

Web Posting Transmittal Sheet

Meeting Date: 9/9

✓	BU #	NAME OF UNIT
	6	Health and Welfare Supervisors <i>SHAPE</i>
	10	Skilled Craft and Service Maintenance <i>Stationary Engineers, Local 39</i>
	3	Law Enforcement Employees
	4	Law Enforcement Supervisors <i>Deputy Sheriff's Association</i>
	12	Probation Employees
	15	Probation Supervisors <i>Probation Peace Officer Association</i>
	13	Correctional Officers <i>Sheriff's Custody Association</i>
	14	Correctional Supervisors <i>Teamsters, Local 856</i>
	17	Law Enforcement Management
	18	Law Enforcement Management <i>Law Enforcement Management Association</i>
	2	Nurses
	7	Regulatory, Technical and General Services
	9	Clerical Employees
	5	Health and Welfare Service Employees
	8	General Services Supervisors
	82	EH Nurses
	87	EH Regulatory, Technical, & General Services
	89	EH Clerical Employees
	90	EH Probation Employees <i>SEIU</i>
	1	Attorneys <i>Teamsters, Local 130</i>
X	11	Psychiatrists, Physicians and Dentists <i>Union of American Physicians & Dentists</i>
	16	Mid Management <i>AMMPS</i>
	19	Executive and Senior Management <i>Professional & Technical Engineers, Local 21</i>

- County Proposal(s) to Union
 Union Proposal(s) to County

Proposal(s) attached.

County Proposal #1 – Clean Up – April 1, 2019

3. UNION SECURITY AND RIGHTS

3.1 Agency Shop

~~As a condition of continuing employment, employees shall become and remain members of the Union or shall pay to the Union a service fee in lieu thereof.~~

3.12 Union Dues and Services

- A. ~~The parties Any employee hired by the County subject to this Memorandum of Understanding mutually understand and agree all employees subject to this agreement have the right to join or not to join the Union, on or after the date of implementation of the Agency Shop Agreement shall be provided through the employee's department with an authorization form (Appendix C).~~
- B. ~~Any Unit employee who has a dues deduction authorization on If the form is not completed properly and returned to with the Auditor-Controller's Office Department, Payroll Division as of June 27, 2018, shall be deemed to have signed up for union deductions. within five (5) working days, the County Auditor-Controller shall commence and continue a payroll deduction of service fees in the amount specified on the authorization form from the regular biweekly pay warrants of each employee. If the authorization form is completed properly and returned to the Auditor-Controller's Department, Payroll division, the County Auditor-Controller shall commence and continue a payroll deduction of dues in the amount specified on the authorization form from the regular biweekly pay warrants of each employee. The effective date of Union dues, service fee deductions or charitable contribution for such employees shall be the beginning of the first pay period of employment.~~
- C. The employee's earnings must be sufficient after other legal and required deductions are made to cover the amount of the dues, ~~or service fees check off authorized.~~ When an employee is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings. In the case of an employee who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. In this connection, all other legal and required deductions (including health care deductions) have priority over Union dues and service fees.
- D. ~~Service fees determined in accordance with this agreement shall be deducted from employees' earnings by the Auditor-Controller and remitted to the Union. Service fees shall be authorized in writing by the employee, shall be based on the decision of an arbitrator, or in the absence of either shall be calculated and deducted without the necessity of employee authorization in accordance with this agreement.~~

~~E.D. Dues payments will automatically renew unless and until the employee submits a timely signed revocation of the authorization form. To be timely, a revocation must be received or postmarked within the 30-day period immediately prior to the expiration of the MOU. An employee who so withdraws his or her membership shall be subject to paying service fees.~~

3.3 Religious Exemption

- A. Any employee of the County subject to this Memorandum of Understanding who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a public employee organization and which is recognized as such by the National Labor Relations Board, shall, upon presentation of verification of active membership in such religion, body or sect, be permitted to make a charitable contribution to the United Way equal to the service fee in lieu of Union membership ~~or service fee payment.~~
- ~~B. Upon application, employees shall have thirty (30) days to provide documentation verifying active membership in such religion, body or sect. Failure to supply documentation in a timely fashion shall result in denial of the claim. Declarations of or applications for religious exemption and the supporting documentation shall be forwarded to the appropriate local union within fifteen (15) days of receipt by the County. The Union shall have fifteen (15) days after receipt of a request for religious exemption to challenge any exemption granted by the Director of Human Resources or his/her designee. If challenged, the deduction to United Way shall commence but shall be held in escrow pending resolution of the challenge. Charitable contributions shall be by regular payroll deduction only.~~

3.4 Payroll Deductions and Payover

The County shall deduct Union dues ~~or service fees~~ from employees' pay in conformity with State and County regulations. The County shall promptly pay over to the designated payee all sums so deducted. ~~The County shall also periodically provide the Union a list of all persons making charitable deductions pursuant to a religious exemption granted herein.~~

3.5 Programming Fee

The Union shall reimburse the County for actual, reasonable and necessary costs of reprogramming in order to implement this agreement. Such costs shall not exceed the Union's share of such costs to be determined by dividing the total number of each Union's represented employees ~~subject to agency shop~~ by the total number of County employees ~~subject to agency shop~~ and by multiplying this quotient times the total cost.

3.6 Indemnification

The Union shall, at its sole expense, defend, indemnify, and hold harmless the County, its officers, employees, representatives, and agents from any and all claims, liabilities, actions, lawsuits, damages, or expenses arising out of the inclusion of the Agency Shop

provisions of Section 3 of this agreement or the administration or enforcement thereof. The Union's obligation under this paragraph includes, but is not limited to, the employment and payment of qualified legal counsel to represent the exclusive interest of the County and such of its officers, employees, representatives and agents as may be necessary upon demand of any of same. Failure of the Union to comply with the provision of this paragraph after reasonable notice by County shall entitle County, at its option, and without further notice to the Union, to rescind the Agency Shop provisions of this agreement for unexpired term of any collective bargaining agreement.

~~A. The election to implement the provisions of this Section shall not prohibit or restrict an election to rescind this Agency Shop Agreement as provided for by Section 3502.5 of the Government Code.~~

~~B.A.~~ Dues deduction shall not be retroactive.

~~C.B.~~ The County will not deduct any Union fines or penalties from the pay of any employee.

3.7 Exclusion of Employees

Management, Supervisory and confidential employees shall not be subject to this Agency Shop Agreement.

3.8 Union Rights

A. Stewards

The Union may choose one person to conduct union business for a reasonable time, not to exceed 2 hours per pay period, with the approval of the immediate supervisor.

B. Use of County Facilities

The County agrees to grant the free use of County conference and meeting rooms to the Union, as provided by Section 10 (c) and (e) of the Solano County Employer-Employee Relations Rules and Regulations, provided such use is authorized by the County Administrator or his/her designee.

C. Meeting with Department Heads

The County agrees to periodic meetings between County Management and designated Union representatives for the purpose of discussing specific problems. Such meetings shall be held at such times and such frequency as are mutually agreed upon, and shall not be considered meet and confer.

D. Names and Classes of Employees

The County shall provide the Union with a list of all current Bargaining Unit #11 employees, including newly hired and recently separated employees, covered by

this Memorandum of Understanding, on a monthly basis. Such lists shall include employees' names, home addresses, and if known, home emails, home phone numbers, classifications, dates of hire/separation, reason for separation and any other recent transactions i.e. transfers, promotions, leaves, provided that there is no change in court rulings or legislation.

E. Human Resources New Employee Orientation

The Recognized Employee Organization (Union) shall have access to employees as part of the Human Resources Department's new employee orientation as follows:

1. A representative of the Recognized Employee Organization (Union) shall be permitted fifteen (15) minutes to meet with employees of the bargaining unit the New Employee Orientation conducted by Human Resources (HR).
2. The County shall advise the employee organization of the dates and times at which the Union Representative can present to employees covered by their bargaining unit.
3. The Union Representative shall advise the County ten (10) days prior to the scheduled HR New Employee Orientation if it will be meeting and presenting information to the employees. Failure to provide notice of its intent to present will result in the Union waiving its right to present at the meeting.
4. No later than two (2) days prior to any scheduled New Employee Orientation for which the Union has provided notice of its intention to present, the County shall provide a list to the Union that includes the names, and job titles of all new employees within the bargaining unit who are expected to attend the orientation.
5. If the Union representative is not available to present at its designated time slot, the Union will be deemed to have waived its right to present at that meeting. No additional time or rescheduling will be afforded.
6. If multiple Unions attend HR's New Employee Orientation, each Union will meet with employees of the bargaining group at the same time. Separate meetings rooms may be provided but are not guaranteed; however, groups will be divided into "break-out" sessions in the room and/or close proximity to the room scheduled for new employee orientation.

County Proposal #2 – Clean Up 4-1-2019

5.4 Performance Appraisal/Merit Increases within Grade

The overall performance appraisal will be conducted and signed by a licensed clinical supervisor or manager of the same clinical discipline. However, this does not preclude the department from receiving input from a non-discipline manager.

- A. The merit increase eligibility dates for all employees hired or promoted into classifications in this unit shall be the first day of the pay period following completion of 26 full pay periods.
- B. The merit increase eligibility date for employees in regular positions shall be the first day of the pay period following completion of the number of full pay periods of service indicated as follows:

<u>After</u>	26 Pay Periods	26 Pay Periods	26 Pay Periods	26 Pay Periods
Salary GradeRange Steps	2	3	4	5

Employment beginning on the first working day of a pay period shall be considered as beginning on the first calendar day of that pay period. If the first working day is after the first Monday (Tuesday if Monday is a holiday) of the pay period, time will accrue from the first day of the next pay period for step increases and eligible fringe benefit accrual.

Other than military leave, or workers' compensation leave, a leave-of-absence without pay exceeding seven (7) consecutive calendar days in a pay period shall defer a merit increase eligibility date by an amount equal to the number of pay periods during which the employee was on leave-of-absence without pay.

- C. An employee in a regular part-time position shall be treated identically to an employee in a regular full-time position except that merit increases shall be granted in the same proportion as hours of work relate to the hours of work of a regular full-time position.
- D. Advancement within a salary range is not automatic for merely completing a specific period of service but rather based on merit as documented on a performance evaluation form prescribed by the Director of Human Resources or his/her designee. The merit increase shall consist of one step on the salary schedule for the class. A performance evaluation must be submitted within six (6) pay periods following the employee's performance evaluation eligibility date. If the supervisor fails to render a performance evaluation within the specific timeframe, -then the employee's overall performance shall be assumed to be

satisfactory and the employee shall receive, if available, a salary step increase effective on the scheduled date.

- E. The department head shall advise the Director of Human Resources and the Auditor-Controller in writing prior to the merit increase eligibility date whether the merit increase should be granted, denied or deferred. The recommendation must be supplemented by a completed performance evaluation which has been discussed with the employee. The merit increase shall consist of one step on the salary range for the class.
- F. An overall rating of either unacceptable or improvement needed requires a performance re-evaluation no later than four (4) pay periods following the scheduled merit increase eligibility date. If the employee shows no improvement, the appointing authority must recommend action to be taken.
- G. If, in the department head's judgment, the employee's performance does not merit a salary increase on the merit increase eligibility date, and a deferment of a decision accompanied by an effort at improved performance might be productive, the department head shall complete the structured merit rating and defer a decision regarding the merit increase. A merit increase decision may be deferred for any number of pay periods, not to exceed 13. A merit increase may be deferred only once for any given step on the grade range for the class. A department head may reopen the matter by submitting another merit rating and recommendation. An employee's merit increase eligibility date shall not be changed by any deferment.
- H. If an employee's merit increase eligibility date is overlooked through an error and, upon discovery of the error, the employee is recommended for merit increase, the employee shall be compensated for the additional salary he or she would have received dating from the original merit increase eligibility date.

5.5 Salary Upon Promotion

Any regular or probationary employee who is promoted to a position with a higher salary range shall receive the recruitment salary for the class or such higher amount as would constitute a five percent (5%) increase over the salary received prior to the promotion, not to exceed the top step of the new classification.

5.6 Not in use

5.7 Not in use

5.8 Not in use

5.9 Longevity Compensation

- A. All employees employed in regular or limited-term full-time positions, upon the completion of ten (10) years continuous full-time service, shall be entitled to a

two and one half percent (2.5%) increase in compensation; employees who complete twenty (20) years of continuous full-time service, shall be entitled to an additional two and one half percent (2.5%) increase in compensation (a total of 5%), additionally, after twenty-five (25) years of continuous full-time service, an additional two and a half (2.5%) percent increase in compensation (a total of 7.5%), after thirty (30) years of continuous full-time service, an additional two and one half percent (2.5%) increase in compensation (a total of 10%), and after thirty-five (35) years of continuous full-time service, an additional two and one half percent (2.5%) increase in compensation (a total of 12.5%) over the rate for the class in which employed.

- B. All employees employed in regular or limited-term part-time positions, shall be entitled to longevity compensation in the same ratio to the longevity compensation received by employees in regular or limited-term full-time positions as the number of hours in the part-time work schedule is to the number of hours in the full-time work schedule.
- C. Upon qualifying for longevity increase, any further pay increase shall be in addition thereto, and not restricted or reduced by reason of the longevity increase.

5.10 Working Out of Class

- A. It is the intent of this article to provide appropriate compensation to employees working out-of-class from the beginning of the third pay period of such assignment and continuing for the duration of such assignment.
- B. A working out-of-class assignment occurs when an employee receives a formal, written assignment by a department head to perform all the work characteristics of a higher paying classification. With prior approval from the Director of Human Resources or his/her designee, a department head may assign an employee the duties of another position in a higher classification when the following requirements are met:

1. The vacant position is specifically allocated to the department.
2. The assignment will require the duties of the position to be performed by the individual for a period of not less than two (2) pay periods.

Such temporary assignment shall not be considered a promotion. That individual shall receive the recruiting salary for the class or such higher amount as would constitute at least a one (1) step increase on the graderange over the salary received prior to the assignment not to exceed the top step of the new graderange.

- C. If the employee is eligible for a merit increase in the class occupied prior to the temporary assignment, such employee will be eligible for a rate increase on the temporary assignment class graderange provided, however, such increase in the prior class would result in more than the rate being earned on temporary assignment.

5.11 Changes in Salary Allocation

If a class is reassigned to a different salary graderange, each employee in the class shall be compensated at the same step in the new salary graderange as he/she was receiving in the graderange to which the class was previously assigned.

5.12 Overpayment and Underpayment

- A. This provision applies when the Auditor-Controller determines that an error has been made to the employee's earnings, taxes, deductions or accrued leaves. In such cases, the County, for purposes of future compensation, shall adjust such earnings, taxes, deductions or accrued leaves to the correct rate. The Auditor-Controller shall give written notice to the employee of the error, which shall include the option to meet with the Auditor-Controller to discuss the over/underpayment. As used in this section:
1. "Earnings" means the biweekly rate of pay including additional pays, and differentials.
 2. "Taxes" means payment of Social Security, Medicare or State Disability taxes; excluding federal and state withholding taxes.
 3. "Deductions" means employee paid deductions, including but not limited to medical premiums and retirement deductions; excluding voluntary deductions (such as deferred compensation) and union deductions.
 4. "Accrued Leave" means vacation, sick leave, compensatory time off and all other types of authorized leave with pay.
 5. "Overpayment" means any compensation or accrued leave that has been overpaid or over-credited to an employee regardless of the reason, including but not limited to, administrative, clerical or system errors.
 6. "Underpayment" means any compensation or accrued leave that has been underpaid or under-credited to an employee regardless of the reason, including but not limited to, administrative, clerical or system errors.
- B. In the case of an overpayment of earnings or under withheld taxes or deductions, the employee shall reimburse the County. The employee has the following options for reimbursement:
1. Full payment through a payroll adjustment if total amount of reimbursement does not exceed biweekly earnings.
 2. Full payment by personal check, money order or cashier's check if total amount of reimbursement exceeds biweekly earnings.

9/9 10:48 am

Unit #11 MOU
10/24/2017 – 10/23/2019

County Proposal #3 Clean Up - April 1, 2019

6.4 Dental Insurance

Regular or limited-term employees are eligible for dental insurance coverage for the employee and eligible dependents beginning the first of the month following ~~six (6) months of continuous service~~ appointment with the County. ~~Effective beginning the latter of full adoption of the amendment to the collective bargaining agreement or the pay period which includes November 1, 2015, the eligibility period for the dental insurance shall begin the month following appointment with the County.~~

The County pays one hundred percent (100%) of the monthly dental care insurance premium rate on behalf of each regular or limited-term full-time employee and his/her eligible dependents. The County's contribution will be a pro-rated amount of the full-time premium for regular or limited-term part-time employees in proportion to the relationship their basic workweek bears to forty (40) hours. Premium amounts in excess of the County contribution will be paid by the participating employee by payroll deduction.

The County shall maintain the existing dental insurance benefits throughout the term of this Agreement. However, it is understood that insurance plan providers from time to time mandate changes in benefits and the County has no responsibility for replacement of benefits which may be eliminated or modified by any plan provider.

The County reserves the right to provide additional dental insurance plans.

9/9 10:48 am

Unit #11 MOU
10/24/2017 – 10/23/2019

County Proposal #4 – Clean Up – April 1, 2019

6.10 Retirement

A. PERS Contract.

Subject to the terms of this subsection 6.10, the County will maintain its contract with the State Public Employees' Retirement System (PERS) and the benefits currently provided there under.

B. PEPRA Tier.

~~Effective January 1, 2013~~ The County implemented a new pension tier in accordance with and subject to the terms of the Public Employees' Pension Reform Act of 2013. The new pension tier is referred to in this MOU as the "PEPRA tier."

C. PEPRA Basic Retirement Formula.

For non-safety (miscellaneous) employees required by law to participate in the PEPRA tier, the PEPRA established a pension formula of two percent (2%) of pensionable compensation for each qualifying year of service at the normal retirement age of sixty-two (62) years. For purposes of this formula, PERS will calculate an eligible retiree's pension based on the average annual pensionable compensation earned by the member during the thirty-six (36) consecutive month period immediately preceding retirement (or date of last separation from service if prior to retirement) or any other period of thirty-six (36) consecutive months during the member's applicable service that the member designates.

D. Disputes Over PEPRA.

If an employee or the Union disputes the manner in which the County applies the PEPRA Tier to a bargaining unit member, neither the Union nor employee may submit the matter as a grievance under the Grievance Procedure set forth in section 19. If any term of this MOU conflicts with the PEPRA or any amendment thereto, the PEPRA or such amendment will prevail.

E. Pre-PEPRA Tier.

The County's contract with the Public Employees' Retirement System provides the Miscellaneous Retirement (2.7% @ age 55)- for employees in the bargaining unit who are not required by law to participate in the PEPRA Tier and who are not participants in the formula described in 6.10.F below.

F. Pre-PEPRA Tier 2

The County amended its contract with CalPERS to provide employees hired on or after May 4, 2012 in bargaining unit classifications with a Miscellaneous Retirement formula of 2% @ age 60 in lieu of the 2.7% at 55 formula described in subsection 6.10.E above. This provision applies to employees who are not eligible under the County's contract with PERS to participate in the pension tier described in paragraph 6.10.E above and who are not required by law to participate in the PEPRA tier described in paragraph 6.10.C above.

9/9 10:49 am

Unit #11 MOU
10/24/2017 - 10/23/2019

County Proposal #5 – Clean Up – April 1, 2019

Section 19.3 Grievance Steps:

Step 4. Adjustment Board Mediation

If the parties are unable to reach a mutually satisfactory accord on any grievance, which arises and is presented during the term of this Memorandum of Understanding, the moving party shall have twenty-one (21) calendar days to request in writing that the grievance be scheduled for mediation ~~an Adjustment Board~~.

~~The Adjustment Board Mediation~~ will be convened within ninety (90) working days of receipt of the timely request for mediation ~~an Adjustment Board~~.

~~The Adjustment Board shall be comprised of a mediator from the State Mediation Service, one (1) Union representative, and one (1) representative of the County.~~

The mediator shall be selected by mutual agreement from the State Conciliation Service.

The recommendation of the Adjustment Board mediator shall be advisory only.

The Adjustment Board mediator shall not issue any public statement of fact or opinion on the matter in question.

The Adjustment Board's mediator's recommendation shall neither be made public nor be introduced into any other grievance level by the other party.

Either party may appeal the recommendation of the mediator ~~Adjustment Board~~ to arbitration.

An employee from the department in which the issues arose may not participate as a mediator ~~an Adjustment Board member~~.

Step 5. Arbitration

If the grievance is not resolved at Step 4, the Union or the County may require that the grievance be referred to an impartial arbitrator who shall be designated by mutual agreement between the Union and the Director of Human Resources.

In the event the parties are unable to agree on an arbitrator, the parties shall solicit from the State of California Mediation/Conciliation Serve a list of seven (7) arbitrators.

After the receipt of the list, the parties shall alternatively strike arbitrator's names from the list until one (1) arbitrator's name remains.

The fees and expenses of the arbitrator and of a Court Reporter shall be shared equally by the Union and the County. Each party, however, shall bear the cost of its own

presentation, including preparation and post hearing briefs, if any. The request for arbitration shall be made in writing within twenty-one (21) calendar days following completion of mediation on the Adjustment Board.

19.4 Scope of Adjustment Board Mediation and Arbitration Decisions

- A. Decisions of arbitrators on matters properly before them shall be final and binding on the parties hereto.
- B. No ~~Adjustment Board mediator~~ and no arbitrator shall entertain, hear, decide or make recommendations on any dispute unless such dispute involves a position in a unit represented by the Union which has been certified as the recognized employee organization for such unit unless such dispute falls within the definition of a grievance as set forth in Section 19.1.
- C. Proposals to add to or change this Memorandum of Understanding or written agreements or addenda supplementary hereto shall not be arbitrable and no proposal to modify, amend, or terminate this Memorandum of Understanding, nor any matter or subject arising out of or in connection with such proposal, may be referred to arbitration under this Section. ~~Neither any Adjustment Board nor any~~ No arbitrator shall have the power to amend or modify this Memorandum of Understanding or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.
- D. If the Director of Human Resources in pursuance of the procedures outlined in Section 19.3, Step 3 above or the ~~Adjustment Board mediator~~ in pursuance of the provisions of 19.3, Step 4 above, resolve a grievance which involves suspension or discharge, they may agree to payment for lost time or to reinstatement with or without payment for lost time, but in the event the dispute is referred to arbitration and the arbitrator finds that the County had the right to take the action complained of, the arbitrator may not substitute his/her judgment for the judgment of management and if he/she finds that the County had such right, he/she may not order reinstatement and may not assess any penalty upon the County.

19.5 Compensation Complaints

- A. All complaints involving or concerning the payment of compensation shall be initially filed in writing with the Director of Human Resources. Only complaints, which allege that employees are not being compensated in accordance with the provisions of this Memorandum of Understanding, shall be considered as grievances. Any other matters of compensation are to be resolved in the meeting and conferring process and if not detailed in the Memorandum of Understanding which results from such meeting and conferring process is next opened for such discussion. No adjustment shall be retroactive for more than sixty (60) days from the date upon which the complaint was filed.
- B. No change in this Memorandum of Understanding or interpretations thereof (except interpretations resulting from ~~Adjustment Board or~~ arbitration

proceedings hereunder) will be recognized unless agreed to by the Director of Human Resources and the Union.

Proposal #6

9/9 10:59 am

Unit #11 MOU
10/24/2017 – 10/23/2019

22.5 Professional Dispute Resolution

The Director of Health and Social Services shall have the final say on the employment status of employees covered by this Memorandum of Understanding.

The Director of Health and Social Services will consult with the appropriate Deputy Director and the Medical Advisory Committee if there is a professional dispute involving medical issues.

22.6 Continuing Education Hours

With the approval of the Deputy Director of Health and Social Services – Health Officer, Deputy Director of Health and Social Services – Mental Health Director of the Mental Health Medical Director, or other appropriate departmental authority, a regular full-time physician, psychiatrist or dentist may be granted up to fifty (50) hours per fiscal year (pro-rated for regular part-time employees) to participate in continuing education courses required for licensing as accepted by the appropriate state board. The continuing education hours granted will be for continuing education hours and travel time only.

Requests for continuing education time (which includes requested time to take a medical examination and online courses) must be made at least two (2) weeks in advance of the course or scheduled examination on forms approved by the Director of Health and Social Services and a copy of the course brochure must accompany the request. Requests will not be unreasonably denied.

Continuing Education Hours (CEH) may be carried over to the next fiscal year if the employee is denied the opportunity to use his/her CEH leave during the fiscal year. Employees must request to use CEH leave for it to be considered denied. No more than one year CEH leave may be carried over to the next year and total CEH leave carry over may not exceed one hundred (100) hours at any time.

Effective the first full pay period including July 1, 2018 and each July 1st thereafter, employees shall receive cash payment two thousand Dollars (\$2,000). This payment is to partially offset tuition and /or registration fees and the cost of course related materials for continuing education requirements. This payment shall be made in advance. Employees who start County employment after July 1st, shall receive within the employees first two full pay-period paychecks following date of hire, the pro-rata amount based on the number of full pay periods remaining in the fiscal year from the date of hire. This payment shall be prorated for less than full-time employees.

~~Effective the first full pay period including July 1, 2018 and each~~ Each July 1st thereafter, employees shall be eligible to be reimbursed for up to \$550 per fiscal year for cost associated with membership in their preferred professional organization. This payment shall be prorated for less than full-time employees.

23. SEVERABILITY