

**MEMORANDUM
OF
UNDERSTANDING**

**BETWEEN THE
ALAMEDA COUNTY PUBLIC DEFENDER CHAPTER
IFPTE, Local 21
FOR REPRESENTATION UNITS R68 and 069**

**AND THE
COUNTY OF ALAMEDA**



June 24, 2012 – July 15, 2017

2012-2017
MEMORANDUM OF UNDERSTANDING
BETWEEN THE ALAMEDA COUNTY PUBLIC DEFENDER CHAPTER
IFPTE, LOCAL 21
For Representation Units R68 and 069
AND
THE COUNTY OF ALAMEDA

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2012 -- 2017
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THE ALAMEDA COUNTY PUBLIC DEFENDER CHAPTER
Units R68 and 069
IFPTE, Local 21
AND
THE COUNTY OF ALAMEDA

THIS MEMORANDUM OF UNDERSTANDING is entered into by the Director of Human Resource Services of the County of Alameda, a political subdivision hereinafter named as "County," and the Alameda County Public Defenders' Chapter, IFPTE Local 21, AFL-CIO, hereinafter designated as "Union," as a recommendation to the Board of Supervisors of the County of Alameda concerning the conditions of employment to be in effect during the period June 24, 2012 through July 15, 2017 for those employees working in the representation unit referred to and further described in Section 1 of this MEMORANDUM.

SECTION 1. RECOGNITION

The County recognizes the Union as the exclusive bargaining representative for all full-time, part-time, permanent, provisional and probationary employees in Representation Units R68 and 069 in the classifications as specifically enumerated in Appendix A of this Memorandum.

SECTION 2. NO DISCRIMINATION

- A. DISCRIMINATION PROHIBITED.** The parties mutually agree they will not discriminate against any employee because of race, color, creed, national origin, gender, sexual orientation, age, and to the extent prohibited by law, physical/mental disabilities or medical condition. Complaints arising pursuant to the provisions of this subsection A shall only be processed according to the Uniform Complaint Procedure contained in Appendix C which is incorporated by reference to this Memorandum of Understanding.
- B. NO DISCRIMINATION BECAUSE OF UNION ACTIVITY.** Neither the County nor the Union shall interfere with, intimidate, restrain, coerce, or discriminate against employees covered by this agreement because of the exercise of rights to engage or to not engage in Union activity. Complaints arising out of this subsection B shall be processed through the grievance procedure in Section 17 of this Memorandum of Understanding, not the Uniform Complaint Procedure.

C. RIGHT TO CHANGE UNIFORM COMPLAINT PROCEDURE. The County reserves the right to change the Uniform Complaint Procedure referenced in Appendix C during the term of this agreement, subject to the duty to meet and confer.

D. AFFIRMATIVE ACTION

Both the County and the Union hereby recognize and confirm their mutual commitment to the philosophies and policies set forth in the Affirmative Action Program of the County of Alameda.

SECTION 3. UNION SECURITY

- A. NOTICE OF RECOGNIZED UNION.** When a person is hired into a classification represented by the Union, the County shall notify such person(s) that the Union is the exclusive recognized bargaining agent for the employees in said representation unit and provide such person(s) with enrollment materials supplied by the Union for the sole purpose of joining the Union and affecting payroll dues deductions.
- B. NOTICE TO RECOGNIZED UNION.** The County shall post within the employee work or rest area a notice which sets forth the classifications within the representation units and the name and address of the Union. The County shall also give a written notice to the Union containing the names and addresses of all persons newly employed within the representation units within thirty calendar days from the beginning of their employment.
- C. MAINTENANCE OF MEMBERSHIP.** Employees in Representation Units R68 and 069 who are members of the Union on the date upon which this Memorandum of Understanding is executed or who become members of the Union during the term of this Memorandum of Understanding shall remain members during the term of this Memorandum of Understanding except that such employees may withdraw during the month of June of any year pursuant to subsection D.
- D. REVOCATION OF AUTHORIZATION.** Dues deduction shall be made only upon signed authorization from the employee. Any employee desiring to revoke his/her authorization for Union dues as provided above shall proceed as follows: said employee shall, within the periods set forth above, forward a written request to the Auditor-Controller setting forth his/her desire to revoke said authorization. The Auditor-Controller shall promptly forward a copy of said letter to the Union. No authorizations shall be revoked for a period of two biweekly pay periods following transmittal of said letter to the Union. To be considered, a letter shall be received by the Auditor-Controller within the month of June as specified in subsection C.

Failure to timely notify the Auditor-Controller shall be deemed an abandonment of the right to revocation until the next appropriate time period. Initial authorization shall be forwarded from the Department to a place or person designated by the

Auditor-Controller and shall be processed through payroll. The effective date of dues deductions for employees shall be the pay period immediately following receipt by the County of the dues deduction authorization. The effective date of any revocation of any existing authorization shall be the end of a biweekly pay period.

- E. PAYROLL DEDUCTIONS AND PAY OVER.** The County shall deduct Union dues from employees in represented classes in Representation Units R68 and 069 in conformity with State and County regulations. The County shall promptly pay over to the designated payee all sums so deducted.

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

- F. HOLD HARMLESS.** The Union shall indemnify and hold the County and the County Auditor-Controller harmless from any and all claims, demands, suits, or any other action arising from the maintenance of membership dues deductions or from complying with any demand for termination hereunder.

SECTION 4. RELEASE TIME

Officers and authorized representatives of the Union who are County employees may utilize time during normal working hours without loss of pay or benefits, for meeting and conferring with County management on matters within the scope of representation. The use of release time for this purpose shall be reasonable in amount and shall not interfere with the performance of County services.

The authorized representatives of the Union shall be made known to the Director of Human Resource Services on a yearly basis and updated as changes occur.

SECTION 5. UNION RIGHTS

- A. ACCESS TO EMPLOYEES.** Any full-time business agent of the Union may have reasonable access to contact individual employees in County facilities during business hours on matters within the scope of representation. The full-time business agent must obtain permission for such contact from the Department Head. Such permission will not be unreasonably denied. When contact at the work location is precluded by confidentiality of records, work situation, health and safety of employees or the public, or by disturbance to others, the Department Head shall have the right to make other arrangements for a contact location removed from the work area. Unscheduled arrivals during business hours at County facilities of the full-time business agent for the purpose of contacting individual employees without prior approval of the Department Head will not be allowed. No contacts by the full-time business agent shall be permitted during working hours with employees regarding membership, collection of monies, election of officers, or other similar internal Union business.

B. MEETINGS. Meetings of a full-time business agent of the Union and a group of employees shall not be permitted during working hours except as provided in subsection A above, or Section 17 (Grievance Procedure).

C. ACCESS TO RECORDS. An employee shall be permitted to review his/her own personnel record. Union representatives shall be permitted to review employee records when accompanied by the employee or upon presentation of a written authorization signed by the employee. The employee or the Union representative when accompanied by the employee or upon presentation of a written authorization signed by the employee may request a copy of the employee's personnel record. The County shall provide one copy of the record without charge. The County may verify any written authorization. Third party reference material shall not be made available.

D. USE OF BULLETIN BOARDS. Reasonable space shall be allowed on bulletin boards as specified by the Department Head for use by employees and the Union to communicate with Departmental employees. Material shall be posted upon the bulletin board space designated and not upon walls, doors, file cabinets, or any other place. Posted material shall not be obscene, defamatory, or of a partisan political nature, nor shall it pertain to public issues which do not involve the County or its relations with County employees. All posted material shall bear the identity of the sponsor, shall be neatly displayed, and shall be removed by the sponsor when no longer timely.

SECTION 6. USE OF COUNTY FACILITIES

County facilities may be made available for use by employees and the Union. Such use shall not occur during regular working hours. Application for such use shall be made to the management person under whose control the facility is placed. Employees attending meetings under this section during duty hours may do so only on duly requested and authorized leave time. The Union will reimburse the County for costs associated with use of County facilities, if any.

SECTION 7. PREGNANCY & CHILD BONDING LEAVE

A pregnant employee is entitled to receive a pregnancy and child bonding leave of up to six months. Such an employee may elect to take accrued vacation or compensating time off or sick leave, when eligible, during the period of pregnancy and child bonding leave, except that in the case of an employee who is regularly scheduled to work less than the normal full-time workweek for the classification, paid leave shall be granted only for those days, or fractions thereof, on which such an employee would have been regularly scheduled to work and would have worked but for the pregnancy and child bonding leave. The employee shall be entitled to sick leave with pay accumulated pursuant to Alameda County Administrative Code Section 3-20.

Notwithstanding the above, the employee is entitled to take up to seven (7) months of total leave for the integration of the disability and child bonding leaves pursuant to the Family Medical Leave Act (FMLA), California Pregnancy Disability Leave (PDL), and the California Family Rights Act (CFRA). Disability leave due to pregnancy runs concurrently with FMLA and PDL. Child bonding leave runs concurrently with FMLA and CFRA. The scheduling of child bonding leave (either on FMLA or CFRA) on an intermittent basis and/or requests for a reduced work schedule are subject to mutual agreement by the employee and the Agency/Department Head as allowed by law.

Reinstatement subsequent to pregnancy and child bonding leave of absence shall be to the same classification from which leave was taken and the Department Head shall make his/her best effort to return such employee to the same geographical location, shift, and where there is specialization within a classification, to the same specialization. Questions as to whether or not the Department Head has used his/her best effort herein, shall not be subject to the grievance procedure.

SECTION 8. CHILD BONDING LEAVE

A prospective father, spouse, domestic partner or adoptive parent is entitled to child bonding leave of up to six months. Child bonding leave must be taken within one year of the qualifying event. Child bonding leave runs concurrent with FMLA/CFRA. The scheduling of child bonding leave (either on FMLA or CFRA) on an intermittent basis and/or requests for a reduced work schedule are subject to mutual agreement by the employee and the Agency/Department Head as allowed by law.

Such an employee may elect to take accrued vacation or compensating time off during the period of child bonding leave except that in the case of an employee who is regularly scheduled to work less than the normal full-time workweek for the classification, paid leave shall be granted only for those days, or fractions thereof, on which such an employee would have worked but for child bonding leave. The use of sick leave during child bonding leave shall not be permitted to fathers, domestic partners or adoptive parents unless they are otherwise eligible to use it as provided in Administrative Code Chapter 3-20.

Reinstatement subsequent to child bonding leave of absence shall be to the same classification from which leave was taken and the Department Head shall make his/her best effort to return such employee to the same geographical location, shift, and where there is specialization within a classification, to the same specialization. Questions as to whether or not the Department Head has made his/her best effort herein, shall not be subject to the grievance procedure.

SECTION 9. BEREAVEMENT LEAVE

A regularly scheduled employee may be granted up to five days of leave of absence with pay by the Department Head because of death in the immediate family. An employee shall be allowed to take such leave within a four-week period. For purposes of this subsection, "immediate family" means mother, stepmother, father, stepfather, husband, wife, domestic partner (upon submission of an affidavit as defined in the appendices), son, stepson, daughter, stepdaughter, children of domestic partner brother, sister, grandparent, grandchild, foster parent, foster child, mother-in-law, and father-in-law, or any other person sharing the relationship of in loco parentis; and, when living in the household of the employee, a brother-in-law, or sister-in-law.

Entitlement to leave of absence under this subsection shall be only for all hours the employee would have been scheduled to work for those days granted, and shall be in addition to any other entitlement for sick leave, emergency leave, or any other leave.

SECTION 10. LEAVES OF ABSENCE

- A.** Leave for Jury Duty or in Answer to a Subpoena: Leave of absence with pay shall be granted to a person while serving on jury duty or answering a subpoena as a witness, including travel time to and from the court. Any jury duty or witness fee awarded to such person, less reimbursement for mileage, shall be deposited with the County Treasury.
- B.** A leave of absence without pay may be granted by the Agency/Department Head upon the request of the employee seeking such leave, but such leave shall not be for longer than nine months, except as hereinafter provided.
- C.** A leave of absence without pay may not be granted to an employee accepting either private or public employment outside the service of the County of Alameda except as provided to an employee specified below who is on leave to another governmental jurisdiction/agency or educational institution.
- D.** Leave When Lent to Other Governmental Agency or Governmental Institution: A leave of absence without pay may be granted by the Agency/Department Head to any employee who is lent to another governmental jurisdiction, to an agency engaged in a survey of government practices, or to an educational institution, but no one such leave of absence shall exceed a period of one year.

SECTION 11. FAMILY AND MEDICAL LEAVE

It is the County's intent to comply fully with any requirements of mandated federal and state Family and Medical Leave laws.

SECTION 12. HOLIDAYS

A. HOLIDAYS DEFINED. Paid holidays shall be:

January 1
Third Monday in January (Dr. Martin Luther King, Jr. Day)
February 12 (Lincoln's Birthday)
Third Monday in February (Washington's Birthday)
Last Monday in May (Memorial Day)
July 4
First Monday in September (Labor Day)
November 11 (Veteran's Day)
Thanksgiving
Day after Thanksgiving
December 25

All other days appointed by the President of the United States or Governor of the State of California as a nationwide or statewide public holiday, day of fast, day of mourning, or day of thanksgiving, provided that observance of the day as a paid holiday is approved in writing by three or more members of the Board of Supervisors.

In the event that the date of observance of any of the foregoing holidays which coincide with State holidays, set forth in the California Government Code Section 6700, is changed by statute, said holiday shall be observed on the date so established instead of the date provided in this Section. In no event shall this provision reduce the number of holidays set forth in the Memorandum.

B. FLOATING HOLIDAYS. Each employee hired prior to July 1 of each year shall be entitled to four floating holidays. These holidays are to be scheduled by mutual agreement of the employee and the Department Head and taken within the calendar year. The first four full days (32 hours) of vacation taken during each calendar year shall be charged as floating holidays. Employees hired after July 1 shall not be entitled to the floating holidays for the calendar year in which the employee was hired. Less than fulltime eligible employees shall be entitled to prorated floating holidays based on a proration of the hours the employee is regularly scheduled to work as of January 1.

Effective January 1, 2011, floating holidays for less than fulltime eligible employees whose standard working hours change to full-time after January 1 but prior to July 1 of a calendar year, shall be increased based on the employee's fulltime status. The adjustment to the floating holiday hour balance shall not exceed the fulltime equivalent amount for four days of floating holidays (32 hours for 80 hour pay period employee and 30 hours for 75 hour per pay period employee) or the fulltime equivalent amount in effect for the calendar year. After July 1 of a calendar year, no adjustment will be made to the floating holiday hour balance.

C. HOLIDAYS TO BE OBSERVED ON WORK DAYS. For employees, except as specified below:

In the event that January 1, February 12 (known as Lincoln's Birthday), July 4, November 11 (known as Veteran's Day), or December 25, shall fall on a Saturday, said holiday shall be observed on the preceding Friday. In the event that any of said holidays enumerated in this subparagraph shall fall on a Sunday, said holiday shall be observed on the following Monday. A day proclaimed as a nationwide or statewide public holiday, day of fast, day of mourning, or day of thanksgiving and approved in writing by three or more members of the Board of Supervisors, shall be granted only to those employees who are regularly scheduled to work on the day for which such holiday is proclaimed.

SECTION 13. VACATION LEAVE

Employees in service with the County shall accrue vacation as specified below. Vacation pay shall be granted only for those days or fractions thereof on which employees would have been regularly scheduled to work and would have worked but for the vacation period. An employee who is regularly scheduled to work less than the normal work week for the job classification shall accrue vacation leave accordingly, except that the vacation accrual shall be prorated each pay period based upon a proration of the hours worked within that pay period to the normal full-time pay period for the job classification.

A. VACATION ACCRUAL

1. FOR EMPLOYEES HIRED PRIOR TO MARCH 2, 2014. Each employee in the service of the County hired prior to March 2, 2014, shall accrue vacation leave according to the following schedules.

- a. **Two weeks accrual** - Employees shall accrue two weeks of vacation annually until completion of 104 full-time biweekly pay periods (4 years) of continuous employment.
- b. **Three weeks accrual** – Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment.
- c. **Four weeks accrual** – Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment.

d. **Five weeks accrual** – Employees shall accrue five weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment.

2. **FOR EMPLOYEES HIRED ON OR AFTER MARCH 2, 2014.** Each person in the service of the County whose employment began on or after March 2, 2014, shall accrue vacation leave as follows:

a. **Two weeks accrual** – Employees shall accrue two weeks of vacation annually until completion of 104 full-time biweekly pay periods (4 years) of continuous employment, up to a maximum balance of four weeks.

b. **Three weeks accrual** - Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment, up to a maximum balance of six weeks.

c. **Four weeks accrual** - Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of eight weeks.

d. **Five weeks accrual** - Employees shall accrue five weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of ten weeks.

B. CASH PAYMENT IN LIEU OF VACATION LEAVE.

1. For persons employed prior to March 2, 2014.

a. An employee who accrues vacation leave pursuant to subsection 13.A.1, and who leaves the County service for any reason shall be paid at the biweekly or hourly rate for each classification as set forth in Appendix “A,” for unused vacation accrued to the date of his/her separation provided that such entitlement shall not exceed the employee’s applicable maximum vacation balance as set forth in subsection 13.C.

b. Employees hired prior to March 2, 2014, shall have the primary responsibility to schedule and take sufficient vacation leave to reduce their accrued vacation leave balances to levels which do not exceed the amount for which they can receive cash payment hereunder upon termination. The Department shall make a reasonable effort to accommodate written vacation leave requests submitted by employees which state that the purpose of such

request is to reduce accrued vacation leave balances to a level which can be paid for in cash upon termination.

2. For persons employed on or after March 2, 2014.

An employee who accrues vacation leave pursuant to subsections 13.A.2, and who leaves the County service for any reason shall be paid at the biweekly or hourly rate for each classification as set forth in Appendix "A," for unused vacation accrued to the date of his/her separation provided that such entitlement shall not exceed the employee's applicable maximum vacation balance as set forth in subsection 13.C.

C. LIMITATION ON UNUSED VACATION LEAVE BALANCES. For employees hired prior to March 2, 2014, maximum vacation leave balances allowable prior to the pay period containing January 1 of each year beginning the year 2000, shall be no more than two times the employees' vacation accrual rate and shall be as follows:

Vacation Accrual Rate years of service	Vacation Accrual Rate in Pay Period Prior to January 1	Maximum Balance in Pay Period Containing January 1
0 to 4 years	2 weeks	4 weeks
4 to 11 years	3 weeks	6 weeks
11 to 20 years	4 weeks	8 weeks
20 years	5 weeks	10 weeks

For employees hired on or after March 2, 2014, the accrual of vacation leave will cease effective with any pay period in which the employee's vacation accrual reaches its maximum balance and shall not recommence until the employee's vacation leave balance falls below this maximum. While employees shall have the primary responsibility to schedule and take sufficient vacation to reduce their accrued vacation leave balances to levels which do not exceed their maximum balance, Department Heads will make a reasonable effort to accommodate written vacation leave requests submitted by employees which state that the purpose of such request is to reduce accrued vacation leave balances to a level below their maximum accrual.

The maximum balance for each accrual rate shall be as follows:

Vacation Accrual Rate years of service	Vacation Accrual Rate	Maximum Pay Period Balance
0 to 4 years	2 weeks	4 weeks
4 to 11 years	3 weeks	6 weeks
11 to 20 years	4 weeks	8 weeks
20 years	5 weeks	10 weeks

- D. DATE WHEN VACATION CREDIT STARTS.** Vacation credit shall begin on the first day of employment.
- E. MAXIMUM ALLOWABLE VACATION BALANCE AND USE OF PREVIOUSLY ACCRUED VACATION FOR EMPLOYEES HIRED PRIOR TO March 2, 2014.** Employees hired prior to March 2, 2014, who accrue vacation under subsection 13.A.1 shall have the primary responsibility to schedule and take sufficient vacation to reduce their accrued vacation leave balances to levels which do not exceed the amount for which they can receive cash payment hereunder upon termination or which will avoid a downward adjustment at the beginning of the pay period containing January 1. As of the pay period containing January 1 of each year, the vacation leave balance of any employee which exceeds the maximum accrual will be adjusted downward to the maximum vacation balance level (by placing the excess vacation in a departmental catastrophic sick leave pool) and the County will thereafter have no obligation with respect to the vacation leave affected by the adjustment. Department Heads shall make a reasonable effort to accommodate written vacation leave requests submitted by employees which state that the purpose of such request is to reduce accrued vacation leave balances to the level which can be paid for in cash upon termination or to avoid a downward adjustment.
- F. MAXIMUM VACATION LEAVE.** An employee shall be allowed to take one and one-half times his/her annual vacation accrual during any calendar year, provided that he/she has accumulated sufficient unused vacation leave. An employee, with the permission of the Department Head may take vacation in excess of one and one-half times his/her annual vacation accrual during any calendar year, if he/she has accumulated sufficient unused vacation leave.
- G. DEFINITION.** For the purpose of this Section, "working day" shall mean any day upon which an employee would normally be required to work.

H. EFFECT OF ABSENCE ON CONTINUOUS SERVICE. Absence on authorized leave without pay, and time during which an employee is laid off because his/her services are not needed, and time during which an employee is temporarily not employed by the County, if followed by re-employment within three years, shall not be considered as an interruption of continuous service for the purpose of this Section, but the period of time such employee is absent on authorized leave without pay or so laid off or so temporarily not employed shall not be counted in computing such years of continuous employment for the purpose of this Section, provided, further, that, for purposes of qualifying for fifteen, twenty or twenty-five working days of vacation leave, where an employee has been employed by the County without interruption for the past ten years, all service of such employee shall be deemed to have been continuous.

I. WHEN VACATION MAY BE TAKEN. Paid leave may be granted up to a maximum of 80 hours in a pay period only for those days or fractions thereof on which an employee would have been regularly scheduled to work and would have worked but for the vacation leave.

Vacations will be scheduled by mutual agreement between the Department Head and the employee. An employee shall be allowed to divide his/her vacation leave in any calendar year into two segments. The Department Head, at his/her discretion, may grant an employee additional segments of vacation.

J. PERSONAL LEAVE. An employee shall be allowed two days in any calendar year from his/her regular vacation allowance for personal leave. The Department Head shall not deny a request for this leave except for reasons critical to the operation of the Department.

K. RATE OF VACATION PAY. Compensation during vacation shall be at the rate of compensation as set forth for each classification in Appendix A which such employee would have been entitled to receive, including premium pay, while in active service during such vacation period.

L. VACATION TRANSFER. Married couples or domestic partners, employed by the County, may elect to transfer up to five days of their accrued vacation leave balances to their spouse or domestic partner (as defined in Appendix B) per each event of maternity, paternity and adoption.

M. EMPLOYEE ENTRY INTO BARGAINING UNITS COVERED BY THIS MOU.

1. Employees who enter a bargaining unit covered by this Agreement and who are hired prior to March 2, 2014, and are not subject to a maximum vacation accrual shall have one full calendar year to reduce his/her vacation balance to the maximum allowable, unless the employee is coming from a bargaining unit where the "maximum allowable vacation balance" is already applicable. After

one full calendar year, the vacation leave balance of any employee which exceeds the maximum balance allowable will be adjusted downward to the maximum balance allowable (by placing the excess vacation in a departmental catastrophic sick leave pool) and the County will thereafter have no obligation with respect to the vacation leave affected by the adjustment. Department Heads shall make a reasonable effort to accommodate written vacation leave requests submitted by employees which state that the purpose of such request is to reduce accrued vacation leave balances to the level which can be paid for in cash upon termination or to avoid a downward adjustment.

2. Employees hired on or after March 2, 2014, and who come from a County representation unit where the vacation accrual limits are not subject to provisions equivalent to those in Section 13.A.2 above shall be subject to provisions outlined in Section 13.A.2 above. Notwithstanding the above, upon entry into this bargaining unit, for those that have a vacation balance in excess of two times the accrual rate, he/she shall have his/her vacation balance reduced and subject to the maximum balance as provided in Section 13.C. effective the pay period containing January 1 of the calendar year following his/her appointment into the bargaining unit to allow time for the employee to reduce his/her balance below the cap. The vacation leave balance of any employee which exceeds the maximum balance allowable will be adjusted downward to the maximum balance in Section 13.A.2. (by placing the excess vacation in a departmental catastrophic sick leave pool) and the County will thereafter have no obligation with respect to the vacation leave affected by the adjustment. The Department Head shall make a reasonable effort to accommodate written vacation leave requests submitted by such employees which state that the purpose of such request is to reduce accrued vacation leave balances to the level which can be paid for in cash upon termination or to avoid a downward adjustment.

N. LONG TERM DISABILITY INSURANCE POLICY. A long term disability insurance policy will be made available for the employee only. Coverage can be purchased through the use of vacation sellback or through payroll deductions. This policy is subject to premium costs, eligibility requirements, age limitations, coverage exclusions, conversion rights, and all other provisions set forth in the applicable insurer contracts.

O. VACATION PURCHASE PLAN.

1. Effective through December 31, 2014, the following conditions shall apply to vacation purchase:
 - a. All full-time employees subject to this MOU may elect to purchase one or two additional weeks of vacation over and above their regular entitlement as set forth in this MOU. Employees eligible for vacation purchase may elect to purchase either one or two weeks of vacation under the Vacation Purchase Plan during Open Enrollment occurring in 2012 and 2013 only.

- b. On the first pay period of the calendar year, the employee's vacation balance will be updated with the additional amount of vacation purchased. Employees may then use the vacation time purchased, scheduled by mutual agreement between the employee and Department Head. Employees will pay for the vacation time purchased in equal installments during the calendar year.
- c. To be eligible to purchase vacation, an employee must have completed payment for any previous vacation purchased.
- d. To be eligible to purchase one week of vacation, an employee must have no more than one week of unused purchased vacation as of the third pay period prior to the start of Open Enrollment.
- e. To be eligible to purchase two weeks of vacation, an employee must have used all previously purchased vacation leave as of the third pay period prior to the start of Open Enrollment.
- f. In the event that an employee uses purchased vacation and leaves County service prior to paying for it, the County reserves the right to recover the cost from the employee, including deducting any sum owed from the employee's final pay warrant.
- g. In the event that an employee is unable to cover the cost of the purchased vacation in any pay period(s) due to insufficient pay, the County reserves the right to adjust the future pay period amount.
- h. In the event that a participating employee moves between a 40-hour per week position and a 37.5-hour per week position, s/he shall carry over his/her purchased vacation balance in the same number of days and fraction of days.
- i. In the event that an employee changes status from eligible to purchase vacation to a non eligible status:
 - i. The County shall cease deductions and no additional days will be allowed for purchase.
 - ii. The County shall adjust the purchased vacation balance by any unpaid time.
 - iii. The employee shall be allowed to retain and use the time purchased as of the date of the change from eligibility to ineligibility through the final pay period of the calendar year of the date of ineligibility.
 - iv. The employee shall be paid for the time not taken as of the 1st pay period of the following year.

- v. If the employee has used the purchased vacation time prior to completing payment, the County reserves the right to recover the cost from the employee at the time of ineligibility.
 - j. In the event that an employee experiences a pay rate change during the plan year, the total annual cost will remain the same as at the time of enrollment.
 - k. For purposes of cash payment of vacation leave, vacation purchased pursuant to this section shall be combined with vacation accrued. Said combined vacation balance shall be subject to the cash payment in lieu of vacation leave as set forth in Section 13.B of this MOU.
2. Effective September 5, 2010, an employee purchasing vacation is responsible for all County costs associated with vacation purchase. For the pay periods in which purchased vacation is utilized as time off, the employee's total compensation shall not include the contributions made by Alameda County towards premium based and accrued benefits including retirement, county medical and dental plans, sick leave and vacation time for all bi-weekly hours or portions thereof coded as purchased vacation. These prorated premium costs shall be deducted from the employee's pay check for the biweekly pay period in which the purchased vacation is utilized and, further, the employee will not accrue vacation or sick leave for such hours. Also, purchased vacation time utilized as time off will not count towards County seniority, hours in step or towards the completion of the probationary period or retirement service credit.

Medical premiums

- The employee will pay a prorated amount of the County's contribution toward medical premiums based on Vacation Buy hours used.
- If the employee uses more than 37.5/40 Vacation Buy hours in a pay period, the employee will be responsible for the entire medical premium.

Dental premiums – If the employee uses more than 37.5/40 Vacation Buy hours in a pay period, the employee will be responsible for the entire dental premium.

Leave Accruals – The employee will not accrue sick leave or vacation when using Vacation Buy hours.

Retirement – The County will not contribute towards retirement when using Vacation Buy hours.

Seniority – The employee will not accrue seniority when using Vacation Buy hours.

Time Reporting – The employee will need to use the new time reporting code “VBN” when using Vacation Buy hours.

Holidays

- The employee will not be eligible to receive holiday pay if the employee uses Vacation Buy hours the day before and/or the day after a holiday and;
 - Holiday pay will be pro-rated based on the number of Vacation Buy hours used during that pay period.
3. Effective during the 2014 Open Enrollment period for vacation purchased for Calendar Year 2015 and every year thereafter, only those full-time employees who have completed less than 104 full-time biweekly pay periods (4 years) of continuous employment and accruing vacation at the two week per year rate and subject to this MOU may elect to purchase one additional week of vacation over and above their regular entitlement as set forth in this MOU. Part-time and intermittent employees may not purchase vacation. Employees eligible for vacation purchase may elect to purchase one week under the Vacation Purchase Plan during Open Enrollment.
- a. On the first pay period of the calendar year, the participating employees' vacation balance will be adjusted to reflect the additional amount of vacation purchased. Employees may use the vacation time purchased, scheduled by mutual agreement, between the employee and the Agency/Department Head. Employees pay for the vacation time purchased in equal installments during the calendar year.
 - b. To be eligible to purchase vacation for the upcoming plan year an employee must have completed payment for any previous vacation purchased by the end of the current plan year. The County reserves the right to revoke vacation purchase elections made during Open Enrollment if the previous year vacation purchase payments are not complete.
 - c. To be eligible to purchase one week of vacation, an employee must have no unused purchased vacation as of the third pay period prior to the start of Open Enrollment.
 - d. In the event that an employee uses purchased vacation and leaves County service prior to paying for it, the employee agrees as a condition of participation that the County has the right to recover the unpaid cost for any used and unpaid vacation from the employee, deducting any sum owed to the County from the employee's final pay warrant.

- e. In the event there is insufficient pay to deduct from the employee's final pay warrant, the amount is still due and payable to the County; the employee must repay the County. Any failure to repay the County upon termination will result in collection proceedings.
- f. In the event that an employee is unable to cover the cost of purchased vacation in any pay period(s) due to insufficient pay, the County reserves the right to adjust the amount of the deductions from future warrants to cover the cost of the purchased vacation.
- g. In the event that a participating employee moves between a 40-hour per week position and a 37.5-hour per week position, s/he shall carry over his/her purchased vacation balance in the same number of days and fractions of days.
- h. In the event that an employee changes status from eligible to purchase vacation to a non eligible status:
 - 1) The County shall cease deduction and no additional days will be allowed for purchase.
 - 2) The County shall reduce the purchased vacation balance by the amount which the employee has not yet paid.
 - 3) The employee shall be allowed to retain and use the time purchased as of the date of the change from eligibility to ineligibility through the final pay period of the calendar year of the date of ineligibility.
 - 4) For purchased vacation remaining and unused though the final pay period of the calendar year, as set forth in section h.3) above, the employee shall be paid at the pay rate at the time of enrollment, for the purchased vacation time not taken as of the 1st pay period of the following year.
 - 5) If the employee has used the purchased vacation time prior to completing payment for such vacation, the County will recover the cost of that vacation not yet paid for from the employee by pay warrant deduction.
- i. In the event that an employee experiences a pay rate change during the plan year, the total annual cost will remain the same as at the time of enrollment.

- P. CONTINUATION OF SECTION.** Section 13E. shall remain in full force and effect notwithstanding the expiration of the other sections of this Memorandum of Understanding on July 15, 2017 as provided in Section 24, the Scope and Term of Agreement Section, and unless otherwise agreed to by the County, shall be incorporated into the successor Memorandum of Understanding.

SECTION 14. MEDICAL AND DENTAL PLANS

A. MEDICAL PLAN COVERAGE

1. Medical Plan Coverage for Full-Time Employees

The County and covered employees will share in the cost of health care premiums. The County will pay 90% of the total biweekly premium of an HMO plan:

- a. The County shall contribute 90% of the total biweekly premium for an HMO at the corresponding level of coverage (i.e. Self, Self + 1 dependent, Family) in a Plan Year.
- b. The County shall contribute 90% of the total biweekly premium of the lowest cost HMO plan toward the total premium for a PPO/indemnity plan at the corresponding level of coverage (Self, Self+1 dependent, Family) in a plan year.

The County contribution toward the provider's charge shall be the full-time contribution provided that the employee is on full-time paid status. If the employee is on paid status on less than a full-time basis, the County contribution shall be the full-time contribution prorated each pay period based on the proportion of the hours on paid status within that pay period to the normal full time hours for the job classification, provided further that the employee is on paid status at least fifty percent of the normal full-time pay period for the job classification.

- #### **2. Medical Plan Coverage for Employees Regularly Scheduled to Work Less than the Normal Work Week.** Any employee who is regularly scheduled to work less than the normal work week for the job classification shall be entitled to elect coverage under either the comprehensive group medical plan by a Health Maintenance Organization or the PPO/indemnity options for full-time employees; as provided in Section 14.A.1 for full-time employees; provided, however, that the employee is scheduled to work at least 50 percent of the normal full-time pay period for the job classification.

The County's contribution toward the provider's premium shall be 90% of the total biweekly premium for an HMO prorated each pay period based upon a

proportion of the hours the employee is on paid status within that pay period to the normal full-time pay period for the job classification, provided that the employee must be on paid status at least 50% of the normal full-time biweekly pay period for the job classification. For part-time employees who choose the PPO/indemnity plan, the County will contribute 90% of the total biweekly premium of the lowest cost HMO plan, prorated each pay period based upon a proportion of the hours the employee is on paid status within that pay period to the normal full-time pay period for the job classification, provided the employee is on paid status at least 50 percent of the normal full-time biweekly pay period for the job classification. If an employee is not on paid status at least 50% of the normal full-time pay period for the job classification, the employee will be responsible for paying the entire biweekly premium for the benefit.

3. Duplicative Coverage. This section applies to married County employees or employees with domestic partners when both are employed by the County. The intent of this section limits County employees who are married or in a domestic partnership from both covering each other within the same medical plan. Married County employees or employees with a domestic partner, (as defined in the appendices) both employed by the County, shall be entitled to one choice from the following list of Medical Plan coverages:

- a. Up to one full family HMO membership,
- b. Up to one full family PPO/Indemnity membership,
- c. Up to one full family HMO membership with up to one full family PPO/Indemnity membership,
- d. Up to one full family HMO membership with up to one full family alternative HMO membership.

4. Effect of Authorized Leave Without Pay on Medical Plan Coverage: Employees who were absent on authorized leave without pay, and whose medical plan coverage was allowed to lapse for a period of three months or less, will be able to re-enroll as a continuing member in the same plan under which they had coverage prior to the authorized leave by completing the appropriate enrollment cards within thirty (30) calendar days of the date they return to work. The deductibles, maximums, and waiting periods shall be applied as though the employee had been continuously enrolled. The effective date of coverage will be based on guidelines established by the County.

Those whose medical plan coverage was allowed to lapse for a duration greater than three months will be able to re-enroll within thirty calendar days of the date they return to work in the same manner as is allowed for new hires; however, employees re-enrolling in an indemnity plan may be subject to medical review to determine evidence of good health and effective date of coverage will be determined by the indemnity plan carrier after all medical information is received

and reviewed. Such employees will be subject to new deductibles, maximums, and waiting periods.

5. **30-Day Re-Enrollment:** For employees who are enrolled in the indemnity spousal plan, an employee whose spouse's or domestic partner's medical plan coverage is no longer available, may, within thirty (30) calendar days of such loss of coverage, enroll in one of the County's Medical Plans.
6. **Open Enrollment:** Eligible employees may choose from among any plan offered by the County during the open enrollment period in the Fall of each year as indicated in Section 14.A.1.b.

B. DENTAL PLAN OPTIONS

1. Dental Plan Coverage for Full-Time Employees:

- a. For coverage through the remaining term of this Memorandum of Understanding, the County shall contribute the full cost of the provider's charge for a dental plan for full-time employees and their dependents, including domestic partners (as defined in Appendix B) and their dependents provided that the employee is on paid status at least fifty percent (50%) of the normal full-time pay period for the job classification. Eligible full-time employees may elect any one of the following dental plan options. This contribution shall apply to the dental plan options listed below.

These benefit options shall be available as listed to the extent that the carrier continues to offer these benefits. The County shall give notice to the Union of such benefit changes. Upon receiving such notice, the Union may request to meet and confer regarding the effect of such benefit changes.

1. A PPO/indemnity dental plan
2. A pre-paid closed panel dental plan
3. A supplemental spousal plan option
4. Married County employees or employees in domestic partnerships both employed by the County, shall be entitled to one choice from the following list of dental plan coverages:
 - (a) Up to one full family PPO/Indemnity plan with up to one supplemental Spousal plan.

- (b) Up to one full family PPO/Indemnity plan with up to one full family pre-paid closed panel dental plan.
- (c) Up to one full family pre-paid closed panel dental plan.
- (d) Up to one full family PPO/Indemnity plan.

- 2. Dental Plan Coverage for Less than Full-Time Employees and Services-As-Needed Employees:** For coverage through the remaining term of this Memorandum of Understanding, the County shall contribute the full cost of the provider's charge for a Dental Plan for less-than-full-time employees and their dependents, provided, however, that the employee is on paid status at least fifty percent of the normal full-time work week for the job classification. To participate, an employee has to be scheduled at least 50% of the normal full-time pay period for the job classification.

Should an employee fail to have been on paid status at least 40 hours in any biweekly pay period they will be responsible for the biweekly premium payment for the benefit.

- 3. Effect of Authorized Leave Without Pay on Dental Plan Coverage:** Employees who are absent on authorized leave without pay, and whose dental plan coverage was allowed to lapse for a period of three months or less, will be able to re-enroll as a continuing member under which they had coverage prior to the authorized leave by completing the appropriate enrollment cards within thirty (30) calendar days of the date they returned to work. The deductibles, maximums, and waiting periods shall be applied as though the employee had been continuously enrolled. The effective date of coverage will be based on guidelines established by the County.

Those whose dental plan coverage was allowed to lapse for a duration greater than three months will be able to re-enroll within thirty (30) calendar days of the date they return to work in the same manner as is allowed for new hires. Such employees will be subject to new deductibles, maximums, and waiting periods.

- 4. 30-Day Re-Enrollment:** For employees who are enrolled in the Spousal Plan, an employee whose spouse's or domestic partner's dental plan coverage is no longer available, may, within thirty (30) calendar days of such loss of coverage, enroll in a County indemnity plan as a new member.
- 5. Open Enrollment:** Eligible employees may choose from among these options a Dental Plan during the annual Open Enrollment period held annually in the Fall of each year. Premiums of all County dental plan options will be paid according to dependent and enrollment status (single, two-party, or family).

C. MEDICAL AND DENTAL COVERAGE. The County and Union agree that this Memorandum of Understanding shall be reopened at the County's request to meet and confer to discuss and mutually agree upon changes related to the medical and dental plans, benefits, and contribution rates.

SECTION 15. WAGES

A. Salaries for all represented classifications shall be increased as follows:

1. Effective January 5, 2014, base wage rates shall increase by 2% of January 4, 2014 base wage rates as a COLA, plus by another 2% of January 4, 2014 base wage rates as a special base wage rate adjustment.
2. Effective July 6, 2014, base wage rates shall increase by 1% of July 5, 2014 base wage rates as a COLA, plus by another 1% of July 5, 2014 base wage rates as a special base wage rate adjustment.
3. Effective July 5, 2015, base wage rates shall increase by 2% of July 3, 2015 base wage rates as a COLA, plus by another 2% of July 3, 2015 base wage rates as a special wage rate adjustment.
4. Effective July 17, 2016, base wage rates shall increase by 3% of July 16, 2016 base wage rates as a COLA, plus by another 1% of July 16, 2016 base wage rates as a special base wage rate adjustment.

B. Employees who are Tier IV members of the Alameda County Employee Retirement Association are excluded from the existing County 3% contribution of the employee's pension contribution.

SECTION 16. MANAGEMENT BENEFITS

Employees eligible for the Management-designated County Allowance for benefits may continue to receive this Allowance subject to any amendments/changes that may occur. Such amendments or changes may occur at any time and are at the sole discretion of the Board of Supervisors. The County's contribution towards the M-designated County Allowance for benefits shall be \$2,900 per calendar year. Effective Plan Year 2015, the County's contribution towards the M-designated County Allowance shall increase to \$3,000 per calendar year. Effective Plan Year 2016, the County's contribution towards the M-designated County Allowance shall increase to \$3,100 per calendar year. The use of the County Allowance shall be expanded to include dependent care assistance and adoption assistance, beginning Plan Year 2015.

SECTION 17. GRIEVANCE PROCEDURE

- A. DEFINITION.** A grievance under this Memorandum of Understanding is limited to only those instances where defined as an allegation by an employee or group of employees or the Union alleges in writing that the County has failed to provide a condition of employment which is specifically established by this Memorandum of Understanding, by a written Departmental policy, by the annual Salary Ordinance, or, as adopted by ordinance, provided that the enjoyment of such right is not made subject to the discretion of the Agency/Department Head or the County, and provided further, that the condition of employment which is the subject matter is within the scope of representation as defined in California Government Code Section 3504.
- B. EXCLUSION OF CIVIL SERVICE MATTERS.** The grievance procedure herein established shall have no application to matters over which the Civil Service Commission has jurisdiction pursuant to the County Charter or rules adopted thereunder.
- C. DEPARTMENTAL REVIEW AND ADJUSTMENT OF GRIEVANCES.** The following is the procedure to be followed in the resolution of grievances.
- 1. Step One:** Any employee who believes he/she has a grievance shall first discuss it with his/her immediate supervisor and endeavor to work out a satisfactory solution in an informal manner with such supervisor. An authorized representative of the Union, if requested by the employee, may assist in the presentation of a grievance at any level of the grievance procedure. The immediate supervisor shall have five (5) working days from the date of the informal discussion to verbally respond to the employee.
 - 2. Step Two:** If a satisfactory solution is not accomplished by informal discussion, the employee shall have five (5) working days following the supervisor's verbal response or ten (10) working days from the date of the informal discussion, whichever is later, to file the grievance in writing with the Chief Assistant Public Defender. The Chief Assistant Public Defender shall have seven (7) working days in which to review and answer the grievance in writing. Although no hearing is required at this step, the employee and his/her representative may be present at, and participate in any such hearing as may be convened. If the grievance is not resolved at this level, the employee shall have seven (7) working days after receipt of the answer within which to file an appeal to the Public Defender.
 - 3. Step Three:** The Public Defender shall have fifteen (15) working days in which to review, hold a hearing, and answer the grievance in writing. Unless waived by the mutual agreement of the employee or his/her representative and the Public Defender, a hearing is required at this step, and the employee, and his/her representative, shall have the right to be present at, and participate in,

such hearing. The time limit at this step may be extended by mutual agreement between the Public Defender and the employee or his/her representative.

- D. UNION GRIEVANCE.** The Union may in its own name file a grievance alleging that the County has failed to provide it some organizational right which is established by Sections 3, 4, 5, 6 and 19 of this Memorandum of Understanding and by the Administrative Code Section 3.04.050, provided that such right is not made subject to the discretion of the County. Such Union grievances shall be filed with the Public Defender and heard and determined pursuant to the provisions of the third step of the grievance procedure.
- E. BINDING ARBITRATION OF GRIEVANCES.** In the event that the grievance is not resolved at Step 3 of subparagraph C herein, IFPTE, Local 21, the Public Defenders' Chapter may, within fifteen (15) working days after receipt of the decision of the Public Defender made pursuant to said subparagraph C, request that the grievance be heard by an arbitrator.
- F. INFORMAL REVIEW BY HUMAN RESOURCE DIRECTOR.** Prior to the selection of the arbitrator and submission of the grievance for hearing by said arbitrator, the Director of Human Resource Services or his/her designee shall informally review the grievance and determine whether said grievance may be adjusted to the satisfaction of the employee. The Director or designee shall have ten (10) working days in which to review and seek adjustment of the grievance.
- G. SELECTION OF ARBITRATOR.** The arbitrator shall be selected by mutual agreement between the Director of Human Resource Services and the employee or his/her representative. If the Director and the employee or his/her representative are unable to agree on the selection of an arbitrator, they shall jointly request the State Mediation and Conciliation Service to submit a list of five (5) qualified arbitrators. The Director of Human Resource Services and the employee or his/her representative shall then alternately strike names from the list until only one name remains, and that person shall serve as arbitrator.
- H. DUTY OF ARBITRATOR.** Except when an agreed statement of facts is submitted by the parties, it shall be the duty of the arbitrator to hear and consider evidence submitted by the parties and to thereafter make written findings of fact and a disposition of the grievance which shall be final and binding upon the parties. The arbitrator shall not have the power to amend this Memorandum of Understanding, a Resolution of the Board of Supervisors, the Alameda County Charter, Ordinance, State law, or written departmental rule, or to recommend such an amendment. The arbitrator shall also not have the power to declare any provision(s) of the Memorandum of Understanding, a Resolution of the Board of Supervisors, the Charter, Salary Ordinance or any State statute or regulation unlawful or unenforceable.

- I. PAYMENT OF COSTS.** Each party to a hearing before an arbitrator shall bear his/her own expenses in connection therewith. All fees and expenses of the arbitrator and of a reporter shall be borne one-half by the County and one-half by the grievant.
- J. EFFECT OF FAILURE OF TIMELY ACTION.** Failure of the employee to file an appeal within the required time limit at any step shall constitute an abandonment of the grievance. Failure of the County to respond within the time limit at any step shall result in an automatic advancement of the grievance to the next step.
- K. LIMITATION OF STALE GRIEVANCES.** A grievance shall be void unless presented within sixty (60) calendar days after the date upon which the County has allegedly failed to provide a condition of employment. This 60 day filing requirement is tolled only in the following applications:
1. Up to 60 days after the County's alleged failure was reasonably discoverable, or,
 2. Up to 60 days after when the grievant may reasonably claim he or she delayed the filing of the grievance as a direct consequence of representations made by the County upon which the grievant relied to his/her detriment.

An arbitrator shall have no power or jurisdiction to award any monetary damages or relief for any claim that is stale, or beyond a 60 day period, as set forth herein.

This provision does not establish any limit for liability accruing after a grievance is filed.

- L. CLAIM FOR MONEY RELIEF (JURISDICTIONAL LIMIT ON ANY AMOUNTS IN CONTROVERSY).** Notwithstanding subsection K. above, in no event shall any grievance include a claim for money relief for more than a 60-day period. The application of this period shall be as follows. The earlier of:
1. The 60-day period is limited to that which immediately precedes the filing of the grievance, or,
 2. The 60-day period is limited to that which immediately precedes the date upon which the grievant reasonably discovers the basis for the grievance or can be reasonably found to have delayed in filing due to detrimental reliance upon representations made by the County, as set forth in section K, 1 and 2 above.

This provision does not establish any limit for liability for accruing after a grievance is filed.

- M. EXCLUSION OF NON-RECOGNIZED ORGANIZATIONS.** For purposes of this Section, the provisions of Section 1 (Recognition) of this Memorandum of Understanding shall be construed to limit the employee's right of selection of a

representative to the extent that agents of any other employee organization as defined in Section 3.04.020 of the Alameda County Administrative Code, which is not a party to this Memorandum of Understanding, are specifically excluded from so acting. In those cases in which an employee elects to represent himself/herself or arrange for other representation, the Association shall have the right to participate in the resolution procedure for the purpose of protecting the interests of its members in negotiated conditions of employment.

- N. GRIEVANCE RIGHTS OF FORMER EMPLOYEES.** A person who because of dismissal, resignation, or layoff is no longer a County employee may file and pursue a grievance at the Department Head level and may also pursue such grievance through the remaining levels of the grievance procedure provided that the grievance is timely filed as provided in subsections 17.D and E hereof, that the grievance is filed no later than thirty (30) calendar days from the date of issuance of the warrant complained of, that the issue would otherwise be grievable under this subsection and provided further, however, that under no circumstances may a former employee file or pursue any grievance unless it relates solely to whether such person's final pay warrant(s) correctly reflected the final salary, or fringe benefits taken in the form of cash owed to such person.

SECTION 18. CATASTROPHIC SICK LEAVE PROGRAM

An employee may be eligible to receive donations of paid leave to be included in the employee's sick leave balance if s/he has suffered a catastrophic illness or injury which prevents the employee from being able to work or from being able to work his/her regularly scheduled number of hours. Catastrophic illness or injury is defined as a critical medical condition considered to be terminal, or a long-term major physical impairment or disability.

Eligibility:

1. The tenured recipient, recipient employee's family, or other person designated in writing by the recipient employee must submit a request to the Human Resource Services Department.
2. The recipient employee is not eligible so long as s/he has paid leaves available, however, the request may be initiated prior to the anticipated date leave balances will be exhausted.
3. A confidential medical verification including diagnosis, prognosis and estimated date of return to work must be provided by the recipient employee.
4. A recipient employee is eligible to receive 180 working days of donated time per employment.

5. Donations shall be made in full-day increments of 8 hours and are irrevocable. Effective August 8, 2010, employees may donate unlimited amounts of vacation to a departmental catastrophic sick leave pool.
6. The donor employee may donate vacation or in-lieu holiday time which shall be converted to the recipient employee's sick leave balance and all sick leave provisions will apply. Time donated in any pay period may be used in the following pay periods. No retroactive donations are permitted.
7. The donor's hourly value will be converted to the recipient's hourly value and then added to the recipient's sick leave balance on a dollar-for-dollar basis.
8. The recipient employee's entitlement to Personal Disability Leave will be reduced by the number of hours added to the recipient's sick leave balance.
9. The determination of the employee's eligibility for Catastrophic Sick Leave donations shall be at the County's sole discretion and shall be final and non-grievable.
10. Recipient employees who are able to work but are working less than their regular schedule will integrate Catastrophic Sick Leave donations with time worked and their own paid leaves, which must be used first, not to exceed 100% of the employee's gross salary.

SECTION 19. POSITIONS DESIGNATED BILINGUAL

Effective August 8, 2010 and upon the recommendation of the Agency/Department Head and the approval of the Director of Human Resource Services, a person occupying a position designated as requiring fluency in a language other than English shall receive an additional \$40.00 per biweekly pay period. A person occupying such a position and having fluency in three or more languages shall receive \$45.00 per pay period provided that such a person is required to utilize such additional languages in the course of his/her duties for the County.

SECTION 20. NO STRIKE – NO LOCKOUT

During the term of this agreement, the Union, its members and representatives agree that it and they will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, sickout, withdrawal of services, or refusal to perform customary duties. Failure to comply with this Section shall result in the termination by the County of the collection of Union membership dues without jeopardy to the County or to employees in classifications represented by the Union.

The County will not lockout employees during the term of this Memorandum of Understanding.

SECTION 21. SAVINGS CLAUSE

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

SECTION 22. RENEWAL OF AGREEMENT

At any time within ninety (90) days before expiration of this Memorandum of Understanding, the parties agree to meet in an effort to achieve a successor Memorandum of Understanding.

SECTION 23. ENACTMENT

It is agreed that the foregoing shall be jointly submitted to the Alameda County Board of Supervisors by the Director of Human Resource Services and the Union for the Board's consideration and approval. Upon approval, the Board shall adopt an Ordinance which shall incorporate this Memorandum in full or by reference. Upon such adoption, the provisions of this Memorandum shall supersede and control over conflicting or inconsistent County Ordinances and Resolutions.

SECTION 24. SCOPE AND TERM OF AGREEMENT

Except as otherwise specifically provided herein, the Memorandum of Understanding fully and completely incorporates the understanding of the parties hereto regarding the provisions contained in this Memorandum of Understanding. Neither party shall, during the term of this Memorandum of Understanding, demand any change herein, provided that nothing herein shall prohibit the parties from changing the terms of the Memorandum of Understanding by mutual agreement. This Memorandum of Understanding shall become effective upon the approval of the Board of Supervisors and shall remain in full effect to and including July 15, 2017 except for Section 13, Vacation Leave which shall continue in full effect as provided in subsection 13. P.

Signed and entered into this 29 day of Jan 2014:

FOR COUNTY OF ALAMEDA

**FOR INTERNATIONAL
FEDERATION OF PROFESSIONAL
TECHNICAL ENGINEERS, LOCAL
21 FOR ALAMEDA COUNTY
PUBLIC DEFENDER CHAPTER**

Mary Williams
David Murray

Greg H
Seth Morris
James Brown
Kyle Te
John

Mary Welch
**MARY WELCH, INTERIM DIRECTOR
HUMAN RESOURCE SERVICES**

Approved as to Form:
DONNA ZIEGLER, COUNTY COUNSEL

By: Donna Ziegler

APPENDIX A

Listed herein are the Alameda County job classes in Representation Units R68 and 069 represented by The International Federation of Professional and Technical Engineers, Local 21, Public Defender Units. The biweekly wage rates shown are established by the Alameda County Board of Supervisors and are effective on dates shown. Each Job Class has a work week of 40 hours.

ITEM	MC	TITLE	Effrt Date	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
3110	PA	Associate Dpty Public Defender						
			01/05/2014	2944.80				4444.80
			07/06/2014	3004.00				4533.60
			07/05/2015	3124.00				4715.20
			07/17/2016	3248.80				4904.00
3126	SM	Asst Public Defender						
			01/05/2014	5916.00				7794.40
			07/06/2014	6034.40				7950.40
			07/05/2015	6276.00				8268.80
			07/17/2016	6527.20				8599.20
3105	PA	Dependency Attorney						
			01/05/2014	4064.80				4936.00
			07/06/2014	4146.40				5034.40
			07/05/2015	4312.00				5236.00
			07/17/2016	4484.80				5445.60
3125	PA	Deputy Public Defender						
			01/05/2014	4588.00				6348.80
			07/06/2014	4680.00				6476.00
			07/05/2015	4867.20				6735.20
			07/17/2016	5061.60				7004.80

All classes listed are "deep classes," that is, classes with a minimum/maximum pay range. Movement through the range is defined in the Alameda County Salary Ordinance.

APPENDIX B

DOMESTIC PARTNER DEFINED

Domestic Partner Defined. A "domestic partnership" shall exist between two persons, one of whom is an employee of the County, covered by this Memorandum of Understanding, regardless of their gender and each of them shall be the "domestic partner" of the other if they both complete, sign, and cause to be filed with the County a notarized "County of Alameda Affidavit of Domestic Partnership" (or submit to the County a notarized "Declaration of Domestic Partnership" [State Form DP-1] filed with the California Secretary of State) attesting to the following:

- a. the two parties reside together and share the common necessities of life;
- b. the two parties are not married to anyone; eighteen years or older; not related by blood closer than would bar marriage in the State of California; and mentally competent to consent to contract;
- c. the two parties declare that they are each other's sole domestic partner and they are responsible for their common welfare;
- d. the two parties agree to notify the County if there is a change of circumstances attested to the affidavit;
- e. the two parties affirm, under penalty of perjury that the assertions in the affidavit are true to the best of their knowledge.

Termination. A member of a domestic partnership may end said relationship by filing a "County of Alameda Termination of Domestic Partnership" form. For those who filed a State "Declaration of Domestic Partnership," a copy of a notarized State of California "Notice of Termination of Domestic Partnership" (State Form DP-2 filed with the State of California) must be provided to the County.

New Statements of Domestic Partnership. No person who has filed an affidavit of domestic partnership may file another such affidavit until six months after a statement of termination of the previous partnership has been filed with the County or the State of California as described herein and all other criteria have been met which establishes the domestic partnership.

APPENDIX C

Chapter 3.48

EMPLOYMENT DISCRIMINATION COMPLAINT PROCEDURES

Sections:

- 3.48.010 Purpose.**
- 3.48.020 Scope.**
- 3.48.030 Application to civil service matters and grievance procedures set forth in memorandums of understanding.**
- 3.48.040 Objectives.**
- 3.48.050 Definitions.**
- 3.48.060 Filing of FEPC and EEOC complaints not prohibited.**
- 3.48.070 Informal and formal procedures.**
- 3.48.080 Costs of hearing.**
- 3.48.090 Representation.**
- 3.48.100 Freedom from reprisal.**

3.48.010 Purpose.

The purpose of this procedure is to provide a uniform and effective system for resolving certain allegations and complaints of employment discrimination. (Prior admin. code 2-18.01)

3.48.020 Scope.

This procedure pertains to allegations made by aggrieved persons of discrimination in regard to recruitment, appointment, training, promotion, retention, discipline or other aspects of employment because of race, religion, color, sex, handicap, sexual orientation, age, national origin, political affiliation or any other factor which applicable state or federal law or regulation prohibits as the basis for discrimination in employment. Complaints which do not allege discrimination based upon one or more of the foregoing factors will not be handled under this procedure.

Where applicable, this procedure supersedes the grievance procedure set forth in Chapter 3.44 of this code. This procedure does not confer upon non-tenured employees the right to a good cause hearing upon the imposition of disciplinary action. (Prior admin. code 2-18.02)

3.48.030 Application to civil service matters and grievance procedures set forth in memorandums of understanding.

This procedure shall not apply to complaints relating to matters within the jurisdiction of the civil service commission under the Charter until and unless the commission elects to make this procedure applicable to such complaints. In such event, the findings and decision of the hearing officer or arbitrator shall be made to the commission for final determination. This procedure shall apply to complaints of

discrimination pursuant to grievance procedures set forth in memorandums of understanding only in the event that such memorandums specifically provide for its application to such complaints. In the event that the use of this procedure is not adopted by the commission or specified by the applicable memorandum of understanding, an aggrieved person who elects to pursue an appeal through procedures provided by the commission or the memorandum of understanding may not pursue the same allegations of discrimination under this procedure. (Prior admin. code 2-18.03)

3.48.040 Objectives.

The objectives of this procedure are: to provide an efficient means of resolving individual or group problems of a sensitive nature quickly and with a minimum of formal procedural requirements; to decrease significantly formal complaints which are expensive, time consuming and detrimental to good employee relations; and to sensitize managers and supervisors to the needs of individual employees or groups and to improve their capability of handling problems before they become complaints (Prior admin. code 2-18.04)

3.48.050 Definitions

“Affirmative action coordinator” means the agency/department affirmative action coordinator or other person in close reporting relationship to top management who is assigned the responsibility of managing the procedure for handling discrimination complaints.

“Complainant” means an aggrieved person who has filed a formal complaint.

“Discrimination in regard to age” means disparate treatment of persons who are at least forty (40) years of age but less than seventy (70) years of age, as prohibited by the U.S. Age Discrimination in Employment Act of 1967, or of persons who are at least forty (40) years of age, as prohibited by the California Fair Employment Practice Act.

“Discrimination in regard to handicap” means disparate treatment of persons having a physical or mental handicap not related to employment needs or the person’s ability to perform the duties of the job.

“Equal employment opportunity counselor” means an employee trained in equal employment opportunity procedures and counseling techniques to provide informal counseling on matters pertaining to discrimination.

Factors Which Applicable State or Federal Law or Regulation Prohibits as the Basis for Discrimination in Employment. These factors are those personal or social characteristics which are unrelated to either the needs of the position or to employment in general. Such factors as poor personal hygiene, unwillingness or inability to take direction, to work in harmony with supervision, peers, or the public, or to work without excessive absenteeism are examples of factors which normally are related to the needs of the position and to employment.

“Formal complaint” means written complaint which states clearly the basis for an allegation of discrimination and the relief requested. (Prior admin. code 2-18.05)

3.48.060 Filing of FEPC and EEOC complaints not prohibited.

This procedure is not intended to and does not interfere with the rights of an aggrieved person to file a complaint with the Fair Employment Practice Commission, the Equal Employment Opportunity Commission, the courts, or, except as specifically provided herein, any other available source or redress. (Prior admin. code 2-18.07)

3.48.070 Informal and formal procedures.

A. An aggrieved person may contact the designated equal employment opportunity counselor no later than thirty (30) days from the alleged discrimination, except that when the action complained of is a specific personnel action, of which the employee has notice, such as a promotion, demotion, rejection for appointment, or disciplinary action, the contact with the designated equal employment opportunity counselor may be made no later than ten days from the alleged discrimination. The equal employment opportunity counselor shall consult with the aggrieved person and, after making necessary inquiries, shall counsel him on the issues of the case, and seek informal resolution of the problem. The equal employment opportunity counselor shall keep a record of counseling activities and shall advise the aggrieved person of the formal complaint process and of his or her right to file complaints thereunder, under civil service rules, under an applicable memorandum of understanding, or pursuant to state and federal statutes. The equal employment opportunity counselor shall complete the informal pre-complaint counseling within fifteen (15) working days of being contacted by the aggrieved person.

B. Resolving Formal Complaints.

1. Departmental Review. If informal resolution of the problem through conciliation and negotiation cannot be effected, an aggrieved person may file a formal complaint with the Departmental Affirmative Action Coordinator or other designated official. Such a complaint must be filed on a form provided for this purpose and within five working days after the attempted resolution of the problem by the equal employment opportunity counselor or within twenty-five (25) working days after the date of the alleged discriminatory action, whichever shall first occur. The affirmative action coordinator will decide whether the complaint falls within the jurisdiction of the procedure and accept or reject it. Upon acceptance of the complaint, the affirmative action coordinator shall obtain the notes on the case from the equal employment opportunity counselor; may conduct a prompt, impartial investigation if he deems it necessary; shall explore the possibility of resolving the problem through negotiation or conciliation; shall present findings and recommendations on resolving the complaint to the agency/department head; and within forty-five (45) working days from the date the formal complaint was filed, shall present his written decision, as approved by the Agency/Department Head, to the complainant, with a copy of the complaint and decision to be forwarded to the director of personnel.

2. Appeal from Decision of Department Head. The decision of the Department head shall be final unless appealed by the complainant to the

director of personnel within ten working days of the date of mailing or personal delivery of the decision to the aggrieved person.

3. Review County Affirmative Action Officer. The director of personnel shall forward a copy of the decision and appeal to the county affirmative action officer who shall have ten working days from the date of filing of the appeal in which to determine whether to conduct his or her own investigation of the problem. In the latter event, the county affirmative action officer shall have twenty (20) additional working days in which to complete his or her investigation, counseling or settlement efforts.

4. Setting of Hearing. If the county affirmative action officer decides not to conduct his own investigation or if his or her efforts to settle the problem are unsuccessful, the director of personnel shall set the appeal for hearing before a State Hearing Officer or, by mutual agreement of the complainant and the agency/department head, before an agreed-upon arbitrator.

5. Exclusion of Frivolous or Vague Appeals and Appeal There from. In the event that the director of personnel shall determine that the complaint is frivolous, vague, or that the facts alleged in the complaint, even if true, would not substantiate a claim of discrimination, or that the appeal claims discrimination based upon a factor for which state or federal law or regulation does not prohibit discrimination, he or she shall not schedule the appeal for hearing. The aggrieved person may, within ten working days of the mailing to him or her of notice that the complaint has been rejected by the director of personnel, request that the director's action be reviewed by an impartial practicing attorney selected by the civil service commission. If the aggrieved person makes such an appeal, the director of personnel shall forward to the impartial attorney a copy of the complaint, the written decision of the Agency/Department Head, and of his or her determination which is the subject of the request for review. The impartial attorney, after reviewing the foregoing documents and without a hearing, shall determine whether the action of the director of personnel in refusing to schedule the appeal for hearing was correct. The determination of the impartial attorney in this regard shall be final, but a determination by the impartial attorney that the appeal should be scheduled for hearing shall not preclude the hearing officer or arbitrator from determination, upon the evidence adduced at the hearing, that the factor upon which the disparate treatment was based was related to the needs of the position or to employment in general.

6. Hearing of Appeal. The hearing officer or arbitrator shall fully hear the complaint and make written findings of fact as part of its decision. The decision of the hearing officer or arbitrator, on matters of employment discrimination within the scope of this procedure, shall be binding on the Department/Agency Head. The director of personnel shall notify the Merit Systems Services of the California State Personnel Board regarding the disposition of all formal complaints received and of all heard by a hearing officer or arbitrator. (Prior admin. code 2-18.07)

3.48.080 Costs of hearing.

The cost of the hearing officer or the arbitrator, as well as of any reporter required by the hearing officer or arbitrator, shall be paid by the county. In the event, however, that the aggrieved person is represented in his or her appeal by a recognized employee organization or is furnished counsel by said organization, the costs of the hearing officer or the arbitrator as well as of the reporter shall be shared equally by the county and the organization. (Prior admin. code 2-18.08)

3.48.090 Representation.

The aggrieved person/complainant has a right to be accompanied, represented and advised by a person of his or her own choosing at all stages of the process, but no recognized employee organization shall be obligated to furnish such representation or advice except upon such basis as the aggrieved person/complainant and the recognized employee organization shall mutually agree. (Prior admin. code 2-18.09)

3.48.100 Freedom from reprisal.

An aggrieved person/complainant, his or her representative, and witness shall be free from restraint, interference, coercion, discrimination or reprisal at all stages in presenting and processing a complaint, including the informal counseling state. (Prior admin. code 2-18.10)

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ALAMEDA COUNTY PUBLIC DEFENDERS' CHAPTER,
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THE COUNTY OF ALAMEDA

SIDELETTER OF AGREEMENT

On a case by case basis, the Public Defender may, at his or her discretion, grant an attorney employed by the Public Defender's Office after-business-hours access to a Public Defenders' field office other than that to which the attorney is normally assigned to allow the employee to perform work that would otherwise require the employee to travel to his or her normal office location. Such access, if approved, will be for specified hours and days of the week. Among other considerations, the Public Defender will base his or her determination on the nature of the work need, access limitations in lease agreements and County policy, safety conditions, including the availability of secure parking, and the availability of work space and necessary equipment in the alternate office. Such access shall be used exclusively for the performance of the employee's job duties. Access authorization may be revoked at any time at the discretion of the Public Defender. The Public Defender's decisions under this paragraph shall not be subject to grievance or other appeal.

For the County:

DAJ
Williams
Cynthia Brannon

For IFPTE, Local 21, Public Defenders' Chapter:

Felix Fontelo
Wesley H.
Quinn
Paul
John

DATE: May 7, 2010

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS

ALAMEDA COUNTY PUBLIC DEFENDERS' CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA

SIDELETTER OF AGREEMENT

Dental Benefit

The maximum annual benefit for each covered individual is \$1,450 for the dental plan. The parties agree that effective plan year 2015, the maximum annual benefit for each covered individual shall increase to \$1,550 per plan year.

For the County:

MH 11/15/14
Mary Williams
Robert Johnson

For IFPTE, Local 21, Public Defenders' Chapter:

K. Gantz
J. Morris
Jill Hill
James Brown

DATE: 11/18/2014

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS
PUBLIC DEFENDERS CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA

Tentative Agreement

Educational Leave

Sideletter of Agreement


Upon request by an attorney and subject to approval by the employee's manager and approval by the Public Defender, an attorney may attend training and/or teach on County paid work time. The request to the employee's manager and the Public Defender must include specific information and documentation on the training the employee wants to attend or the class/seminar that the employee will teach. This information shall include the date, time, location and topics covered. The training and/or class must be relevant to public defender work and must be, in the sole judgment of the Public Defender, work that will enhance the employee's job-related knowledge/capabilities and/or further the mission of the Office of the Public Defender. Approval for such training/teaching will be based primarily on the work load and the operational needs of the Office of the Public Defender as determined by the Public Defender.


There will be no compensation for training/teaching time that occurs outside of regular work hours. Only the portion of the approved training/teaching that occurs during the regular business day will be eligible for compensation. At the discretion of the Public Defender, the attorney may receive compensation for travel time to the seminar or class, if travel during regular work hours is necessary.

If an attorney is eligible for compensation from another institution, organization or company for teaching, the attorney is not eligible to receive pay from the County, and must request and receive approval for personal leave if time off work is needed to teach.

Nothing in the above shall entitle an employee to County paid time to teach or attend classes/seminars, and the decisions of the Public Defender with regard to the above are not subject to grievance or other appeal.

For the County:




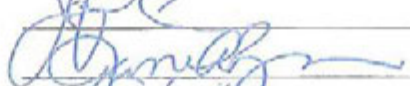
Mary Williams



Robert Spang

DATE: 1/15/14

For IFPTE, Local 21, PD CHAPTER:



K. Carter


Dick Mandy


J. P. H. K.

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS
ALAMEDA COUNTY PUBLIC DEFENDERS' CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA
TENTATIVE AGREEMENT

SIDE LETTER OF AGREEMENT
JOB SHARING PILOT PROGRAM

1. Alameda County ("County") and the Alameda County Public Defenders' Chapter, IFPTE Local #21 ("Union") agree to continue a pilot Job Share Program in the Public Defender's Office terminating [end of contract date], unless terminated earlier as permitted below. Continuation of the Job Share Program thereafter will depend upon whether the County and Union thereafter mutually agree to such continuation. If operational problems arise in connection with the job sharing arrangement, the parties will endeavor to resolve the issues. If, in the judgment of the Public Defender, these efforts are not successful, the Public Defender may terminate the Job Share program effective on the date designated by the Public Defender.
2. The Public Defender will designate three existing full-time (i.e. 40 hour per week) positions in the Deputy Public Defender classification that may each be shared by two (2) Deputy Public Defenders with each participant scheduled to work half time (20 hours per week). Employees in the Deputy Public Defender classification who supervise staff, as determined by the Public Defender, are excluded from participation in the Job Share Pilot Program. The basic schedules for employees in a job share will be, for the first employee, three days of eight hours of work per day in one workweek of the pay period and two days of eight hours of work per day in the second workweek of the pay period. For the second employee it shall be two days of eight hours of work per day in the first workweek of the pay period followed by three days of eight hours of work per day in the second workweek of the pay period.
3. The Public Defender or his or her designee will assign duties to the job share participants that are, in the Public Defender's judgment, consistent with the operational and administrative needs of the Department.
4. Employees in the Deputy Public Defender classification shall submit an initial notice of interest in such job share no later than a date specified by the Public Defender and the Public Defender will establish and maintain a list of those interested. The Public Defender will determine the participants in such job share arrangement from among those who have submitted a notice of interest, and the effective date of the job share. The Public Defender shall make the selection based on his or her determination of the best interests of the Public Defender's Office. In the event there is a waiting list of individuals interested in job sharing, the Public Defender will have the discretion to terminate the job sharing arrangement for a current participant(s) after 12 months for the purpose of admitting a new participant into the program. The selection of a new participant will be made by the Public Defender based on his or her determination of the best interests of the Public Defender's Office. Further, in order to ensure that all Deputy Public Defenders are available to be assigned felony trial cases, job share participants will generally be limited to 12 months of job sharing. However, based on operational needs, job share participation does not preclude the assignment of felony trial cases.
5. The Parties acknowledge that the needs of the Office of Public Defender dictate that each half of each of the two full-time Deputy Public Defender positions in the program must remain continuously and regularly staffed. (Consequently, if one of the participants accepts appointment to another full-time

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D 1/15/14

position, is unable to work due to disability, terminates or is otherwise unavailable for work in the Job Share position, the Public Defender may require the remaining participant to resume work on a temporary or continuous full-time basis. Further, employees participating in a job share will be expected on their own initiative, and may be required by the Public Defender, to work more than their normal half-time schedule (e.g. full-time) within one or more work weeks or work days to ensure that litigation-related activities of the participants or others with whom they work in the Public Defenders Office are carried out in the most effective manner possible, as determined by the Public Defender.

6. The two Deputy Public Defenders occupying a job share position will each agree that, except as identified in this side letter, they shall remain in such job share arrangement until a vacancy occurs within the department or until they have participated in the job share program for 12 months, at which time the Public Defender may opt to assign other interested employee(s) to the job share position or, if no other eligible employee is interested, the Public Defender may return the participants to full time work or the continued job share, based on operational needs. When a vacancy occurs within the Department, the Public Defender shall determine the ultimate vacant position to be filled. If a job share participant is interested in returning to a full-time position, he or she must notify the Public Defender (or his or her designee) in writing. Individuals who have notified the Public Defender of their interest in returning to full-time work prior to the vacancy occurring will then be considered for the ultimate vacancy. The Public Defender shall review the list of interested employees and determine the individual who best meets the Department's business needs for the current vacancy. The Public Defender's decision is non-grievable.

If only one employee within the job share wishes to return to full-time work when a position becomes available, then the other employee must either: (1) find another employee acceptable to the Public Defender to participate in the job share program or (2) return to full-time status by the time his or her job share partner is scheduled to resume full-time work.

7. Decisions that the Public Defender is entitled to make under this Job Share Program, including but not limited to determinations of operational needs and the decision to terminate the program, are final and not subject to grievance or other appeal. Any other disputes over the meaning, interpretation or application of this Side Letter shall be resolved under the Grievance Procedure set forth in the Parties' MOU.
8. This written instrument is the entire Side Letter between the parties.

Done this day, 11/8 ²⁰¹⁴ ~~2013~~.

For the County:

MW 1/15/14
Mary Williams
Robert Dequoy

For the Union:

A. Garte
John Morris
John H.
John H.

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS
PUBLIC DEFENDERS CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA

Labor Management Committee
Sideletter of Agreement

The Public Defender's Office is committed to open communication among all staff. Therefore, within 90 days of the adoption of the 2012-2017 Local 21, Public Defenders' Chapter MOU, the parties agree to establish a Labor Management Committee to discuss and make recommendations regarding issues related to the operations of the Public Defender's Office. Issues may include the following:

- Consistency of department operations with policies
- Communications
- Workload distribution
- Morale
- New program initiatives

The LMC will not discuss or make recommendations on issues related to discipline, grievances, individual performance problems, negotiations or subjects within the scope of representation.

The LMC will consist of three labor representatives (Units R68 and 069 combined) and three management representatives.

The meetings will be held in February, June and October on mutually agreed upon dates and locations. The meetings will be one hour in length unless mutually agreed to extend the time. Agenda items are to be sent to the Public Defender's designee by the close of business seven days before the meeting. If no agenda items are received seven days before the meeting, the meeting will be cancelled.

The LMC shall submit recommendations to the Public Defender for his consideration. The final decisions regarding adoption of the recommendation are at the sole discretion of the Public Defender and are non-grievable.

This sideletter will be in effect through the term of the current MOU.

For the County:

Mary Williams
Darrell Murray

For the Union:

Seah Morris
Jay D. Holt
James Carter
K. Carter

Date: Jan 29, 2014

2009 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS

ALAMEDA COUNTY PUBLIC DEFENDERS' CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA

SIDELETTER OF AGREEMENT

Alameda County Public Defenders' Office Location Reassignment Policy

1. General Policy.

The Public Defender's clients are best served when all attorneys are familiar with current practice in all assignments performed by Local 21 bargaining unit members in the Public Defender's Office, and when they have a current working knowledge and established working relationship with all the Judges in the County. In addition, clients are best served when each attorney's particular experience, knowledge, and abilities align with the characteristics of cases handed by the Public Defender's Office. Therefore, while the Public Defender will consider attorney preferences, meeting the operational needs of the Public Defender's Office, as summarized above and as determined by the Public Defender, is paramount in making assignment decisions.

2. Location Reassignment Procedures.

The steps of the location reassignment process are as follows:

- a. The Chief Assistant Public Defender prepares rosters for use of Branch Managers.
- b. Each Branch Manager meets with attorneys assigned to the branch concerning their location assignment preferences. The Branch Manager then completes and returns the rosters to the Chief Assistant Public Defender.
- c. The Chief Assistant Public Defender then confers with the Public Defender concerning the requested location reassignments and location reassignments desired by the Public Defender. He or she then consolidates the rosters from the individual branches and the Public Defender's desires into a single proposed reassignment list which he or she then distributes to all Branch Managers and the Public Defender.
- d. Branch Managers discuss the tentative location reassignments with the affected attorney(s).

- e. The Branch Managers then meet with the Chief Assistant Public Defender, the Public Defender or both to discuss issues raised by employees concerning tentative location reassignments, and the final location reassignment list is then determined by the Public Defender or Chief Assistant Public Defender, as determined by the Public Defender.
- f. When the Public Defender determines that it is feasible to do so, consistent with operational needs, employees who are reassigned under this policy shall be given thirty (30) calendar days advance notice of the location reassignment before the reassignment takes effect.

3. Frequency of Location Assignment Review. The Public Defender's Office will carry out the location reassignment procedures set forth in 2 above at least twice per calendar year. However, the presumptive frequency shall be three times per year unless the Public Defender determines that conducting the reassignment procedure three (3) times in the particular calendar year is impracticable. The presumptive schedule by which the location reassignment procedures will be carried out is as follows:

Month of Meeting	Approximate Effective Date of Location Change
March	May
July	September
November	January

- 4. Special Priority Assignment. An Attorney who completes a full tour on felony trial staff or a 187 SC through penalty phase will be given preference for their next assignment.
- 5. Duration of Location Assignments. The presumptive maximum duration of a location assignment is three years, except that the presumptive maximum for assignment to either the Fremont or Pleasanton branch shall be twelve (12) months. The Public Defender may extend the duration of an assignment to the Fremont or Pleasanton branches for up to 3 years at the request of an attorney who wishes to remain at one of those locations longer than 12 months. However, the Public Defender retains the discretion to transfer the attorney prior to 3 years, if in the Public Defender's judgment, it is in the best interest of the Office to do so. The Public Defender may vary the duration of all assignments in an effort to ensure a reasonable sharing of workload by type and volume or to meet operational needs, consistent with his or her determination of the needs of the Office. The decisions of the Public Defender regarding location assignments are non-grievable.
- 6. Delayed Effective Date of Location Reassignments. The Public Defender will consider an attorney's request to delay for up to four months a location reassignment. Such request must specify the temporary circumstances that gives rise to the request; provided that this does not require the disclosure of specific diagnostic medical information in the case of requests based on medical condition.

7. Juvenile Facility. The Juvenile Justice Center is considered a branch for purposes of the location reassignment procedure.

8. This written instrument constitutes the entire agreement between the parties.

For the County:

MM

Murphy

Cynthia Brown

For the Union:

Bob Buntin

Walter H

Walter H

Walter H

Walter H

Date: *May 7*, 2010

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS
ALAMEDA COUNTY PUBLIC DEFENDERS' CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA
SIDELETTER OF AGREEMENT

Parity with District Attorney Job Classes

The parties agree that if, during the term--June 24, 2012 through July 15, 2017--of the MOU with IFPTE, Local 21, Public Defenders' Chapter, the classifications of Deputy District Attorney, Assistant/Senior Deputy District Attorney I and Assistant/Senior Deputy District Attorney II in the District Attorney's Office receive a salary increase, the classifications of Associate Deputy Public Defender, Deputy Public Defender and Assistant Public Defender in the Public Defender's Office will receive the same increase effective on the same date.

Done this day, 1-29, 2014.

For the County:

Mary Williams
Shirley Murray

For the Union:

John H.
Red Moran
James
J. Carter
J. Carter

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS
ALAMEDA COUNTY PUBLIC DEFENDERS' CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA

TENTATIVE AGREEMENT
SIDELETTER OF AGREEMENT
PART TIME POSITION PILOT PROGRAM

1. The Public Defender will designate three existing full-time (i.e. 40 hour per week) positions in the Deputy Public Defender classification that may each be worked at a 10% reduction in hours. These part time positions will work nine days per pay period and the equivalent of 72 hours in a pay period. (One of the days designated as a non-work day will be the day that the Courts are closed, if any).
2. The Parties agree to meet to develop and recommend to the Public Defender guidelines and procedures within 60 days of adoption of the MOU by the Board of Supervisors. These guidelines and procedures will address matters such as selection of participants, duration of part-time assignments, and scheduling of days off.
3. Decisions that the Public Defender makes relative to the part-time positions are final and not subject to grievance or other appeal.

Done this day, 1/8 ²⁰¹⁴ ~~2013~~

For the County:

MH 1/15/14
Mary Williams
Robert Murphy

For the Union:

Mr. Forte
John Morris
Jim Deft
James

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS
PUBLIC DEFENDERS CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA

Tentative Agreement

Performance Evaluation Process

Sideletter of Agreement

The parties from the Office of the Public Defender and employees in Local 21, Public Defenders' Chapter, agree to meet within 60 days after adoption of the Memorandum of Understanding to discuss the performance evaluation process in the Office of the Public Defender with the intent of exploring options and developing recommendations for performance evaluations. The recommendations will be presented to the Public Defender for his consideration within 180 days of commencement of the meetings. Such recommendations will pertain only to evaluations of employees who are members of Local 21 Public Defenders' Chapter. The ad hoc work team shall consist of up to three employees representing the Public Defender's Chapter and up to three employees representing management.

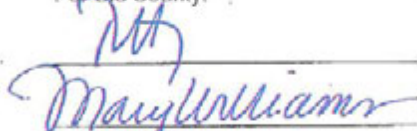
The work team may consider an evaluation form, frequency of evaluations, including frequency of evaluations for Associate Public Defenders, tenured employees, probationary employees, and evaluations prior to step increases. The work team may also make recommendations for a 360 feedback process for supervisors who are members of Local 21, Public Defender's Chapter.


To the degree feasible, based on the judgment and sole discretion of the Public Defender, recommendations and suggestions from the ad hoc work team may be incorporated into guidelines for a Performance Evaluation process in the Office of the Public Defender for Local 21 members. The Public Defender will also consider input from other involved parties. The decisions of the Public Defender regarding implementation of the recommendations of the above-referenced ad hoc team are not subject to grievance or to other appeal.

Performance evaluations are not subject to grievance or to other appeal.

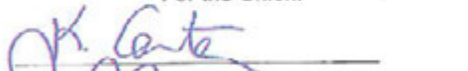
Done this day 1-15, 2014

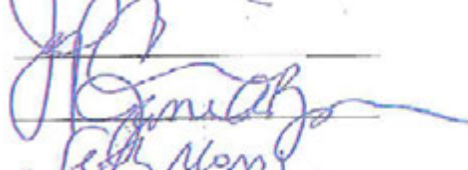
For the County:




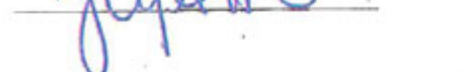


For the Union:









2009 NEGOTIATIONS
ALAMEDA COUNTY PUBLIC DEFENDERS' CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA

SIDELETTER OF AGREEMENT

The parties agree to eliminate Public Defender's Sabbatical Program.

For the County:

For IFPTE, Local 21, Public Defenders' Chapter:

Dan M...
Mary Wickham
Cynthia Baron

Ed Smith
Jay H.
Barbara
John
Jan

DATE: May 7, 2010

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS
ALAMEDA COUNTY PUBLIC DEFENDERS' CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA
TENTATIVE AGREEMENT
SHARE THE SAVINGS
SIDELETTER OF AGREEMENT

The parties agree that the County shall increase the existing monthly Share the Savings stipend in Plan Year 2015, so that the new monthly totals shall be as follows:

- \$200 for those employees who decline all medical coverage;
- \$150 for those employees who decline Family coverage and elect Single coverage;
- \$100 for those employees who decline Family coverage and elect 2-party coverage;
- \$100 for those employees who decline 2-party coverage and elect Single coverage.

For the County:

MAJ 1/15/14
Maury Williams
Public Defender

1/8 K.92
For IFPTE, Local 21, Public Defenders' Chapter:

H. Carter
Joseph
Keith Morris
Joyce
Janet

DATE: 1/8/2014

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS
PUBLIC DEFENDERS CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA

Training and Professional Development

Sideletter of Agreement

In addition to in-house training offered by the Office of the Public Defender at no cost to attorneys, the Office shall also provide funding for training and professional development as follows:

Basic Trial Skills Institute—up to 6 Associate Deputy Public Defenders per year may be eligible, as determined by the Public Defender;

Homicide Seminar—up to 20 employees per year in the classifications of Associate Deputy Public Defender, Deputy Public Defender, or Assistant Public Defender, as determined by the Public Defender.

The Office of the Public Defender will pay the registration fees for the above training/professional development conferences. The attorney will be responsible for any associated travel, meals and lodging costs.

If the training/conference occurs on scheduled work days, the attorney shall receive his/her regular compensation for attendance on those days. The attorney shall not be entitled to additional pay for attending conferences/training that occur at times the attorney is not regularly scheduled to work.

In the event that funds for the above training/professional development are not fully available for the training/professional development as described above, the Public Defender, in his sole discretion shall determine how to allocate any remaining funds.

This sideletter is in effect beginning within 30 days of adoption of this MOU and shall remain in effect until July 15, 2017. The Public Defender's decisions under this sideletter shall not be subject to grievance or other appeal. This written instrument is the entire sideletter between the parties.

Done this day Jan 29, 2014.

For the County:

Mary Williams
Dorothy Murray

For the Union:

Leslie Morris
Jim Hill
Janet
H. Carter

2012 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS
PUBLIC DEFENDERS CHAPTER
IFPTE, LOCAL 21
AND
THE COUNTY OF ALAMEDA

Tentative Agreement to Union #5

Sideletter of Agreement

All County employees have access to County emails and on-line timekeeping and benefits information by logging on to their home computer at www.secure.acgov.org.

A VPN token enables an employee greater access to various electronic work documents, files, and applications. Based on approval by the Agency/Department Head, the County may provide VPN tokens to a limited number of employees.

Effective 2 pay periods after adoption of this MOU, attorneys may submit a request to the Public Defender identifying why a VPN token is necessary. The Office of the Public Defender will provide a limited number of VPN tokens for requests if approved by the Public Defender. The Office of the Public Defender will pay for the cost of the approved VPN tokens.

Use of the VPN tokens will be monitored. If the Public Defender or his/her designee determines that an employee who has been approved for VPN access is not using or no longer needs it, the employee will be notified and the VPN access will be discontinued. If an employee no longer needs a VPN token, the employee is to notify the Administrative Services Manager to discontinue use of the VPN token. Decisions regarding VPN tokens are within the exclusive discretion of the Public Defender and are non-grievable.

For the County:

For IFPTE, Local 21, Public Defenders' Chapter:





DATE: June 7, 2013

ALAMEDA COUNTY BOARD OF SUPERVISORS
MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 02/11/2014

Approved as Recommended Other

Read title, waived reading of ordinance in its entirety and adopted Ordinance O-2014-9

Unanimous Chan: Haggerty: Miley: Valle: Carson: -4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Ordinance: O-2014-9

Documents to be signed by Agency/Purchasing Agent:

File No. 29174

Item No. 7

Copies sent to:

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:
Clerk of the Board
Board of Supervisors

By: R. Bailey

Deputy

COUNTY OF ALAMEDA
PAYPERIOD CALENDAR
2014

<u>FROM</u>	<u>TO</u>	<u>PAYDAY</u>	<u>PAYPERIOD</u>
12/08/13	12/21/13	01/03/14	14-01
12/22/13	01/04/14	01/17/14	14-02
		<i>CHRISTMAS 12/25/13</i>	
		<i>NEW YEAR'S 01/01/14</i>	
01/05/14	01/18/14	01/31/14	14-03
01/19/14	02/01/14	02/14/14	14-04
		<i>MARTIN Luther KING'S BIRTHDAY OBSERVED 01/20/14</i>	
02/02/14	02/15/14	02/28/14	14-05
		<i>LINCOLN'S BIRTHDAY 02/12/14</i>	
02/16/14	03/01/14	03/14/14	14-06
		<i>WASHINGTON'S BIRTHDAY OBSERVED 02/17/14</i>	
03/02/14	03/15/14	03/28/14	14-07
=====			
03/16/14	03/29/14	04/11/14	14-08
03/30/14	04/12/14	04/25/14	14-09
04/13/14	04/26/14	05/09/14	14-10
04/27/14	05/10/14	05/23/14	14-11
05/11/14	05/24/14	06/06/14	14-12
05/25/14	06/07/14	06/20/14	14-13
		<i>MEMORIAL DAY OBSERVED 05/26/14</i>	
=====			
06/08/14	06/21/14	07/03/14	14-14
06/22/14	07/05/14	07/18/14	14-15
		<i>INDEPENDENCE DAY 07/04/14</i>	
07/06/14	07/19/14	08/01/14	14-16
07/20/14	08/02/14	08/15/14	14-17
08/03/14	08/16/14	08/29/14	14-18
08/17/14	08/30/14	09/12/14	14-19
08/31/14	09/13/14	09/26/14	14-20
		<i>LABOR DAY OBSERVED 09/01/14</i>	
		<i>ADMISSION DAY 09/09/14 (*)</i>	
=====			
09/14/14	09/27/14	10/10/14	14-21
09/28/14	10/11/14	10/24/14	14-22
		<i>COLUMBUS DAY OBSERVED 10/13/14 (*)</i>	
10/12/14	10/25/14	11/07/14	14-23
10/26/14	11/08/14	11/21/14	14-24
11/09/14	11/22/14	12/05/14	14-25
		<i>VETERAN'S DAY 11/11/14</i>	
		<i>THANKSGIVING 11/27/14 AND 11/28/14</i>	
11/23/14	12/06/14	12/19/14	14-26

(*) Not applicable to all employees, please refer to the applicable MOUs

COUNTY OF ALAMEDA
PAYPERIOD CALENDAR
2015

<u>FROM</u>	<u>TO</u>	<u>PAYDAY</u>	<u>PAYPERIOD</u>
12/07/14	12/20/14	01/02/15	15-01
12/21/14	01/03/15	01/16/15	15-02
		<i>CHRISTMAS 12/25/14</i>	
		<i>NEW YEAR'S 01/01/15</i>	
01/04/15	01/17/15	01/30/15	15-03
01/18/15	01/31/15	02/13/15	15-04
		<i>MARTIN Luther KING'S BIRTHDAY OBSERVED 01/19/15</i>	
02/01/15	02/14/15	02/27/15	15-05
		<i>LINCOLN'S BIRTHDAY 02/12/15</i>	
02/15/15	02/28/15	03/13/15	15-06
		<i>WASHINGTON'S BIRTHDAY OBSERVED 02/16/15</i>	
03/01/15	03/14/15	03/27/15	15-07
=====			
03/15/15	03/28/15	04/10/15	15-08
03/29/15	04/11/15	04/24/15	15-09
04/12/15	04/25/15	05/08/15	15-10
04/26/15	05/09/15	05/22/15	15-11
05/10/15	05/23/15	06/05/15	15-12
05/24/15	06/06/15	06/19/15	15-13
		<i>MEMORIAL DAY OBSERVED 05/25/15</i>	
=====			
06/07/15	06/20/15	07/02/15	15-14
06/21/15	07/04/15	07/17/15	15-15
		<i>INDEPENDENCE DAY OBSERVED 07/03/15</i>	
07/05/15	07/18/15	07/31/15	15-16
07/19/15	08/01/15	08/14/15	15-17
08/02/15	08/15/15	08/28/15	15-18
08/16/15	08/29/15	09/11/15	15-19
08/30/15	09/12/15	09/25/15	15-2
		<i>LABOR DAY OBSERVED 09/07/15</i>	
		<i>ADMISSION DAY 09/09/15 (*)</i>	
=====			
09/13/15	09/26/15	10/09/15	15-21
09/27/15	10/10/15	10/23/15	15-22
		<i>COLUMBUS DAY OBSERVED 10/12/15 (*)</i>	
10/11/15	10/24/15	11/06/15	15-23
10/25/15	11/07/15	11/20/15	15-24
11/08/15	11/21/15	12/04/15	15-25
		<i>VETERAN'S DAY 11/11/15</i>	
		<i>THANKSGIVING 11/26/15 AND 11/27/15</i>	
11/22/15	12/05/15	12/18/15	15-26
12/06/15	12/19/15	12/31/15	15-27

(*) Not applicable to all employees, please refer to the applicable MOUs

COUNTY OF ALAMEDA
PAYPERIOD CALENDAR
2016

<u>FROM</u>	<u>TO</u>	<u>PAYDAY</u>	<u>PAY PERIOD</u>
12/20/15	01/02/16	01/15/16 <i>CHRISTMAS 12/25/15</i>	16-01
01/03/16	01/16/16	01/29/16 <i>NEW YEAR'S 01/01/16</i>	16-02
01/17/16	01/30/16	02/11/16 <i>MARTIN L. KING'S BIRTHDAY OBSERVED 01/18/16</i>	16-03
01/31/16	02/13/16	02/26/16	16-04
02/14/16	02/27/16	03/11/16 <i>LINCOLN'S BIRTHDAY 02/12/16</i> <i>WASHINGTON'S BIRTHDAY OBSERVED 02/15/16</i>	16-05
02/28/16	03/12/16	03/25/16	16-06
=====			
03/13/16	03/26/16	04/08/16	16-07
03/27/16	04/09/16	04/22/16	16-08
04/10/16	04/23/16	05/06/16	16-09
04/24/16	05/07/16	05/20/16	16-10
05/08/16	05/21/16	06/03/16	16-11
05/22/16	06/04/16	06/17/16 <i>MEMORIAL DAY OBSERVED 05/30/16</i>	16-12
=====			
06/05/16	06/18/16	07/01/16	16-13
06/19/16	07/02/16	07/15/16	16-14
07/03/16	07/16/16	07/29/16 <i>INDEPENDENCE DAY 07/04/16</i>	16-15
07/17/16	07/30/16	08/12/16	16-16
07/31/16	08/13/16	08/26/16	16-17
08/14/16	08/27/16	09/09/16	16-18
08/28/16	09/10/16	09/23/16 <i>LABOR DAY OBSERVED 09/05/16</i> <i>ADMISSION DAY 09/09/16 (*)</i>	16-19
=====			
09/11/16	09/24/16	10/07/16	16-20
09/25/16	10/08/16	10/21/16	16-21
10/09/16	10/22/16	11/04/16 <i>COLUMBUS DAY OBSERVED 10/10/16 (*)</i>	16-22
10/23/16	11/05/16	11/18/16	16-23
11/06/16	11/19/16	12/02/16 <i>VETERAN'S DAY 11/11/16</i>	16-24
11/20/16	12/03/16	12/16/16 <i>THANKSGIVING OBSERVED 11/24/16 AND 11/25/16</i>	16-25
12/04/16	12/17/16	12/30/16	16-26

(*) Not applicable to all employees, please refer to the applicable MOUs

COUNTY OF ALAMEDA
PAYPERIOD CALENDAR
2017

<u>FROM</u>	<u>TO</u>	<u>PAYDAY</u>	<u>PAY PERIOD</u>
12/18/16	12/31/16	01/13/17 <i>CHRISTMAS OBSERVED 12/26/16</i>	17-01
01/01/17	01/14/17	01/27/17 <i>NEW YEAR'S OBSERVED 01/02/17</i>	17-02
01/15/17	01/28/17	02/10/17 <i>MARTIN L. KING'S BIRTHDAY OBSERVED 01/16/17</i>	17-03
01/29/17	02/11/17	02/24/17	17-04
02/12/17	02/25/17	03/10/17 <i>LINCOLN'S BIRTHDAY OBSERVED 02/13/17</i> <i>WASHINGTON'S BIRTHDAY OBSERVED 02/20/17</i>	17-05
02/26/17	03/11/17	03/24/17	17-06
=====			
03/12/17	03/25/17	04/07/17	17-07
03/26/17	04/08/17	04/21/17	17-08
04/09/17	04/22/17	05/05/17	17-09
04/23/17	05/06/17	05/19/17	17-10
05/07/17	05/20/17	06/02/17	17-11
05/21/17	06/03/17	06/16/17 <i>MEMORIAL DAY OBSERVED 05/29/17</i>	17-12
06/04/17	06/17/17	06/30/17	17-13
=====			
06/18/17	07/01/17	07/14/17	17-14
07/02/17	07/15/17	07/28/17 <i>INDEPENDENCE DAY 07/04/17</i>	17-15
07/16/17	07/29/17	08/11/17	17-16
07/30/17	08/12/17	08/25/17	17-17
08/13/17	08/26/17	09/08/17	17-18
08/27/17	09/09/17	09/22/17 <i>LABOR DAY OBSERVED 09/04/17</i> <i>ADMISSION DAY OBSERVED 09/08/17 (*)</i>	17-19
=====			
09/10/17	09/23/17	10/06/17	17-20
09/24/17	10/07/17	10/20/17	17-21
10/08/17	10/21/17	11/03/17 <i>COLUMBUS DAY OBSERVED 10/09/17 (*)</i>	17-22
10/22/17	11/04/17	11/17/17	17-23
11/05/17	11/18/17	12/01/17 <i>VETERAN'S DAY OBSERVED 11/10/17</i>	17-24
11/19/17	12/02/17	12/15/17 <i>THANKSGIVING OBSERVED 11/23/17 AND 11/24/17</i>	17-25
12/03/17	12/16/17	12/29/17	17-26

(*) Not applicable to all employees, please refer to the applicable MOUs