimum requirement of fifteen percent (15%) is not met within the two (2) pay periods, the differential may be discontinued beginning with the next pay period.

- b) When the certified multi-language caseload reaches eighty percent (80%), the worker shall be at one hundred percent (100%) of standard overall.
- c) The Department may designate a position or person for the certified multi-language differential when a second language skill is needed for:
 - 1. One-of-a-kind language skill for caseloads.
 - 2. Unique need of a geographical location or service when the total number of cases do not make up fifteen percent (15%) of a caseload for a worker in that location.
 - 3. Intake position requirements.
- d) Cases requiring the use of an interpreter or interpreter services shall have a weight of 1.1.
- e) At the request of one of the parties the County and the Union shall meet to review the number and location of multilingual positions designated.
- f) Bilingual, Trilingual, Quadrilingual certification will be done in accordance with procedures approved by the Director of Personnel.
- g) Certified Bilingual, Trilingual, Quadrilingual workers will be allowed five (5) hours protected time per week.
- h) Bilingual, Trilingual, Quadrilingual workers with multiple language certifications shall be assigned cases in their designated languages and shall be paid the Bilingual, Trilingual, Quadrilingual differential in accordance with Section G.7.1(a).
- i) Section h) of this article shall apply to task-base work environments.

Section 9.6 – Workload Standards - Social Services

The Board of Supervisors of Santa Clara County hereby enact the following workload / workload standards for those classifications in the Social Services representation unit. These workloads and workload standards shall be published for informational purposes to assure that the Social Services Agency and affected staff are aware of the established procedures.

Section 9.7 - Department of Employment and Benefits (DEBS)

- a) Intake
 - 1. Intake work shall be performed by workers in the classification of Eligibility Worker III. Eligibility Worker II who meet the minimum qualifications for the

APPENDIX G – SOCIAL SERVICES UNIT

classification of Eligibility Worker III may volunteer to be assigned to do Intake work. Such workers assigned to perform Intake function shall be paid the same as an EW III in intake, subject to Section G.7.1 (c) Eligibility Worker – Intake Differential.

2. An Eligibility Worker will normally be assigned forty-seven (47) generic intake applications in a 21 day month. This excludes GA, Foster Care and Health Care Reform (HCR) and AB720.
 3. Foster Care: An Eligibility Worker will normally be assigned fifty (50) intake applications in a 21-day month.
 4. Intake Cases shall not be assigned while workers are WOOC as an EW Supervisor.
 5. The Triage function shall be performed by Intake Workers with the purpose of screening IN (immediate need) ES (expedited services)-CF pending applications only.
 6. Intake Cases shall not be assigned while workers are performing triage function.
 7. For the purposes of Section G.9.7, all months in a calendar year will be considered as a 21-day month.
- b) Continuing
1. One (1) Eligibility Worker III shall be budgeted for each Continuing Unit.
 2. Workloads will be distributed equitably to the extent practicable among Eligibility Units, Workers and Programs. The County will provide the union monthly reports of calibration.
 3. After the next calendar month, all cases in a discontinued status shall be closed. After the next calendar month, or following ninety (90) days of discontinuance for MediCal only cases (90-day cure period), discontinuance, clients must reapply for benefits through Intake with the exception of the following to be processed by Continuing workers:
 - Adding Medi-Cal to existing CalFresh cases
 - Adding Medi-Cal to existing Medi-Cal cases (except when adding regular Medi-Cal to a QMB case)
 - Adding Medi-Cal to existing cash aid cases
 - Adding CalFresh to cash aid cases

APPENDIX G – SOCIAL SERVICES UNIT

- Adding CalFresh to existing Medi-Cal cases
So long as state law mandates that the eligibility determination for CalFresh be completed by the same worker servicing a client who is applying for or renewing their Medi-Cal service, an EWII or non-intake EWII assisting a client with a Medi-Cal renewal in-person, online, or by telephone must offer to conduct the associated CalFresh eligibility determination. Such worker shall be paid a seven and one-half percent (7.5%) intake differential for the day the task is assigned. EWII's are not eligible for WOOOC pay as outlined in G.7.1. Once the CalFresh program is added, the case will be transferred to the Continuing/CalFresh Eligibility Worker.

4. Monthly individual caseload maximums are listed below:

188	Calworks
322	CalFresh/Medical
266	GA
615	Foster Care (AAP)
150	Foster Care

5. Monthly Unit Based Caseload Standards, not to exceed the per person amount listed below:

422	MediCal
-----	---------

All continuing eligibility staff must work the typical full range of continuing work such as RRR's, SAR 7 and any other typical continuing functions.

Workers currently on caseload building status or part time, FMLA or other contractual reduction shall be reduced accordingly.

c) Integrated Eligibility Verification System (IEVS) Unit

The following standards apply to Eligibility Examiners performing the earnings clearance functions as presently conducted in the IEVS Units:

1. An IEVS worker will normally be assigned a maximum of 63 cases at any point in time. Additional cases may be assigned to maintain the caseload within this range. Cases may include Integrated Earnings Clearance/Fraud Detection (IFD), Intentional Program Violation (IPV), Default, Trials, IRS/FTB, BEERS, and General Fraud Cases.
2. An IEVS worker will be expected to complete a maximum of 82 case computations each quarter in a calendar year. Cases may include Integrated Earnings Clearance/Fraud Detection (IFD), Intentional Program Violation (IPV), Defaults, Trials, IRS/FTB, BEERS, and General Fraud Cases. This requirement will be proportionately reduced for all authorized

APPENDIX G – SOCIAL SERVICES UNIT

technical training, special projects, or court appearances at an hour per hour rate of .16 cases per hour. All other scheduled absences of one-half (1/2) working day or more will be adjusted at the hour per hour rate of .16 cases per hour. Cases completed will be given credit as follows:

- a. Overpayment cases actually referred for fraud prosecution or collection.
 - b. Cases closed without such referral.
 - c. Uncompleted cases transferred out of unit for lack of employer cooperation or other reason.
3. Quarterly IFD Match Reading Assignments: At the beginning of each quarter, each IEVS worker will be assigned a maximum of (30) cases of IFD Match Reading Assignments per day. The thirty (30) daily IFD Quarterly Match Reading Assignments are equivalent to 1.32 cases and the completed IFD Match Reading Assignments are to be included into the expected 82 quarterly case assignments.
4. Insofar as practical, cases involving more than three (3) employers will be equitably distributed within the unit.
- d) Appeals
The Appeals Unit shall have workloads distributed equitably to the extent practicable among Social Services Appeals Officers. Adjustments will be made for absences when practicable.
- e) Workload Projections
The Department will project staffing needs and monitor caseload trends in order to ensure an authorized number of Eligibility Workers to meet workloads.
- f) Policy training and on-the-job training for Eligibility Worker I's is conducted in Induction Training. The period of training will occur for not less than three months and no more than nine months. Workers in induction training may be responsible for work processing until they have completed at least three months of training.

Work processing maximums will be based on the average district office assignments of periodic reports and annual redeterminations (RRR's) per worker in the month Eligibility Induction begins. Work processing will be assigned at the completion of classroom training and begin during the fourth month and will increase as follows*:

The first month of on-the-job training: Eligibility Worker I's will be assigned 20% of the unit-based caseloads or individual caseload assignments.

APPENDIX G – SOCIAL SERVICES UNIT

The second month of on-the-job training: Eligibility Worker I's will be assigned 40% of the unit-based caseloads or individual caseload assignments.

The third month of on-the-job training: Eligibility Worker I's will be assigned 60% of the unit-based caseloads or individual caseload assignments.

*The actual weeks of case assignments may need to be adjusted based on the start date and number of programs included in the training.

Eligibility Worker I's will be graded on processing periodic reports and annual redeterminations, and they will be expected to address any case-related needs during the month of assignment.

Trainees must achieve a minimum score of seventy percent (70%) or greater on a combination of their on the job training scores, and their mid-term test score, to be recommended to take the promotional examination. Trainees must pass the promotional examination and on-the-job training with a combined score of at least eighty percent (80%) or above, and be recommended by their supervisor/trainer, to promote to Eligibility Worker II. Job performance and attendance must be satisfactory to be recommended for promotion.

During Eligibility Induction Training, workers will be administratively assigned to designated training units and will be supervised by Training and Staff Development Specialist, Staff Development Specialists, and/or Eligibility Worker Supervisors.

Flexibility will be used in developing and providing the training.

- g) DEBS (EW) Workload/Caseload Building
Any Eligibility Worker II administratively reassigned to a program or function in which they have had no experience within the preceding year shall be given a workload/caseload reduction of twenty-five percent (25%) for the first thirty (30) days.
- h) DEBS Overtime
The following is Agency policy for the authorization and utilization of cash paid overtime:
 - 1. Overtime hours shall be authorized proportionate to caseload overages as determined by applicable workload/workload standards in Article 9. With regard to unfinished tasks, management will determine whether to authorize overtime or have the tasks carried over to the next work period.
 - 2. Overtime is authorized on an office-by-office basis.
 - 3. Overtime is authorized by Office and Program to volunteers prior to making Mandatory assignments.

APPENDIX G – SOCIAL SERVICES UNIT

4. In the event there are too many volunteers, over time shall be authorized to the most senior volunteers (by days of accrued service) volunteers in the work area where the overtime is needed, Program, Office and consistent with Merit System Rule A25-184I.

In the event there are too few volunteers, mandatory assignments shall be made to the least senior with permanent status by Program, Office and consistent with Merit System Rule A25-184I.

5. Advance notice by Office and Program shall be given so workers can volunteer. Under normal conditions, one (1) weeks' notice shall be given to a worker prior to being assigned mandatory overtime. SSPMs may exempt workers from mandatory overtime for problems related to health, childcare or transportation. Other similar good cause exemptions i.e. religious reasons may be approved. A DEBS Administrator will review appeals.
6. Overtime days, Offices using overtime, number of workers needed to work overtime, and determination of peak workload positions will be the responsibility of the Department Management except as modified by contract or law.
7. A worker currently under counseling, an Unfavorable Report or an improvement needed evaluation related to work production may be excluded from the assignment of overtime work.
8. This policy fulfills the obligation under Section 8.2(d) of the Joint Memorandum of Agreement between County and Local 521, SEIU, to distribute overtime work assignment equally.
9. DEBS Special Project Overtime in Response to Special Circumstances (SPOT)
Overtime work assignments shall be distributed among workers in the same classification and applicable work unit equitably and as described below:
 - a. Special Project Overtime Work shall exclude situations generally covered by Section 9.7(h) and shall be offered to all qualified workers as authorized by the DEBS Director or designee. It is work occasioned by a change in regulation with a time-limited process necessary to meet Federal, State, CalWIN or GA mandates or deadlines within thirty (30) days.
 - b. The Union shall be notified via email as soon as the County identifies any such project prior to its commencement and shall be provided information. Such information shall document the reason for the work.

APPENDIX G – SOCIAL SERVICES UNIT

- c. Workers will be asked to perform such work on a voluntary basis.
- d. In the event there are too many volunteers, overtime shall be authorized for the most senior defined as days of accrued service as reported in a worker's paycheck volunteers by Program or Office.
- e. In the event there are too few volunteers, mandatory assignments shall be made to the least senior with permanent status by Program or Office. Appeals for hardship circumstances may be presented to the DEBS Director or designee pursuant to Section 9.7(h)5.
- f. If a worker is in the middle of assisting a client at the end of their scheduled shift, and completing the transaction would require overtime, the worker shall attempt to obtain preapproval from their supervisor to work the overtime needed to complete the transaction, unless doing so would interrupt the transaction with the client. If obtaining preapproval would interrupt the transaction, the worker will notify their supervisor at the end of the transaction.

Section 9.8 - Department of Family and Children Services (DFCS)

The following workload standards reflect all activities necessary for the provision of Social Services to clients and include all work that is required by regulations or Department policy for the processing of services cases. These standards include time for non-case related work such as necessary supervision, meetings and training, as well as miscellaneous duties that may be assigned. Caseload counts will be determined by the existing methods (i.e., CWS/CMS or the existing hand/manual tabulations used in program areas not covered by CWS/CMS). Caseload counts will be determined by the existing methods and provided to the Union twice a month. Cases (new or transferred) will be assigned with consideration of the receiving caseworkers existing court calendar.

Social Worker II-All Social Workers II's, in areas where caseload/workload standards exist, shall have a caseload standard of no more than eighty percent (80%) of the standard for a SW III, as outlined in Article 9 of this MOA, below. Additionally, SWII's will receive additional supervision, at a minimum twice a month. Such standards shall comply with Section 9.6 (Bilingual, Trilingual, Quadrilingual Workloads/Caseloads).

1. Child Welfare Services

The County and the Union agree that these standards and the Child Welfare Service configuration will be subject to changes pending the DFCS Practice Changes, and the changes will be subject to meet and confer prior to the implementation of any changes.

If the department assigns a caseload that exceeds the defined standards for a SW III or a SWII for a consecutive period of more than sixty (60) calendar days, the worker shall receive a one-time stipend payment of two-hundred and twenty-five dollars (\$225.00). Immediately thereafter (on day sixty-one (61)) the sixty (60) day count shall

APPENDIX G – SOCIAL SERVICES UNIT

restart at day one (1). Such stipend is limited to once every sixty (60) days, is a stand-alone stipend, and shall not replace any overtime payment earned for work performed. This applies to workers regularly assigned to a Safety and Wellbeing unit, a Dependency Investigation unit, a Voluntary Services unit, or a Non-Minor Dependent unit.

a. Safety and Wellbeing:

Social workers shall have a mixed caseload of court-involved Family Maintenance, Family Reunification and Permanency Planning cases in alignment with the following caseload standards:

Social Worker III's shall maintain a caseload of sixteen (16) to eighteen (18) children at any given time;

Social Worker II's shall maintain a caseload of fourteen (14) to sixteen (16) children at any given time.

b. Voluntary Services:

Social workers shall have a mixed caseload of Family Maintenance, Family Reunification, and Informal Supervision cases in alignment with the following caseload standard:

Social Worker III's shall maintain a caseload of sixteen (16) to eighteen (18) children at any given time;

Social Worker II's shall maintain a caseload of fourteen (14) to sixteen (16) children at any given time.

c. Adoption Finalization:

Social Worker II's and III's shall be assigned no more than thirty-five (35) children at any given time

d. Non Minor Dependent:

Social workers shall have cases assigned in alignment with the following caseload standard:

Social Worker III's shall maintain a caseload of eighteen (18) to twenty (20) young adults at any given time;

Social Worker II's shall maintain a caseload of sixteen (16) to eighteen (18) young adults at any given time.

e. KinGap Unit:

KinGap cases will be evenly distributed to Social Worker II's and III's with an average of one hundred and thirty (130) cases per worker at any given time.

Social Worker II's and III's shall have a mixed caseload that includes providing services for Non-Related Legal Guardian (NRLG) cases, and Non-Court Extended Foster Care (NC-EFC) cases. Social workers assigned NRLG and/or NC-EFC cases shall maintain a combined total of no more than twenty-five (25) cases of these types at any given time. These cases shall be included in the total of up to one hundred and thirty (130) cases that can be assigned to a social worker at any given time.

APPENDIX G – SOCIAL SERVICES UNIT

2. Emergency Response/Immediate Response/Joint Response

Social Worker III's shall be assigned ten (10) to fifteen (15) new referrals and Social Worker II's shall be assigned eight (8) to twelve (12) new referrals in any calendar month. Credit toward the number of new referrals that can be assigned in any given calendar month shall be given in the case of full day absences, for protective custody warrants, vacation, personal leave, compensatory time, required training of six (6) or more hours, approved all-day training during the employee's regular work day, or when working out of class (WOOC) as the Acting Unit Supervisor. Additionally, credit toward new referrals that can be assigned in a calendar month shall be given for every three (3) days of sick leave taken during the calendar month. DFCS shall use the existing referrals monthly chart, based on the maximum number of the referral range to calculate adjusted monthly referrals assigned to ER Social Workers. No Social Worker shall be assigned to the IR/JR Board in excess of eight (8) workdays in any calendar month. If a worker calls out sick from an IR/JR shift the replacement practice shall be followed. For a ten-day referral, day one (1) is the date the referral is received through the Child Abuse and Neglect Center (CANC).

To maintain continuity of service for ten (10) day referrals or IR/JR assignments, a referral with a language requirement shall be assigned to a bilingual worker. When a worker, who is bilingual in the language needed and is the next worker scheduled to receive a referral, is already at eighty percent (80%) of their caseload standard based on previous referrals in their bilingual language, the department can assign the referral to any ER social worker who is bilingual in the language needed who has not yet reached their caseload capacity.

If the department assigns more than fifteen (15) referrals for a SWIII or twelve (12) referrals for a SWII in any calendar month, for one (1) to two (2) referrals over fifteen (15) referrals for a SWIII or twelve (12) referrals for a SWII, the worker shall receive a one-time stipend payment of one-hundred and seventy-five dollars (\$175.00); if the department assigns over by three (3) or more, the worker shall receive a one-time stipend payment of two-hundred and twenty-five dollars (\$225.00). Such payments are stand alone, they do not replace any overtime payment earned for work performed. This applies to workers regularly assigned to an Emergency Response unit.

3. Dependency Investigation

There will be no more than five (5) families for Social Worker IIIs and no more than four (4) families for Social Worker IIs, at one time. The control clerk will distribute the cases as equally as possible, taking into consideration availability and language needs. A monolingual Social Worker III worker shall be assigned no more than four (4) non-English-speaking families. A monolingual Social Worker II shall be assigned no more than three (3) non-English-speaking families.

The County will work to ensure equitable flow of cases to the extent practicable. In the event of overflow cases, the overflow cases will be offered first to volunteers in the

APPENDIX G – SOCIAL SERVICES UNIT

Bureau, then to others outside of DI in the other Bureaus, and then by inverse seniority. Should a volunteer take a case, then the volunteer will be skipped on the first round of mandatory assignments as determined by inverse seniority. The supervisor can make adjustments to the assignment if applicable.

Section 9.9 - Department of Aging and Adult Services (DAAS)

a) Adult Protective Services (APS)

The caseload standard for a Social Worker is no more than twenty-eight (28) adults at any given time, except as modified below.

1. Social Workers who are assigned to in-person case investigations shall manage a caseload of no more than twenty-six (26) elder and dependent adult cases at any given time.
2. Social Workers assigned to Intake shall receive no more than ten (10) new referrals per day. However, given the unpredictable nature of intake volume and complexity of referrals:
 - a. Intake staff may be assigned additional referrals if most of their assigned work has been completed.
 - b. When an urgent/emergency referral is received after the maximum number of referrals in a day have been assigned to intake workers, the referral may be assigned as voluntary overtime, or a social worker who does not typically perform intake work may be assigned.
3. During a County declared emergency, program disaster response, or other emergency situations, or if staffing levels are reduced by ten percent (10%) or more, additional work may be assigned per business needs.

For the purposes of this Section, Section G.9.9.a, the following definitions shall apply:

New Case: A new case shall be defined as a case assigned to a Social Worker that has been received and processed by the APS intake team and is listed on the case assignment queue.

Transferred Case: A transferred case shall be defined as any case that has been assigned to a Social Worker and then is assigned to a different social worker who has not previously been assigned that case.

Specialized Cases: Specialized Cases are those identified as follows:

Emergency Response (ER)

Financial Abuse Specialist Team (FAST)

Self-Neglect

Caseload counts will be determined by case management systems, such as the ACE case management system, or by manual calculations.

APPENDIX G – SOCIAL SERVICES UNIT

1. Social Workers will primarily manage mixed caseloads which may consist of Specialized Cases. Cases will be assigned to the Social Workers evenly to the extent possible. Further, Specialized Cases will be assigned to a Social Worker in a unit focused on the type of Specialized Case being assigned, to the extent possible. Cases will be assigned as they are received into the APS program. Social Workers shall submit cases for closure to their supervisor on a weekly basis.
 - a. Each case assigned shall count as one (1) toward the number of cases a Social Worker is carrying at any time; no cases shall have a greater weight.
2. Appropriate personal protective equipment (PPE) (e.g., gloves, gowns, eye protection, masks, rubber boots and HazMat suits) shall be available for APS Social Workers and support staff to use on cases that require an in-person response.

b) In-Home Supportive Services (IHSS)

This section supersedes Appendix G Sections 9.5(a), 9.5(c), and 9.5(d) of the current Memorandum of Agreement (MOA) between the County and SEIU Local 521.

These work completion standards shall only apply prospectively, and nothing should be construed to limit the County's ability to assign any number of assessments to Case Management Social Workers, in its sole discretion, with the understanding that Case Management Social Workers are only expected to complete the number of assessments as calculated per month under the provisions of this section. This is to clarify the number of cases assigned versus the assessments completed.

Definitions for Purposes of this Section:

1. An "assessment" shall be defined as any of the following types of visits and assessments performed by a Social Worker: intake, reassessment, courtesy, or expedited visit.
2. Annual and/or year shall be defined as each June 1 - May 31.
3. A full-time schedule shall be defined as forty (40) work hours per week.
4. Consecutive days of paid scheduled leave is defined as work days uninterrupted by a return to work. It includes weekends and County holidays, such as, Friday, Monday, and Tuesday; or, Thursday, Friday, and a County holiday on Monday. Weekends are not counted as one of the three days, but County holidays are. With respect to 4/10 schedules, if a Social Worker's day off is Wednesday, three consecutive days of scheduled leave includes Wednesday for determining whether the days off are consecutive, but is not counted as one of the three days (e.g. Mon-Thursday is considered three consecutive days off).
5. One work week of consecutive paid scheduled leave is defined as forty (40) hours, including County holidays. For example, Thanksgiving week, if a Social Worker

APPENDIX G – SOCIAL SERVICES UNIT

takes Monday, Tuesday, and Wednesday off and Thursday and Friday are County holidays, this will constitute as one work week of consecutive paid scheduled leave and result in a reduction in the Social Worker's monthly assessment expectation.

6. An individual Social Worker's "monthly assessments expectation" is the number of assessments the Social Worker is expected to complete each month. To calculate a Social Worker's monthly assessments expectation, the standard twenty-seven (27) assessments per month expectation is reduced if the Social Worker is a Social Worker I (paragraph 2 below); Social Worker Lead; and/or Certified Bilingual Social Worker (paragraph 3 below).

Monthly Assessment Expectations and Assessment Reductions:

1. Case Management Social Worker II's and Social Worker I's shall be assigned the same type of assessments.
2. Social Worker II's shall complete three-hundred and twenty-four (324) assessments annually, which results in an average expectation of twenty-seven (27) assessments per month. Social Worker I's shall complete two-hundred and fifty-nine (259) assessments annually, which results in an average expectation of twenty-two (22) assessments per month.
3. One (1) case credit shall be given when a Social Worker completes an assessment, regardless of whether or not the applicant receives services.
4. When one hundred percent (100%) of the monthly assessments assigned to a Certified Bilingual Social Worker are assigned in their certified language, the Social Worker shall receive a twelve percent (12%) reduction in their monthly assessments expectation. The calculation of one hundred percent (100%) will be month-to-month based on cases completed throughout the current month.
5. When a Social Worker Works Out of Class (WOOC) their monthly assessments expectation shall be reduced at a rate of one (1) assessment per day.
6. Monolingual Social Workers assigned a non-English speaking case, and Certified Bilingual Social Workers assigned a case that is not English nor in the Social Worker's certified language, that requires the use of an interpreter, will receive a weight of 1.3 for that assessment, which will be applied in determining whether the Social Worker met his or her monthly assessments expectations.

If the County's fiscal year compliance rate for IHSS assessments drops below the State's compliance expectation of eighty percent (80%), the parties shall hold workload reviews to discuss and strategize temporary modifications to the workload expectations to achieve the State's compliance expectation.

Section 9.10 - Public Health Department, Adolescent Family Life Program

APPENDIX G – SOCIAL SERVICES UNIT

Social Workers case management standards are established by the contract between the State of California and Santa Clara County. This section is not grievable.

Section 9.11 - Services Caseload Building

a) In DFCS, when a new employee begins working as a case-carrying Social Worker II or III, their caseload/workload will be increased as follows:

Social Worker II: Month 1-25%; Month 2-50%; Month 3-75%; Month 4-100%

Social Worker III: Month 1-50%; Month 2-75%; Month 3-100%

The caseload/workload increase for all other case-carrying areas will be:

Social Worker I, II & III: Month 1-50%; Month 2-75%; Month 3-100%

b) Any Social Worker I or II administratively reassigned to a program or function in which they have had no experience will be given a caseload reduction of twenty-five percent (25%) for the first thirty (30) days.

c) "New" Cases

Any case assigned (including transfer) to a worker that is a new case to that worker will be counted.

G.10 – Leave Provisions

Section 10.1 – Administrative Leave Without Pay

Court Related-The appointing authority may require a worker who has been formally charged in a court of competent jurisdiction with the commission of any felony or of a misdemeanor involving moral turpitude, provided said crime is related to the worker's employment status, to take a compulsory leave of absence without pay pending determination by way of a plea, finding or verdict at the trial court level as to the guilt or innocence of such worker.

a. Determination of Innocence

If there is a determination of innocence or the charges are dropped, the worker shall be reinstated to their position with return of all benefits, including salary, that were due for the period of compulsory leave; subject, however, to appropriate disciplinary action if warranted under the circumstances. Any such disciplinary action may be imposed effective as of the commencement date of the compulsory leave imposed under this Section.

b. Determination of Guilt

If there is a determination of guilt, the appointing authority may take appropriate disciplinary action. If the action is a suspension and the suspension is for a shorter duration than the compulsory leave, the worker shall receive the difference between the compulsory leave and the suspension in salary and all benefits.

Section 10.2 - Educational Leave and Tuition Reimbursement

a) The County shall maintain an educational leave and tuition reimbursement program for the term of this Agreement. The total monies in this program will be

APPENDIX G – SOCIAL SERVICES UNIT

administered at the County level. The fund will consist of seventy thousand dollars (\$70,000) per contract year. The fund shall be divided equally between each calendar year of the contract for the duration of the contract. Half of one year's money will be available on January 1st and half of one year's money will be available on July 1st. Funds not used for any six (6) month period shall be carried over for use in the next six (6) month period.

b) Eligibility Workers are eligible to participate in the program provided:

1. The worker is not receiving reimbursement from any other government agency or private source. (This applies to reimbursement only.)
2. The training undertaken is related to the worker's occupational area or has demonstrated value to the County.
3. The application was filed with the appointing authority or their designee prior to the commencement of the course. Applications requiring time off must be filed with the appointing authority at least ten (10) days prior to the commencement of the course.
4. Substitute courses may be approved when approved courses are found to be unavailable.
5. There are sufficient funds available in the program.

c) Disapproval

Management may disapprove an application for tuition reimbursement provided:

1. Notice of disapproval is given to the worker within ten (10) working days after receipt of the application.
2. The County alleges disapproval is necessary because any of the provisions above have not been met. When a worker disagrees with the disapproval and files a grievance, they shall be allowed to continue the course with time off as provided for in this Section, except for denial based on paragraph (b)5. above. If a final determination is made against the worker, time off shall be made up by working, charging vacation time or compensatory time, or payroll deduction, and tuition reimbursement shall not be paid. If a final determination is made supporting the worker, they shall be fully reimbursed in accordance with this Section.

d) Reimbursement

Total reimbursement for each worker participating in the program will not exceed two thousand (\$2,000) in each of the Fiscal Years. Mileage and subsistence will not be authorized unless the training is required of the worker. Within the above limit, workers shall receive full immediate reimbursement for tuition and other

APPENDIX G – SOCIAL SERVICES UNIT

required costs (including textbooks) upon presentation of a receipt showing such payment has been made.

e) **Deduction Authorization**

The worker shall sign a note which states that, upon receipt of reimbursement, they authorize:

1. Deduction from wages in the event they do not receive a passing grade of C or better.
2. Deduction of fifty percent (50%) of the amount of reimbursement if they leave County employment within one (1) year after satisfactory completion of the course.
3. Deduction of the full amount of reimbursement if they leave County employment before completion of the course.

f) **Make-up Time**

Workers taking a course only available during working hours must make up fifty percent (50%) of the time away from job. Make-up time may be deducted from the worker's accrued vacation, personal leave or compensatory time balance. Make-up time will not be allowed when it results in the payment of overtime. The Department will make every effort to allow the worker time off except where the payment of overtime will result. A worker and the appropriate level of Management may mutually rearrange the duty shift beyond eight (8) hours but within the forty (40) hour work week for purposes of participating in non-duty education and/or training deemed by the County to be to the benefit of the worker and the County and such arrangement will be considered a waiver of Section 8.2 in Master.

g) **Youth Engagement Specialists (YES) shall be allowed release time per week as provided below:**

Contact Hours of Class	Travel and/or Study Time	Total Release Time Allowed
1	1	2
2	1	3
3	1	4
4	1	5
5	1	6
6	1	7
7	1	8
8	1	9
9	1	10

Release time will be permitted for the purpose of taking courses required for the obtainment of a bachelor's degree in a field related to the worker's goal. Provisions

APPENDIX G – SOCIAL SERVICES UNIT

of this Section shall apply only to those workers who do not possess a bachelor's degree.

Evidence of completion of courses shall be required. If a worker drops a class or classes, they shall immediately readjust work hours to conform to the above release time schedule.

Youth Engagement Specialists will be eligible to utilize Section G.10.2 "Educational Leave and Tuition Reimbursement" for bachelor's degree courses. The total monetary amount will not exceed the maximum individual cap defined in G.10.2, during a fiscal year.

Section 10.3 – Professional Development Fund

- a) The County agrees to provide a Professional Development Fund which will be available to Social Workers in the Social Services Bargaining Unit.
- b) The County will fund, on a matching basis, up to eight thousand five hundred (\$8500) per fiscal year for individual professional development. This funding is over and above the Tuition Reimbursement Program.
- c) The fund will consist of eight thousand five hundred (\$8,500) which will be allotted as follows, one-half (1/2) of each year's fund will be held until pay periods 01/12 and 01/13.
- d) Expenses to be reimbursed on a matching fifty-fifty (50/50) basis for each program. Total reimbursement for each worker participating in the program will not exceed three hundred dollars (\$300) per fiscal year.
- e) The requested expenditure must relate to the worker's job and be technical or professional in nature. It must also provide direct and immediate benefit to the worker's performance of their current job.
- f) Allowable expenses shall include, but not be limited to conference and seminar registration fees, LCSW initial exam fee, LCSW renewal fee, tuition not reimbursed under the Tuition Reimbursement Program, books and materials required for a conference, seminar or course, expenses for travel out of the County to attend a conference, seminar or course, including transportation, meals, lodging, etc. per County reimbursement policy, procedure and schedules. An itemized statement of expenses shall be submitted by the worker for reimbursement or accounting, as the case may be.
- g) The general criteria for approval of individual programs will be established by the Agency. The Agency will be responsible for approval of programs selected by individuals. The fund will be administered at the County level.

APPENDIX G – SOCIAL SERVICES UNIT

G.11 – Workers in Unclassified Positions

Seniority-Time worked in such positions shall apply to seniority for the purposes of departmental agreements, salary increments and all other matters in the same manner for all other unclassified coded positions, provided there has been no break in County service.

G.12 – Grievance Procedures

The County and the Union recognize early settlement of grievances is essential to sound worker/employer relations. The parties seek to establish a mutually satisfactory method for the settlement of grievances of workers, the Union, or the County. In presenting a grievance, the aggrieved and/or their representative is assured freedom from restraint, interference, coercion, discrimination or reprisal.

Section 12.1 – Grievance Defined

a) Definition

A grievance is defined as an alleged violation, misinterpretation or misapplication of the provisions of this Memorandum of Agreement, Department Memoranda of Agreement and/or Understanding, Merit System Rules, or other County ordinances, resolutions, Policy and/or Procedure Manuals, or alleged infringement of a worker's personal rights (i.e., discrimination, harassment) affecting the working conditions of the workers covered by this Agreement, except as excluded under Article G.12 Section 12.1(b).

b) Matters Excluded From Consideration Under the Grievance Procedure

1. Disciplinary actions taken under Section 708 of the County Charter.
2. Probationary release of workers.
3. Position classification.
4. Workload/Caseload, except as provided and modified in Article G.9 of this Agreement.
5. Merit System Examinations.
6. Items requiring capital expenditure.
7. Master Article – No Discrimination
8. Items within the scope of representation and subject to the meet and confer process.

Section 12.2 – Grievance Presentation

Workers shall have the right to present their own grievance or do so through a representative of their own choice. Grievances may also be presented by a group of workers, by the Union, or by the County. No grievance settlement may be made in violation of an existing rule, ordinance, memorandum of agreement or memorandum of understanding, nor shall any settlement be made which affects the rights or conditions of other workers represented by the Union without notification to and consultation with the Union.

Section 12.3 – Procedural Compliance

APPENDIX G – SOCIAL SERVICES UNIT

Union grievances shall comply with all foregoing provisions and procedures. The County shall not be required to reconsider a grievance previously settled with a worker if renewed by the Union, unless it is alleged that such grievance settlement is in violation of an existing rule, ordinance, memorandum of understanding, or memorandum of agreement.

Section 12.4 – Informal Resolution/Time Limits

It is agreed that workers will be encouraged to act promptly through informal discussion with their immediate supervisor on any act, condition or circumstance which is causing worker dissatisfaction and to seek action to remove the cause of dissatisfaction before it serves as the basis for a formal grievance. Time limits may be extended or waived only by written agreement of the parties. If either party fails to comply with the grievance time limits, and the matter proceeds to arbitration, the party who missed the time limits as determined by arbitrator shall pay the full costs of the arbitrator.

Section 12.5 – Formal Grievance

The County and the Union Recognize the early settlement of grievances is essential to sound employee-employer relations. The parties seek to establish a mutually satisfactory method for the settlement of grievances of employees, the Union or the County. In presenting a grievance, the aggrieved and/or their representative is assured freedom from restraint, interference, coercion, discrimination, or reprisal.

a) Step One

Within twenty (20) working days of the occurrence or discovery of an alleged grievance, the grievance shall be presented in writing to the person designated by the appointing authority. A copy of the grievance shall be sent to Labor Relations and this copy shall dictate time limits. The grievance form shall contain information which identifies:

1. The aggrieved;
2. The specific nature of the grievance;
3. The time or place of its occurrence;
4. The rule, law, regulation, or policy alleged to have been violated, improperly interpreted, applied or misapplied;
5. The consideration given or steps taken to secure informal resolution;
6. The corrective action desired; and,
7. The name of any person or representative chosen by the worker to enter the grievance. A decision shall be made in writing within twenty (20) working days of receipt of the grievance. A copy of the decision shall be directed to the person identified in (7) above.

b) Step Two

If the aggrieved continues to be dissatisfied, they may, within fifteen (15) working days after receipt of the first step decision, present a written presentation to be directed to the County Executive's designated representative indicating the aggrieved wishes the (1) County Executive's designated representative to review and decide the merits of the case or whether (2) the aggrieved wishes the

APPENDIX G – SOCIAL SERVICES UNIT

grievance to be referred to an impartial arbitrator. The County and the Union agree to use the same arbitrators listed in Section 19.6. d. of the Master Agreement.

Members of this arbitration panel shall be advised of and agree to the following provisions:

1. Within fifteen (15) working days of receipt of the grievance at step two, one (1) arbitrator shall be selected from the panel and a hearing scheduled within thirty (30) calendar days.
2. Arbitration proceedings shall be recorded but not transcribed except at the request of either party or the arbitrator. Upon mutual agreement, the County and the Union may submit written briefs to the arbitrator for decision in lieu of a hearing.

The parties may mutually agree to use an arbitrator not on the list or to add to, or modify the list. The arbitrator's compensation and expenses shall be borne equally by the worker or the Union and the County, provided worker grievances shall be arbitrable only at the expressed request of the worker involved, and with the concurrence of the Union, unless the grievance is deemed a Union or group grievance prior to submission to step two. Decisions of the arbitrator shall be final and binding.

c) Pre-Arbitration Meeting (Stipulation and Arbitrator Selection)

For the purposes of this section, Article 19.6 (c) of the Master Agreement shall apply.

Section 12.6 – Arbitration Release Time

The following statement on worker participation in grievance arbitration hearings is agreed to:

- a) The worker on whose behalf the grievance has been filed will be granted release time for the entire hearing. Release time to serve as a witness will be granted on a scheduled basis, i.e., when the worker is scheduled to appear. In the case of a group grievance, release time will be granted for the designated spokesperson for the entire hearing. Release time also will be granted to the appropriate Chief Steward.
- b) Other requests for leave for the purpose of participation in a grievance arbitration hearing will also be granted and charged to the worker's own leave time provided the absence does not unduly interfere with the performance of service.

APPENDIX G – SOCIAL SERVICES UNIT

G.13 – Strikes and Lockouts

During the term of this Agreement, the County agrees that it will not lock out workers and the Union agrees that it will not engage in any concerted work stoppage. A violation of this Article will result in cessation of Union dues deduction by the County.

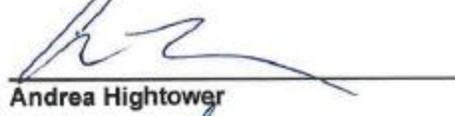
APPENDIX G – SOCIAL SERVICES UNIT

DATE: 8/22/23

County of Santa Clara

SEIU Local 521, Social Services Unit

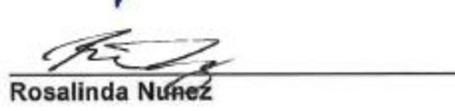

Kristen Sweet


Andrea Hightower


Jason Tang


Alex Lesniak

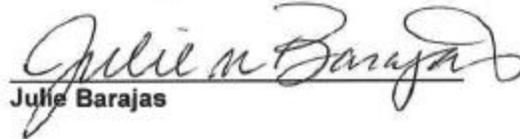

Rafaela Renner

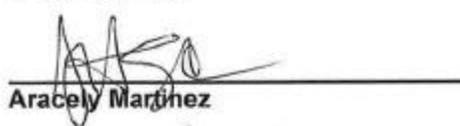

Rosalinda Nuñez


James Ayden


Marsha Porch


Arica Passama


Julie Barajas


Aracely Martinez

David Hanley


David Tran


Melissa Herrera


Robert Sacasa

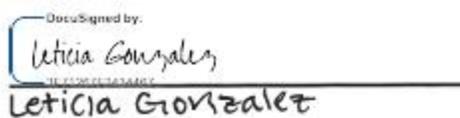

Portia Gardner, MSW

DocuSigned by:

Terri Possley

DocuSigned by:

Don Long

DocuSigned by:

Leticia Gonzalez

APPENDIX G – SOCIAL SERVICES UNIT

SIDE LETTER AGREEMENT BETWEEN Santa Clara County and SEIU 521 DEBS CalSAWS Innovation Committee Overview

Following the state mandated implementation of CalSAWS and recent changes in state law, the parties agree that we are in a learning period for both the County and staff within DEBS. As such, staff and leadership must collaboratively reassess DEBS workflows and review our existing operational structure/s to best meet the needs of our community and improve the experience and effectiveness of our staff. Input and ideas from representatives across all DEBS classifications and work areas will be critical to creating better work structures across DEBS. To that end, the County and SEIU 521 agree to create a joint committee effective upon ratification of this Agreement to collaboratively assess and explore new approaches to work within DEBS – the DEBS Innovation Committee.

The guiding principles of this committee's work will be to ensure DEBS operates in a manner that best services the needs of families and individuals in our community who require benefits; to ensure that staff throughout DEBS have an appropriate and sustainable workload; to efficiently use our resources so we can maximize service to the community; and to most effectively utilize the CalSAWS technology required by the state. The committee will examine the effectiveness of our current operational model/s, investigate alternate operational model/s, review data, and create a program to implement the model/s that best advance our guiding principles.

SEIU shall appoint one (1) Intake Eligibility Worker for each division (five total: North County, General Assistance, South County, Generic, and Health Care Reform) and one (1) Continuing Eligibility Worker for each division (five total: North County, General Assistance, South County, Benefits Service Center, and Continuing Benefits Services) to serve as DEBS CalSAWS Innovation Committee members. The SEIU Committee members shall be granted paid release time to participate in DEBS CalSAWS Innovation Committee meetings. Should Innovation Committee members determine that the makeup of various sub-committees, data collection teams, workgroups etc. formed as part of this project better serve the guiding principles in a format or manner that differs from this side letter, the Committee shall be permitted to make such changes.

The Innovation Committee will be jointly selected and will be comprised of up to ten (10) members for the County and up to ten (10) members for the Union. The committee shall meet at least monthly and during work time and will have appropriate research and data to complete the work of the committee.

The Committee's work will progress in a two-phase process: the Design Phase followed by the Test Phase.

The County and SEIU shall jointly appoint three (3) Eligibility Workers to serve as DEBS Data Evaluators; they shall be granted up to four (4) hours a week of paid release time for work associated with this project. Innovation Committee members, DEBS

APPENDIX G – SOCIAL SERVICES UNIT

administrators, and DEBS Data Evaluators will work together to define criteria and requirements used to generate reports pulled from the data collected. Responsibilities of DEBS Data Evaluators may include but are not limited to reviewing reports, interviewing and/or observing Eligibility Workers, and reviewing and analyzing data needed to make recommendations.

Effective upon ratification of this MOA by the Board of Supervisors, continuing through all phases of the DEBS CalSAWS Innovation Committee project, the caseload standards stated in Appendix G Section 9.7 shall be suspended. Instead, for all DEBS units (offices with or without individual or unit-based caseload standards), the County shall implement workloads based on what can be reasonably completed in an average workday, taking into account factors listed in Appendix G Sections 9.4 and 9.5 and the time Eligibility Workers spend serving on the Innovation Committee, as DEBS Data Evaluators, and/or other ways workers participate in this project. During the DEBS Innovation Committee project, the County shall not issue a verbal or written counseling nor formal discipline to any Intake or Continuing Eligibility Workers based on the caseload standards stated in Appendix G Section 9.7.

Design Phase

During the Design Phase the committee and/or committee workgroups will be established to design and propose potential business operations model(s) for effective client service delivery under the CalSAWS structure. The design workgroups will consist of subject matter experts from different DEBS groups, which may include but is not limited to:

- Executives
- Managers
- Supervisors
- Intake Eligibility Workers
- Continuing Eligibility Workers
- Employment Counselors
- Clerical Workers
- Program

SEIU and Labor Relations will be included as necessary in the process of defining the parameters of the design and/or workgroups or committees. The design phase shall begin no later than forty-five (45) calendar days following ratification of the successor MOA to the 3/9/2020-6/25/2023 MOA and will continue for up to nine (9) months. The design team and committees will finalize criteria including the test parameters, benchmarks, and testing timeframes. The design phase will conclude when the business model/s to test have been determined and written policies and procedures for the Test Phase have been generated. At the conclusion of the Design Phase, the Test Phase will commence.

The County shall retain a third-party consultant who will review the data and make recommendations regarding existing practices, policies, and contract language relating to case load standards and the specifics of CalSAWS. The DEBS Evaluator shall be granted paid release time to confer directly with the third-party consultant regarding the DEBS Evaluators' reports, findings, and recommendations. The County shall instruct the

APPENDIX G – SOCIAL SERVICES UNIT

third-party consultant that a DEBS Evaluator is a subject matter expert whose input is essential for accomplishing a complete analysis of DEBS and CalSAWS.

Test Phase

The Test Phase will involve defined group/s of Intake and Continuing Eligibility Workers and Supervisor/Management teams, as determined in the design phase, implementing the proposed operational model/s for a set period of time. During the test phase there will be regular check-ins, which will include iterative fine tuning, gathering data, and recognizing best practices and lessons learned. The test phase will continue for up to one (1) year.

At the conclusion of the test phase, the DEBS business operational model/s, as determined through this program, will be documented, and implemented. To properly document the DEBS operational model/s implemented, either the County or SEIU shall be permitted a limited reopener of SSU Appendix G Article G.9 Section 9.7.

This Side Letter shall sunset on the expiration date of the successor MOA to the 3/9/2020-6/25/2023 MOA; this side letter shall then be removed and not included in a future MOA.

APPENDIX G – SOCIAL SERVICES UNIT

SIDE LETTER AGREEMENT BETWEEN Santa Clara County and SEIU 521 DFCS Emergency Response Referral Standard Project

The County and SEIU agree that DFCS Emergency Response Social Worker III's and Social Worker II's shall begin a project to examine current referral/workload standards and determine the appropriate monthly referral/workload standard. Within forty-five (45) calendar days following ratification of the successor MOA to the 3/9/2020-6/25/2023 MOA this project will begin and will continue for up to four (4) months.

The parties agree to the following parameters for the pilot:

- SEIU and Labor Relations will be included as necessary in the process of structuring the project;
- An eight (8) member Project Oversight Committee will be formed. The makeup shall include a total of four (4) SEIU members and four (4) DFCS management members. For SEIU at least three (3) members shall be Emergency Response subject matter experts and up to one (1) may be a DFCS Steward. For management at least three (3) members shall be Emergency Response managers and one (1) shall be from DFCS administration. This Committee shall meet as necessary, at least once per month during the term of the project with release time provided for such meetings;
- All DFCS Social Worker II's and III's regularly assigned to an Emergency Response unit shall participate in this project at a reduced referral/workload standard structure as set forth here;
 - The project will start on the first day of a calendar month and the baseline information for comparison will be the same months in 2022 (ex: if the project duration is Sept-Dec 2023, the baseline will be Sept-Dec 2022);
 - During the project, the identified Emergency Response Social Worker II's shall have a monthly referral/workload standard of eight (8) and Social Worker III's shall have a monthly referral/workload standard of ten (10);
 - IR/JR Board coverage will be governed by the MOA;
 - The "over-standard" stipend will be governed by the MOA, except that the payment of the stipend will occur where the department assigns more than eight (8) referrals to a Social Worker II participating in the project and more than ten (10) referrals to a Social Worker III participating in the project in any calendar month;
 - This over standard structure will begin immediately after ratification of this MOA by the County and Union. At the conclusion of the project the referral/workload standard along with the applicable over standard stipend structure, and case credit structure recommended by the Committee will remain in effect during the Meet and Confer process.
 - There will be no referral credits/reductions for single day absences and, as appropriate, a referral credit structure for multi-day absences within a given month shall be determined during this project. The formula for determining

APPENDIX G – SOCIAL SERVICES UNIT

credit to the monthly referral/workload standard (for reasons as specified in the MOA) shall be determined during this project.

- The Project Oversight Committee shall be permitted to make changes to the project parameters as necessary.

At the conclusion of the project, the findings and recommendations of the Project Oversight Committee shall be made available to SEIU. Further, DFCS will provide notice to SEIU detailing any modifications to the Emergency Response referral/workload standard structure that it proposes to make to the Parties' MOA. DFCS will comply with all notice and Meet and Confer obligations associated with any such proposed modifications.

This Side Letter shall sunset on the expiration date of the successor MOA to the 3/9/2020-6/25/2023 MOA; this side letter shall then be removed and not included in a future MOA.

APPENDIX G – SOCIAL SERVICES UNIT

SIDE LETTER AGREEMENT BETWEEN Santa Clara County and SEIU 521 For IHSS

The County and the Union have a shared commitment to collaboratively review and assess the current operational structure and make necessary modifications to ensure IHSS consistently achieves or exceeds the State minimum requirements for completion of initial recipient assessments and reassessments.

Should the Department decide to initiate any Project, Pilot, a business operational model review, and/or other Continuous Quality Improvement (CQI) processes, the County shall notify the Union and seek input and collaboration in good faith with the Union. Furthermore, the County agrees to comply with all notice and Meet and Confer obligations associated with any proposed modifications as a result of any Project, Pilot, business operational model review, and/or other CQI processes.

This Side Letter shall sunset on the expiration date of the successor MOA to the 3/9/2020-6/25/2023 MOA; this side letter shall then be removed and not included in a future MOA.

APPENDIX H – PROBATION COUNSELOR SAFETY UNIT

#

1. Salaries

Salaries shall be identified by job code on the salary table (Appendix A):

Job Code	Job Title
X55	Probation Assistant I
X54	Probation Assistant II
X23	Probation Counselor I
X22	Probation Counselor II

2. Probationary Periods

Probation Assistant I and Probation Counselor I shall serve a one year probationary period, which shall be counted as 25 complete pay periods. Probation Assistant II and Probation Counselor II shall serve a one year probationary period for initial entry into the classification; six month probationary period, which shall be counted as 13 complete pay periods, if promoted in the series after serving a one year probationary period in the Probation Assistant I or Probation Counselor I.

3. Salary Alignments

- a) The following classifications, during the term of this Agreement, shall continue the existing alignment with the appropriate classes in the Deputy Probation Officer series, except as set forth in (c) below:

Probation Counselor I
Probation Counselor II

- b) The following classifications, during the term of this Agreement, shall continue the existing alignment with the appropriate classes in the Group Counselor series, except as set forth in (c) below:

Probation Assistant I
Probation Assistant II

- c) The 4% wage increase effective 12/23/13 through June 22, 2014 which decreases to a 2% ongoing general wage increase effective at 11:59PM on June 22, 2014, is excluded from this provision and shall not be considered as a basis for alignment adjustments under this section.

4. Safety Retirement

For Classic PERS Members (Classic Member), workers in the classifications of Probation Counselor and Probation Assistant shall remain within the Safety Retirement System and shall refer to workers who are eligible for and placed in the 3% at 50 retirement tier. In consideration for continuing the 3% at 50 Retirement Plan, the Union agrees that each Classic Safety worker covered under this benefit shall contribute to PERS, through payroll deduction, effective on August 14, 2023 an amount equal to 2% of PERS reportable gross pay. Effective July 12, 1999, the County shall pay on behalf of the worker seven

APPENDIX H – PROBATION COUNSELOR SAFETY UNIT

percent (7%) of the actual base salary for the required worker contribution to PERS as well as an additional 0.49% which is attributable to reporting Employer Paid Member Contribution (EPMC) as special compensation. Taking into consideration the agreement between the parties as a result of the prior implementation of 2% at 55 Plan, the County is entitled to add 7.49% to the base wage for effective wage.

In accordance with Government Code § 20636, subsection (c)(4) of the Public Employees' Retirement Law, the County and SEIU Local 521 agree that the County shall report the EPMC as special compensation concurrent with the effective date of PERS single highest year.

PEPRA Members:

Pursuant to the Public Employees' Pension Reform Act (PEPRA) of 2013, effective January 1, 2013, PEPRA safety employees shall refer to those employees who are eligible for and placed in the 2.7% at age 57 retirement tier. PEPRA safety employees shall pay half of the total annual normal cost of their pension benefit. The PERS contribution rate for PEPRA safety employees shall be determined by CalPERS actuarial valuations each fiscal year pursuant to the Public Employees' Pension Reform Act of 2013. The current member contribution rate for PEPRA safety employees is 11.750%. This percentage amount may fluctuate as set forth immediately above.

Effective Pay Period August 14, 2023 and then each year thereafter on pay period XX/13, the percentage of Classic Safety workers covered under PERS Safety will be rounded to the nearest tenth of one percent (0.1%), then multiplied by 7.49%. The percentage will be rounded to two (2) decimal places and the resulting percentage will be used for the following twenty-six (26) pay periods for purposes of effective wage. (Ex: 47.5% Classic Safety workers multiplied by 7.49% is expressed as $0.475 * 0.0749 = 0.035575$ with a resulting effective wage of 3.56%.) A courtesy notice will be provided to SEIU.

This paragraph is intended to state the existing benefits of PCSU bargaining unit employees as of June 26, 2023. Nothing herein is intended to change retirement benefits or cost-sharing of PCSU bargaining unit employees or to change the County's practices for calculating the effective wage.

The County agrees that the subject of retirement shall be negotiated at the Master Table.

5. Probation Assistant Lead Differential

Incumbents in the classification of Probation Assistant II/I when assigned to perform the full range of lead duties, as provided below, at a minimum security facility shall receive a differential of five dollars (\$5.00) for each hour actually worked.

APPENDIX H – PROBATION COUNSELOR SAFETY UNIT

- a) Lead duties consist of the following:
- i. Oversee facility operations from 10:30pm to 6:30am;
 - ii. Assigns, distributes and adjusts short-term workloads;
 - iii. Resolves work-related problems within guidelines set by the supervisors, including written counseling. Leads shall not issue verbal or written counseling without supervisory approval for each occurrence. Supervisor approval shall be reflected on the documented counseling;
 - iv. Keeps appraised of the progress of the work;
 - v. Answers procedural and work-related questions;
 - vi. Assists the supervisor in reviewing the work;
 - vii. May train new workers by providing general orientation to office, instruction on specific tasks, and review of task performance;
 - viii. May assist the supervisor in t/he interview process for new workers-- such input shall be advisory;
 - ix. Peer to peer leads within the same classification shall not issue verbal or written counseling to each other;
 - x. All leads shall be trained on the principles of counseling;
 - xi. Prepare and exchange shift reports;
 - xii. Lead team of Probation Assistants;
 - xiii. Makes work assignments;
 - xiv. Maintains the security of the facility at all times; inspects windows, keeps doors locked when not in use, keeps count of all persons in custody, as required, and is constantly alert for attempts to escape;
 - xv. The Lead will not issue personnel actions as outlined in Section 6.1, 6.4b, 6.5, 6.6 or 6.7 of the Master Agreement;
 - i. Leads will not conduct investigations that may lead to disciplinary action.
 - ii. Performs related work as required.
- b) Workers represented in the PCSU unit are excluded from Section 20.2 Lead Worker of the Master Agreement.

6. Employee Contribution Toward Retiree Medical Obligation Unfunded Liability

Workers in the classifications of Probation Counselor and Probation Assistant shall contribute toward retiree medical obligation unfunded liability in accordance with Section 13.2 of the Master agreement.

7. Workers' Compensation, Public Safety Members

Those workers governed by the Public Safety Members provision of the Public Employees' Retirement System, when entitled to benefits under Section 4850 of the Workers' Compensation Act, shall be entitled to disability leaves of absence for a period not to exceed one (1) year as provided in the Act, without loss of salary or related benefits. When an injured worker covered by these provisions has received the maximum benefits allowed by Section 4850, he/she shall be

APPENDIX H – PROBATION COUNSELOR SAFETY UNIT

entitled to use sick leave and vacation accruals as provided for under subsection (b) of this Article. Retirement ends the benefits listed in this Section except for the rights to receive vacation and sick leave payoffs under this Agreement.

8. **Equipment**

The Department will select and issue flashlights to workers. Workers shall carry department issued flashlights while on duty.

9. **Uniforms**

- a. Classifications in PCSU shall be subject to Section 9.1(a) of the Master Agreement
- b. Workers will be required to wear uniforms in accordance with department policy.

10. **Safety Shoe Allowance**

Workers represented by PCSU shall be able to utilize the allotted safety shoe allowance provided for in Section 9.3(a) of the Master Agreement to purchase one (1) or more pairs of County approved safety shoes from designated vendors. Workers shall not be entitled to an amount greater than the amount specified in Section 9.3(a) of the Master Agreement.

11. **Training**

In addition to the 24 hours of required training per year, the County and the Union shall mutually agree on up to eight additional hours of annual training during a Labor-Management meeting, subject to the following conditions:

- a. The worker must complete the 24 hours of required training before being allowed to take any additional trainings each year. The County agrees to the extent possible, that the required training(s) shall be offered at various times throughout the year. Some specialized trainings or those only offered by outside vendors may be limited and only held on a specific date.
- b. The worker will only be allowed to take additional trainings if it does not result in overtime.

12. **Labor Management Collaborative Meeting(s)**

The Department and the Union agree to establish regular Labor-Management meetings at a mutually agreed upon schedule. Agenda items will be presented no later than 48 hours prior to the agreed upon labor management meeting. Both parties may present and discuss agenda items for consideration at the Labor-Management meetings.

APPENDIX H – PROBATION COUNSELOR SAFETY UNIT

DATE: 8/22/23

COUNTY of SANTA CLARA

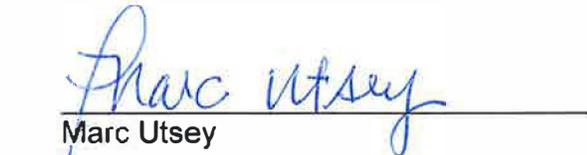
PROBATION COUNSELOR SAFETY
UNIT, SEIU LOCAL 521


Mona Guerrero


Andrea Hightower

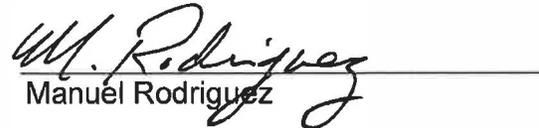

Mitchell Buglesbach


Tammy Chanota


Marc Utsey


Starr Bracamonte Law


Angelica Pe Benito


Manuel Rodriguez

APPENDIX H – PROBATION COUNSELOR SAFETY UNIT

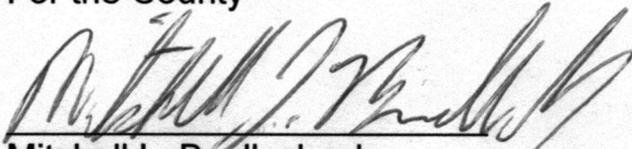
Side Letter
between
the
County of Santa Clara
&
SEIU, Local 521
Probation Counselor Safety Unit

Locker Rooms

Upon completion of the new dorms, the County and the Union agree to meet to discuss the possible conversion of an existing space to an employee locker room(s) once the construction of the new dorms is completed.

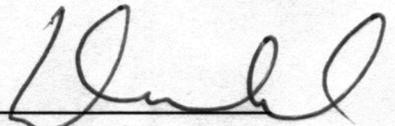
Date: 11/20/2015

For the County



Mitchell L. Buellesbach

For the Union



Darin Woodard

APPENDIX H – PROBATION COUNSELOR SAFETY UNIT

Side Letter
between
the
County of Santa Clara
&
SEIU, Local 521
Probation Counselor Safety Unit

Departmental Agreement/Alternate Hours Agreement

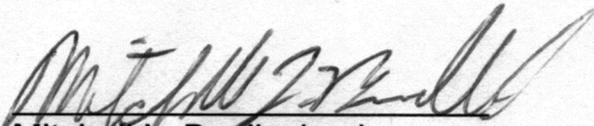
Within 60 calendar days following ratification of the labor agreement, the County and PCSU mutually agree to open the departmental agreement identified as the “Memorandum of Agreement Between County of Santa Clara Probation Department and SEIU Local 521 Probation Counselor Safety Unit” dated May 7, 2014 and the alternate hours agreement identified as “The County of Santa Clara and SEIU Local 521 Probation Counselor Alternate Hours Agreement” dated January 20, 2009. The County and PCSU agree that the only items to be opened in the departmental agreement will be limited to “Bidding rights for Probation Assistants in Area I assignments” and “All Area II Assignments to be 2 year assignments.”

The County and PCSU agree that opening the alternate hours agreement will be limited to modifying the daily starting and ending times of the existing regular schedule of worker’s in the AfterCare assignment.

If both parties do not reach mutual agreement, the departmental agreement and the alternate hours agreement will continue as status quo.

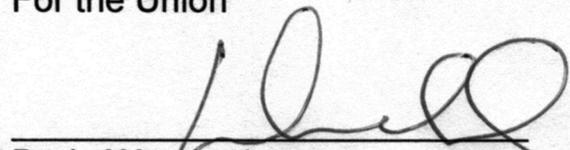
Date: 11/20/2015

For the County



Mitchell L. Buellesbach

For the Union



Darin Woodard

APPENDIX H – PROBATION COUNSELOR SAFETY UNIT

Side Letter
between
the
County of Santa Clara
&
SEIU, Local 521

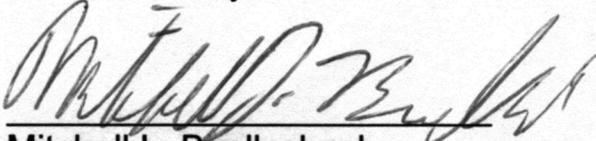
Probation Counselor Safety Unit

All Staff Wednesday

Within 60 calendar days following final ratification of the labor agreement, the County and the Union agree to meet to consider the feasibility of modifying the All Staff Wednesday schedule. If both parties do not reach mutual agreement, All Staff Wednesday schedule will continue as status quo.

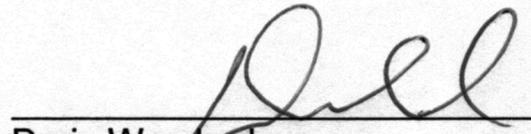
Date: 11/20/2015

For the County



Mitchell L. Buellesbach

For the Union



Darin Woodard

APPENDIX H – PROBATION COUNSELOR SAFETY UNIT

APPENDIX I – SUPERVISORY UNIT

#

LANGUAGE INTEGRATED W/ SEIU LOCAL 521 MASTER CONTRACT

Below items or sections of the SEIU Local 521 Supervisory Chapter contract that the County and the Union agreed to use SEIU Local 521 Master language with exceptions outlined below.

The following provisions of the Master Contract are not applicable to the Supervisory Unit:

Section 3.7	New Worker Orientation
Section 5.1	Seniority Defined
Section 5.4	Consideration of Layoff
Section 5.5	Order of Layoff
Section 5.7	Reassignment in Lieu of Layoff
Section 5.8	Administrative Transfers
Section 5.12	Names Dropped From Reemployment List
Section 6.4	Counseling and Unfavorable Reports
Section 6.11	Performance Appraisal Program
Section 6.13	Lateral Transfers
Section 8.8	Non-Contiguous Overtime Guarantee
Section 8.11	Temporary Work Location
Section 8.12	Bilingual Pay
Section 8.17	Notary Public Differential
Section 12.15	Drivers Licenses
ARTICLE 19	Grievance Procedure

Below items or sections of the SEIU Local 521 Supervisory Chapter will remain and will be reflected in Appendix I.

I.1 – Salaries

Salaries shall be identified by job code and listed in Appendix A:

Job Code	Job Title
E42	Staff Development Specialist
E43	Associate Staff Development Specialist
E44	Eligibility Work Supervisor
Y48	Social Service Analyst
Y23	Social Work Supervisor
Y22	Social Work Training Specialist
P65	SSA Business Policy Implementation Specialist

The duties of these classifications shall remain substantially dissimilar to those of their subordinates.

For purposes of this agreement, the terms of this agreement do not apply to uncoded (extra help) classifications and is subject to negotiations in the successor agreement.

APPENDIX I – SUPERVISORY UNIT

Realignments:

JOB CODE	CLASSIFICATION	REALIGNMENT
E42	STAFF DEVELOPMENT SPECIALIST	1.00%
E43	ASSOCIATE STAFF DEVELOPMENT SPECIALIST	0.75%
E44	ELIGIBILITY WORK SUPERVISOR	1.00%
Y48	SOCIAL SERVICES ANALYST	1.00%
W0A	SOCIAL SERVICES ANALYST - U	1.00%
Y23	SOCIAL WORK SUPERVISOR	1.00%
Y22	SOCIAL WORK TRAINING SPECIALIST	4.11%

I.2 – Union Security

I.2.1 – New Supervisory Employee

The Department will notify the Chief Steward upon the hiring and/or promotion of an employee new to the Supervisor unit. The Chief Steward or steward shall be allowed to schedule thirty (30) minutes to make a presentation, present information and answer questions of employees in classifications represented by the organization Supervisory unit.

I.3 – Official Representatives and Stewards

I.3.1 – Official Representative & Chief Steward Workload Reduction

Official Representatives and Stewards shall have the right to participate in activities of their Union, including their functions as provided in this Agreement, and these rights shall not be restrained or interfered with, and the Department shall not discriminate against Official Representatives or Stewards by assigning caseloads or giving work assignments in excess of the Standards designated for their job classification or function for this reason.

I.4 – Layoff

I.4.1 - Seniority Defined

Except as otherwise provided in Sections 5.2 5.7 and 6.9 6.10 6.14 of the Master Agreement, seniority is defined as days of accrued service as computed and reported on the employee's pay check within any coded classification with the County. Original coded unclassified service shall not be counted except that time served pursuant to Santa Clara County Charter 704(h). All time on Workers' Compensation, military leave, paternity and maternity leave shall be counted towards days of accrued service.

I.4.2 – Order of Layoff

The department shall at least annually determine the number of positions in each classification that require an MSW and/or a specific skill paid for through a differential. The plan must be approved by the Director of Personnel. In all cases, the employees in the department certified in that skill or possessing an MSW shall be retained in order of seniority until the requisite number of positions are filled. It is the understanding of the parties that the term "skill" as used in this section relates to bilingual or multilingual skills. Prior to any other "skill" being added, the parties shall meet and confer. When one (1) or

APPENDIX I – SUPERVISORY UNIT

more employees performing in the same class in a County department/agency are to be laid off, the order of layoff in the affected department/agency shall be as follows:

- a) Provisional employees in inverse order of seniority.
- b) Probationary employees in inverse order of seniority.
- c) Permanent workers in inverse order of seniority.

I.4.3 – Reassignment in Lieu of Layoff

a) **Vacant Code in County**

In the event of notice of layoff, any employee so affected will be allowed to transfer to a vacant position in the same classification in any County department/agency, provided the employee meets the specialized qualifications which may be established through testing and examination or by selective certification.

b) **Former Classification**

In the event there are no vacant codes in the same classification in any department/agency, an employee will be offered a vacant position in any classification at the same level in which permanent status had formerly been held, first in the affected department/agency and then County-wide. The employee will not be allowed to transfer to a vacancy that requires an MSW or skills as defined in Section 5.4 5.5 of the Master Agreement (Order of Layoff) not possessed by that employee.

c) **Displacement**

In the event there are no vacancies as listed in (a) or (b) above, the employee shall have the right, upon request, to be returned to any classification in the department/agency at the same level in which permanent status had formerly been held and the regular layoff procedure in that same level shall apply.

I.5 – Personnel Actions

I.5.1 – Performance Appraisal

It is the intent of the parties to foster a positive performance system, which is designed to provide employees and managers a process to openly and positively focus on the achievements of individual and organizational goals and objectives, and to provide feedback on areas needing attention and improvement.

Appraisal and guidelines can be found on the County website.

The specific elements of agreement are as follows:

- a. Appraisals for all employees in this Unit shall be completed and have reports issued annually within each calendar year.

APPENDIX I – SUPERVISORY UNIT

- b. An employee who is dissatisfied with his/her appraisal may request and receive a review from the next level of supervision.
- c. Annual appraisal reports shall be placed in the employee's departmental personnel file, as well as the manager's or supervisor's file. Annual appraisal reports shall not be placed in the ESA-HR personnel file.
- d. Appraisals will not be used by the County in the disciplinary process or for the purpose of transfers or for the purpose of promotions.
- e. Both the manager and employee shall be trained in the appraisal process before an appraisal can be completed with that employee.
- f. In the event that an SEIU Local 521 Supervisory Unit employee is supervised by more than one supervisor/manager during the appraisal period, each employee may receive more than one appraisal for the period.

I.5.2 – Counseling and Unfavorable Reports

- a) Counseling In the event that an employee's performance or conduct is unsatisfactory or needs improvement, the employee's first level manager shall provide informal verbal or written counseling. Counseling should normally be separate from on-going worksite dialogue and regularly scheduled supervisor and manager meetings (i.e. 1:1 monthly supervisor and manager meetings). Counseling should address performance or conduct which requires improvement. Documentation of such counseling shall be given to the employee at the time of the counseling and shall not be placed in the employee's personnel file. When the situation allows, the County will use counseling prior to any unfavorable reports being issued.

Coaching and mentoring through the progressive discipline philosophy are not considered discipline nor are they grievable.

- b) Unfavorable Reports on Performance or Conduct
If upon such counseling an employee's performance or conduct does not improve and disciplinary action could result, a written report shall be prepared by the supervisor including specific suggestions for corrective action, if appropriate. A copy shall be given to the employee and a copy filed in his/her personnel file. No unfavorable reports shall be placed in an employee's file unless such report is made within twenty (20) working days of the County's knowledge of the occurrence or incident, which is the subject of this report. Employees shall have the right to grieve the factual content of such reports or attach a written response to the report for inclusion to their personnel file.

I.6 – Supervisory Practices

I.6.1 – Changes

APPENDIX I – SUPERVISORY UNIT

In the event of major changes in work expectations by Federal or State actions or level of service determinations made by the County, the Union and the County agree to meet and confer on adjustment of work expectations.

I.6.2 – Orientation

- a. All newly hired or newly promoted supervisors shall be given two (2) days of orientation prior to taking responsibility for the unit. In addition, forty (40) hours of training shall be provided and attended within one hundred and eighty (180) days of commencement of duties as supervisor.
- b. Employees in the social work series who, as the result of layoff, are displaced into the eligibility work series shall be given twenty-four (24) hours of training within the first thirty (30) working days after commencing their new duties.

I.6.3 Supervision

Supervisors shall normally be expected to spend approximately twenty percent (20%) of their time reviewing the work of the unit. This expectation may be increased if the production of the unit falls below minimum performance standards.

Supervisors shall review and supervise the work of the unit to ensure that workers are engaged in performing at a level that meets Federal, State and County standards.

Social Services Program Managers shall involve supervisors in the process to encourage the use of evidence-based best emerging practices and the development of specific case review requirements.

I.6.4 – Supervisory Ratio

The Social Services Agency recognizes that there is benefit to be received from achieving and maintaining appropriate spans of control for supervisors to ensure quality work is performed in each area.

I.6.5 – Trainer Preparation Time

The County will provide adequate periods of training preparation when Social Work Training Specialist, Staff Development Specialist and Associate Staff Development Specialist design, develop, or deliver new, existing, or updated training as follows:

1. Preparation time of research, design, and development of new training (which includes curriculum, presentation, exercises/activities, practice, job aides/handouts & other miscellaneous): up to 14 hours per 1 hour of instructional time. depending on trainer knowledge, experience, and available resources.
2. For existing training where updates are required: up to 3 hours per 1 hour of training content. This only applies to the specific areas of the training content where revisions are required – it does not apply to the entire subject/topic presentation hours.

APPENDIX I – SUPERVISORY UNIT

3. Preparation time to deliver a pre-existing training where updates are NOT required, where trainer has not previously presented the content and requires adequate time to familiarize themselves with the content and materials, including practicing presentation of materials: up to 2 hours per 1 hour of training content.

Additional preparation may be granted if the need arises or when management has made a major change in the trainer's assignment.

A discussion between the worker and their supervisor/manager shall occur to establish the appropriate amount of preparation time needed in preparation for a training based on the needs of the specific contents of the training as well as the knowledge and experience of the specific trainer.

I.6.6 – Staffing

- a) In all cases of promotion and transfer requests, supervisors shall have the opportunity to interview and recommend for selection the employee on the appropriate list to be transferred or assigned to the supervisor's unit.
- b) In case of administrative transfers, supervisors shall be consulted in advance of any assignment of a new employee and given the opportunity to offer objections and alternate assignment suggestions. The final decision will be made by management.

I.6.7 – Uncovered Caseloads

Uncovered caseloads are those created by vacancies and other long-term absences. "Long-term" means an absence of more than twenty (20) working days or as determined by the supervisor in consultation with the manager.

Once a case is uncovered, the supervisor and manager will work in collaboration with each other to ensure that the cases are worked on and reassigned within the unit as soon as possible and to other units as needed. After 10 working days, the supervisor will notify the workers how uncovered cases will be handled.

Supervisors will make arrangements within their units to cover caseloads during preapproved vacations and short-term absences.

Cases in control (DEBS) shall not be handled by supervisors.

I.7 – Premium Pay

I.7.1 – On-Call Pay

- a) **Beepers or Cell Phones-**
Beepers or cell phones shall be provided to all employees when placed on on-call status. On-Call pay is subject to all provisions of Article 8, Section 8.7 On-Call Pay.

I.7.2 – Call-Back Pay

APPENDIX I – SUPERVISORY UNIT

- a) If overtime work does not immediately follow or precede the regular work shift, a minimum of four (4) hours call-back time shall be credited the employee. Supervisors who are assigned and authorized to respond to client, facility or recognized agent telephone calls without returning to work location, shall be credited with call-back pay of twenty-four (24) minutes or the actual time spent on the transaction, whichever is greater. Call-back pay is subject to all provisions of Article 8, Section 8.2 – Overtime Work of the Master Agreement. Employees will be credited for each call-back during a scheduled shift.
- b) **Non-Contiguous Overtime Pay**
If overtime work does not immediately follow or precede the regular work shift, a minimum of four (4) hours overtime shall be credited to the worker when up to four (4) hours of work is assigned. Non-contiguous overtime pay is subject to all the provisions of Article 8, Section 8.2 – Overtime Work of the Master Agreement. A worker is credited with a guaranteed four (4) hour minimum under this section for each occurrence of non-contiguous overtime during a scheduled shift except that a worker shall not be credited with an additional four (4) hour guaranteed minimum until the original four (4) hours has elapsed. Noncontiguous overtime will be voluntary.

I.7.3 DFCS Pay Differential for Social Work Supervisors

Employees in the classification of Social Work Supervisor who are in the Department of Family and Children Services, (DFCS), shall receive a differential of six (6%) percent of base wage.

Emergency Response Supervisors in the classification of Social Work Supervisor in Department of Family and Children Services, (DFCS), shall receive a differential of nine (9%) percent of base wage.

Adult Protective Services (APS) – Social Work Supervisors regularly assigned to work in an Emergency Response (ER) Unit, a Financial Abuse Specialist (FAST) Unit, or a Self-Neglect Unit shall be paid a six percent (6%) differential above their base rate.

I.7.4 Multilingual Differential

- a) The County will pay a differential of one hundred ninety dollars (\$190) a month to bilingual workers covered by the Social Services Supervisory Bargaining Unit. An additional twenty dollars (\$20) per month will be paid for a third language certification (trilingual), and an additional twenty dollars (\$20) per month for a fourth language certification (quadrilingual).
- b) The County and the Union shall meet at least once during the term of this Agreement to review the number and location of bilingual positions designated.
- c) First-line supervisors and staff support employees may receive bilingual pay if their positions have been designated as bilingual.
- d) Certification for a second language will be done in accordance with current bilingual certification procedures.

APPENDIX I – SUPERVISORY UNIT

I.7.5 Floater Differential

Eligibility Work Supervisors in Continuing CalFresh or CalWORKS units who are supervising an Eligibility Worker floater(s) shall be paid a differential of one dollar and fifty cents (\$1.50) per hour.

I.7.6 Board of Behavioral Sciences (BBS) Differential

Social Work Supervisors who are licensed with a Board of Behavioral Sciences (BBS) license and are actively providing clinical supervision within the County of Santa Clara Social Services Agency shall be compensated annually at a flat rate of five-hundred dollars (\$500) payable in the month of March.

I.7.7 Transfer Opportunities

Transfer opportunities shall be listed with the transfer information system on a quarterly basis. Any necessary temporary administrative reassignments may be implemented within the Agency pending regular selection and assignment.

Positions listed with the transfer information system shall be listed for five (5) working days prior to filling the positions.

a) **Transfer Requests**

Employees holding permanent and probationary status in a classification who wish to transfer to another position in the same classification within the Agency shall submit their request four (4) times a year using the on-line transfer information system. Appropriate transfer requests will be provided to the interviewing supervisor (subject to approval of the appointing authority or his/her designated representative) who will interview up to five (5) names on the transfer list with the most County service seniority based on the payroll statement - days of accrued service prior to requesting the appropriate Merit System eligible list. The filling of vacancies by transfer shall be consistent with Merit System Rule Section A25-184(c).

b) For Social Work Supervisors in the ER Bureau at Julian location: When a vacancy occurs in the ER Bureau, a lateral transfer will first be made available to permanent status workers in the same class who are already performing the same programs and functions in his/her unit. Should there be volunteers in the ER Bureau units that meet the requirements and specialized qualifications required for the position, management must choose from this pool of volunteers to fill the position by seniority. ER unit volunteers may not apply for the lateral transfer if they have been disciplined as defined in section 6.4 and 6.5 for attendance or performance within the last 9 months. The resulting vacancy that occurs in the ER Bureau will be filled following the process specified in 6.13.

c) **Administrative Transfers**

Administrative transfers between geographic locations will be made as follows:

APPENDIX I – SUPERVISORY UNIT

1. Volunteers in order of most County seniority (days of accrued service).
2. Assigned by inverse County seniority (days of accrued service).
3. Supervisory Unit members in South County shall be considered to be in the same geographical location.

Upon Union request, the County will meet and confer on the group of employees to be designated for the seniority purposes of this section.

The assignment preference of the supervisory unit member, if any, including that to other bureaus, is a proper subject of consideration.

I.8 – Pay Practices

I.8.1 – Part-Time Salaries

- a) Split Codes
Requests for split codes shall not be unreasonably denied.

I.8.2 - Temporary Higher Classification Assignment

- a) Temporary higher classification assignment may be assigned to cover vacant regular codes after ordinance code provisions for filling such vacancies have been followed with approval of the Director of Personnel or designee. When an employee is assigned all the significant duties of a higher classification the employee will receive pay consistent with the promotional pay procedure as set forth in Article 7, Section 7.3, of the Master Agreement commencing on the first such working day.
- b) Employees must meet the minimum qualifications of the higher classification.
- c) An employee temporarily assigned temporary higher classification assignment shall receive pay for:
 1. Holidays when the employee is assigned temporary higher classification assignment the day prior to and following the holiday.
 2. Sick leave absences when the employee is assigned temporary higher classification assignment and while absent is not relieved by the incumbent or by another employee assigned temporary higher classification assignment in the same position.

I.8.3 -Acting Unit Manager-Work Out of Classification (WOOC)

A supervisory unit employee may be assigned by the appropriate manager to cover occupied codes for an absence period of one workday or greater for any higher classification. The assigned employee(s) shall receive pay consistent with Article 7, Section 7.3 of the Master Agreement commencing on the first (1st) working day.

APPENDIX I – SUPERVISORY UNIT

WOOO assignments will be rotated as equally and as equitable among the employees within their reporting areas/work locations. If there are no employees available, the manager may go outside the reporting areas/work locations.

I.9 – Leave Provisions

I.9.1 – Compulsory Leave

a) Court Related

The appointing authority may require an employee who has been formally charged in a court of competent jurisdiction with the commission of any felony or of a misdemeanor involving moral turpitude, provided said crime is related to the employee's employment status, to take a compulsory leave of absence without pay pending determination by way of a plea, finding or verdict at the trial court level as to the guilt or innocence of such employee.

1. Determination of Innocence

If there is a determination of innocence or the charges are dropped, the employee shall be reinstated to his/her position with return of all benefits, including salary, that were due for the period of compulsory leave; subject, however, to appropriate disciplinary action if warranted under the circumstances. Any such disciplinary action may be imposed effective as of the commencement date of the compulsory leave imposed under this Section.

2. Determination of Guilt

If there is a determination of guilt, the appointing authority may take appropriate disciplinary action. If the action is a suspension and the suspension is for a shorter duration than the compulsory leave, the employee shall receive the difference between the compulsory leave and the suspension in salary and all benefits.

I.9.2 – Leave Without Pay

a) Reasons Granted

Leaves of absence without pay may be granted to employees for up to one (1) year. Extensions to leaves approved for less than one (1) year shall not unreasonably be denied provided written notice is given at least five (5) working days in advance. If an employee wishes to return to work early from a leave of absence, he/she shall provide reasonable advance notice of at least twenty working days to the appointing authority. Leaves beyond one (1) year may be granted due to unusual or special circumstances. The following are approved reasons for such leave:

1. Illness beyond that covered by sick leave.
2. Education or training which will benefit the County.

APPENDIX I – SUPERVISORY UNIT

3. Other personal reasons which do not cause inconvenience on the department.
4. Paternity leave, not to exceed six (6) months.

I.9.3 – Professional Development

a) **General**

1. The County will fund, on a matching basis, up to ten thousand dollars (\$10,000) per fiscal year for group and individual professional development and for education, as described in sections "b" and "c". This funding is over and above the County-wide tuition reimbursement program and departmental programs as presently funded/budgeted.
2. The ten thousand dollars (\$10,000) will initially be allocated as follows: seven thousand dollars (\$7,000) individual; three thousand dollars (\$3,000) group.
3. The Professional Development Fund will be administered and requests reviewed/ approved by a County/Union Committee consisting of three (3) persons having equal status: one designated by the County, one designated by the Union, and a third party agreeable to both the County and the Union. Decisions and actions of the Committee shall be by majority vote. They will meet at least weekly, if required, on a regularly scheduled basis. They will jointly develop the procedures and forms necessary for operation of the program as described herein, and revise them as necessary.

b) **Individual**

1. Funded on a matching basis: fifty percent (50%) by the employee and fifty percent (50%) by the County, up to a maximum County contribution of eight hundred dollars (\$800.00) for any individual per fiscal year and subject to the other limitations set forth herein.
2. The requested expenditure must relate to the employee's job or one to which he or she could reasonably aspire within County service.
3. Requests will be processed on a "first come, first served" basis, but priority will be given to first requests by an individual for the current year.
4. At least five (5) working days must be allowed for prior approval and ten (10) working days for a cash advance (if appropriate) in the amount of the estimated County contribution.
5. Allowable expenses shall include but not be limited to: conference and seminar registration fees; Licensed Clinical Social Worker initial exam fee, Licensed Clinical Social Worker renewal fee; tuition not reimbursed under the tuition reimbursement program; books and materials required for a

APPENDIX I – SUPERVISORY UNIT

conference, seminar or course; expenses for travel out of the county to attend a conference, seminar or course, including transportation, meals, lodging, car rental, etc., per County reimbursement policy, procedures and schedules. An itemized statement of expenses shall be submitted by the employee for reimbursement or accounting as the case may be.

c) **Group**

1. Funded on a matching basis: twenty-five percent (25%) by the participating employees and/or the Union, and seventy-five percent (75%) by the County.
2. The Union will plan and budget group programs for review and approval by the County/Union Committee. Each proposed program will be considered separately on its own merits.
3. The Union will administer the approved programs, making all the necessary arrangements, etc.
4. Release time will be provided for such programs.

I.10 – Grievance Procedure

The County and the Union recognize early settlement of grievances is essential to sound employee-employer relations. The parties seek to establish a mutually satisfactory method for the settlement of grievances of employees, the Union, or the County. In presenting a grievance, the aggrieved and/or his/her representative is assured freedom from restraint, interference, coercion, discrimination or reprisal.

I.10.1 – Grievance Defined

a) **Definition**

A grievance is defined as an alleged violation, misinterpretation or misapplication of the provisions of this Memorandum of Agreement, Department Memoranda of Agreement and/or Understanding, Merit System Rules, or other County ordinances, resolutions, Policy and/or Procedure Manuals, or alleged infringement of an employee's personal rights (i.e., discrimination, harassment) affecting the working conditions of the employees covered by this Agreement, except as excluded under Section 18 19.1(b) of the Master Agreement.

b) **Matters Excluded From Consideration Under the Grievance Procedure**

1. Disciplinary actions taken under Section 708 of the County Charter.
2. Probationary release of employees.
3. Position classification.
4. Workload/Caseload, except as provided in Article 7.
5. Merit System Examinations.

APPENDIX I – SUPERVISORY UNIT

6. Items requiring capital expenditure.
7. Article 2 – (No Discrimination) of the Master Contract
8. Items within the scope of representation and subject to the meet and confer process.

I.10.2 – Grievance Presentation

Employees shall have the right to present their own grievance or do so through a representative of their own choice. Grievances may also be presented by a group of employees, by the Union, or by the County. No grievance settlement may be made in violation of an existing rule, ordinance, memorandum of agreement or memorandum of understanding, nor shall any settlement be made which affects the rights or conditions of other employees represented by the Union without notification to and consultation with the Union.

I.10.3 – Procedural Compliance

Union grievances shall comply with all foregoing provisions and procedures. The County shall not be required to reconsider a grievance previously settled with an employee if renewed by the Union, unless it is alleged that such grievance settlement is in violation of an existing rule, ordinance, memorandum of understanding, or memorandum of agreement.

I.10.4 – Notice/Time Limits

Notices shall be considered given/presented when deposited in the U.S. Mail and addressed to the last known address or when personally delivered. Time limits may be extended or waived only by written agreement of the parties. If either party fails to comply with the grievance time limits, the grievance shall move to the next step.

I.10.5 – Informal Resolution

It is agreed that employees will be encouraged to act promptly through informal discussion with their immediate supervisor on any act, condition or circumstance which is causing employee dissatisfaction and to seek action to remove the cause of dissatisfaction before it serves as the basis for a formal grievance. A meeting should normally take place if it is agreed by the parties that such meeting would assist in clarifying or resolving the grievance. The employee may be accompanied by his/her steward or chief steward at the informal meeting.

Any resolution reached at the informal step must be in accordance with the provisions of this agreement or other rule or ordinance.

I.10.6 – Formal Grievance

a) **Step One**

Within fifteen (15) working days of the occurrence or discovery of an alleged grievance, the grievance shall be presented in writing to Labor Relations, and this

APPENDIX I – SUPERVISORY UNIT

copy shall dictate time limits. The grievance form shall contain information which identifies:

1. The aggrieved;
2. The specific nature of the grievance;
3. The time or place of its occurrence;
4. The rule, law, regulation, or policy alleged to have been violated, improperly interpreted, applied or misapplied;
5. The consideration given or steps taken to secure informal resolution;
6. The corrective action desired; and,
7. The name of any person or representative chosen by the employee to enter the grievance.

The County shall respond in writing within fifteen (15) working days of receipt of the grievance. A copy of the decision shall be sent to the person identified in (7) above and the grievant(s). A copy shall be sent to the Union and this copy shall dictate time limits. At this step, a meeting shall be held prior to the County's response upon request of either party.

b) **Step Two**

If the aggrieved continues to be dissatisfied, he/she may, within fifteen (15) working days after receipt of the first step decision, present to the County Executive's designated representative a written request that the grievance be referred to an impartial arbitrator.

The County shall request a list of seven arbitrators from the State Mediation and Conciliation Service within five (5) working days of receipt of the request for arbitration.

c) **Step Three – Pre-Arbitration Meeting**

Prior to grievances being arbitrated, they shall be reviewed by Union and Management at a Pre-Arbitration Meeting.

The parties will review all pertinent information and attempt to reach a settlement.

I.10.7 – Arbitration

- a) All grievances unresolved at the Pre-Arbitration Meeting shall be heard by an arbitrator.

APPENDIX I – SUPERVISORY UNIT

- b) The County and the Union shall select the arbitrator by mutual agreement or by each side striking one name from a list of seven (7) provided by the State Mediation and Conciliation Service. The arbitrator shall be advised that the arbitration will be conducted according to the following rules and agree to abide by them:
1. Arbitration proceedings shall be reported at the request of either party and the court reporter's fee will be shared equally by the parties. If a transcript is ordered by the arbitrator and/or both parties, the cost will be shared equally. If only one party orders a transcript, that party shall pay for it.
 2. The parties shall generally be represented by staff advocates, unless either party requests that attorneys be utilized. Staff advocates shall present their cases in accordance with standard rules of evidence and accepted arbitrable conduct.
 3. At the conclusion of the hearing, each party shall present an oral summation of its position. Post-hearing briefs shall not be submitted unless otherwise mutually agreed or requested by the arbitrator.
 4. The arbitrator shall render his or her decision in writing within thirty (30) days after each party has presented and summarized its case.
 5. The arbitrator shall be paid a flat fee for each day of hearings, regardless of the number of cases argued during that day's hearing.

The parties may mutually agree to use an arbitrator not on the list or to add to, or modify the list. The arbitrator's compensation and expenses shall be borne equally by the employee or the Union and the County, provided employee grievances shall be arbitrable only at the expressed request of the employee involved, and with the concurrence of the Union, unless the grievance is deemed a Union or group grievance prior to submission to step two. Decisions of the arbitrator shall be final and binding.

I.10.8 – Arbitration Release Time

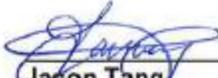
- a) The employee on whose behalf the grievance has been filed will be granted release time for the entire hearing. Release time to serve as a witness will be granted on a scheduled basis, i.e., when the employee is scheduled to appear. In the case of a group grievance, release time will be granted for the designated spokesperson for the entire hearing. Release time will also be granted to the appropriate Chief Steward.
- b) Other requests for leave for the purpose of participation in a grievance arbitration hearing will also be granted and charged to the employee's own leave time - provided the absence does not unduly interfere with the performance of service.

APPENDIX I – SUPERVISORY UNIT

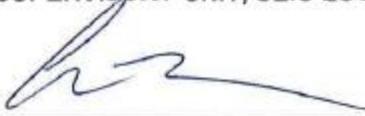
DATE: 8/22/23

COUNTY of SANTA CLARA

SUPERVISORY UNIT, SEIU LOCAL 521



Jason Tang



Andrea Hightower



Kristen Sweet



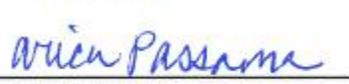
Mariann Waddel



Rafaela Renner



Andree Patron



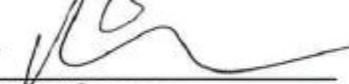
Arica Passama



Helena Beck



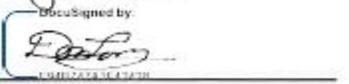
David Tran



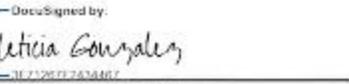
Robert Sacasa



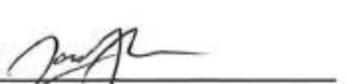
Aracely Martinez

DocuSigned by:


Don Long

DocuSigned by:


Leticia Gonzalez



James Ayden

APPENDIX I – SUPERVISORY UNIT

CP-SEPT 26, 2019

TA

Side Letter between the County of Santa Clara

and

SEIU Local 521-Supervisory Unit

Within sixty 60 calendar days following final ratification of the labor agreement, the County of Santa Clara and SEIU Local 521-Supervisory Unit, shall establish a Workload Committee to evaluate overtime formulas for Eligibility Work Supervisors in Department of Eligibility and Benefits Services (DEBS). The Committee ~~members~~ shall consist ~~of~~ ^{of members} from Intake and Continuing Units.

WBP 10/1/19

Wren Bradley
[Signature]
Thomas Pellerin
TA 10/1/19 SAUSA
@1:51p

[Signature]
12/20/19/
RN

APPENDIX I – SUPERVISORY UNIT

CP-SEPT 26, 2019

TA 10/19

Side Letter between the County of Santa Clara

and

SEIU Local 521-Supervisory Unit

Within sixty (60) calendar days following final ratification of the labor agreement, the County of Santa Clara and SEIU Local 521-Supervisory Unit, mutually agree to open a new Departmental agreement in accordance with 8.15, for Staff Development Specialist and Associate Staff Development Specialist currently assigned to Staff Development and Training in Social Services Agency. The agreement may include topics appropriate for Departmental Agreement, including but not limited to:

- Training preparation
- Vacation Scheduling

[Signature] - 10/11/19
Valerie P... 10/11/19

JA 10/19 @ 9:53A
SEIU 521

[Signature]

12/20/19
[Signature]

APPENDIX I – SUPERVISORY UNIT

u/cw

Side Letter Agreement between the County of Santa Clara

And

SEIU Local 521 - Supervisory Unit

Union Proposal dated 10/01/19

~~Interim~~ Transfer Language

Within sixty (60) calendar days following the final ratification of the labor agreement, the County of Santa Clara and SEIU Local 521 – Supervisory unit, mutually agree to open a new Departmental agreement for the Social Work Supervisory Unit currently assigned to DFCS in accordance with 8.15, for Social Work Supervisors currently assigned to DFCS. The agreement may include topics appropriate for Departmental agreements, including but not limited to:

- implementing shift selection, geographical and regional preference of vacant positions within DFCS for Social Work Supervisors currently assigned to DFCS prior to appointment of supervisors not assigned to DFCS;
- vacation, core days, personal leave schedules;
- number of employees that can be off on a daily basis;
- hours of operation.
- Overtime including but not limited to formulas developed to authorize overtime for supervisory workers.

This Departmental agreement negotiations will be concluded within ~~thirty (30)~~ sixty (60) calendar days of the parties initial meeting. The Parties furthermore agree that current contract language under i.7.6 (b) will remain in effect until such time that a Departmental agreement is reached.

Date: *Ben Bradley*
Valerie O'Keefe
For the Union – Supervisory Unit

Date: *10/1/19*
[Signature]
For the County – Supervisory Unit

[Signature]
[Signature]
10/1/19
@ 1:51p

12/20/19
[Signature]

APPENDIX I – SUPERVISORY UNIT

Side Letter Agreement between the County of Santa Clara

And

SEIU Local 521 - Supervisory Unit

For Dependency Investigator

The County of Santa Clara agrees to pay a five percent (5%) differential to the Dependency Investigative Supervisor who oversees the Petition Specialists, until such time that the Supervisor no longer oversees and supervises those functions.

Date: 11/20/19

Date: 12/6/19

For SEIU 521

For County of Santa Clara

Charles P. ...
Deborah ...

[Signature]

DN
12/20/19
DN

[Vertical text]

APPENDIX I – SUPERVISORY UNIT

Side Letter between the County of Santa Clara

and

SEIU Local 521-Supervisory Unit

Within sixty (60) calendar days following final ratification of the labor agreement, the County of Santa Clara and SEIU Local 521-Supervisory Unit will form a joint committee to develop the parameters of a workload study to retain a consulting firm to conduct the workload study in the Department of Family and Children Services (DFCS) consistent with County procurement procedures. The Joint Committee shall consist of an equal number of Union and County participants.

Upon entering into a contract with a consulting firm and a workload study is conducted and executed, the Joint Committee will meet to discuss the findings and develop mutually agreed upon recommendations. If the County wants to implement any of the Joint Committee's recommendations, the County will meet and confer, to the extent required by law, about the decision and/or impacts of implementing those Joint Committee recommendations.

Matthew Kent
12/6/19

12/6/19
WB
Paul Bradley
12/6/19
D
Kathleen

APPENDIX I – SUPERVISORY UNIT

APPENDIX J – EMPLOYEE ASSISTANCE PROGRAM

#

This Agreement represents the results of meeting and conferring in good faith between the County of Santa Clara and SEIU Local 521.

a) **Policy Statement**

1. The County of Santa Clara recognizes alcoholism, alcohol abuse and other health and behavioral problems as treatable conditions.
2. A County worker having these conditions will be given the same consideration and offer of assistance presently extended to workers having any other illness.
3. The social stigma associated with alcoholism and alcohol abuse has no basis in fact. It is expected that a County-wide enlightened attitude and a realistic acceptance of these conditions will encourage workers and members of their immediate families who suspect that they have a problem, even in the early stages, to take advantage of the diagnostic, counseling and treatment services available through the County's Employee Assistance Program (EAP or "Program").
4. The County is concerned with a worker's use of alcohol and with other health and behavioral problems.
5. It will be the responsibility of the County to assure that no worker's request for assistance will jeopardize his/her job security or promotion opportunities.
6. It is recognized that supervisors do not have the qualifications or the responsibility to make any diagnosis or judgment as to whether or not a worker is an alcoholic or has any other health or behavioral health problem. Supervisors' responsibilities are limited to assessing job performance and initiating the corrective action appropriate to that level of job performance.
7. Employee Assistance Program records will be kept strictly confidential. Any identifying information about any worker will be given out only with the written approval of the worker.
8. County workers and members of their immediate families who suspect that they have an alcohol or other health or behavioral health problem, even in the early stages, are encouraged to seek confidential assistance by contacting the County's EAP provider or any appropriate public or private service provider.
9. Implementation of this policy will not require, or result in, any special regulations, privilege or exemptions from the standard administration practices applicable to job performance requirements.

APPENDIX J – EMPLOYEE ASSISTANCE PROGRAM

10. Performance problems will be handled in accordance with established County and Merit System procedures and labor-management agreements. Alcoholism, drug or other personal problems will not be an acceptable reason for lowering job performance standards.
11. Workers who participate in counseling, diagnosis, or treatment may, at their request, use accumulated sick leave, vacation leave, and compensatory time while away from work for such a purpose. Leave of absence without pay, depending upon departmental policies and labor-management agreements, may also be used for these purposes.

A prime objective of this policy is to retain workers who may have or develop alcoholism, drug dependency, and/or other health and behavioral health issues by helping them to arrest its further advance before the issue(s) render(s) them unemployable.

If requested by the Union, the parties will meet within fifteen (15) working days after adoption of a successor Memorandum of Agreement by the Board of Supervisors to address any impacts, issues, and opportunities to improve quality services to staff under the County's external EAP service provider contract.

APPENDIX K – CONTRACTING OUT

#

PART I - COUNTY-WIDE CONTRACTING OUT

- a) County shall give at least forty-five (45) calendar days (except as provided in Part I e) below) prior written notice of all proposed contracts/calls for bid to private third parties as are required to be presented to the Board of Supervisors for acceptance and/or approval where the labor estimate for same equals or exceeds \$40,000 for; (1) current work now being done by classifications represented by the Union(s); (2) new work not now being done but otherwise specifically included within job specifications of classifications represented by the Union(s); provided that excluded from this Agreement are all contracts with professionals (such as engineering, architectural, legal and medical) where the primary services contracted for will be provided by those professionals; leases, lease-backs, lease purchases or other facility agreements; work required by law to be contracted out; and continuations of existing contracts. Contracts regularly and customarily let out to private third parties shall also be excluded; provided that for the first three (3) months of the project the County shall give notice of such contracts and meet regarding such contracts as and when requested and if the procedure works to the mutual agreement of both parties, such contracts shall thereafter be subject to the notice and meet and confer provisions of this Agreement.
- b) In determining whether labor estimates equal \$40,000, all individual contractors hired for a project or assignment will be considered together.
- c) Notice from County is to be given in writing to Union(s) by personal delivery or certified mail. Union(s) shall respond within five (5) working days from date of receipt with request to meet and confer; or Union is deemed to have waived meet and confer. Union(s) shall attempt to respond sooner, if possible.
- d) County and Union(s) shall meet and confer for not more than twenty (20) working days within receipt of written request from Union(s). If concerns are not alleviated or agreement not reached, County may proceed.
- e) The Board of Supervisors may proceed without meeting and conferring if they determine circumstances justify urgency action. Reasonable advance written notice of intention to proceed on such basis shall be provided Union(s) prior to meeting of Board; provided nothing herein shall hamper the Board's lawful exercise of authority under State law in emergency situations.
- f) Workers in the affected department shall have the opportunity to identify cost reductions, program improvements, or other proposals which would address the Department's rationale for the considered contract. This opportunity shall be afforded no later than the issuance of the call for bid or request for proposal.
- g) No SEIU 521 represented positions shall be filled by contract employees unless as provided in Appendix K.

APPENDIX K – CONTRACTING OUT

PART II - MAINTENANCE WORK CONTRACTING OUT ROADS AND AIRPORTS

- a) In accordance with the following procedures, County and Union shall review at the Roads and Airports Agency department level issuance of Notices to Proceed on Maintenance Work under Minor Engineering Contracts.
- b) Method of Notice - Notice from County is to be given in writing by personal delivery or certified mail to one person designated by the Union, or their alternate(s), not to exceed a total of three (3), with a copy to the Union.
- c) Time Limits and Meet and Confer - Notice from the County in (b) above shall be given seven (7) working days prior to the issuance of Notice to Proceed; and meet and confer, if requested, shall be completed within that time or County may proceed.
- d) Number of Union Representatives - The Union shall designate not more than a total of three (3) representatives from within the department to meet with management.
- e) Exclusions - Excluded from the above procedures are the following types of work, except that prior or concurrent notice shall be given of such work and why excluded.
 - 1. Construction work.
 - 2. Emergency work, i.e., work which cannot be handled because staff and equipment have been allocated and the work must be done post haste.
 - 3. Work to be done with equipment not owned by the Roads and Airports Agency.
- f) The following definitions apply:

Maintenance Work: Work performed to keep facilities in repair -- near original condition, considering normal expectation of wear and tear.

Construction Work: Work involving additions to facilities, changes in road bed or grade, any overlay of 1 1/4" or more, new facilities, or work required by law to be let.

APPENDIX L – EXTRA HELP AND INTERMITTENT WORKERS

#

A. Extra Help

1. Purpose

In order to detail the limitations and the use of extra-help in classifications covered by this Agreement and in order to provide specific notice of extensions of such usage, the parties agree as follows:

2. Policy Statements (Non-Grievable)

- a) An extra-help appointment is one made to a non-permanent position established to meet a peak-load or other unusual work situation.
- b) No extra-help workers will be retained in a department where there are workers on a re-employment list in the same classification unless the workers on the re-employment list refuse the extra-help work or do not possess the necessary skills.
- c) It is the policy of County that persons who work as extra-help employees shall be compensated on an hourly basis in accordance with the provisions of the Santa Clara County Salary Ordinance and the duties to which they are assigned if they meet all the expected minimum requirements for the comparable permanent position. They are expected to meet all such minimum requirements.

3. Limitations

- a) No person may receive pay in an extra-help capacity in any classification in the same department for more than one thousand forty (1,040) hours in any fiscal year, unless otherwise approved by the Board of Supervisors.

No person may receive pay in an extra-help capacity in any classification in another department for more than one thousand forty (1,040) hours in the same fiscal year, unless the extra help worker is filling 1) a vacant coded position for which there is an active recruitment for a coded worker; or 2) a permanent or probationary worker is on leave of absence; or 3) the position is frozen by Freeze Exemption Review Committee; or 4) to meet peak-loads or projects. In order to meet peak-loads or for projects, a department must receive authorization from the Director of Personnel prior to hiring an extra-help worker who has completed 1040 hours in another department during that fiscal year.

- b) No more than one (1) extension of 520 hours may be granted in any fiscal year.

4. Extension(s) of Limitations

If an extension is to be requested pursuant to 3(a) above, County shall give prior written notice of such request as provided below.

APPENDIX L – EXTRA HELP AND INTERMITTANT WORKERS

- a) Notice from County shall be provided to the Union at least twenty (20) working days in advance of the scheduled Board of Supervisors' meeting. Union shall respond within five (5) working days from date of receipt with request to meet and discuss; or Union is deemed to have waived meet and discuss. Union shall attempt to respond sooner, if possible.
 - b) County and Union shall meet and discuss for not more than ten (10) working days within receipt of written request from Union. If concerns are not alleviated or agreement not reached, County may proceed.
 - c) The Board of Supervisors may proceed without meeting and discussing, if they determine circumstances justify urgency action. Reasonable advance written notice of intention to proceed on such basis shall be provided Union prior to meeting of Board; provided nothing herein shall hamper the Board's lawful exercise of authority under State law in emergency situations.
5. Extra Help workers shall be subject to the provisions of Article 2; Section 3.1, Section 3.2, Article 4, section 7.1, Section 7.6, Section 7.7 Sections 8.4, 8.5, 8.6 8.9, 8.10 8.12, 8.15 and 8.16, Section 9.3, Article 13.4, Article 16, Article 18, Articles 25, 26, 27, and 28 of the Agreement between the County and Local 521. The following shall also apply to extra help workers:
- a) For extra help hospital workers, overtime is defined as time worked beyond eighty (80) hours in any fourteen (14) day consecutive work period, or beyond eight (8) hours in any workday. For extra help workers, who do not meet the FLSA criteria for different work periods, overtime is defined as time worked beyond forty (40) hours in any seven consecutive day work period or beyond eight (8) hours in any workday. Compensation for overtime shall be paid in cash at the rate of one and one-half (1 1/2) times the regular hourly rate.
 - b) When assigned and worked, Extra Help Workers shall be paid at time and one-half for all hours worked on County holidays.
 - c) Where extra help workers are required to wear uniforms the department will provide to workers.
 - d) Any worker who believes he/she needs safety shoes to safely perform his/her assignment, s/he may request a job hazard assessment of his/her assignment to County OSEC. An assessment shall be conducted by County OSEC or the Safety Coordinator or department designated representative (who is trained to conduct assessments) within 60-90 calendar days to determine whether the position requires safety shoes. If a decision is made that the position requires a safety shoes, the County shall provide safety shoes for use within 120 calendar days.

APPENDIX L – EXTRA HELP AND INTERMITTANT WORKERS

- e) Extra help workers shall be eligible to participate in the County 457 b) Deferred Compensation plan.

6. **Reports**

The County shall, each month, furnish the Union with a list of all extra-help worker names, classification, department, and hours worked. Each year in the month of July, the County shall provide the Union a summary of all extra help hours in classifications represented by SEIU Local 521 by name, classification, department, cost center, step placement and hours for the entire preceding FY.

7. **Extra-Help Meetings**

The County and the Union will meet twice per year during the term of the agreement for the purpose of review and discussion of extra-help usage.

8. **Retained for historical purpose Grandfathering/parenting of Benefits from Extra Help Transition Program**

A final process is established, for the term of this agreement, to transition certain extra help/intermittent workers into regular coded vacancies. It is agreed that regular coded worker's rights shall supersede the extra help/intermittent transition program. The following provisions apply:

- a) As of 7/1/06, an extra help worker (including existing Intermittent Workers) must have an average of 60 hours each pay period for the last two (2) fiscal years (7/1/04 - 6/30/06).
- b) Transition is to either the last classification for extra help work or if more than one classification held then to the highest classification held in these last two (2) fiscal years.
- c) Transition either to the last classification for extra help work, or, if more than one extra help classification held, then to the highest classification held in the last two fiscal years.
- d) The order of offer for transitioning into coded positions will be in order of higher number of extra help hours in the last two (2) fiscal years;
- e) Worked a total of 6,240 hours over the last 5 years; or
- f) Worked an average 50 hours per pay period for those extra help workers with more than 5 years of extra help status;
- g) Meet minimum qualifications for the job class, and pass any skill test and qualifying examination required of the classification;
- h) Serve an original probationary period; and,

APPENDIX L – EXTRA HELP AND INTERMITTANT WORKERS

No new codes will be created by the County for the purpose of this Program. Former intermittent workers will maintain their hours accrual towards eligibility for health insurance. Formerly intermittent workers will remain at their current step placement and continue to progress through the step system in accordance with Section 10 of this article. Extra help workers who transition into regular codes will have an eight (8) year vesting period for the retiree health program.

9. Extra Help Workers shall be eligible and may elect to enroll in the Valley Health Plan after 1,040 paid hours of employment. The worker shall pay a pro-rata portion of the total monthly premium costs based on the following:
 - a) During the first year (26 pay periods) of eligibility of enrollment in the Valley Health Plan, the Worker is eligible for 50% subsidy of “worker only” premium by the County,
 - b) During the second year (52 pay periods) of eligibility of enrollment in the Valley Health Plan, the Worker is eligible for 75% subsidy of “worker only” premium by the county,
 - c) During the third year (78 pay periods) of eligibility of enrollment in the Valley Health Plan, the Worker is eligible for 100% “worker only” premium contribution by the County or 50% subsidy of family coverage.
 - d) During the fourth year (104 pay periods) of eligibility of enrollment in the Valley Health Plan, the Worker is eligible for 75% subsidy of family coverage.
 - e) During the fifth year (130 pay periods) of eligibility of enrollment in the Valley Health Plan, the Worker is eligible for 100% family coverage premium payment by the County.
 - f) Eligible workers shall be allowed to purchase dependent coverage through payroll deduction.
 - g) County paid medical coverage shall be suspended after two (2) pay periods of no paid time.
10. **Salary Steps**
 - a) If at step 1 on June 24, 2013, remain at step 1 until 1040 hours are reached by extra help workers after June 24, 2013. Subsequent step increases, step 2 through 5 will occur after each 2080 hours.
 - b) If at step 2 or higher on June 24, 2013, remain at that step with movement to subsequent steps, through step 5, to occur after each 2080 hours.

Sub-steps 98 and 99 abolishment:

APPENDIX L – EXTRA HELP AND INTERMITTANT WORKERS

Sub-steps 98 and 99 shall be abolished effective June 24, 2013.

Extra help workers hired on or before June 24, 2013 and who remain in sub-step 98/99 on or after June 24, 2013 shall be placed in step 1 starting from June 24, 2013.

Extra help workers hired after June 24, 2013 into sub-step 98/99 shall be placed in step 1 starting from the date of hire.

B. Continuation of the Former Intermittent Worker Benefit Program

The County and the Union agreed to eliminate the Intermittent Worker Program effective June 20, 2006. All Former Intermittent Workers who became Extra Help workers and who elected to enroll in Valley Health Plan as of June 19, 2006, will continue the current schedule of benefits. The worker shall pay a pro-rata portion of the total monthly premium costs as in subsection A.9 above.

C. Other Provisions

The County and the Union mutually agree to continue the following provisions of the agreement from the prior re-opener on the issue of extra help use as follows:

1. Extra Help Usage Cap

Extra help use shall be capped at 1,250,000 hours per fiscal year. Extra help workers working for The Registrar of Voters shall not be counted against the 1,250,000 hour cap. In the event of unanticipated circumstances, which cause additional usage of extra help hours, the County may exceed the extra hour usage caps only after meeting and conferring with the Union and reaching mutual agreement.

2. Streamlining of the Hiring Processes:

The County and the Union jointly identified methods to streamline the hiring process in an effort to reduce the need for extra help. When applicable, these methods include:

- a) Identify and increase the number of classes for continuous recruitment;
- b) Screen all applications within five (5) working days of recruitment closing;
- c) Score all exams within five (5) working days of testing;
- d) Provide all certification lists to department/agency within three (3) days of a request;
- e) Use the Internet for recruitment;
- f) Start recruitment process before some jobs become vacant;

APPENDIX L – EXTRA HELP AND INTERMITTANT WORKERS

- g) Train managers and supervisors on the effective use of eligible lists, filling temporary vacancies and using the recruitment process; and alternatives to extra help usage including Provisional and Substitute Provisional appointments.
- h) The County and the Union shall meet annually to review and evaluate the effectiveness of the identified streamlining methods.

3. Extra Help to Unclassified process:

- a. The County will offer a one-time opportunity for Extra Help workers to move into unclassified positions under the following conditions:
 - i. The County will alternatively staff the following classifications as unclassified and classified.

County-wide / Department Specific Classifications	HHS Specific Classifications
Community Worker	Health Information Clerk I
Food Service Worker I	Health Information Clerk II
Food Service Worker Correction	Health Services Representative
Janitor	Hospital Services Assistant II
Library Page	Medical Assistant
Material Supplies Specialists	Medical Laboratory Assistant II
Office Specialist I	Medical Unit Clerk
Office Specialist II	Mental Health Worker
Office Specialist III	Pharmacy Technician
Probation Counselor	Patient Transporter
Warehouse Materials Handler Series	Licensed Vocational Nurse

- ii. To qualify, Extra Help workers must: 1) meet the employment standards of the classification into which they seek to be appointed; and 2) have worked a minimum of 1040 hours total over the last two (2) years.
- iii. On or about July 28, 2023, the County shall provide the Union a listing of the current budgeted vacancies in the above-referenced classifications, and a listing of all Extra Help employees working in such classifications who meet the two qualifications stated in paragraph 3(a)(ii).
- iv. Two full pay periods following the second reading of the Salary Ordinance implementing this Agreement, the appointing authority may select for an unclassified position any extra help employee in the classifications under Section 3.a.i above who meet the requirements in Section 3.a.ii.

APPENDIX L – EXTRA HELP AND INTERMITTANT WORKERS

All unclassified employees working in the above listed classifications shall be provided a promotional evaluation within the first nine (9) months of their appointment to the unclassified position. Employees will have up to nine (9) months to have a favorable promotional rating form completed by their manager/supervisor. If the employee receives a favorable promotional rating form, and takes and passes the qualifying test to qualify to make a status change, after passing the qualifying test, the employee shall be promoted into the coded classified position they are currently holding.

4. **Float Pools:**

Continue the Float Pool program established in Santa Clara Valley Health and Hospital System and in the Department of Correction. Float positions are used to cover the absences of classified or unclassified workers for special projects as needed.

The program in Santa Clara Valley Health and Hospital System consists of the following classifications:

Classification	# of Codes
Hospital Services Assistant II	7
Janitor	3
Health Services Representative	5
Medical Assistant	1
Nursing Attendant	4
Office Specialist I	3

The program in the Department of Correction will consist of two (2) Float positions to be selected by management from the classifications of FSW-Correction, Cook II, Dietetic Assistant or Baker.

5. **Part Year Codes**

The County and the Union agreed to the establishment of half-year (13 pay periods) and three-quarter year (19 pay periods) positions in the Department of Parks and Recreation. Workers hired into such positions shall work full-time for either 13 or 19 pay periods. The County agrees to expand to other areas as appropriate by agreement of the County and Union.

Workers hired into such positions shall be eligible for benefits as full-time employees for the effective time period (13 pay periods or 19 pay periods) of the code. Workers who work beyond the time period of the code shall be eligible for benefits in accordance with Section 7.4b) of the Agreement between the County and the Union.

All time worked in a part year coded classification will be used for the purposes of determining a part year worker's probationary period under Section 6.1.

APPENDIX L – EXTRA HELP AND INTERMITTANT WORKERS

Workers in half-year or three-quarter year codes shall not be eligible for coverage under Article 5 - Layoff.

Workers in such positions shall be released from County employment at the expiration of the time period established for the position, but may be retained on an as needed basis by the Department of Parks & Recreation. Workers released from such positions because of the expiration of time for the position are not guaranteed recall into such positions in subsequent years. To the extent that the County determines to fill such positions in subsequent years, workers will be recalled by classification and seniority.

Seniority shall be defined as the date of hire within a part year coded classification in the Department of Parks & Recreation within the classified service of the County. For the purpose of computing total time in the worker's classification, the worker will be given credit for all time in any part year classification at the same or higher salary level, in which status had formerly been held. Date of hire shall be adjusted for all time on leave without pay, which extends beyond one full pay period, but shall not be adjusted for all time on maternity leave, worker's compensation leave and military leave.

The hiring for the positions will be done according to Merit System Rules. For the initial hiring, the Department of Parks & Recreation the 1999 seasonal workers were offered positions by seniority based on the total length of extra help service as determined by the department and in consultation with the Union.

The County agreed to delete the extra help classification of Park Aide and to establish the classification of Parks Services Attendant.

6. **Reports:**

a) Extra help hours report:

The County will modify the bi-weekly extra help hours report to include the total number of extra help hours in each budget unit and the original date of hire of each extra help worker. Any date prior to February 23, 1998 will not be considered.

b) Quarterly reports to Board of Supervisors:

If the Board of Supervisors is provided with a quarterly report on extra help workers represented by Local 521, the report will include the total number of hours by department/agency. Local 521 will be provided with a copy of the report.

c) Creation of tests:

The Union will provide the County with a list of concerns where members report problems with the test and suggestions for revisions. The County agrees to study and respond to the Union's report.

APPENDIX L – EXTRA HELP AND INTERMITTANT WORKERS

7. **Budget Item:**
Starting FY 2001-2002, a line item for each budget will be included in the County Budget that represents the cost of budgeted extra help usage.
8. **Department/Agency Meetings:**
 - a) At the request of the Union, a joint meeting conducted with Union representatives, Department representatives and representatives of the Employees Services Agency (ESA) when a County department/agency significantly exceeds extra help targets. ESA will prepare a report that includes a review of the meeting, the reasons the extra help target was exceeded and any plans or recommendations to reduce extra help use if appropriate. The report will be provided to the County Executive and copied to Union.
 - b) Create a centralized oversight committee to meet 4 times per year to ensure that progress is made on pathways to permanency and to monitor usage.

APPENDIX M – GUIDELINES FOR DEPARTMENTAL SAFETY COMMITTEES

The following Guidelines have been mutually agreed upon in accordance with the Agreements between Santa Clara County and Locals 1587, legacy Locals 535 and 715 (currently SEIU Local 521). The County-wide Joint Labor/Management Safety Committee, hereinafter referred to as the County-wide Safety Committee, as established by those Agreements, shall continue to meet in order to implement these Guidelines and to conduct an on-going review of the safety program and Departmental Joint Labor/Management Safety Committees, hereinafter referred to as the Departmental Safety Committee. Revisions or additions to these Guidelines may be made upon mutual agreement of the Union and Management representatives to the County-wide Committee.

GUIDELINES

1. **Departmental Safety Officer**
Each department head shall designate a Departmental Safety Officer, with concurrence of the County Director of Personnel.
2. **Safety Stewards**
The Unions shall designate Safety Stewards and alternates. There shall be a Safety Steward available to each worker. The number and distribution shall be such that a Steward be available to each work area or place. Safety Stewards may also be regular Stewards.
3. **Departmental Safety Committee**
A Departmental Safety Committee shall be established in each County Department, which shall include Departmental Safety Officers and Safety Stewards. The Unions and the department shall mutually agree on the number of representatives to the Departmental Safety Committee. Composition of the Committee shall be subject to review and approval of the County-wide Safety Committee.
4. **Employee Representatives**
In the event that no Union represents workers in a given work place, employee representatives shall be elected by democratic vote of non-supervisory personnel.
5. **Departmental Safety Committee Structure**
The structure of the Departmental Safety Committees and the frequency of meeting shall be determined by mutual agreement within each Departmental Committee. For example, in a small department a formal committee structure may not be necessary. Also, in a large, complex department, a subcommittee structure may be appropriate.
6. **Departmental Safety Officer Responsibilities**
The Departmental Safety Officer shall ensure safe working conditions, provide and enforce adequate safety procedures, and take any steps necessary to provide and maintain a safe working environment within his/her department. The Departmental Safety Officer must be familiar with the operation of the department and informed

APPENDIX M – GUIDELINES FOR DEPARTMENTAL SAFETY COMMITTEES

of day-to-day developments which may affect safety of working conditions. The Departmental Safety Officer shall be responsible for implementation and enforcement of Guidelines established by the County-wide Safety Committee.

7. **Release Time**

Safety Stewards shall receive paid release time from regular duties for performance of their duties as Safety Stewards. Examples of reasons for such release time are:

- a) Scheduled Safety Committee meetings within the department.
- b) Meetings with Management on specific health or safety problems.
- c) Scheduled Safety Training sessions.
- d) Accident or Hazard Report investigation and correction. Reasonable release time for investigation and correction shall be allowed.

Time off for representation should not unduly interfere with the performance of the Safety Steward's other duties as a worker or with the work flow requirements of the department.

8. **Safety Inspections**

Safety inspections shall be conducted of every work place as necessary by the first-line supervisor with a Safety Steward, when possible. A monthly inspection report shall be made and filed with the Departmental Safety Officer.

9. **Hazard Report, Action, Appeals Process**

- a) Management shall make available to workers in all work locations the standard County Hazard Report forms which may be filed by any worker with the responsible member of supervision. The worker should retain a copy.
- b) Supervisor shall transfer information from Hazard Report forms to Hazard Action forms and process as follows:
 1. When corrective action is necessary, responsible supervisor shall state on Hazard Action forms the nature of the corrective action taken or to be taken by the responsible supervisor, specifying dates, in order to eliminate unsafe or unhealthy condition which may exist.
 2. Within two (2) business days of the receipt of the Hazard Report, the supervisor shall submit copies of the Hazard Action form to the Departmental Safety Officer, the Safety Steward concerned, the County-wide Safety Committee and the worker concerned.

APPENDIX M – GUIDELINES FOR DEPARTMENTAL SAFETY COMMITTEES

3. If the Safety Steward and/or the worker concerned are (is) not satisfied with the corrective action taken or to be taken, the matter may be appealed to the Departmental Safety Officer.
 4. Within ten (10) business days of receipt of Appeal, the Departmental Safety Officer shall further investigate and shall reassess and provide the Safety Steward and the worker concerned with a written statement (specifying dates) of action taken or to be taken.
 5. In the event that the worker concerned or the Safety Steward is not satisfied with the decision of the Departmental Safety Officer, the matter may be referred by any of the involved parties to the Departmental Safety Committee for decision and action.
 6. If the Departmental Safety Committee cannot agendize or satisfactorily resolve the matter within ten (10) days of receipt of appeal, it may be referred to the County-wide Safety Committee by any of the involved parties.
- c) In the event that a hazardous condition presents a clear and immediate danger to the health or safety of workers, the above time limits shall be reduced to immediate response and action.
10. **Supervisor's Report of Industrial Injury**
- a) The supervisor shall complete the Supervisor's Report of Industrial Injury on the same date he is informed of an on-the-job accident. This includes an investigation as to whether the accident was the result of an unsafe act or unsafe condition.
 - b) The copies shall be immediately dispersed according to the instructions on the form with the exception of the fourth copy (Goldenrod-Department). This copy will be given to the injured worker. A fifth, duplicated, copy shall be provided the Safety Steward by the Departmental Safety Officer.
 - c) If, in the opinion of the supervisor, the accident is the result of an unsafe working condition, the supervisor shall take immediate steps to correct it and complete a Hazard Action form following the procedure as outlined in Paragraph 9(b) above.
 - d) If, in the opinion of the supervisor, the accident is not the result of an unsafe working condition and the injured worker or Safety Steward disagrees, the worker or Safety Steward shall complete a Hazard Report form following the procedure as outlined in paragraph 9(b) above.

APPENDIX M – GUIDELINES FOR DEPARTMENTAL SAFETY COMMITTEES

11. **Priority Status for Safety Work Orders**

When the Department Safety Officer states to Department of General Services-Building Operations that the item needing service is a safety hazard, the person in Building Operations receiving the request will so mark the order form. The section foreman will assign priority status to the Work Order so action begins within twenty-four (24) hours.
12. **Safety Work Procedures**
 - a) The Departmental Safety Committees shall establish and periodically review by mutual agreement safety work procedures to ensure safe working practices and conditions. Safety work procedures shall be directed at specific health or safety problems, and shall be clear, simple, and precise, without being unnecessarily restrictive.
 - b) Safety work procedures appropriate to each work area or place shall be posted on the bulletin board.
13. **Safety Training**
 - a) The County-wide Safety Committee shall establish a Safety Training Subcommittee. This Subcommittee shall design and implement a County-wide training program for Safety Stewards, supervisors and non-supervisory workers, working with and through the Departmental Safety Committees, subject to the review and approval of the County-wide Safety Committee.
 - b) Safety training shall be conducted on a departmental level. It shall include training in identification and correction of health and safety hazards, training in safe work practices, training in hazard report and appeal processes, training in Cal-OSHA regulations and procedures.
 - c) Safety training shall be provided workers on a regular basis in each work area. A monthly written record shall be received and maintained by the Departmental Safety Committee reflecting the date, duration, and subject matter of any training provided. High hazard or injury areas may be required to conduct more frequent training sessions. Training shall be conducted at the lowest practical level of supervision.
14. **Video Display Terminal Provision**
 - a) **Guidelines**

Pursuant to the VDT Workstation Sideletter of the 1985-87 Contract, the County Executive's Guidelines for Purchasing and Maintenance of VDT Equipment dated July 3, 1987 has been issued to all departments.

APPENDIX M – GUIDELINES FOR DEPARTMENTAL SAFETY COMMITTEES

b) **Alternate Work for Pregnant Workers**

Although research to date has not proven that video display terminals are a health or safety hazard, in recognition of concern about potential adverse effects involving pregnancy, the County agrees to the following:

A pregnant worker assigned VDT functions may request reassignment, within her department/agency for the term of the pregnancy to non-VDT duties. The department will assess the request of the worker and may reassign, redistribute or restructure work to accommodate such request. A worker must submit a written request for the assignment to non-VDT duties. The department/agency shall not be required to make work or otherwise create positions that would not be performed in the normal course and scope of business nor to adversely affect the operation of the department/agency or work unit.

Reassignment, redistribution or restructuring of work may result in the assignment of duties outside the worker's job classification. In cases of assignments to a position in a lower classification, the worker shall be paid consistent with the lower classification and shall not continue any pay differentials unless eligibility exists in the position in the lower classification. In cases of assignments to a position in a higher classification, provisions of Section 7.5, Work Out of Classification, shall apply.

If a worker is required to work at a location other than her regular work location, all claims pursuant to Section 8.11, shall be waived.

Assignments pursuant to this Appendix shall supersede all departmental agreement assignment bidding provisions.

Any probationary worker reassigned to a different class shall not receive credit towards completion of the worker's probationary period for the period of reassignment. Credit towards completion of the probation period shall be given for time during which the worker's current classification duties have been redistributed or restructured within the same classification.

Should the worker refuse an offer of reassignment, work restructure, or work redistribution, the worker may request a personal leave of absence pursuant to Section 12.5(a), or seek, on her own, a permanent voluntary demotion or transfer. During the period of time that worker is seeking a permanent demotion or transfer or in the absence of the permanent transfer, demotion or personal leave, the worker shall continue to perform VDT duties.

If the department is not able to accommodate the request due to cost, operational impact, etc., the worker may request a personal leave of absence pursuant to Section 12.5(a) or seek on her own a permanent voluntary demotion or transfer or may seek on her own a temporary transfer

APPENDIX M – GUIDELINES FOR DEPARTMENTAL SAFETY COMMITTEES

to a permanent coded position which is vacant due to a leave of absence in another department/agency subject to the following conditions:

1. No more than seven (7) workers on a County-wide basis and no more than one (1) worker per department at any time may be temporarily transferred to a permanent coded position which is vacant due to a leave of absence outside of their department/agency.
2. The receiving department must agree to the temporary transfer.
3. Any worker seeking a temporary transfer must execute a contract and receive approval from the Office of Labor Relations. This contract will include, but not be limited to:
 - a. specific acknowledgement and waivers of layoff seniority in the department in which the vacant leave of absence position has been accepted;
 - b. waiver of bidding rights under the departmental agreement in the originating department (except those rights afforded workers on maternity leave);
 - c. waiver of bidding rights under the departmental agreement in the receiving department;
 - d. acknowledgement that should the vacant leave of absence position become unavailable, the worker shall be required to commence her leave of absence as of that date and may not return to her originating department until the conclusion of her maternity leave of absence.
4. For purposes of returning to her originating department, the worker shall be returned on the same basis as if Section 6.9 had applied.
5. The worker who has taken a position under this provision who begins her maternity leave shall be considered on leave from her originating department.
6. The worker shall continue to perform VDT duties during the period of time that the worker is seeking a permanent demotion or transfer, or transfer to a permanent position vacant due to a leave of absence or in the absence of any transfer, demotion or personal leave.

APPENDIX N – STATE DISABILITY INSURANCE (SDI)

The Union and the County agree as follows regarding coverage of the bargaining units listed below by the State Disability Insurance plan (SDI):

Clerical Unit
Administrative Professional and Technical Unit
Blue Collar Unit
Public Health Nursing Unit
Environmental Health Unit
Social Services Unit
Supervisory Unit

1. The County will register all bargaining units listed herein with the director of Employment Development Department for the purposes of SDI coverage for represented workers.
2. The Controller's Office shall withhold wage earner contributions each pay period at the rate set pursuant to the Unemployment Insurance Code and forward the funds to the State Disability Fund.
3. Within one week of being disabled from work, the worker or his/her representative must contact the office designated by the County to provide information on the following:
 - a) The date the disability/illness commenced;
 - b) The estimated duration of the disability;
 - c) A phone number where the worker can be reached;
 - d) The election of sick leave/vacation usage during the first week of disability;
 - e) Whether or not the employee is planning to file for SDI;
 - f) The election to integrate sick leave and vacation pay with SDI benefits.
4. A worker who is determined to be eligible to receive SDI benefits and who has made timely election to integrate shall be paid a biweekly amount (accumulated sick leave/vacation) which, when added to SDI benefits, shall approximately equal his/her normal biweekly net pay after taxes (overtime is excluded). Such warrants will be issued on normal County paydays.

If notification is not received, no integration of sick leave or vacation will be effected. However, one time only, the workers may elect integration and it shall be implemented at the start of the next pay period. In such case, integration payments shall be made prospective only.

APPENDIX N – STATE DISABILITY INSURANCE (SDI)

The employee will have the responsibility to notify the office designated by the County of any change in status (either health or length of disability) that may affect his/her return to County employment.

APPENDIX O

D97 ACCOUNT CLERK II
D96 ACCOUNTANT ASSISTANT
C60 ADMIN ASSISTANT
X19 ADMIN ASSISTANT-CONF CLERICAL
R78 ANESTHESIA TECHNICIAN
N95 ASSISTANT CHIEF ENGINEER
K06 ASSOC BIOMEDICAL ENGR TECH
R2V ASSOC CARDIO INTERV TECH
G1U ASSOC IT FIELD SUPPORT SPC
G2U ASSOC USER EXP (UX) DESIGNER
C5F ASSOCIATE COMMUNICATIONS OFFCR
K03 BIOMEDICAL ENGINEERING TECH
C35 BUYER ASSISTANT
S9J CARDIAC SONOGRAPHER I
S9H CARDIAC SONOGRAPHER II
S9G CARDIAC SONOGRAPHER III
R4A CARDIO REHAB SPECIALIST
R2W CARDIOVASCULAR INTERV TECHNOL
R9A CLINICAL NEUROPHYSIOLG TECH I
R99 CLINICAL NEUROPHYSIOLG TECH II
C2D CLINICAL RESEARCH ASSOCIATE
C2E CLINICAL RESEARCH ASST II
C2C CLINICAL SUPPORT PROGRAM CRD
J06 CODER I
J05 CODER II
J04 CODER III - INPATIENT
W09 COMM OUTREACH SPEC - U
S51 COMMUNICABLE DISEASE INVEST
E04 COMMUNITY OUTREACH SPECIALIST
E07 COMMUNITY WORKER
Q96 COMMUNITY WORKER - U
H59 COOK
E49 DAY CARE CENTER AIDE
R8D DIAG IMAGING TECH I -MAMMO
R8G DIAG IMAGING TECH I-CLIN INSTR
R8E DIAG IMAGING TECH I-CT
R8F DIAG IMAGING TECH I-CT & MAMMO
R8C DIAG IMAGING TECH I-FLUORSCOPY
R8A DIAG IMAGING TECH II- MAMMO
R8B DIAG IMAGING TECH II-CT
R87 DIAGNOSTIC IMAGING TECH I
R88 DIAGNOSTIC IMAGING TECH II
R71 DIALYSIS TECHNICIAN
H64 DIETETIC ASSISTANT
S34 EKG TECHNICIAN
K94 ELECTRONIC REPAIR TECHNICIAN

APPENDIX O

S91 EMERGENCY ROOM TECH
J28 EPIDEMIOLOGIST I
J25 EPIDEMIOLOGIST II
C29 EXEC ASSISTANT I
C19 EXEC ASSISTANT II
M20 FACILITIES MAINTENANCE REP
H67 FOOD SERVICE WORKER I
H66 FOOD SERVICE WORKER II
R44 GASTROENTEROLOGY TECHNICIAN
M48 GENERAL MAINT MECHANIC I
M47 GENERAL MAINT MECHANIC II
M47 GENERAL MAINT MECHANIC III
J46 GRAPHIC DESIGNER I
J45 GRAPHIC DESIGNER II
B5Z HEALTH CARE PROG ANALYST ASSOC
B5Y HEALTH CARE PROGRAM ANALYST I
J27 HEALTH EDUCATION ASSOCIATE
W08 HEALTH EDUCATION ASSOCIATE - U
J69 HEALTH INFORMATION CLERK I
J68 HEALTH INFORMATION CLERK II
J67 HEALTH INFORMATION CLERK III
J78 HEALTH INFORMATION TECH I
J77 HEALTH INFORMATION TECH II
D2E HEALTH SERVICES REP
D2G HEALTH SERVICES REP - U
G52 HOSPITAL COMMUNICATIONS OPR
S95 HOSPITAL SERVICES ASST I
S93 HOSPITAL SERVICES ASST II
D29 HOUSE STAFF COORD
G51 INFO SYSTEMS TECH IG50 INFO SYSTEMS TECH II
G38 INFO SYSTEMS TECH III
R2X INTERVENTIONAL RADIOLOGY TECHN
G1T IT FIELD SUPPORT SPECIALIST
H18 JANITOR
H86 LAUNDRY WORKER I
H84 LAUNDRY WORKER II
F14 LEGAL CLERK
F16 LEGAL CLERK TRAINEE
E41 LIBRARY ASSISTANT I
E40 LIBRARY ASSISTANT II
S85 LICENSED VOCATIONAL NURSE
Q8S LICENSED VOCATIONAL NURSE - U
M83 LOCKSMITH
G8H MATERIALS SUPPLY SPECIALIST
D79 MEDICAL ADMIN ASSISTANT I
D76 MEDICAL ADMIN ASSISTANT II

APPENDIX O

H93 MEDICAL ASSISTANT
R7F MEDICAL LABORATORY ASST III
R75 MEDICAL LABORATORY ASSISTANT I
R74 MEDICAL LABORATORY ASST II
D75 MEDICAL OFFICE SPECIALIST
D87 MEDICAL TRANSCRIPTIONIST
D50 MEDICAL TRANSLATOR
D52 MEDICAL TRANSLATOR TRAINEE
D02 MEDICAL UNIT CLERK
E33 MENTAL HEALTH COMMUNITY WORKER
D2J MENTAL HEALTH PEER SUPPORT WRK
S9S MENTAL HEALTH WORKER
E28 MESSENGER DRIVER
E60 MOBILE OUTREACH DRIVER
S3M MONITOR TECHNICIAN
R6A MRI TECHNOLOGIST - ANGIO
R6C MRI TECHNOLOGIST - CT
R2E MRI TECHNOLOGIST - EH
P84 OBSTETRIC TECHNICIAN
R2C OCCUPATIONAL THERAPY ASST II
D51 OFFICE SPECIALIST I
D49 OFFICE SPECIALIST II
D09 OFFICE SPECIALIST III
P71 OPERATING ROOM CLERK
P48 OPHTHALMIC TECHNICIAN
R90 ORTHOPEDIC TECHNICIAN
M68 PAINTER
S9Q PATIENT ACTIVITIES COORDINATOR
D48 PATIENT BUSINESS SERV CLERK
S9P PATIENT TRANSPORT COORDINATOR
S9T PATIENT TRANSPORTER
Q9T PATIENT TRANSPORTER - U
R97 PER DIEM DIAGNOSTIC IMG TECH I
R2G PER DIEM RESPIRATORY CARE PRCT
S79 PER DIEM ULTRASONOGRAPHER I
S98 PER DIEM ULTRASONOGRAPHER II
R27 PHARMACIST
R96 PHARMACIST LOCUM TENENS
P40 PHARMACIST SPECIALIST
R2I PHARMACY ASSISTANT
R2S PHARMACY DATA SPECIALIST VHP
R29 PHARMACY TECHNICIAN
R2T PHARMACY TECHNICIAN - U
R69 PHYSICAL THERAPIST ASST I
R64 PHYSICAL THERAPIST ASST II
U98 PROTECTIVE SERVICES OFFICER

APPENDIX O

S88 PSYCHIATRIC TECHNICIAN I
S87 PSYCHIATRIC TECHNICIAN II
E32 PUBLIC HEALTH ASSISTANT
S50 PUBLIC HEALTH NURSE I
S48 PUBLIC HEALTH NURSE II
W25 PUBLIC HEALTH NURSE II - U
S47 PUBLIC HEALTH NURSE III
W41 PUBLIC HEALTH NURSE III - U
S08 PUBLIC HEALTH NUTRITION ASSOC
P76 REGISTERED DENTAL ASSISTANT
H6A REGISTERED DIETETIC TECHNICIAN
P67 REHABILITATION COUNSELOR
Q6R REHABILITATION COUNSELOR - U
U10 REHABILITATION THERAPY SPEC-U
D3A RESOURCES SCHEDULING REP
R15 RESPIRATORY CARE PRAC I
R54 RESPIRATORY THERAPY SVCS SPCL
G1S SENIOR IT FIELD SUPPORT SPEC
E87 SR ACCOUNT CLERK
K01 SR BIOMEDICAL ENGINEERING TECH
S5D SR COMMUNICABLE DISEASE INVES
J23 SR EPIDEMIOLOGIST
C08 SR EXECUTIVE ASSISTANT
D1E SR HEALTH SERVICES REP
P94 SR HOSPITAL PSYCHOLOGICAL ASST
X09 SR OFFICE SPECIALIST
D45 SR PATIENT BUSINESS SVCS CLK
K18 SR TELECOMMUNICATIONS TECH
N96 STATIONARY ENGINEER
S06 STERILE PROCESS TECH II
S68 STERILE PROCESSING TECH I
C8H STUDENT INTERN, LEVEL III
C8J STUDENT INTERN, LEVEL IV
D8F STUDENT INTERN-521, LEVEL I
D8G STUDENT INTERN-521, LEVEL II
D8H STUDENT INTERN-521, LEVEL III
D8J STUDENT INTERN-521, LEVEL IV
S2D SURGERY SCHEDULER
P82 SURGICAL AIDE
S23 SURGICAL TECHNICIAN
G1Z SYSTEMS ADMINISTRATOR TECH
E20 TELECOMMUNICATIONS SRV SPC
L35 TELECOMMUNICATIONS TECHNICIAN
R48 THERAPY TECHNICIAN
S6A ULTRASONOGRAPHER I – A
S6B ULTRASONOGRAPHER I - B

APPENDIX O

S6C ULTRASONOGRAPHER I - C
S9A ULTRASONOGRAPHER II - A
S9B ULTRASONOGRAPHER II - B
S9C ULTRASONOGRAPHER II - C
S9D ULTRASONOGRAPHER II - D
R63 UROLOGY CLINICAL COORD
H17 UTILITY WORKER
D4M VHP CLAIMS EXAMINER
D25 VHP MEMBER SERVICES REP
F5F VITAL RECORDS SPECIALIST I
F5E VITAL RECORDS SPECIALIST II
T20 VOLUNTEER COORDINATOR
G77 WAREHOUSE MATERIALS HANDLER

Understanding on the Topics that Require Office of Labor Relations and Institutional Union Participation

#

A. Below are topics that require Labor Relations and Institutional Union participation in any agreements, including agreements as a result of a meet and confer (M&C) or settlements:

- Departmental Agreements
- Alternate Hours Agreement (Section 8.14 of the MOU)
- Layoffs (Impact)
- Discipline Settlement
- Grievance Settlement
- Extension of Probationary Period
- Any M&C that result in monetary modification (including adding new classifications to receive differentials or premiums, on call pay, etc. that requires changes to the MOU)
- Overpayment
- Any items outlined in the contract which provides the County to notify, or meet with the Union (such as Section 8.7 On-Call Pay, or Appendix H Contracting Out)
- Any changes to the terms of the contract
- Reorganization (in accordance with the terms of the MOU)

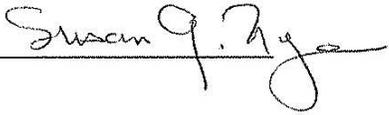
With the exception of layoff impact meetings, discipline settlements where the union is not representing the worker and reorganization, any agreement or settlement must be signed by both parties.

B. Below are topics that do not require Labor Relations presence for resolution:

Schedule Changes (Core Hours or starting and quitting times) for individual employees, allocation review, classification study, and any changes to job specifications.

The above topics are not an all inclusive list. Should there be questions about the lists above or a topic is not outlined above, the parties shall discuss issues or questions to reach a common understanding.

Date: 5-22-12

County of Santa Clara:  SEIU Local 521: 

Job Classifications for the Purposes of Layoffs

#

The following Agreement memorializes the discussions during negotiations regarding the following job classifications for the purpose of layoffs:

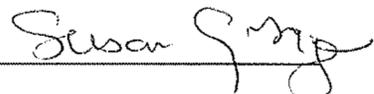
Psychiatric Social Worker (PSW) I
Psychiatric Social Worker (PSW) II
Marriage Family Therapist (MFT) I
Marriage Family Therapist (MFT) II

Section 5.1 Seniority Defined shall apply with the following additional credit for time in a worker classification:

1. For Psychiatric Social Worker II (PSW) workers: For the purpose of computing total time in the worker's classification, the worker shall be given credit for all time in classification as a Psychiatric Social Worker I.
2. For Marriage Family Therapist II (MFT) workers: For the purpose of computing total time in the worker's classification, the worker shall be given credit for all time in classification as a Marriage Family Therapist I.
3. PSW II and MFT II workers on probation shall still be considered less senior than PSW II and MFT II workers with permanent status regardless of date of hire as calculated in accordance with #1 and #2 above.
4. PSW I and MFT I workers on probation shall still be considered less senior than PSW I and MFT I workers with permanent status regardless of date of hire as calculated in accordance with #1 and #2 above.
5. For the purpose of layoffs, PSW II and MFT II are considered one classification. If the position requires a special license or skill (i.e. MFT license instead of PSW license) then section 5.10 – Re-employment list subsection b) shall apply.
6. For the purpose of layoffs, PSW I and MFT I are considered one classification. If the position requires a special license or skill (i.e. MFT license instead of PSW license) then section 5.10 – Re-employment list subsection b) shall apply.

This language agreement will not change any transfers or layoffs that were to be implemented prior to July 26, 2011.

Date: 5-22-12

County of Santa Clara  SEIU Local 521 

Non-Sworn Workers in Internal Affairs (IA) Administrative Investigation

#

The County and the Union agree to meet to discuss and attempt to resolve the issues around non-sworn workers in IA investigations. The meetings will include Labor Relations and Union staff to assist in the discussions.

Meetings shall commence as soon as reasonably feasible.

Date: 5-22-12

County of Santa Clara:

Sandra Poole

SEIU Local 521:

Susan G. Rye

Documents sent electronically via e-mail

#

This Agreement is entered into on May 12, 2010, between the County of Santa Clara and Service Employees International Union Local 521.

For reasons of cost cutting and with new technology the above parties agree to the following changes in the way we certify delivery of documents for timeline purposes and is applicable to all contracts current in effect for which the County entered into with the prior SEIU Local 715, prior Local 535 Worker Chapter and prior Local 535 Supervisory Chapter.

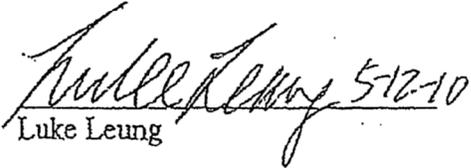
The parties agree that documents sent electronically via email are acceptable form of communication and proof of service for time line issues and is allowed specifically in the place of Certified US Mail wherever required in the above-referenced labor contracts. The "time stamp" of the email by the receiving party is controlling. If there is a dispute, the sending party's email record may be used to assist in resolving any timeliness issue. Still unresolved timeline issues may be items of further dispute relative to the subject matter at hand. Items sent by Certified US Mail will still be acceptable, but not required.

The documents may include, but not limited to recommended discipline letter, final disciplinary actions, grievances, grievance response, etc.

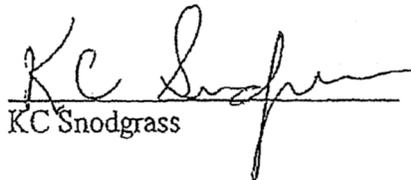
Each party will give the other party the name or names of persons and their email address as official recipient of such documents. Evidence of "full" mail boxes resulting in non acceptance by the receiving party, or evidence of receiving party email system malfunction experienced by the sending party automatically extends the time by one full County business day.

Either party may cancel this agreement upon ten (10) calendar days notice to the other.

For County of Santa Clara:


Luke Leung

For SEIU Local 521:


KC Snodgrass

5/12/10

#

**SIDE LETTER OF AGREEMENT
BETWEEN
COUNTY OF SANTA
CLARA AND SEIU
LOCAL 521**

- A. This Agreement addresses matters related to Article 13.2 (5) (g) Medical Benefits for Retirees.
- B. The purpose of this side letter is to memorialize the parties agreement to meet during the term of this agreement to discuss the feasibility of establishing a Retiree Health Reimbursement Account. The parties agree to meet upon request by either party to review and discuss items directly related to this. The contract shall not be re-opened, unless by mutual agreement of the parties.
- C. The County agrees to provide all pertinent information related to the discussions on this matter.

#

Side Letter Proposal Regarding Merit System Rules Changes

The parties agree to convene a joint committee with no more than six (6) members each from the Union and the County to explore Merit System Rule changes that the parties would mutually present to other recognized labor organizations, the Personnel Board, and the Board of Supervisors for adoption. Paid release time shall be provided to the County employees who participate in the joint committee on behalf of the Union while attending meetings of the committee. The committee shall convene its first meeting no later than September 15, 2023.

#

Side Letter between the County of Santa Clara

And

SEIU Local 521

Regarding Pre-Bid Programs

1. Within sixty (60) days after the ratification of this agreement, the parties will begin to meet to evaluate the viability of a “transfer preference” system that allows workers to indicate their preferences for transfer opportunities in advance, with the goal being to avoid the delays associated with posting periods.
2. As part of these discussion, the County will facilitate the participation of necessary technical and labor relations staff and/or individuals, as needed, whose input would be required to meaningfully evaluate the viability of a “transfer preference” system, such as an on-line system patterned after those used by other employers and their union, such as PG&E and IBEW Local 1245.
3. In these discussions, the parties will also evaluate the proposal made by the County in the negotiations for this MOA for a pilot program in the Clerical bargaining unit related to the transfer process. If the parties reach agreement on the provisions for a pilot program in the Clerical unit, it shall be implemented on a mutually agreed upon date on or after October 1, 2023.
4. The parties will continue to meet with the objective of identifying any other SEIU-represented bargaining units where similar pilot programs may be adopted by mutual agreement on or after January 1, 2024.
5. Both parties reserve the right to return from a pilot program to pre-existing contract language with regard to transfer practices upon 30-days notice without any obligation to meet and confer about the decision or effects, in the event that either party finds mutually agreed upon pilot programs to be unsatisfactory.

#

County of Santa Clara Website:

<http://www.sccgov.org/>

SEIU Local 521 Website:

<http://www.seiu521.org/>

**The Nepotism Policy can be found on the County's
website listed below:**

**[https://connect.sccgov.org/sites/policies/policyPages/
Pages/Nepotism-Policy.aspx](https://connect.sccgov.org/sites/policies/policyPages/Pages/Nepotism-Policy.aspx)**

#

Employee's Rights During Administrative Investigation (Article 6.2a)

- Upon request, an employee has a right to have a representative present at an investigatory meeting with the employer where it is reasonably likely that disciplinary action against that worker may result.
- A worker has the right to know the purpose of a meeting with a supervisor/investigator.
- If asked, the supervisor/investigator must reveal any intent to conduct an investigatory meeting that might lead to discipline of the worker asking, and give that worker sufficient time to secure representation for such meeting.
- The worker may not unreasonably postpone the meeting to find a particular representative but may have to accept the presence of the steward, or union worksite organizer or other representative who can be available within a reasonable period of time.
- Regarding any investigatory meeting with a worker that may lead to discipline of that worker, the County shall permit a steward, worksite organizer, or representative to be present to assist the worker during such meeting.
- Securing representation is the responsibility of the worker.
- Supervisors/Manager/ Investigator shall not be involved in the selection of a steward, union worksite organizer or other representative.

For additional rights and responsibilities during disciplinary investigations or internal affairs investigations review Article 6 of this agreement.