

# **COUNTY OF VENTURA**

## **Management, Confidential Clerical and Other Unrepresented Employees Resolution**



**December, 2007**

## Table of Contents

	<u>Page</u>	<u>Section</u>
<b>Additional Employee Benefits</b>		
- Deferred Compensation .....	55	1901
- Drug and Alcohol Testing .....	58	1905
- Jury Service .....	57	1904
- Management Education Fund .....	58	1906
- Retirement Incentives - 30 Year Employees .....	57	1902
- Serving as Witness .....	57	1903
<b>Administrative Leave</b>		
- Eligible Employees .....	34	1002
- Granting of Administrative Leave .....	34	1003
- Payment for Overtime Worked .....	34	1004
- Purpose .....	34	1001
- Use, Accruals, and Record Keeping .....	34	1005
<b>Compensation Plan</b>		
- Additional Compensation to Supervisors .....	8	311
- Adjustment of Anniversary Date for Purposes of Merit Increase .....	13	323
- Anniversary Date on Promotion .....	14	325
- Change in Flexible Benefit Category .....	10	317
- Compensation Schedule .....	4	301
- Correcting Error in Overlooking Merit Increase .....	12	322
- Denial of Merit Increase .....	12	321
- Flexible Merit Increases for Certain Employees .....	11	319
- Hourly Pay/Salary on "Y" Rating .....	8	309
- Merit Review .....	12	320
- Merit Increases within the Pay/Salary Range .....	10	316
- Pay on Termination .....	6	303
- Pay for Part-Time Services of Regular Employees .....	6	304
- Payment for Services Rendered on An Annual Basis .....	7	306
- Priority of Increases .....	9	312
- Pay/Salary Corrections .....	7	307
- Pay/Salary on Demotion of a Promotional Probationary Employee .....	10	313
- Pay/Salary on Probationary Demotion .....	10	314
- Pay/Salary on Promotion .....	13	324
- Pay/Salary Range Changes .....	7	308
- Regular Pay Day .....	6	302
- Salary on Demotion .....	10	315
- Salary on Temporary Promotion .....	15	327
- Salary Rate on Transfer .....	8	310

	<u>Page</u>	<u>Section</u>
- Salary Structure of Sheriff Sworn Management and Fire Protection District Safety Management Employees .....	14 .....	326
- Time for Merit Advancements .....	11 .....	318
- Wage Rate .....	6 .....	305
 <b>Grievance Procedure</b>		
- Definition .....	66 .....	2203
- Matters Excluded from the Grievance Procedure .....	66 .....	2204
- Policy .....	66 .....	2202
- Purpose.....	66 .....	2201
- Representation.....	66 .....	2205
- Step No. 3 - Review by County Executive Officer .....	67 .....	2209
- Step No. 1 - Review by Department/Agency.....	67 .....	2207
- Step No. 2 - Review by Department/Agency Head .....	67 .....	2208
- Time Limitations.....	66 .....	2206
 <b>Health Insurance</b>		
- Continuation of Health Plan .....	19 .....	502
- Health Insurance.....	19 .....	501
- Part-Time Employee Flexible Credits.....	20 .....	505
- Retiree Health Insurance .....	20 .....	503
- Retiree Health Premium Coverage .....	20 .....	504
 <b>Holidays</b>		
- Floating Holiday .....	35 .....	1104
- Holiday Policy.....	35 .....	1101
- Holiday Pay.....	36 .....	1105
- Holiday Time, Line Assigned Battalion Chiefs.....	37 .....	1107
- Observance.....	35 .....	1103
- Paid Assigned Holidays .....	35 .....	1102
- Work on Holidays.....	36 .....	1106
 <b>Hours of Work</b>		
- Battalion Chief and Chief Fire Investigator Work Week .....	31 .....	803
- Chief-Public Works Maintenance Work Periods.....	32 .....	804
- Normal 80-Hour Biweekly Work Period.....	31 .....	801
- Other Allowable Work Periods .....	31 .....	802
 <b>Industrial Leave</b>		
- Annual Leave Accrual While on Temporary Disability.....	45 .....	1309
- Application for Industrial Leave .....	44 .....	1302
- Basis for Granting Industrial Leave .....	44 .....	1303
- Benefits While on Temporary Disability Leave of		

	<u>Page</u>	<u>Section</u>
Absence Without Pay .....	46	1312
- Employment Status While Receiving Temporary Disability Indemnity.....	45	1308
- Full Salary .....	45	1307
- Full Payment for First Week of Disability-Hospitalization .....	44	1304
- Health Plan Contribution .....	46	1311
- Holiday Accrual While Disabled .....	45	1310
- Purpose.....	44	1301
- Relationship to Labor Code.....	46	1313
- Supplement Paid Industrial Leave.....	44	1305
- Use of Other Leave .....	45	1306

### **Leaves of Absence**

- Anniversary Date and Salary Increase Adjustment Following Leave.....	47	1404
- Bereavement Leave .....	48	1405
- Early Return From Leaves of Absence .....	47	1403
- Leaves of Absence-General Policy .....	47	1401
- Length of Maternity Leave.....	49	1407
- Maternity Leave .....	48	1406
- No Loss of Rights or Breaks in Service.....	47	1402
- Parenthood Leave.....	49	1408

### **Other Compensation**

- Automobile Allowance.....	21	604
- Board Certified Psychiatrists and Psychologists .....	23	608
- Certified Public Accountant .....	23	609
- Educational Incentive Pay .....	24	612
- Expense Reimbursement.....	21	602
- Gross-Up Provisions .....	25	614
- Life Insurance .....	22	605
- Long Term Disability Plan .....	25	613
- Medical Training Program Reimbursement.....	26	617
- Medical Maintenance Examination.....	21	603
- Mileage Reimbursement .....	21	601
- Overtime for Sheriff's Management Employees .....	25	615
- Payment for Physical Care Services .....	27	619
- Personal Property Reimbursement Policy.....	23	610
- Professional Memberships.....	22	606
- Professional Registration and Licensing .....	23	607
- Recruitment/Retention Incentives .....	26	616
- Uniform/Maintenance Allowance.....	24	611
- Safety Shoe Reimbursement .....	26	618

**Overtime for Confidential Clerical Employees**

- Compensation for Overtime Hours Worked ..... 33 .....903
- Definition ..... 33 .....901
- Hours Worked in Excess of Normal Work Day..... 33 .....904
- Policy Limitation on Overtime..... 33 .....902

**Paid Leave**

- Advanced Annual Leave Credit..... 40 .....1206
- Annual Leave Accrual ..... 38 .....1202
- Annual Usage ..... 39 .....1203
- Annual Leave Accrual While on Temporary Disability ..... 42 .....1211
- Annual Leave Redemption..... 39 .....1205
- Annual Leave Usage..... 41 .....1208
- Maximum Accrual..... 39 .....1204
- Payoff Upon Retirement or Terminations ..... 42 .....1209
- Prior Sick Leave Accruals ..... 40 .....1207
- Purpose..... 38 .....1201
- Rate of Pay for Annual Leave Redemption ..... 42 .....1210
- Retention of Excess Accruals ..... 42 .....1212

- Part-Time Employees** ..... 50 .....1501

**Performance Reviews**

- Administration of Evaluation Program ..... 53 .....1701
- Confidentiality of Performance Evaluations..... 53 .....1703
- Nature of Performance Evaluations ..... 53 .....1702

**Personnel File**

- Employee Acknowledgement of Material Placed  
    in Personnel File..... 54 .....1801
- Full Right of Inspection of Employee Personnel File ..... 54 .....1802

**Premium Pay**

- Battalion Chiefs ..... 17 .....404
- Bilingual Premium Pay ..... 16 .....401
- Night Shift Differential ..... 16 .....402
- Nursing Personnel..... 17 .....403
- Probation Assignment Differential ..... 17 .....405
- VCERA Staff Premium Pay ..... 18 .....406

**Probationary Period**

	<u>Page</u>	<u>Section</u>
- Employees Who Must Serve Probationary Periods.....	51	1602
- Extension of Probation Period.....	51	1603
- Length of Probationary Period .....	51	1601
- Probationary Period Review.....	52	1604
- Return to Previous Position.....	52	1605

**Recognition** ..... 2

**Reduction in Force**

- Classification Reinstatement.....	63	2108
- Demotion in Lieu of Layoff .....	62	2106
- Determination of Layoff .....	61	2104
- Non-Discrimination in Reduction in Force .....	65	2112
- Obligation to Serve Probationary Period .....	64	2110
- Order of Layoff .....	61	2102
- Purpose.....	61	2101
- Reemployment.....	62	2107
- Restoration of Benefits.....	63	2109
- Retirement Contribution .....	64	2111
- Seniority .....	61	2103
- Transfer in Lieu of Demotion.....	62	2105

**Textbook and Tuition Reimbursement**

- Costs Not Covered.....	29	706
- Courses Not Eligible for Reimbursement .....	29	704
- Courses Eligible .....	28	703
- Eligible Employees.....	28	702
- Purpose.....	28	701
- Textbook and Tuition Program Administration .....	30	707
- Textbook and Tuition Reimbursement .....	29	705

**Title and Purpose** ..... 1

**Transfers**

- Approval of Transfer.....	59	2005
- Certification/Transfer of Exempt Employees .....	60	2010
- Consideration for Appointment of Person Requesting Transfer .....	60	2008
- Definitions .....	59	2001
- Duration of Transfer Request.....	60	2009
- Minimum Qualifications .....	59	2002
- Probation Period on Transfer .....	59	2004

- Salary Rate and Anniversary Date on Transfer..... 59 .....2003  
- Salary Rate and Anniversary Date on Involuntary Transfer ..... 59 .....2006  
- Written Request for Transfer..... 59 .....2007

**Exhibit I**

- Outline of Benefits by Job Title

**Exhibit II**

- Drug and Alcohol Policy for Safety-Sensitive Employees

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
WHICH DESCRIBES PERSONNEL POLICIES, PROCEDURES,  
COMPENSATION, AND BENEFITS FOR MANAGEMENT,  
CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED  
EMPLOYEES OF THE COUNTY OF VENTURA**

The Board of Supervisors of the County of Ventura resolves as follows:

ARTICLE 1  
***TITLE AND PURPOSE***

- Sec. 101     This Resolution describes the employment and compensation plan for management, confidential clerical and other unrepresented employees of the County of Ventura. This resolution shall become effective December 16, 2007 unless otherwise specifically provided.
- Sec. 102     Exhibit 1 and County of Ventura Personnel Rules and Regulations are hereby referenced and made a part of this Resolution.

ARTICLE 2  
**RECOGNITION**

Sec. 201 This Resolution shall apply only to persons employed in the classifications set forth in Exhibit 1. Those classifications are divided into the following units:

- ME - Management Elected
- MA - Agency/Department Heads
- MB - Assistant Agency/Department Heads  
All Management Employees
- MS - Sheriff Safety Management
- MT - Fire Safety Management
- CC - Confidential Clerical
- UO - Other Unrepresented

The phrase "management employees" as used in this Resolution refers to individuals in units ME, MA & MB.

The provisions of this Resolution shall be applied equally to all employees without unlawful discrimination as to age, sex, race, color, creed, national origin, or disability.

Sec. 202 The terms "employee" or "employees" as used in this resolution shall refer only to persons employed by the County in regular, allocated positions in the above-mentioned units.

Sec. 203 Notwithstanding any other provisions herein, those employees exempt from civil service pursuant to Section 1347 of the Civil Service Ordinance, including agency/department heads and all other employees specified therein, shall not serve a probationary period and shall not be entitled to the grievance procedure specified in Article 22 herein nor are they covered by Article 21, Reductions in Force. Furthermore, all such employees serve at the will of the Board of Supervisors or other appointing authority and may be terminated with or without cause upon sixty (60) days notice unless otherwise specifically provided by law. During the first year of employment (2,080 hours), the appointing authority may, at their discretion chose not to provide the sixty (60) days notice.

Sec. 204 A. Only the flexible benefits program (Article 5, Section 501); Article 6, Sections 603, 605, 606, 612, 613, 617 and 619; and the 457 Deferred Compensation program apply to Post

Graduate Years One, Two, and Three, the Assistant Chief Resident, Chief Resident, and the Pharmacy Resident.  
(Amended 5/14/02)

- B. Compensation for members of the Board of Supervisors is controlled by Ordinance.

Compensation for other elected officials is controlled by this document, except that the following sections do not apply to elected officials:

- Section 1202 (Annual Leave);
- Section 1205 (Annual Leave Redemption);
- Section 609 (CPA Incentive Pay);
- Section 612 (C) (Educational Incentive Pay);
- Section 613 (Long Term Disability)

ARTICLE 3  
**COMPENSATION PLAN**

Sec. 301     **Compensation Schedule:** Except as otherwise provided herein, employees shall receive the base hourly pay or salary of the pay range assigned to the classification of the position in which they are employed, benefits and retirement in accordance with the pertinent conditions of employment enumerated in these articles, appendices and exhibits. Salaried employees shall be compensated under the provisions of "Biweekly Salary"; and hourly employees under the provisions of "Hourly Salary".

- A.     Base Hourly Pay or Salary for all except "Y" rated employees is defined as the biweekly compensation within the salary range of Appendix A for the employees' "class code" plus the additional compensation for supervisors as described in Section 310, if applicable. "Base Salary" for "Y" rated employees is that described in Section 308 and shall include the additional compensation for supervisors (Section 310) as applicable.
  
- B.     Advanced Pay/Salary Appointments: The Director-Human Resources may provide that a position be filled at any point in the hourly pay/salary range up to the midpoint of the range, or with the approval of the County Executive Officer, may provide that a particular position be filled at a pay/salary level beyond the midpoint of the salary range. An advanced pay/salary appointment may be made when either of the following occur:
  - 1.     Whenever reasonable proof has been presented that no qualified person can be recruited to fill a position at the minimum rate.
  
  - 2.     Whenever reasonable proof has been presented that an applicant has qualifications deserving a starting salary higher than the recruiting salary.
  
- C.     There shall be an additional step of the salary range which shall be 105% of the normally assigned range which is reserved for those classifications designated as "*Difficult to Recruit.*" Advancements up to this step shall not be automatic. They shall, instead, be granted based upon a determination by the Director-Human Resources, subject to approval by the County Executive Officer, that a serious

recruiting and/or retention problem exists for a classification(s), or that increases granted to subordinate "difficult to recruit" classifications have created serious compaction problems, and that any percentage increase up to and including five percent (5%) can be granted under this Section if it would assist the County in recruiting or retaining employees in that classification(s). Upon such determination and approval, any percent up to and including the approximate five percent (5%) increase(s) granted pursuant to the provisions of this Section shall be implemented as follows:

1. Upon prior authorization by the Director-Human Resources, the initial pay/salary placement for newly hired employees may be at any point within the pay/salary range for the classification.
2. All present permanent, regular, full-time or part-time employees assigned to positions in the affected classification(s), who have successfully completed one year or more of service at the top of the pay/salary range for that classification(s) shall receive a pay/salary increase in accordance with the provisions of Section 315 or 318 of this Resolution.
3. All other regular, full-time and part-time employees assigned to positions in the affected classification(s), who have successfully completed less than one year of service at the top of the salary range for that classification may, upon recommendation of their Agency/Department Head and approval by the Director-Human Resources, have their pay/salary adjusted to an amount no less than the lowest pay/salary received by a qualified candidate hired from an eligible list created as the result of an open competitive examination to fill a vacancy in that classification provided that their education and experience meet or exceed those of the newly hired employee.
4. Subsequent merit increases for employees not compensated at the top of the pay/salary range(s) for classifications affected by the provisions of this Section may be granted pursuant to Sections 315 through 319 of this Resolution.

In the event the Director-Human Resources determines the circumstances that created the recruiting or retention problems for any or all classifications no longer exist, they shall advise the County Executive Officer of their findings. If the County Executive Officer concurs, he shall declare the provisions described above inoperative for such classification(s). At that time, the pay/salary for any employee compensated at a rate above that to which they would otherwise have been entitled shall be "Y" rated and shall not be increased until the new pay/salary for their classification exceeds the rate established for him pursuant to the provisions described above.

- Sec. 302 **Regular Payday:** Whenever compensation is fixed for any position, such compensation is the biweekly compensation to be paid to the person holding such position unless otherwise stated. Such biweekly compensation shall be paid to employees, as determined by the Auditor-Controller, on or about the Friday following the end of the biweekly payroll period.
- Sec. 303 **Pay On Termination:** Upon certification of the Director-Human Resources that the employment of any employee is terminated prior to the expiration of the biweekly pay period, the compensation of such persons shall become due and shall be paid on the pay day which falls within the next pay period.
- Sec. 304 **Pay For Part-Time Services Of Regular Employees:** The actual compensation for part-time employment shall be determined by the relation that the total number of hours of service bears to the number of hours of service required in full-time employment in each class of position, except for those positions for which the Board has established a special or flat rate of pay as full remuneration for all services rendered, irrespective of the number of hours worked. Premium pay will also be paid to regular part-time employees on the same basis as full-time employees except that when premium pay is paid on a biweekly or monthly rate, that rate will be paid to part-time employees on a pro rata basis.
- Sec. 305 **Wage Rate:** Whenever a non-exempt employee, whose salary is fixed on a yearly or biweekly basis, works less than the total number of hours or days in a particular biweekly pay period, that employee shall receive salary or wages for the period in accordance with the hourly rate of the appropriate classification. In order to compensate for the difference between staff assigned

Battalion Chiefs and line assigned Battalion Chiefs, such employees shall have their salary and benefits adjusted up or down, as appropriate, by the correction factor of 1.4, consistent with their assignment.

Sec. 306 ***Payment For Services Rendered On An Annual Basis:*** Whenever the salary for any position is established as an annual rate, the employee appointed to that position will be paid a salary on a biweekly basis.

Sec. 307 ***Pay/Salary Corrections:*** Upon recommendation by the agency/department head and the Director-Human Resources, the County Executive Officer may approve a one-time pay/salary adjustment to resolve pay/salary compaction problems. Such corrections will not cause the top step of the salary range to be increased, but are intended to adjust pay/salaries that fall within the pay/salary range.

Sec. 308 ***Pay/Salary Range Changes:*** Whenever a higher pay/salary range is assigned to a classification, an employee holding a position in such classification shall have their hourly pay/salary increased by the percentage increase in the classification's salary range. The employee's anniversary date shall not change in such an adjustment. Whenever an additional step is added to the top of an assigned pay/salary range, individuals at the top of the existing range for at least one year shall be assigned to the new step.

Whenever a pay/salary range is assigned to a classification which previously was compensated on a flat rate, an employee shall either retain their salary immediately prior to the establishing of such range or receive the minimum of the pay/salary range established for the classification, whichever is greater. Whenever the Director - Human Resources furnishes reasonable proof that an employee, whose classification was previously compensated on a flat rate is deserving of a higher placement in the newly established range than the minimum of such range, the County Executive Officer may authorize an adjustment to any point in the pay/salary range assigned to the classification. The employee's merit increase hours shall not be affected by such an adjustment.

Whenever a lower pay/salary range is assigned to a classification, an employee holding a position in that class shall receive the same pay/salary they were receiving on the day preceding the effective date of the new range, if such salary placement is within the newly established pay/salary range. In all other instances, whenever a lower pay/salary range is assigned to a classification, an employee

holding a position in the class whose pay/salary immediately preceding the effective date of the new range was in excess of the maximum of the new range, then such employee shall receive the maximum of the new range. The anniversary date of an employee affected by the establishment of lower pay/salary ranges for their classification shall not be affected by such an adjustment.

Market Based Average adjustments granted July 6, 2003 are exempt from the provisions of this section.

Sec. 309 **Hourly Pay/Salary On "Y" Rating:** When an employee is "Y" rated, their base hourly pay/salary, immediately prior to the date of downward reclassification, is frozen and may not be increased until the maximum of the base hourly pay/salary range assigned their new classification exceeds the base hourly pay they were earning immediately prior to establishment of the "Y" rate. The employee shall then be placed at the point in the range most closely representing approximately five percent (5%) increase in base hourly pay and shall retain the same merit increase hours that were needed in effect immediately prior to the establishment of the "Y" rate.

Sec. 310 **Salary Rate On Transfer:** Whenever an employee is transferred or assigned to a position in a different classification having the same salary range as their former position, they shall retain their salary rate and anniversary date.

Whenever an exempt employee is transferred to a position in a non-exempt classification, their Base Salary, immediately prior to the date of transfer is frozen and may not be increased until the maximum of the Base Salary range assigned their new classification exceeds the Base Salary they were earning immediately prior to establishment of the "Y" rate. The employee shall then be placed at the point in the range most closely representing approximately five percent (5%) increase in Base Salary and shall retain the same merit increase hours that were needed immediately prior to the establishment of the "Y" rate. Flexible benefit allowances shall be provided in accordance with the provisions of Section 316.

Sec. 311 **Additional Compensation To Supervisors:** A person, occupying a supervisory position, may receive a differential equivalent of seven and one-half percent (7.5%) of the base salary rate of any one of their subordinates provided that:

- A. Both their appointing authority and the County Executive Officer find they are exercising substantial supervision over the subject subordinate and that they are satisfactorily performing the full supervisory duties of the position; and,
- B. The organization is a permanent one approved by the County Executive Officer; and,
- C. Both the supervisor and the subordinate have been permanently appointed to full-time positions. For purposes of this section full-time for employees working twelve (12) hour shifts shall be thirty-six (36) hour per week.
- D. The classifications of both the supervisor's and subordinate's positions are appropriate to the organization and their duties.
- E. The classification of the supervisor and subordinate shall not be the same.
- F. The supervisor must occupy a classification with a higher top step of the salary range than that of the subordinate.

Such increased compensation shall be effective on the first (1st) day of the pay period during which the finding called for in Subparagraph "A" above is made. Employees shall be eligible to receive this differential only for the period necessary to maintain the Base Salary of the supervisor at a rate of seven and one-half percent (7.5%) above that received by the subordinate.

When the conditions authorizing this differential cease to exist, then it shall be cancelled and the supervisor shall receive the Base Salary they would have attained notwithstanding the provisions of this Section. The effective date of said adjustment shall be the first (1st) day of the pay period following the action creating the changed condition.

Where the subordinate is receiving a "Y" rate, or is for any other reason paid more than the maximum of the salary range set for their classification, the supervisor's differential shall be computed on the actual base salary paid the subordinate excluding the "Y" rate. A change in the salary or status of the supervisor shall invoke the Merit Increase Section of this Resolution and said Sections shall only be applied to the base rate of the supervisor's salary. Policies and procedures relating to probation or merit increase hours are not affected by the provisions of this Section.

- Sec. 312 **Priority Of Increases:** Whenever a general increase, a merit salary increase, a higher pay/salary range or pay/salary range placement, a promotional pay/salary increase, or any combination thereof are effective on the same date, the pay/salary to which an employee is entitled shall be fixed as follows: to the pay/salary received by the employee on the preceding day shall first be added any general pay/salary increase, then any higher pay/salary range or pay/salary range placement, then any merit increase, and then any promotional increase.
- Sec. 313 **Pay/Salary On Demotion Of A Promotional Probationary Employee:** A promotional probationary employee demoted to the class they formerly occupied in good standing shall have the pay/salary status, probationary status, and anniversary date they would have achieved if they had remained in the lower class throughout the period of their service in the higher class.
- Sec. 314 **Pay/Salary On Probationary Demotion:** When an employee takes a probationary demotion to a lower class in which a probationary period has not previously been served, such employee shall be demoted to the entry level pay/salary in the lower class and shall be required to serve a new probationary period.
- Sec. 315 **Salary On Demotion:**
- A. Whenever an employee who has completed their probationary period in a higher class is then demoted to a position in a lower class for reasons other than unsatisfactory performance, or for functional disability, they shall receive the highest salary on the new range that does not exceed their rate of pay immediately prior to demotion and shall retain their anniversary date.
  - B. When an employee who has completed their probationary period in a higher class is then demoted, for disciplinary reasons, to a position in the lower class in which they did not previously hold status, they shall receive a salary five percent (5%) less than their salary immediately prior to demotion, or the highest salary on the new range, whichever produces the lower salary. An employee so demoted shall be required to serve a new probationary period.
- Sec. 316 **Merit Increases Within The Pay/Salary Range:** Merit increases within a range shall not be automatic. They shall be based on merit and shall require the written approval of the appointing authority, containing the effective date therefore. Except as otherwise

provided in Section 319 of this Resolution, a merit increase shall consist of an increase of approximately five percent (5%) within a range for the class unless the employee is less than five percent (5%) from the top of the range and in such a case, the increase shall be to the top of the pay/salary range.

Sec. 317 ***Change In Flexible Benefit Category:*** Employees affected adversely by involuntary assignment or reclassification to a lower flexible benefit category, shall have their credits frozen until such time as assigned credits exceed the frozen amount. Employees who voluntarily demote to a classification that is assigned lower flexible benefit category shall not have their credits frozen.

Sec. 318 ***Time For Merit Advancements:***

A. Classified Service Employees

A newly appointed, reemployed or promoted employee may qualify for:

1. An initial merit advancement within the pay/salary range the pay period following completion of 1,040 hours of service in that class.
2. Succeeding merit increases within the pay/salary range the pay period following completion of each additional 2,080 hours of service.

The period of service required to qualify for merit increases by regular part-time employees shall be as for a regular full-time employee.

B. Unclassified Service Employees

A newly appointed, re-employed or promoted employee may qualify for:

1. An initial salary review based on performance after completing 1,040 hours of service in that class.
2. Succeeding annual salary reviews upon completion of each additional 2,080 hours of service in that class.

Sec. 319 ***Flexible Merit Increases For Certain Employees*** (See Exhibit 1):

A. In addition to merit increase provisions contained in Section 316, merit increases for designated management and confidential clerical employees and all employees exempt from the classified service, shall be based on performance. A merit increase for these designated employees may be any amount up to approximately ten percent (10%), inclusive, within the range. Increases shall not be automatic and require the written approval of the appointing authority up to eight percent (8%). Increases of eight percent (8%) or more within the established range must have additional approval as follows:

<u>For Classification Of:</u>	<u>Requires Approval Of:</u>
1. Agency/Department Heads	County Executive Officer
2. Asst. Agency/Dept. Heads	County Executive Officer
3. Human Resources Mgt. Employees	County Exec. Officer
4. All Other Designated Employees	Director-Human Resources

Sec. 320 **Merit Review:** The appointing authority shall notify the Director-Human Resources and the employee in writing of their decisions regarding approval, denial, or deferment of a merit increase. In all cases, the recommendation of the appointing authority shall be based on the employee's performance.

Sec. 321 **Denial Of Merit Increase:** If, in the appointing authority's judgment, the employee's performance does not warrant a merit salary increase upon meeting the time requirements of Section 318, the Agency/Department Head may deny the increase and must complete the County Performance Evaluation Rating Form. Any time prior to the employee's next scheduled merit increase, the employee may request a review of their merit increase by the appointing authority, or the appointing authority by their own initiative, may review the matter. If the appointing authority concurs with the requested review, or if the appointing authority independently initiates their own review, then the appointing authority shall reopen the matter by submitting another performance rating and recommendation. If an employee's merit increase is deferred and granted within the year, that employee's next merit increase shall not be due until 2,080 hours of service have elapsed from the (1st) first day of the period in which the increase was finally granted.

Sec. 322 **Correcting Error In Overlooking Merit Increase:** Upon discovery that an employee who would otherwise have been recommended for a merit increase failed to receive such increase as the result of an oversight or system error, the Auditor-Controller shall compensate the employee for the additional salary they should have received, when they should have satisfied the merit increase hours needed. In such cases, there will be no adjustment of an employee's anniversary date.

Sec. 323 **Pay/Salary On Promotion:** Except as provided below, a regular employee who is promoted to a position in a class having a higher pay/salary rate shall receive the entry level pay/salary for the higher class or such higher amount as would constitute a pay/salary increase of approximately five percent (5%) over the pay/salary received prior to promotion, whichever is greater, or that amount as provided in Section 319. For the purpose of establishing the initial salary for employees promoted to the classification of Sheriff's Captain, the salary received prior to promotion shall include any applicable educational incentive received by the employee prior to their promotion.

A. Notwithstanding the provisions described above, a regular employee, who is promoted to a position in a class having a higher pay/salary rate may, upon recommendation of the appointing authority, have their initial pay/salary established at any point of the salary range. Such rate must, however, be at least the entry rate for the higher class of such higher amount as would constitute a pay/salary increase or approximately five percent (5%) over the pay/salary received prior to promotion, whichever is greater. A pay/salary established as a result of this provision is subject to the following approvals:

1. Up to the midpoint of the salary range - approval by the Director-Human Resources.
2. From the midpoint to the top of the salary range - approval by the County Executive Officer.

The advanced salary placement may be made when:

1. No qualified person can be recruited to fill a position at a minimum rate; or

2. The skills or experience of the regular employee warrant a higher salary placement.

Sec. 324 **Effective Date Of Promotion:** Whenever a person is promoted to a position, the effective date of their promotion shall always be the first (1st) Sunday of the following pay period.

Sec. 325 **Pay/Salary On Temporary Promotion:** An employee qualified for and assigned to a higher classification to fill a vacancy caused by sick leave or other approved leave of absence, or any other reasons stipulated by these articles, and who serves in said higher classification for five (5) consecutive workdays, shall thereafter be paid according to the pay/salary range of the class to which the employee has been temporarily promoted. The change in pay/salary related to a promotion shall be effective the first (1st) Sunday of the pay period following such promotion. Prior approval by the Director-Human Resources is required.

Upon temporary promotion, an employee will receive either the minimum of the new pay/salary range or an approximate increase of about five percent (5%) increase over their present pay/salary, whichever is greater, and the appropriate flexible benefit credit allowance. In no case shall such pay/salary adjustment place the employee beyond the pay/salary range of the position to which they have been temporarily promoted.

An employee so temporarily promoted shall receive this pay/salary and flexible credit allowance benefits as long as they continue to serve in said higher classification and shall be entitled to receive increases within the range for the position as provided in these articles as though they had been appointed on the day they began to receive the salary designated for the position. The temporarily promoted employee shall not receive any other benefit assigned to the higher classification that they is not already receiving.

The five (5) day waiting period shall apply each time an employee is assigned to a higher classification in this manner.

This provision excludes those classifications whose specific duties and responsibilities require supervision in the absence of an immediate supervisor.

ARTICLE 4  
**PREMIUM PAY**

Sec. 401 **Bilingual Premium Pay:** Employees whose positions require the use of bilingual skills shall be allocated for bilingual premium pay at the I, II, or III level. The allocation of positions among the respective levels shall be made by the Agency/Department Head, based upon the criteria established by, and subject to approval by, the Director-Human Resources. An employee's bilingual proficiency at Levels I and II shall be determined by an examination administered and certification issued by the Director-Human Resources or other approved county or city employer or educational facility at the employee's expense. Level III proficiency examinations shall be developed and administered solely by the Director-Human Resources. The level of an employee's bilingual proficiency shall be determined by an examination administered by the Director-Human Resources. Employees assigned to such positions shall be eligible for bilingual premium pay at the level of their position or level of their proficiency, whichever is less, subject to the conditions set forth herein.

The rates for the respective levels are:

<u>Bilingual Level</u>	<u>Premium Pay</u>
I	\$.65/hour
II	\$.80/hour
III	\$.90/hour

Employees in positions eligible to receive this premium pay shall receive the appropriate rate per hour compensated per biweekly pay period, not to exceed eight (80) compensated hours per pay period.

Such premium pay shall be in addition to an employees' pay. To be eligible to receive this premium pay, upon the recommendation of the Agency/Department Head and the Director-Human Resources, the County Executive Officer must designate that such payment will be made.

Sec. 402 **Night Shift Differential:** Except as otherwise provided herein, the night shift differential for employees of the County who are required to work a full shift between the hours of 2:00 p.m. and 9:30 a.m. shall be calculated at the rate of five percent (5%) of the base hourly pay/salary of said employee. This provision shall apply to non-exempt employees only. This provision does not apply to

certain classifications engaged in law enforcement, fire suppression, or similar twenty-four (24) hour public safety activities as designated by the Director-Human Resources.

Sec. 403 ***Nursing Personnel:***

- A. Evening and Night Shift Differential - Nurses who work five-eighths (5/8) of a shift between 3:00 p.m. and 11:00 p.m. shall be paid an additional seven and one-half percent (7.5%) of their Base Salary. Nurses who work five-eighths (5/8) of a shift between 11:00 p.m. and 7:00 a.m. shall be paid an additional fifteen percent (15%) of their base hourly pay/salary. This provision shall apply to non-exempt employees only.
- B. Specialty Pay - Whenever Nursing Services personnel are assigned to work in specialty areas, three dollars (\$3.00) per shift will be added to their regular base hourly pay/salary. These assignments as determined by hospital management shall include, but not be limited to: the Operating Room-Recovery Room, Intensive Care-Coronary Care Unit, Intensive-Intermediate Care Nursery, Maternity Ward-Delivery Room, Emergency Room, Pediatrics, or In-Patient Jail.
- C. Weekend Pay - Nurses who work a weekend shift shall receive, in addition to all other compensation allowed for in these Articles, twelve dollars and fifty cents (\$12.50) for each weekend shift worked.

Sec. 404 Fire Battalion and Fire Division Chiefs assigned to staff functions and a forty (40) hour work schedule shall receive one dollar (\$1.00) per hour, up to eighty (80) hours per pay period in addition to their designated Base Salary.

Sec. 405 ***Probation Assignment Differential:*** Employees in the classification of Supervising Deputy Probation Officer assigned to Colston Youth Center, Clifton Tatum Center, Juvenile Restitution Program, Work Furlough/Work Release, and the Juvenile Justice Complex shall receive a five percent (5%) assignment differential to reflect additional duties and responsibilities associated with such assignments. This pay differential shall apply only while the employee is assigned to one of the designated positions and will be removed upon reassignment.

Sec. 406

***Ventura County Employees' Retirement Association (VCERA) Staff Premium Pay:*** VCERA employees who have attained certification as a Certified Employee Benefits Specialist (CEBS) shall receive a three and one-half percent (3.5%) premium pay (CEBS) or five percent (5%) premium pay for employees who have attained certification as a Chartered Financial Analyst (CFA). Any employee may receive either the CEBS or CFA premium pay, but not both.

ARTICLE 5  
**HEALTH INSURANCE**

Sec. 501     **Health Insurance:** The County shall make available to employees a Cafeteria Plan qualified under Section 125 of the Internal Revenue Code, known as the Flexible Benefit Program which includes medical, vision and dental coverage. The County shall contribute toward the cost of the program an amount as approved by the Board of Supervisors, an appropriate contribution according to the following schedule (effective pay period 97-01):

- Category 1: Executive Committee, Board of Supervisors, and Other Elected Officials: \$260.00 per biweek
- Category 2: Senior Management: \$260.00 per biweek
- Category 3: Management Group C: \$260.00 per biweek.
- Category 4: Management Group D, Unrepresented Other, Confidential Clerical employees, Post Graduate-Year 1, Post Graduate-Year 2, Post Graduate-Year 3, Management and Confidential Clerical employees regularly scheduled to sixty-four (64) hours or more per biweekly pay period: \$260.00 per biweek.

No modifications or exceptions shall be made to the provisions of the Program except that pay reduction may also be allocated as specified in the Flexible Benefits Program document. The information in this section was formerly included in Appendix B in past Resolutions.

Sec. 502     **Continuation Of Health Plan:** It is the County's intent to fully comply with the provisions of both the Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Notwithstanding the requirements of either act, should an employee exhaust sick leave and annual leave and go on leave of absence without pay, the County agrees to continue to make its contribution to the health insurance plans for seven biweekly pay periods ,provided, however, that any such biweekly period covered pursuant to this provision shall be credited towards, and not considered to be in addition to, any requirement of the FMLA or CFRA. County contributions toward flexible spending accounts or cash options in the Flexible Benefit Program will not continue during such leave of absence. The number of hours of compensation upon which payment of this premium is based shall be the number of hours compensated in the biweekly pay period immediately preceding the placement of the employee on leave of absence without pay.

Sec. 503 **Retiree Health Insurance:** Employees retired from County service shall be eligible to purchase health insurance at rates based on pooled active employee and retiree experience until the retiree is eligible for Medicare. No employee or retiree shall become entitled to a vested right under this section. The County reserves the right to eliminate this benefit at any time in its sole discretion.

Sec. 504 **Retiree Health Premium Coverage:** Notwithstanding any other provision in this Article, the County shall contribute an amount for the purpose of health plan premium payments to non-probationary employees covered by this resolution who retire after July 1, 1999 under Ventura County's retirement plan administered by the Ventura County Employee's Retirement Association. The amount of the County's contribution to such retirees shall be equal to the monthly equivalent of the premium charged to active employees for the Ventura County Health Care Plan "Sapphire Plan". Payment of the established amount shall be made directly to the retiree. A retiree's eligibility to receive such health premium allowance shall be based upon the retiree's longevity as an employee of the County of Ventura as follows: for every five (5) full years of service completed with the County of Ventura the retiree shall be entitled to one year of health premium allowance; provided, however, that in no event shall the health premium contribution extend beyond five years from the date of retirement. The above provisions apply only to employees covered by this resolution before July 3, 2005. The Board of Supervisors reserves the right to modify or eliminate this health premium allowance benefit at any time as it may apply to active employees.

Sec. 505 **Part-Time Employee Flexible Credits:** Subject to the terms of the plan document, the County shall contribute an amount not to exceed \$184.00 per biweekly pay period towards the Cafeteria Plan for each part-time employee hired on or after April 1, 2001. For purposes of this Article only, part-time employees shall be defined as those who work no fewer than forty (40) hours but less than sixty-four (64) hours per biweekly pay period.

No modifications or exceptions shall be made to these provisions except that pay reduction may also be allocated as specified in the plan document.

ARTICLE 6  
**OTHER COMPENSATION**

Sec. 601 **Mileage Reimbursement:** Employees who are required to use their personal vehicle for County business shall be reimbursed at a rate equivalent to the standard mileage rate established by proclamation of the Internal Revenue Service.

Sec. 602 **Expense Reimbursement:** See Administrative Manual.

Sec. 603 **Medical Maintenance Examination:** A medical examination program shall be provided for all management and Unit UO and may be performed by Employee Health Services or by their personal physician, at the employees option.

A. Medical maintenance examination, basic physical and medically necessary laboratory tests performed by Employee Health Services shall be covered. The content of the examination shall be determined by the Director-Human Resources in consultation with appropriate medical experts.

B. Costs of additional tests and/or treatment recommended or required as a result of symptoms identified during the examination shall be the responsibility of the employee. These additional costs however, may be covered under the employee's medical insurance plan.

C. Employees are eligible for an examination according to the schedule below:

Under 40 years	Once every 36 months
40-44 years	Once every 24 months
45 years and older	Once every 12 months

D. When an employee has the examination provided by their personal physician, incurred expenses in excess of those covered by the employees medical plan, not to exceed \$1,200, shall be eligible for reimbursement.

Sec. 604 **Automobile Allowance:** Management employees designated in Exhibit #1 may be provided automobile allowances of three hundred seventy-five dollars (\$375) per month for those positions listed in Exhibit 1 under Car Allowance "A", three hundred fifty dollars (\$350) per month for those listed under Car Allowance "B" and one hundred fifty dollars (\$150) for those positions listed under

Car Allowance "C". These sums shall be in addition to mileage payments pursuant to Section 601 above. Persons eligible for a car allowance "A" may request use an automobile provided by the County in lieu of receiving an automobile allowance and mileage reimbursement. All requests must be approved by the County Executive Officer.

Eligible part-time employees who work forty (40) or more hours per pay period will receive 100% of the appropriate allowance. Eligible part-time employees who work less than forty (40) hours per pay period shall receive 50% of the appropriate allowance.

Eligible employees who receive approval to use a County vehicle instead of receiving an automobile allowance shall have computations of other benefits/compensation calculated as if they received this allowance.

Sec. 605 ***Life Insurance:***

- A. The County shall provide a term life insurance policy to all employees covered by this Resolution in the amount of fifty thousand dollars (\$50,000). Additional group term life insurance may be purchased. The above-described life insurance is only in effect as long as County employment continues.
- B. Accidental Death Benefits: In addition to the life insurance provided herein, the designated beneficiary of any employee killed as the result of an on-duty accident while in an aircraft operated by the County's Public Safety Aviation Unit shall be entitled to receive \$500,000 in accidental death policy benefits. The beneficiary of any employee engaged in activities on behalf of the SWAT Team or Bomb Squad, or engaged in activities of the K-9, Motorcycle or Narcotics Unit while permanently assigned to any such unit, shall be entitled to receive \$50,000 in accidental death policy benefits. Policies shall be maintained by the County/s Risk Management Department.

Sec. 606 ***Professional Memberships:*** Agency/Department Heads as designated in Exhibit #1, are entitled to County-paid membership in professional organizations related to their position. In addition, employees covered by this Resolution shall be entitled to payment up to a maximum of two hundred dollars (\$200) per fiscal year for membership fees to a job-related professional organization.

Organizations eligible are in addition to those required by the agency/department head.

The Agency/Department Head may authorize payment in excess of the \$200 allowable reimbursement if the additional professional membership(s) is in the best interests of the agency/department.

Sec. 607 ***Professional Registration And Licensing:***

- A. Any employee who becomes licensed as a Civil Engineer or Land Surveyor while occupying a classification in an engineering series or a series related to engineering which does not require such licensing as a minimum qualification shall receive a bonus of 50 cents (\$.50) per hour until promoted or reclassified to a classification requiring such licensing as a minimum qualification.
  
- B. The County shall pay the cost of renewing the following licenses, certificates, or registration issued by the State of California:
  - 1. Civil Engineer
  - 2. Professional Engineer
  - 3. Geologist
  - 4. Engineering Geologist
  - 5. Land Surveyor
  - 6. Certified Public Accountant
  - 7. Certified Internal Auditor

This benefit shall be limited to regular, full-time employees.

- C. All professional registrations and licensing as noted above must remain valid and current in order to receive such benefit. The County will neither pay the cost of renewing a lapsed registration or license nor pay a bonus for the period during which lapsed registration or license has been renewed retroactively.

Sec. 608 ***Board Certified Psychiatrists And Psychologists:*** Regular full-time and part-time psychiatrists who have an American Board of Psychiatry Certification shall be compensated an additional ten percent (10%) of their Base Salary.

Regular full-time and part-time psychologists who are diplomats of the American Board of Professional Psychology shall be compensated an additional ten percent (10%) of their Base Salary.

All certifications as noted above must remain valid and current in order to receive such benefit. The County will not pay such benefit for the period which a lapsed certification has been renewed retroactively.

Sec. 609 **Certified Public Accountant.** Full-time accounting, auditing and equivalent positions (as determined by the Auditor-Controller), except for elected officials, who are accredited as Certified Public Accountants shall receive an additional five percent (5%) of their Base Salary.

The certification as a Certified Public Accountant must remain valid and current in order to receive such benefit. The County will not pay such benefit for the period which a lapsed certification has been renewed retroactively.

Sec. 610 **Personal Property Reimbursement Policy.** Employees who have an item of personal property lost, damaged, or stolen while in the line of duty and through no fault of their own shall be eligible for reimbursement in accordance with applicable provisions of the County Administrative Manual.

Sec. 611 **Uniform/Maintenance Allowance.** Sheriff's sworn management employees employed on November 1 shall, by December 15, receive six hundred seventy-five dollars (\$675) uniform/maintenance allowance. The allowance includes the purchase of safety shoes/boots.

Fire uniformed Management employees employed on November 1 shall, by December 15, receive eight hundred dollars (\$800) uniform/maintenance allowance.

The Harbormaster and Harbor Patrol Captain, if employed on January 1, shall receive five hundred dollars (\$500) uniform/maintenance allowance by February 15. The allowance includes the purchase of safety shoes/boots.

Sec. 612 **Educational Incentive Pay.**

A. Sheriff's Department Captains, Commanders, Chief Deputy Sheriffs, Undersheriff; Chief District Attorney Investigators; Fire Division Chiefs, Fire Battalion Chiefs, Chief Fire Investigator, Deputy Chiefs-Fire Services, and Assistant Fire Chiefs shall receive an additional percentage of their Base Salary as follows:

P.O.S.T Management Certificate/ AA Degree	+2.5%
BA Degree	+5.0%
Masters	+7.5%

For historical purposes, any Battalion Chief or Fire Division Chief who was eligible for educational incentive pay under Section 612 A of the former 2001 Management, Confidential Clerical and Other Unrepresented Employees Resolution, but who is not eligible for educational incentive pay under Section 612 A above, shall be entitled to retain their incentive pay until January 18, 2004. Effective January 18, 2004, the employee must qualify for educational incentive pay under Section 612 A above.

- B. Employees (not including elected officials) shall receive an additional percentage of their Base Salary for educational attainments not specifically required by the position pursuant to the official class specification maintained by Human Resources, as follows:

Associate's Degree or equivalent License or Certificate	+ 2.5%
Bachelor's Degree or equivalent License or Certificate	+ 3.5%
Graduate Degree or equivalent License or Certificate	+ 5.0%

- C. Employees may receive only one form of educational incentive pay or premium pay as provided in Sections 608, 609, and 612 and shall receive the form that provides the greatest incentive.
- D. Incentives shall be granted pursuant to this section, only after submission of appropriate documentation to, and approval by, the Director-Human Resources.

Sec. 613 **Long Term Disability Plan:** All full-time employees, except elected officials, shall be provided disability income protection with the following basic provisions:

- A. The long term disability plan shall have a waiting period of thirty (30) calendar days before the benefits shall be extended to an employee. The benefits shall continue to a

maximum of five (5) years for illness or injury. The maximum allowable benefit shall be sixty-six and two-thirds percent (66-2/3%) of monthly base salary to an eight thousand dollars (\$8,000) monthly maximum benefit, subject to the terms and conditions of the long term disability plan.

Sec. 614 **Gross-Up Provisions:** Any of the following benefits which subsequently become subject to taxation will be paid at 133% of the benefit income received by the employee as determined by the IRS. This provision applies to the following benefits:

Flexible Benefit Plan  
Textbook & Tuition Reimbursement Plan  
Medical Maintenance Examination Reimbursement Program  
Professional Memberships  
Retirement Pick-up  
401(k) Deferred Compensation Program

Sec. 615 **Overtime For Safety Management Employees:**

A. In the event Management employees are assigned outside the legal boundaries of Ventura County in response to a formal request for mutual aid assistance, or in the event the Sheriff's Department, by legal contract, provides short-term security services to a city or other appropriate public entity, said employee(s) shall be eligible for overtime compensation as follows:

1. When assigned as part of a mutual aid response team, portal to portal at the straight-time rate for all hours worked in excess of their regularly assigned shift.
2. When assigned to short-term security services, at the rate of time and one-half of their base salary.

Sec. 616 **Recruitment/Retention Incentives:** In order to assist and facilitate the recruitment and retention of employees in management categories 1 or 2, the County Executive Officer may grant credit for prior public service on a pro rata basis (not to exceed year-for-year), for the purpose of the application of benefits in Section 1202-A. In no case shall the application of this section cause the biweekly accrual rate to exceed 14.16 hours.

Sec. 617 **Medical Training Program Reimbursement:** The County shall, subject to reasonable budgetary control and approval by the

Director - Health Care Agency, provide for 100% reimbursement of medical training programs and related expenses up to a maximum of eight hundred fifty dollars (\$800) per fiscal year for employees in the Residency Program at the Ventura County Medical Center. Employees provided with the benefits of this section shall not be eligible to receive benefits provided by Article 7 of this resolution.

Sec. 618 **Safety Shoe Reimbursement:** Effective July 1st of each year, employees who have (1) completed their probationary periods; (2) are not entitled to uniform allowance under Section 611; and, (3) whom the appointing authority has determined must wear safety shoes may be eligible to receive up to two hundred dollars (\$200.00) each fiscal year as reimbursement towards expenses incurred for the purchase or maintenance of such shoes for wear on the job upon presentation of a receipt for purchase.

Employees who have not completed probation shall become eligible for reimbursement upon successful completion of probation. For purposes of this Section, the probationary period is defined in Article 16 of this resolution. The payment of this reimbursement shall satisfy any obligation the County may have with respect to the provision of safety shoes.

Sec. 619 **Payment For Physical Care Services:** Post Graduate Years One, Two, and Three, and the Assistant Chief and Chief Residents who agree to provide physical care services for the Inpatient Unit of the Ventura County Medical Center and who are authorized to perform these services by the Ventura County Medical Center Medical Director or their designee shall be paid \$48.00 per hour for each hour worked. The minimum payment shall be for two (2) hours. This provision shall not include consultation services which are part of the residency training program

Sec. 620 **Emergency Medical Technician (EMT) Premium Pay:** Subject to the following, all Fire Battalion and Fire Division Chiefs shall be eligible to receive \$115.99 per biweek in EMT premium pay:

- A. Failure to obtain and/or maintain all required certificates and/or licenses shall result in denial of payment under this section.
- B. The District agrees to defend any and all employees against any and all civil claims or civil actions relating to the use of defibrillation equipment as required by Government Code section 995, or any other applicable law. In addition, the District agrees to indemnify, hold harmless and pay any

judgment or settlement to which the District agrees relating to such employees and such claims as required by Government Code sections 825, 825.2, 825.6, 844.6, and 845.8 or section is not intended to expand or limit the Fire District's rights and/or obligations under existing law.

ARTICLE 7  
**TEXTBOOK AND TUITION REIMBURSEMENT**

- Sec. 701     **Purpose:** To provide a program whereby permanent and probationary employees of the County are reimbursed for the costs of textbooks, tuition, registration, examination fees, and laboratory fees for occupationally related school courses, workshops, and seminars satisfactorily completed on the employee's own time. Time off from work must be approved in advance.
- Sec. 702     **Eligible Employees:** Permanent, probationary, full-time and part-time employees (on a pro rata basis) are eligible to participate in this program.
- Sec. 703     **Courses Eligible:** The following criteria will be used in determining eligibility for reimbursement.
- A.     Courses must have a reasonable potential for resulting in more effective County service.
  - B.     Job-related graduate course work is eligible for reimbursement.
  - C.     Courses must be satisfactorily completed. At least a grade of "C" or its equivalent is required for reimbursement.
  - D.     Job-related seminars and workshops shall be eligible for reimbursement.
  - E.     Courses must be offered by a school recognized by the State of California, the Department of Health, Education and Welfare, or the Veteran's Administration, unless otherwise provided in this Article.
  - F.     Seminars and workshops directly job-related are eligible if offered in conjunction with a recognized college, educational institution, professional organization, or County training facility. The course work must be recommended and approved by the Agency/Department Head.
  - G.     Self study courses or those that prepare for licensure and are job-related may be covered if approved by the Agency/Department Head and the Director-Human Resources.

- H. Job-related examination fees when approved by the Agency/ Department Head.

Sec. 704 ***Courses Not Eligible For Reimbursement:***

- A. Those which duplicate in-service training.
- B. Those which duplicate training the employee has already received.

Sec. 705 ***Textbook And Tuition Reimbursement:***

- A. Tuition Reimbursement - The County shall, subject to reasonable budgetary control, and unless otherwise designated in this Resolution, provide for one hundred percent (100%) reimbursement of tuition for off-duty, job-related, recognized courses or graduation fees up to a maximum of two thousand dollars (\$2,000) per fiscal year for management employees and employees in Unit (UO), and one-thousand dollars (\$1,000) per fiscal year for confidential clerical employees in accordance with the provisions of this Article. This benefit is to be applied in the fiscal year in which the course work is completed. Agency/Department Heads shall not authorize expenditures in excess of the maximum.
- B. Advanced Reimbursement - Reimbursement may be made to employees prior to the beginning of the course. New employees, however, will not be reimbursed until they have completed six (6) months of County employment. If the course is not satisfactorily completed, the employee shall reimburse the County for all monies received. If an employee terminates prior to completion of the course, the monies must be reimbursed to the County.

Sec. 706 ***Costs Not Covered:*** In terms of both time and money, the following costs are not covered by this program:

- A. Courses must generally be taken on the employee's own time, on compensatory time, vacation time, or administrative leave approved in advance by the Agency/Department Head. Department heads are encouraged to adjust schedules whenever possible to allow employees to attend classes and make up any time lost. The intent of this section is to not provide for time off with pay.

- B. Neither transportation nor mileage reimbursement are provided for by this program.
- C. Parking fees, meals, and other costs not specifically covered in this program will not be paid by the County.
- D. Costs for which reimbursement is received from other sources.
- E. Conventions and conferences, not qualifying as a "course," are not covered by this reimbursement program.

Sec. 707 ***Textbook And Tuition Program Administration:*** The Agency/Department Head is responsible for the administration of this program. Applications for reimbursement must be received by the Agency/Department Head prior to the first class session. An official record of grades, certificate of satisfactory completion, and receipts must be received by the Agency/Department Head within ninety (90) days after the last class session. New employees will not be reimbursed until they have completed 1,040 hours of County employment. The Director-Human Resources may develop such forms and additional procedures which they deems necessary to accomplish the intent of this textbook and tuition program. Applications for Agency/Department Heads shall be submitted to the County Executive Officer for approval.

Employees who successfully complete approved courses and the amount of available textbook and tuition reimbursement does not cover the entire cost of said courses may submit a request for reimbursement of the uncovered expenses for an additional two fiscal years.

In no event shall expenses be reimbursed that are more than three years old.

ARTICLE 8  
**HOURS OF WORK**

- Sec. 801     **Normal 80 Hour Biweekly Work Period:** Except as may be otherwise provided, the official biweekly work period of the County of Ventura shall be ten (10) working days of eight (8) hours each. It is the duty of each Agency/Department Head to arrange the work of their department or agency so that each regular employee therein shall work no more than ten (10) days in each biweekly period, except that a Agency/Department Head may require any employee in their department to temporarily perform service in excess of ten (10) days per biweekly period, when public necessity or convenience so requires. The provisions of this Article are intended to define the normal work period and do not guarantee a minimum number of hours of work. The County retains its right to relieve employees from duty because of lack of work or for other legitimate reasons.
- Sec. 802     **Other Allowable Work Periods:** An Agency/Department Head may, following approval of the County Executive Officer, assign an employee(s) or their department or agency to any other schedule which aids the Agency's ability to serve the public if such schedule is not a violation of State or Federal Law or Regulation.
- Sec. 803     **Battalion Chief And Chief Fire Investigator Work Week:**
- A.     Line assigned Fire Battalion Chiefs shall work an average workweek of fifty-six (56) hours. They shall work a three (3) platoon, nine (9) day cycle of twenty-four (24) hours on duty and twenty-four (24) hours off duty as determined by the appointing authority, and which shall constitute a one hundred twelve (112) hour average pay period.
  - B.     Fire Battalion and Fire Division Chiefs shall work the equivalent one hundred twenty (120) hours per year in excess of their regularly scheduled hours in order to maintain minimum staffing levels.
  - C.     Fire Battalion and Fire Division Chiefs, and Chief Fire Investigators shall earn straight-time overtime at their current hourly rate for all emergency hours; and, for Fire Battalion and Fire Division Chiefs, all hours in excess of the one hundred twenty (120) hours described in (B) above.

Sec. 804 **Public Works Superintendent Work Periods:**

- A. The regularly scheduled biweekly work period for Public Works Superintendent shall comprise eighty (80) hours.
- B. Public Works Superintendent shall work overtime up to an accumulative amount of up to 40 hours during the non-peak period and up to 80 hours during the peak period without entitlement to additional compensation.
- C. Public Works Superintendent shall earn straight time compensation for all overtime hours during each peak period in excess of the amounts set forth in (B) above. All overtime shall require prior written approval by the agency head or their designee.
- D. The following definitions shall apply to the provisions of this section:

<u>Department</u>	<u>Peak Period</u>	<u>Non-Peak Period</u>
Transportation and Watershed Protection	Nov. 1-April 30	May 1-Oct. 31
Water and Sanitation	May 1-Oct. 31	Nov. 1-Apr. 30

ARTICLE 9  
**OVERTIME FOR CONFIDENTIAL CLERICAL EMPLOYEES**

- Sec. 901     **Definition:** Overtime is defined as hours worked in excess of forty (40) hours in a work period. Hours worked shall include all paid leave.
- Sec. 902     **Policy Limitation On Overtime:** It is County's policy to avoid the necessity for overtime wherever possible. Overtime work may sometimes be necessary to meet emergency situations, seasonal, or peak workload requirements. No employee shall work overtime unless authorized by their Agency/Department Head. Procedures governing the authorization of overtime shall be established in accordance with the provisions herein.
- Sec. 903     **Compensation For Overtime Hours Worked:** Non-exempt employees shall be compensated for all overtime worked at the rate of one and one-half times the regular rate.
- Sec. 904     **Hours Worked In Excess Of Normal Work Day:** Employees who work more than their normal working hours during a given day may be authorized by their supervisor to take equivalent time off during the same work week. The supervisor shall attempt to schedule the time off at a time agreeable to the employee.

ARTICLE 10  
**ADMINISTRATIVE LEAVE**

- Sec. 1001 **Purpose:** To provide for granting time off with pay for employees who are not eligible to be compensated for overtime.
- Sec. 1002 **Eligible Employees:** Any employee whose position is excluded by the Fair Labor Standards Act (FLSA) from accruing and being compensated for overtime is eligible for administrative leave.
- Sec. 1003 **Granting Of Administrative Leave:** Employees shall be granted paid administrative leave in no less than full day increments upon approval of their supervisor in accordance with the County Administrative Manual.
- Sec. 1004 **Payment For Overtime Worked:** Nothing herein shall prevent the payment of straight-time compensation to employees eligible for administrative leave in times of stress or unusual workload situations. Such compensation shall require the authorization of the Board of Supervisors.
- Sec. 1005 **Use, Accruals, And Record Keeping:** Employees exempt from overtime shall not accrue or record hours worked beyond the regular workday or biweekly work period. Employees exempt from overtime shall be eligible to receive administrative leave for personal business in addition to vacation, sick leave, annual leave, and holidays. Administrative leave is not an accrual and has no cash value. It is not earned, but is allowed exempt employees, subject to supervisory scheduling.

ARTICLE 11  
**HOLIDAYS**

Sec. 1101 **Holiday Policy:** Paid holidays shall be authorized only for regular full and part-time employees, provisional employees, and enrollees in training and work programs. To be entitled to pay for such paid holidays, an employee must be entitled to compensation for their regularly scheduled shift, both the day before and after such paid holiday.

Sec. 1102 **Paid Assigned Holidays:**

1. New Year's Day, January 1;
2. Martin Luther King Day, the third Monday in January;
3. President's Day, the third Monday in February;
4. Memorial Day, the last Monday in May;
5. Independence Day, July 4;
6. Labor Day, the first Monday in September;
7. Thanksgiving Day, the fourth Thursday in November;
8. Christmas Day, December 25;
9. And every day appointed by the President of the United States or Governor of the State for public fast, thanksgiving, or holiday, when specifically authorized by the Board of Supervisors.

Line assigned Battalion Chiefs shall earn an additional eleven and two-tenths (11.2) hours of holiday time for every day appointed by the President of the United States or Governor of the State for public fast, thanksgiving, or holiday when specifically authorized by the Board of Supervisors. This time shall be accumulated, added to, and taken as part of their annual leave time off.

SEC. 1103 **Observance:** If a paid, assigned holiday falls on a Saturday, the preceding Friday shall be the holiday in lieu of the day observed. If a paid, assigned holiday falls on a Sunday, the following Monday shall be the holiday in lieu of the day observed. For those employees regularly scheduled to work Saturday and/or Sunday, the paid assigned holiday shall be the day on which the holiday actually occurs.

SEC. 1104 **Floating Holiday:**

- A. In addition to the holidays listed in Section 1102, effective January 1, 1997 and January 1st of each year thereafter, each permanent, full time employee covered under the terms of this Resolution shall be granted floating holiday leave hours equivalent to the employee's standard daily work

schedule. For employees on a 9/80 work schedule, such holiday leave shall be equivalent to the work schedule for the day of the holiday. If an employee works a variable schedule, then hours shall be granted based on an average daily work schedule. Hours granted under this section shall in no case exceed twelve (12) hours. Such leave with pay may be taken, subject to management approval, no later than March 1 of the year following the year in which it was granted. Leave granted pursuant to this provision shall have no cash value beyond that provided herein and shall be lost without benefit of compensation if not taken by March 1 as described above.

For historical purposes only, the leave described above was granted in lieu of the four (4) hours of leave previously granted on Christmas or New Year's Eve.

- B. Regular, part-time employees shall be granted the leave provided under (A) above on a pro rata basis.

Sec. 1105 **Holiday Pay:** If a holiday falls within a biweekly pay period in which an employee is compensated, then such employee shall be given leave with pay for each holiday occurring within that biweekly pay period. Such pay shall be equivalent to that paid for the hours in the employees standard daily work schedule. For employees on a 9/80 work schedule, such holiday pay shall be equivalent to the work schedule for the day of the holiday. Holidays for part-time employees shall be pro-rated based upon the total number of hours regularly worked. If an employee works a variable schedule, then hours shall be granted based on an average daily work schedule. Hours granted under this section shall in no case exceed twelve (12) hours.

Sec. 1106 **Work On Holidays:** Pay and compensatory time for holiday work shall be limited by the overtime provisions of this Resolution except when exempt employees are mandated to work on a holiday, they shall receive their regular salary and have the number of hours regularly scheduled to work on that day added to their annual leave accrual banks. Any regular, full-time or part-time employee assigned an eighty (80) hour biweekly work period who is required to work on a paid assigned holiday shall receive credit for the time actually worked. Any such employee whose regularly scheduled day off falls on a paid, assigned holiday, shall be credited with annual leave hours equivalent to the number of hours usually scheduled for on that day but credit shall in no case exceed twelve (12) hours.

Sec. 1107 ***Holiday Time, Line Assigned Battalion Chiefs:*** Line assigned Battalion Chiefs shall earn three and eighty-eight hundredths (3.88) hours of holiday time per pay period which shall be accumulated, added, and taken as part of their annual leave time off.

ARTICLE 12  
**PAID LEAVE**

Sec. 1201 **Purpose:** To provide a leave policy which prescribes the manner in which leave is accrued and utilized. Leave is authorized for only regular full-time, provisional, and part-time employees.

Sec. 1202 **Annual Leave Accrual:** (Except Unit ME) Annual leave is earned according to each biweekly pay period of service commencing with the employee's initial anniversary date assigned an employee during their latest period of County employment according to the following schedule. Absence or time not worked and part-time employment shall cause said pay period's accrual of annual leave credits to be reduced on a pro rata basis.

A. **Executive Annual Leave** - (Applicable only to positions shown in Exhibit 1 in benefit categories 1 and 2 and exempt from Civil Service)

<u>Years Of Completed Service</u>	<u>Annual Leave Accrual</u>
Less than 5	9.54 hrs = 248.04 hrs/year
5 - 10	11.08 hrs = 288.08 hrs/year
10 - 15	12.62 hrs = 328.12 hrs/year
15 years or more	14.16 hrs = 368.16 hrs/year

B. **Fire Battalion and Fire Division Chiefs 56-Hours**

Less than 5	9.05 hrs = 235.30 hrs/year
5 or more	13.35 hrs = 347.10 hrs/year

C. **Other Employees Leave** - For employees (except those covered in subparagraphs A and B of this section)

Less than 5	8.00 hrs = 208 hrs/year
5 or more	11.08 hrs = 288.08 hrs/year

Sec. 1203 **Annual Leave Usage:** During the first twenty-six (26) pay periods of employment, employees shall use no less than forty (40) hours of annual leave; and thereafter employees shall use no less than eighty (80) hours of annual leave in each succeeding twenty-six (26) pay periods of employment. While on annual leave or sick

leave an employee shall be compensated and receive benefits at the same rate as if they were on the job.

Sec. 1204 **Maximum Accrual:** Effective July 1, 2005, the maximum number of hours that an employee can accumulate shall be 880 hours.

These provisions shall apply to line assigned Battalion Chiefs except that the maximum accruals shall be 1232 hours and 1456 hours, instead of 880 hours and 1040 hours respectively.

Sec. 1205 **Annual Leave Redemption:** Employees hired and covered by this Resolution before May 23, 2004:

A. Upon using a minimum of eighty (80) hours of annual leave during the past twelve (12) months, an employee may request to receive pay in lieu of up to one hundred sixty (160) hours, or two hundred (200) hours for those with five (5) or more years County service, per calendar year of annual leave accrual at total compensation as prescribed in Section 1211 of this resolution. A request for redemption shall not be made more than twice per calendar year and the total amount redeemed in a calendar year shall not in total exceed the aforementioned maximums respectively.

Redemption requests that are processed outside the normal payroll cycle will be calculated at the pay rate in effect during the prior pay period. The check issue date shall determine the applicable period to credit such redemption for the purpose of determining compliance with this section.

B. Upon using a minimum of one hundred twelve (112) hours of annual leave during the past twelve (12) months, line assigned Battalion Chiefs may request to receive pay in lieu of two hundred twenty-four (224) hours per calendar year of annual leave accrual at the current salary rate. Line assigned Battalion Chiefs with five (5) or more years service may elect to receive two hundred eighty (280) hours pay in lieu of annual leave. A request for payment shall not be made more than twice per year and the total amount redeemed shall not exceed the aforementioned total.

C. Employees covered by this Resolution who, as a result of a change in a bargaining unit represented by a recognized employee organization pursuant to Article 20 of the Ventura County Personnel Rules and Regulations, shall be permitted

to redeem annual leave under provisions of this Resolution for up to thirty-six (36) months subsequent to that change.

Sec. 1206 **Annual Leave Redemption:** Employees hired on or after May 23, 2004:

- A. Upon using a minimum of eighty (80) hours of annual leave during the past twelve (12) months, an employee may request to receive pay in lieu of up to one hundred sixty (160) hours per calendar year of annual leave accrual as compensation as prescribed in Section 1211 of this resolution. A request for redemption shall not be made more than twice per calendar year and the total amount redeemed in a calendar year shall not in total exceed the aforementioned maximum.
- B. Upon using a minimum of one hundred twelve (112) hours of annual leave during the past twelve (12) months, line assigned Battalion Chiefs may request to receive pay in lieu of two hundred twenty-four (224) hours per calendar year of annual leave at the current salary rate. A request for payment shall not be made more than twice per calendar year and the total amount redeemed in a calendar year shall not in total exceed the aforementioned maximum.

Sec. 1207 **Advanced Annual Leave Credit:** New regular, full-time employees shall receive advanced annual leave credit as follows: seven (7) biweekly pay periods of annual leave accrual as of the date of hire. Said annual leave advancement shall be balanced upon completion of seven (7) biweekly pay periods of service or upon earlier separation.

Sec. 1208 **Prior Sick Leave Accruals:**

- A. Current sick leave balances shall be frozen as of August 7, 1977 (October 28, 1990, for employees in classifications previously represented by the Social Services Supervisory Unit). Sick leave may be used until the sick leave balance is exhausted. Payment for unused sick leave will be made as follows:
  - 1. To Agency/Department Heads:
    - Upon death or retirement - 100%
    - Upon termination, except for cause, after 10 years County service - 50%

Upon termination, except for cause, after 20 years  
County service - 75%

2. To assistant Agency/Department Heads:  
Upon death or retirement - 100%  
Upon termination, except for cause - 25%
  3. To all others: Upon retirement or termination, except  
for cause, after 10 years continuous County service -  
25%
- B. Employees requesting time off for illness or injury may use  
accumulated sick leave prior to using annual leave.
  - C. Remaining sick leave credits shall be allowed to an  
employee for absence from duty because of serious illness  
or injury of members of their immediate family.
  - D. Payments made under the provisions of this Section shall be  
calculated at the salary rate in effect at the time the payment  
is made according to the provisions of Section 1209.

Sec. 1209 **Annual Leave Usage:** Annual leave may be utilized to restore pay  
otherwise lost due to absence from work for personal reasons or  
illness.

- A. Each Agency/Department Head shall be responsible for  
scheduling the annual leave periods of their employees in  
such a manner as to achieve the most efficient functioning of  
the department/agency and of the County service. The  
appointing authority shall determine when annual leave will  
be taken. Absence from work by members of the Executive  
Committee shall cause annual leave balances to be reduced  
proportionately unless administrative leave is utilized.
- B. In addition, when unscheduled usage of annual leave  
occurs, verification of reason for absence may be required  
from the employee. Any person absent from work shall  
notify their Agency/Department Head on the first (1st) day of  
such leave and as often thereafter as directed by his  
Agency/Department Head.
- C. Any employee absent for a period of five (5) consecutive  
workdays due to illness or accident may, at the discretion of  
their appointing authority or the Director-Human Resources,

be required to take a physical examination before returning to active duty. Such physical examination shall be performed by a physician designated by the Director-Human Resources and shall be at County expense.

D. Section 1209(B) and 1209(C) shall also apply to use of existing sick leave accruals.

Sec. 1210 ***Payoff Upon Retirement Or Terminations:*** Any regular employee who terminates or is terminated shall be paid at the same rate as the last day worked or last day of approved leave with pay, according to the provisions of Section 1211.

Sec. 1211 ***Rate Of Pay For Annual Leave Redemption:*** Annual leave redemption shall be calculated at the rate of compensation an employee would have received if they had been on the job. In addition to Base Salary this includes:

- Article 4 - Sections 401, 404;
- Article 5 - Section 501;
- Article 6 - Sections 604, 607A, 608, 609, 612;
- Article 12 - Section 1202;
- Article 19 - Section 1901(A)(B), 1902;

Sec. 1212 ***Annual Leave Accrual While On Temporary Disability:*** An employee who is entitled to Total Temporary Disability (TTD) indemnity under Division 4 or Division 4.5 of the Labor Code shall accrue annual leave during the period they receives temporary disability indemnity.

Sec. 1213 ***Retention Of Excess Accruals:***

A. Employees covered by this Resolution who, as the result of a change in classification, are included in a bargaining unit represented by a recognized employee organization pursuant to Article 20 of the Ventura County Personnel Rules and Regulations, and who have accrued annual leave hours in excess of the annual leave/vacation accrual maximums provided under the appropriate collective bargaining agreement, shall be permitted to maintain the number of hours equal to those at the time of the change in status for a maximum period of five (5) years from the date on which the change occurred. If the employee's new class is eligible for vacation and sick leave, their annual leave accrued hours shall become vacation accrued hours and the employee shall accrue additional vacation hours at the rate

specified for years of service in the collective bargaining agreement. Sick leave shall accrue from a zero balance, or shall be added to any existing prior sick leave balance.

- B. Employees who, as the result of administrative error, have incorrect annual leave or vacation accrual rates which are subsequently adjusted and whose maximum accrued hours are then in excess of those provided under the applicable Memorandum or Board of Supervisors' Resolution, shall be entitled to maintain such accruals pursuant to the provisions of (A), above.

ARTICLE 13  
**INDUSTRIAL LEAVE**

Sec. 1301 **Purpose:** To provide for a means of compensating employees while on industrial leave.

Sec. 1302 **Application For Industrial Leave:** Any employee absent from work due to illness or injury arising out of and in the course of employment may receive full compensation up to the first twenty-four (24) working hours of such absence provided that formal application for such leave with pay is made through the employee's appointing authority and approved by the Worker's Compensation Claims Administrator.

Sec. 1303 **Basis For Granting Industrial Leave:** Paid industrial leave shall be approved if:

- A. The accident or illness was not due to the employee's negligence; and,
- B. The absence from work is substantiated by a licensed physician's statement certifying that the nature of the illness or injury is sufficiently severe to require the employee to be absent from their duties during a rehabilitation period.

If the above conditions are met, such individual shall be paid for twenty-four (24) working hours following such accident or illness. Payment under this provision shall not be cumulative with any benefit which said employee may receive under the Labor Code of the State of California awarded as the result of the same injury.

Sec. 1304 **Full Payment For First Week Of Disability-Hospitalization:** If hospitalization of the employee is required from the first (1st) day of the accident or illness, paid industrial leave may be approved in the amount required to supplement the temporary disability compensation so that the employee receives an amount equal to their full, regular salary for the first (1st) week of disability if the conditions in Section 1303 are met.

Sec. 1305 **Supplement Paid Industrial Leave:** If the employee becomes eligible for payment under the Labor Code of the State of California, either through hospitalization or length of disability, for benefits as described above, paid industrial leave may be approved in the amount required to supplement the temporary disability

compensation so that the employee receives an amount equal to their full, regular salary for the first twenty-four (24) working hours of disability if the conditions in Section 1303 are met. In no event shall benefits under this Section be combined with benefits under the Labor Code of the State of California so as to provide payments in excess of an employee's base salary.

- Sec. 1306 ***Use Of Other Leave:*** If the request for paid industrial leave is denied, the employee may elect to use accumulated annual leave to receive full compensation for the initial twenty-four (24) working hours following the accident or illness.
- Sec. 1307 ***Full Salary:*** Upon receipt of temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, the employee may elect to take as much of their accumulated sick leave/annual leave or accumulated vacation so as when added to their temporary disability indemnity, it will result in payment to him of their full salary.
- Sec. 1308 ***Employment Status While Receiving Temporary Disability Indemnity:*** An employee who has exhausted their industrial leave with pay as provided in Section 1303 of this Resolution and who is entitled to receive temporary disability under Division 4 or Division 4.5 of the Labor Code shall be deemed to be on temporary disability leave of absence without pay. This temporary disability leave of absence shall terminate when such employee returns to work or when such employee is no longer entitled to receive temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code.
- Sec. 1309 ***Annual Leave Accrual While On Temporary Disability:*** An employee who is on temporary disability leave of absence as provided in Section 1308 shall be entitled to accrue the same annual leave credits they would have normally accrued had they not been placed on temporary disability leave of absence without pay.
- Sec. 1310 ***Holiday Accrual While Disabled:*** An employee who is on temporary disability leave of absence without pay as provided in Section 1308 shall be entitled to accrue the same holiday credits they would have normally accrued had they not been placed on temporary disability leave of absence without pay. This contribution will cease at the time that an employee is moved into vocational rehabilitation.

- Sec. 1311 **Health Plan Contribution:** For employees on temporary disability leave of absence without pay as provided in Section 1308, the County shall continue to make its contribution for the medical plan premium as long as said employee remains on temporary disability leave of absence without pay.
- Sec. 1312 **Benefits While On Temporary Disability Leave Of Absence Without Pay:** Except as expressly provided in this Article or in the Labor Code of the State of California, employees on temporary disability leave of absence without pay shall not accrue or be eligible for any compensation or benefits while on such leave of absence without pay.
- Sec. 1313 **Relationship To Labor Code:** Payment of salary during injury as set forth in this Section shall be subject to the provisions of the Labor Code.

ARTICLE 14  
**LEAVES OF ABSENCE**

- Sec. 1401 **Leaves Of Absence - General Policy:** Leaves of absence from regular duties without pay for such purposes as recovery from illness or injury or to restore health, maternity, travel, education, training, assisting other public jurisdictions, or occupying a position in the exempt service, may be granted by the appointing authority not to exceed one (1) year, when such leave is in the best interests of the County. Additional leave for the same purposes may be granted by the County Executive Officer with the concurrence of the appointing authority. This Section shall not limit military leave of absence rights as provided in the California Military and Veterans Code or as provided in other statutes.
- Sec. 1402 **No Loss Of Rights Or Breaks In Service:** Employees on authorized leaves of absence shall not lose any rights accrued at the time the leave is granted and such authorized leave of absence shall not be deemed a break in County service.
- Sec. 1403 **Early Return From Leaves Of Absence:** An employee absent on authorized leave may return to work prior to expiration of the period of authorized leave upon receiving permission thereto from the appointing authority.
- Sec. 1404 **Bereavement Leave:**
- A. Any regular employee may be allowed to be absent from duty for up to three (3) working days without loss of pay because of the death of a member of their immediate family. When travel to distant locations or other circumstances requires absence in excess of three (3) consecutive working days, the appointing authority may allow the use of accrued annual leave, or up to two (2) days of accrued sick leave to supplement the three (3) working days provided in this Section. For the purpose of this Section, "immediate family" shall mean the current husband, current wife, parent, brother, sister, child, grandchild, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepchild, step-parent, or registered domestic partner of an employee.
  - B. Line assigned Battalion Chiefs may be absent from duty for bereavement for up to forty-eight (48) hours. The appointing authority may allow the use of accrued annual leave or up to

twenty-four (24) hours of accrued sick leave to supplement the forty-eight (48) hours provided in this Section.

Sec. 1405 **Maternity Leave:** An employee may work the entire time of her pregnancy provided she is able to meet the demands of her position. This determination may be made by the employee and the employee's physician, or, if the appointing authority requests, the determination may be made by the County's physician in consultation with the employee's physician and the employee. The determination as to when an employee is to begin maternity leave shall be made on the basis of the following:

- A. The employee's physician, in consultation with the employee, certifies that she should discontinue working because of pregnancy; or
- B. The County physician, in consultation with the employee's physician and employee, determines the continued employment causes unreasonable risks of liability to the County; or,
- C. The employee is unable to satisfactorily perform her job duties.

Sec. 1406 **Length Of Maternity Leave:** A maternity leave of absence without pay may be granted by the appointing authority to a maximum of one (1) year.

Sec. 1407 **Parenthood Leave:** Upon approval by the Agency/Department Head, an employee may be granted a parenthood leave without pay of up to six (6) months in connection with the legal adoption of a child provided the employee meets the following conditions:

- A. The requested leave is within six (6) months after the expected date of placement of the adopted child.
- B. Sufficient documentation of adoption is submitted with the request for leave.
- C. All accrued annual leave time has been applied toward the absence.

ARTICLE 15  
***PART-TIME EMPLOYEES***

Sec. 1501 Benefits for employees designated as part-time who regularly work less than sixty-four (64) hours per biweekly pay period and who work less than one thousand six hundred sixty-four (1,664) hours per calendar year shall be limited to those specifically provided to part-time employees in this Resolution. Such benefits shall accrue on a pro rata basis but shall, in no case, accrue based upon hours worked in excess of eighty (80) in a biweekly pay period. This section shall not apply to employees involuntarily placed on a part-time schedule.

ARTICLE 16  
**PROBATIONARY PERIOD**

Sec. 1601 ***Length Of Probationary Period:*** The probationary period is two thousand eighty (2,080) hours exclusive of overtime. If Federal, State, or local law requires a longer probationary period, such law shall prevail.

Sec. 1602 ***Employees Who Must Serve Probationary Periods:*** The following employees shall serve probationary periods:

1. Newly hired employees.
2. Employees who are promoted.
3. Persons appointed from reemployment or classification reinstatement eligible lists. However, persons reemployed following layoff or reinstated to a formerly held classification following a reduction in force who are so reemployed or reinstated within ninety (90) calendar days of such layoff or demotion and who are reemployed or reinstated with the agency/department in which they were employed immediately prior to demotion or layoff shall not serve a new probationary period.
4. Persons appointed from County service reinstatement eligible lists.
5. Interdepartmental transfers who are on probation (Section 2004).

Prior service in an extra help or provisional status shall not be considered part of the probationary period.

Prior service in a training/work program shall be considered part of the probationary period only if such service was performed within the same classification and within the same department/agency in which such employee is employed.

Sec. 1603 ***Extension Of Probation Period:*** Employees serving a probationary period may request and the Agency/Department Head may authorize, or the Agency/Department Head of their own initiative may authorize, an extension of the probationary period of 1,040 hours. The Department Head shall notify the Director-Human Resources and the employee of any extension and the reasons therefore.

Sec. 1604 ***Probationary Period Review:*** Prior to the conclusion of a probationary period, the appointing authority has the responsibility

of reviewing the conduct, performance, responsibility, and integrity of each employee and determining whether the employee is fully qualified for permanent status. Performance evaluation reports for probationary employees shall be submitted the pay period following the completion of 1,040 hours of service. The Director-Human Resources shall notify the appointing authority immediately in writing of any misrepresentation of fact or false statement made by a probationary employee relating to that employee's obtaining employment with the County.

Sec. 1605 ***Return To Previous Position:*** A promoted employee who is dismissed during their probationary period or an employee promoted to a position exempt from Civil Service who is dismissed, shall return to the position in which they held permanent status, if vacant, or any other vacant position in their former classification in the department/agency. If no such vacancy exists, every reasonable attempt will be made by the appointing authority to retain the employee in an underfill capacity. Only if there is no vacancy and the appointing authority is unable to make reasonable accommodation, the employee shall be placed on a leave of absence without pay not to exceed one (1) year and shall be granted the first position that becomes available in their former classification. The above provisions shall not apply if the cause for dismissal warrants dismissal from County service, the employee shall be entitled to appeal such action to the Civil Service Commission within ten (10) calendar days. Employees with permanent status, employed by the Human Services Agency who fail to satisfactorily complete a probationary period following a promotion, or, who are on probation as a result of an interdepartmental transfer, will have return rights to the previous classification, or Department in case of transfer, in which they held permanent status.

ARTICLE 17  
**PERFORMANCE REVIEWS**

- Sec. 1701 **Administration Of Evaluation Program:** Performance appraisal reports shall be prepared, discussed with each employee, and submitted to the Director-Human Resources prior to the employee's anniversary date. Performance ratings and evaluations for appointed Agency/Department Heads shall be made by the County Executive Officer. One (1) copy of each fully completed and signed report shall be given to the employee. The Director-Human Resources may develop such forms and additional procedures as deemed necessary to accomplish the intent of this program.
- Sec. 1702 **Nature Of Performance Evaluations:** Performance evaluations shall be used to objectively evaluate the performance of the employee during the last performance evaluation period. Performance evaluations shall also be used to establish employment goals for the next performance evaluation period; and, to develop criteria by which to measure the attainment of those goals. Space shall be provided on the Performance Evaluation Form for the employee to sign, signifying that they have read the supervisor's comments. Space will also be provided so that employees may give related comments relative to the performance evaluation. The opportunity to sign and comment shall be provided prior to the time that the evaluation form is forwarded to the Division/Agency/Department Head or to the Director-Human Resources. If inadequate space is available on the performance evaluation form, an attachment may be added by the employee.
- Sec. 1703 **Confidentiality Of Performance Evaluations:** Performance appraisal reports shall be confidential and shall be made available as required to the employee, appointing authority, Director-Human Resources, and the Civil Service Commission.

ARTICLE 18  
**PERSONNEL FILE**

- Sec. 1801 ***Employee Acknowledgement Of Material Placed In Personnel File:*** No material relating to performance appraisal, salary action, or disciplinary action shall be placed in the personnel file of an employee without the employee first being given an opportunity to read such material. The employee shall acknowledge that they have read such material by affixing their signature on the material to be filed with the understanding that although such signature indicates acknowledgement, it does not necessarily indicate agreement. If the employee refuses to sign the material, it shall be placed in their personnel file, with an appropriate notation by the person filing it.
- Sec. 1802 ***Full Right Of Inspection Of Employee Personnel File:*** With the exception of confidential items such as reference letters and oral examination rating sheets, an employee shall have the right to inspect the contents of their personnel file.

ARTICLE 19  
**ADDITIONAL EMPLOYEE BENEFITS**

Sec. 1901 **Deferred Compensation:** Employees may participate in the County's Deferred Compensation Program. The information in this section was formerly included in Appendix C in past Resolutions. The County shall contribute toward this program as specified below.

- A. The County shall "pick-up" the normal contribution required to be paid by an employee member to the County retirement system ME, MA, MB, CC and UO units. For the purposes of taxation, this "pick-up" portion of the retirement contribution paid by the County under this Resolution shall not be regarded as ordinary income in accordance with Section 414, subdivision (h) of the United States Internal Revenue Code and Government Code Section 31581.2. The Director – Probation Agency, Chief Deputy – Probation, Manager – Probation Agency, supervising Deputy Probation Officer, and Probation Program manager classifications shall be exempt from this subsection.
- B. All employees in positions assigned to Flexible Benefit Categories 1 and 2 shall be in the Ventura County Employees Retirement System Tier II effective October 16, 2001, and all other provisions of this Section made applicable thereto. Employees assigned to Flexible Benefit Categories 1 and 2 who prior to October 16, 2001, were in the Ventura County Employees' Retirement System Tier I shall retain their Tier I status.
- C. For employees who participate in the County-sponsored 401(k) deferred compensation plan, the County will match a part of employee's contribution, on a pay period basis, according to the following schedule:

<u>Employee Contribution</u>	<u>County Match</u>
1%	1.00%
2%	1.50%
3%	1.75%
4%	2.00%
5%	2.50%
6% or more	3.00%

Only employees appropriately enrolled in a County-sponsored plan shall be entitled to benefits under this Section, subject to the following conditions:

- (1) the employee's individual contributions, and the total combined employer-employee contributions, shall not exceed legally established limits.
- (2) Should an employee reach their individual contribution limit before the end of the calendar year, the County shall nonetheless continue to contribute a 3% "County Match" to the employee's account for the remainder of the calendar year, provided that the employee remains employed by the County.
- (3) Should entitlement to County Match contributions be precluded by operation of the limit on total combined employer-employee contributions, the amount of the County Match lost shall be paid to the employee in cash in addition to Base Salary.
- (4) County contribution to the deferred compensation plans provided for in Section 1901(C) shall not qualify as any part of the employee's contribution specified in this Section.

This Section, as amended, is intended to clarify the County's existing 401(k) program.

- D. Elected officials who are not members of the County retirement system shall have an amount equal to what the County's contribution to their retirement would have been if they were members of the system deposited on their behalf to a qualified 401(k).

The County's contribution to the deferred compensation plan will be made in accordance with terms of the official Ventura County Shared Savings Plan document.

The County's contribution to the deferred compensation plan will be based on the maximum amount the County would have contributed to the County retirement plan for which the elected official would have been eligible at the time they were first elected or appointed to an elective County office or were first employed by the County if the service is

continuous, plus an amount equal to the current “pick-up” of the employee contribution as provided in Section 1.

As a condition of accepting contributions under this provision, an elected official who exercises rights under Section 31648.5 of the Government Code to join the retirement association and “buy back” prior service credit shall have a contractual obligation to reimburse the County for the “employer’s” share, with interest, of the contribution made hereunder.

- E. In determining the amount of contribution to the 401(k) plan under this Section, the following shall be considered in addition to Base Salary:

- Article 4, Section 401 and 404;
  - Article 6, Section 604, 607A, 608, 609, 612;
  - Article 19, Section 1901(1) including the employer contribution, 1901(C), 1902

- F. Effective November 9, 2002 management probation officer classifications will be prospectively eligible for the benefits provided to safety members of the Ventura County Employees’ Retirement Association (VCERA). Management Probation Officer employees will no longer participate in or make contributions to FICA (Social Security).

- G. Of the percentage contribution required for employee contributions, employees in Probation Agency management classifications, eligible for safety member retirement status, shall pay the first 6.24% of final retirement earnings. The County will “pick up” the remaining required employee contributions, if any.

Sec. 1902 **Retirement Incentives - 30 Year Employees:** Employees who have thirty (30) years or more of qualifying service and no longer contribute to the retirement system or qualified employees who, at their option, are not members of the Ventura County Employees Retirement System, shall be paid an amount equivalent to the annual actuarial findings of the Ventura County Employees Retirement Association. This amount may vary each year dependent upon the actuarial findings.

Sec. 1903 **Serving As Witness:** No deductions shall be made from the salary of an employee for an absence from work when subpoenaed to appear in court as a witness, other than as a litigant. Mileage and

other actual expense reimbursement received as a result of service as a witness may be retained by the employee. Any fee or compensation for the service itself must be returned to the County for any days of absence for which the employee receives salary as for a day worked, except that if such service occurred during the employee's vacation or other authorized leave of absence, then the employee may retain the fee or compensation paid for such service.

Sec. 1904 **Jury Service:** No deduction shall be made from the salary of an employee absent from work when required to appear in court as a juror; nor is it necessary to return the daily compensation and mileage issued to County employees for serving as a juror. When possible to do so, employees shall provide advance notification of any anticipated absence to their immediate supervisor.

Sec. 1905 **Drug And Alcohol Testing:** Employees covered by this Resolution are subject to the County of Ventura's Drug and Alcohol Policy with respect to transportation employees (Exhibit 2) when assigned to drive commercial motor vehicles as defined in Section C of said Policy.

Sec. 1906 **Management Education Fund:** A sum of thirty thousand dollars (\$30,000) shall be allocated annually to support educational and professional development activities of value to all employees covered in this resolution in lieu of individual membership dues. Exact expenditures of these funds will be the responsibility of the Ventura County Management Council.

Use of these funds is subject to review and oversight by the County Executive Officer. The County reserves the right to suspend or modify the funding level based upon budgetary considerations as determined by the Board of Supervisors.

ARTICLE 20  
**TRANSFERS**

- Sec. 2001 **Definitions:** A transfer is a change from one department or agency to another in the same or similar classification, or a change from one class to a similar class within a County department or agency. The similar classification to which the employee wishes to transfer must be compensated at the same or lower hourly pay/salary rate as the classification from which the employee transfers.
- Sec. 2002 **Minimum Qualifications:** A person must meet the minimum qualifications of the classification to which they are to be transferred.
- Sec. 2003 **Salary Rate And Merit Increase Hours Needed On Transfer:** If the transfer occurs within the County Service, there shall be no change in salary rate or anniversary date. Any regular employee may be transferred from one position to another in either the same classification or to one which has the same salary range. An employee so transferred shall retain their anniversary date.
- Sec. 2004 **Probation Period On Transfer:** If a transfer occurs within the County Service, the employee shall not be required to serve another probationary period except that a person so transferred who has not completed their initial probationary period must serve a new probationary period.
- Sec. 2005 **Approval Of Transfer:** All transfers must have the written approval of the appointing authorities concerned and the Director-Human Resources.
- Sec. 2006 **Salary Rate And Merit Increase Hours Needed On Involuntary Transfer:** Whenever an employee is involuntarily transferred to a position in a different classification having the same salary range as their former position, they shall retain their salary rate and their merit increase hours needed will not be reset.
- Sec. 2007 **Written Request For Transfer:** Any person wanting to transfer shall submit a request in writing to the Director-Human Resources indicating their desire to transfer, their present classification, and any other special consideration or limitation regarding a possible transfer.
- Sec. 2008 **Consideration For Appointment Of Person Requesting Transfer:** Whenever the Director-Human Resources receives a

request for certification of eligibles to an appointing authority, all persons who, within one (1) year from the date of the certification request have requested a transfer, shall have their names submitted to the appointing authority for consideration for appointment and shall be so notified. Such consideration shall be made in accordance with the provisions of the Ventura County Personnel Rules and Regulations.

Sec. 2009 ***Duration Of Transfer Request:*** A transfer request shall not be honored for more than one (1) year. In addition, a transfer request may not be honored and may be invalidated for any of the following reasons:

- A. The person has accepted a transfer which resulted from the specific transfer request.
- B. The person no longer has status in the County service as a regular employee.
- C. The person requests that their name be removed from consideration.
- D. The person refuses an offer of appointment.
- E. The person is refused appointment by three (3) appointing authorities.
- F. The person fails to appear for a selection interview once they has been notified of their eligibility for consideration.

Sec. 2010 ***Certification/Transfer Of Exempt Employees:*** An employee who is exempt from the classified service and who, immediately prior to gaining exempt status, held status as a regular permanent or probationary employee in the County of Ventura may, upon the Director-Human Resources' application screening pursuant to Section 508A of the Personnel Rules and Regulations, be placed on a Countywide Transfer List for any position(s) for which they are determined to be qualified.

ARTICLE 21  
**REDUCTIONS IN FORCE**

Sec. 2101 **Purpose:** To provide a means by which employees covered by this Resolution are to be demoted or laid off when a reduction in force occurs.

Sec. 2102 **Order Of Layoff.** Employees shall be laid off in the following order:

- A. Extra help employees
- B. Provisional employees
- C. Fixed Term Employees
- D. Temporarily promoted employees
- E. Probationary employees
- F. Employees who, within the twenty-six (26) pay periods immediately prior to layoff, have received a disciplinary suspension of more than one day, or a demotion or reduction in pay equivalent to a suspension of more than one day. If an employee has been demoted as a result of this provision then, for further reduction in force decisions, such disciplinary action will not be considered.
- G. Permanent employees

Sec. 2103 **Seniority:** Seniority shall be determined by each employee's continuous County service. All uninterrupted employment with the County, including all time served as a provisional, probationary manpower working/training program, limited term, or regular, part-time employee, shall be counted as continuous County service seniority. Service as a part-time employee shall be pro-rated. A separation from the County service shall be the only cause for interrupting employment with the County. A separation of three (3) or fewer days shall not be considered a break in service. All authorized leaves of absence shall not constitute a break in service, but all time spent on a leave of absence shall not count toward seniority and all seniority dates shall be adjusted by an amount of time equal to the time spent on such leave of absence.

Notwithstanding the above, seniority for Fire Battalion Chiefs, Fire Division Chiefs, Sheriff's Captains, and Sheriff's Commanders shall be determined by the employee's continuous service in said rank.

Sec. 2104 **Determination Of Layoff.** The determination of which employee(s) shall be laid off shall be made within each department/agency on a classification by classification basis. The County shall designate the classification(s) to be affected.

The order of layoff shall be in reverse order of the employee's seniority. If two (2) or more employees have identical seniority status, then such employee(s) shall be laid off in the order determined by the appointing authority.

Whenever an Agency/Department Head believes that the best interest of the County requires the retention of a management employee with special qualifications, skills, abilities or fitness for their position, the Agency/Department Head may prepare a written request to the Director-Human Resources to grant an exception to the order of layoff. Subsequent to conducting a review of the request, the Director-Human Resources shall forward the request, together with their recommendation, to the County Executive Officer for final action.

Sec. 2105 ***Transfer In Lieu Of Demotion:*** A regular employee, including employees on probation as a result of a promotion, who is to be laid off shall have the right to transfer and/or voluntarily demote and transfer to any vacant position in the employee's department/agency for which they are qualified. If the employee has not previously held permanent status in the classification to which they demote and transfer, then the employee must serve a regular probationary period in the new classification. If there are two (2) or more employees to be laid off and they opt to exercise this right and request to transfer and/or demote and transfer to the same vacant position, then the employee with the greatest seniority shall have the right to fill such vacancy. If the seniority status of these employees is equal, the appointing authority shall have the right to fill such vacancy.

Sec. 2106 ***Demotion In Lieu Of Layoff:*** If there are no vacant positions to which a regular employee, including employees on probation as a result of a promotion, who is to be laid off can transfer and/or demote and transfer, then such employee shall have the right to demote to any class within their department/agency in which that employee previously held permanent status. Bumping shall not be restricted to classes within the management and confidential classifications. Should an employee bump into a class represented by an employee organization, then the layoff procedures applicable to that bargaining unit shall be controlling. There does not need to be a vacant position within the classification for an employee to exercise this right. If, as a result of the exercise of this right, layoffs must occur in the classification to which that employee demoted, then such layoff shall be made in accordance with the provisions of the agreement which is controlling for the classification.

Sec. 2107 **Reemployment.** All persons who have been laid off as a result of a reduction in work force shall have their names placed on a Reemployment Eligible List for the classification in which they were employed immediately prior to being laid off. There shall be two (2) Reemployment Eligible Lists: one (1) which includes only the names of the laid off employees within a department or agency, and the other which has the names of all other County employees who were laid off. The Department/Agency Reemployment List shall have priority over the County-wide Reemployment List. Eligibles on the Reemployment List shall be ranked in reverse order of the order of layoff. Each person's name shall remain in reverse order of the order of layoff. Each person's name shall remain on such list for a period of two (2) years following the date that their name was placed on such eligible list, or until they have been reemployed with the County or until their name has been removed from the eligible list in accordance with the provisions of the Ventura County Personnel Rules and Regulations, whichever comes first. However, employees of the Human Services Agency who, in the opinion of the appointing authority, have performed satisfactorily and who have been laid off as a result of a reduction in work force shall be entitled to reemployment within that Agency in the classification they held prior to layoff, in the reverse order of layoff and prior to the employment of any other persons in said classification.

Sec. 2108 **Classification Reinstatement.** All persons who have demoted to a lower classification as a result of a reduction in work force shall have their names placed on a Classification Reinstatement List for the classification from which they were demoted. There shall be two (2) Classification Reinstatement Lists: one which includes only the names of the demoted employee within a department or agency, and the other which has the names of all other County employees who were demoted from the specific classification. The Department/Agency Classification Reinstatement List shall have priority over the County-wide Classification Reinstatement List. Eligibles on the Classification Reinstatement List shall be ranked in reverse order of the order of their demotions. Each person's name may remain on such list for a period of two (2) years following the date that their name was placed on such eligible list, or until they have been reinstated to the classification from which they were demoted, or until their name has been removed from the eligible list in accordance with the provisions of the Ventura County Personnel Rules and Regulations, whichever occurs first. To remain on a Classification Reinstatement List, a person must maintain status as a County employee.

Sec. 2109 **Restoration Of Benefits:**

- A. Sick Leave: Sick leave accruals for employees in lay off status, shall remain on the books and be reinstated if such employees are reappointed. Whenever a person becomes ineligible for reemployment with the County per the Ventura County Personnel Rules and Regulations, then, if at the point of layoff such person was eligible to receive a sick leave accrual payoff, such person shall be paid for existing sick leave accruals in accordance with Section 1207 of this Resolution.
- B. Seniority: Employees who are reemployed while in layoff status shall have their seniority status held immediately prior to layoff reinstated and all time spent on layoff shall be treated as authorized leave of absence without pay for seniority purposes.
- C. Salary: Employees who are reemployed while in layoff status or demoted employees who are reinstated to the class demoted from shall receive a salary equivalent to that which they were receiving immediately prior to layoff or demotion. In no case shall an employee receive a salary which exceeds the established salary range for the classification.
- D. Annual Leave Accrual Rates: Employees who are reemployed while in layoff status shall have the annual leave accrual rate they held immediately prior to layoff restored.
- E. Merit Increase Hours Needed: An employee who is re-employed while in lay off status shall retain the merit increase hours needed as of the time of layoff.

Sec. 2110 **Obligation To Serve Probationary Period**: A person appointed from a reemployment list or classification reinstatement list must serve a new probationary period in order to attain regular status. Except that persons reemployed or reinstated to a permanently held classification within ninety (90) calendar days following a reduction in force shall not be required to serve a new probationary period.

Sec. 2111 **Retirement Contribution**: If a person has less than five (5) years of service time that is applicable toward retirement, upon layoff all employee retirement contributions will be paid to the employee. If the employee has more than five (5) years of service that is

applicable toward retirement, the employee may elect either to withdraw their share of the retirement contribution or leave the money in the retirement system. Upon reemployment, laid off employees shall not be required to redeposit retirement contributions withdrawn at the time of layoff or subsequently; provided; however, that the employee may elect to redeposit said funds to the retirement system.

Sec. 2112 ***Non-Discrimination In Reduction In Force:*** Layoffs and demotions which result from a reduction in force shall be made without regard to an employee's race, color, national origin, religion, sex, age, disability, citizenship, or functional limitation.

ARTICLE 22  
**GRIEVANCE PROCEDURE**

- Sec. 2201 **Purpose:** To provide a means for processing grievances and for obtaining fair and proper answers and decisions.
- Sec. 2202 **Policy:** The County recognizes the importance of effective communication between employees and supervisors and encourages the interchange of ideas and concerns on a continuous basis. On those occasions when informal discussions do not result in satisfactory solutions to disputes arising out of this resolution, the grievance procedure described herein shall be the sole method of review. Any employee utilizing the grievance procedure shall be guaranteed freedom from reprisal. Disputes involving discipline, other than written or oral reprimands, shall continue to be appealable to the Civil Service Commission pursuant to the Personnel Rules and Regulations. Written reprimands may be appealed through the grievance procedure as outlined in this Article.
- Sec. 2203 **Definition:** A grievance is a claim by an employee or group of employees of a violation, misinterpretation, or inequitable application by the County of the provisions of this Resolution that are applicable to the employee.
- Sec. 2204 **Matters Excluded From The Grievance Procedure:**
- A. Those matters not specifically provided for under Section 2203 above; and,
  - B. Disputes involving performance reviews arising from the application of the provisions of Article 17.
- Sec. 2205 **Representation:** At any step of the grievance procedure, the employee may represent himself, may be represented by a fellow employee, or any other person they may choose.
- Sec. 2206 **Time Limitations:** The time limitations are designed to quickly settle a grievance. Time limitations may be extended by agreement of the parties. If at any stage of the grievance procedure the employee is dissatisfied with the decision rendered, it shall be the grievant's responsibility to submit the grievance to the next designated level of review within the time limits specified. Failure to submit the grievance within the time limits imposed shall terminate the grievance process and the grievance shall be considered

resolved. The grievant shall promptly proceed to the next step if the Agency/Department Head fails to respond within the time limits specified. By written agreement, the parties may return a grievance to the first (1st) step for adjustment.

Sec. 2207 **Step No. 1 - Review By Department/Agency:** The grievance shall first be discussed on an informal basis by the aggrieved with their immediate supervisor within twenty-one (21) calendar days from the date of the action causing the grievance. The immediate supervisor shall respond within seven (7) calendar days. Every effort shall be made to resolve the grievance at this level and may include conferences among supervisory or administrative personnel. In the event the employee believes the grievance has not been satisfactorily resolved, the employee shall submit the grievance in writing to the Agency/Department Head within seven (7) calendar days after receipt of the immediate supervisor's response. Such written grievance shall:

1. Fully describe the violation and how the employee was adversely affected;
2. Set forth the section(s) of the Resolution violated;
3. Indicate the date of the action(s) grieved;
4. Specify the remedy sought by the employee.

Sec. 2208 **Step No. 2 - Review By Agency/Department Head:** Within five (5) calendar days after receiving the completed grievance form, the Agency/Department Head or their representative shall meet with the employee and they shall thoroughly discuss the grievance. The Agency/Department Head shall give their written decision within ten (10) working days after the discussion.

Sec. 2209 **Step No. 3 - Review By County Executive Officer (CEO):** If the grievance has not been resolved to the satisfaction of the employee by the Agency/Department Head, the employee shall submit the grievance, in writing, to the CEO within seven (7) calendar days of the step 2 response due date.

The CEO or their representative may meet and discuss the grievance with the employee. After careful review of the facts the CEO will render a decision in writing within fourteen (14) calendar days after receipt of the grievance. The CEO's decision is final and binding on the parties.

**ATTACHMENTS**

***Exhibit 1 Outline of Benefits***

***Exhibit 2 County of Ventura Drug and Alcohol Policy for Safety Sensitive Employees***

F:\cao\HR\AGENCY\MOU\MGMT\Mgmt Resol Dec 2007.doc

<i>Accidental Death Benefits</i> .....	22	<i>Employees Who Must Serve Probationary</i>	
<i>Additional Compensation To Supervisors</i> .....	9	<i>Periods</i> .....	52
<b>ADDITIONAL EMPLOYEE BENEFITS</b> .....	56	<i>Employment Status While Receiving</i>	
<i>Administration Of Evaluation Program</i> .....	54	<i>Temporary Disability Indemnity</i> .....	46
<b>ADMINISTRATIVE LEAVE</b> .....	35	<i>Executive Annual Leave</i> .....	39
<i>Advanced Annual Leave Credit</i> .....	41	<i>Expense Reimbursement</i> .....	21
<i>Anniversary Date On Promotion</i> .....	14	<i>Extension Of Probation Period</i> .....	52
<i>Annual Leave Accrual</i> .....	39	<b>Fire Battalion and Fire Division Chiefs</b> .	17
<i>Annual Leave Accrual While On Temporary</i>		<i>Flexible Merit Increases For Certain</i>	
<i>Disability</i> .....	43, 46	<i>Employees</i> .....	12
<i>Annual Leave Redemption</i> .....	39, 40	<i>Floating Holiday</i> .....	36
<i>Annual Leave Usage</i> .....	38, 42	<i>Full Payment For First Week Of Disability-</i>	
<i>Annual Usage</i> .....	See Paid Leave	<i>Hospitalization</i> .....	45
<i>Application For Industrial Leave</i> .....	45	<i>Full Right Of Inspection Of Employee</i>	
<i>Approval Of Transfer</i> .....	60	<i>Personnel File</i> .....	55
<i>Automobile Allowance</i> .....	21	<i>Full Salary</i> .....	46
<i>Basis For Granting Industrial Leave</i> .....	45	<i>Granting Of Administrative Leave</i> .....	35
<i>Battalion Chief And Chief Fire Investigator</i>		<b>GRIEVANCE PROCEDURE</b> .....	68
<i>Work Week</i> .....	32	<i>Gross-Up Provisions</i> .....	26
<i>Battalion Chiefs 56-Hours</i> .....	39	<i>Health Insurance</i> .....	19
<i>Benefits While On Temporary Disability Leave</i>		<b>HEALTH INSURANCE</b> .....	19
<i>Of Absence Without Pay</i> .....	47	<i>Health Plan Contribution</i> .....	47
<i>Bereavement Leave</i> .....	48	<i>Holiday Accrual While Disabled</i> .....	46
<i>Bilingual Premium Pay</i> .....	16	<i>Holiday Pay</i> .....	37
<i>Board Certified Psychiatrists And Psychologists</i>		<i>Holiday Policy</i> .....	36
.....	23	<i>Holiday Time, Line Assigned Battalion Chiefs</i>	
<i>Certification/Transfer Of Exempt Employees</i>	61	.....	38
<i>Certified Public Accountant</i> .....	24	<b>HOLIDAYS</b> .....	36
<i>Change In Flexible Benefit Category</i> .....	11	<i>Hourly Pay/Salary On "Y" Rating</i> .....	8
<i>Classification Reinstatement</i> .....	65	<b>HOURS OF WORK</b> .....	32
<i>Compensation For Overtime Hours Worked</i> ..	34	<i>Hours Worked In Excess Of Normal Work Day</i>	
<b>COMPENSATION PLAN</b> .....	4	.....	34
<i>Compensation Schedule</i> .....	4	<b>INDUSTRIAL LEAVE</b> .....	45
<i>Confidentiality Of Performance Evaluations</i> .	54	<i>Jury Service</i> .....	59
<i>Consideration For Appointment Of Person</i>		<b>LEAVES OF ABSENCE</b> .....	48
<i>Requesting Transfer</i> .....	61	<i>Leaves Of Absence - General Policy</i> .....	48
<i>Continuation Of Health Plan</i> .....	19	<i>Length Of Maternity Leave</i> .....	49
<i>Correcting Error In Overlooking Merit</i>		<i>Length Of Probationary Period</i> .....	52
<i>Increase</i> .....	13	<i>Life Insurance</i> .....	22
<i>Courses Eligible</i> .....	29	<i>Long Term Disability Plan</i> .....	26
<i>Courses Not Eligible For Reimbursement</i> .....	30	<i>Management Education Fund</i> .....	59
<i>Deferred Compensation</i> .....	56	<i>Maternity Leave</i> .....	49
<i>Demotion In Lieu Of Layoff</i> .....	64	<i>Matters Excluded From The Grievance</i>	
<i>Denial Of Merit Increase</i> .....	13	<i>Procedure:</i> .....	68
<i>Determination Of Layoff</i> .....	63	<i>Maximum Accrual</i> .....	40
<i>Drug And Alcohol Testing</i> .....	59	<i>Medical Maintenance Examination</i> .....	21
<i>Duration Of Transfer Request</i> .....	61	<i>Medical Training Program Reimbursement</i> ..	27
<i>Early Return From Leaves Of Absence</i> .....	48	<i>Merit Increases Within The Pay/Salary Range</i>	
<i>Educational Incentive Pay</i> .....	24	.....	11
<i>Eligible Employees ... See Administrative Leave.</i>		<i>Merit Review</i> .....	12
<i>See Textbook and Tuition</i>		<i>Mileage Reimbursement</i> .....	21
<i>Emergency Medical Technician (EMT)</i>		<i>Minimum Qualifications</i> .....	58
<i>Premium Pay</i> .....	28	<i>Nature Of Performance Evaluations</i> .....	54
<i>Employee Acknowledgement Of Material</i>		<i>Night Shift Differential</i> .....	16
<i>Placed In Personnel File</i> .....	55	<i>No Loss Of Rights Or Breaks In Service</i> .....	47

<i>Non-Discrimination In Reduction In Force</i> .....	67	<i>Recruitment/Retention Incentives</i> .....	27
<i>Normal 80 Hour Biweekly Work Period</i> .....	32	<b>REDUCTIONS IN FORCE</b> .....	63
<i>Nursing Personnel</i> .....	17	<i>Reemployment:</i> .....	65
<i>Obligation To Serve Probationary Period</i> .....	66	<i>Regular Payday</i> .....	6
<i>Observance</i> ..... <i>See Holidays</i>		<i>Relationship To Labor Code</i> .....	47
<i>Order Of Layoff</i> .....	63	<i>Representation:</i> ..... <i>See Grievance Procedure</i>	
<i>Other Allowable Work Periods</i> .....	32	<i>Restoration Of Benefits</i> .....	66
<b>OTHER COMPENSATION</b> .....	21	<i>Retention Of Excess Accruals</i> .....	43
<i>Other Employees Leave</i> .....	39	<i>Retiree Health Insurance</i> .....	20
<b>OVERTIME FOR CONFIDENTIAL</b>		<i>Retiree Health Premium Coverage</i> .....	20
<b>CLERICAL EMPLOYEES</b> .....	34	<i>Retirement Contribution</i> .....	67
<i>Overtime For Safety Management Employees</i>	26	<i>Retirement Incentives - 30 Year Employees</i> ...	58
<i>Paid Assigned Holidays</i> .....	36	<i>Return To Previous Position</i> .....	53
<b>PAID LEAVE</b> .....	39	<i>Safety Shoe Reimbursement</i> .....	27
<i>Parenthood Leave</i> .....	49	<i>Salary On Demotion</i> .....	10
<i>Part-Time Employee Flexible Credits</i> .....	20	<i>Salary Rate And Anniversary Date</i>	
<b>PART-TIME EMPLOYEES</b> .....	51	<i>On Transfer</i> .....	60
<i>Pay For Part-Time Services Of Regular</i>		<i>Salary Rate And Merit Increase Hours</i>	
<i>Employees</i> .....	6	<i>Needed On Involuntary Transfer</i> .....	60
<i>Pay On Termination</i> .....	6	<i>Salary Rate On Transfer</i> .....	8
<i>Pay/Salary Corrections</i> .....	7	<i>Seniority-Reductions in Force</i> .....	60
<i>Pay/Salary On Demotion Of A Promotional</i>		<i>Serving As Witness</i> .....	59
<i>Probationary Employee</i> .....	10	<i>Step No. 1 -Review By Department/</i>	
<i>Pay/Salary On Probationary Demotion</i> .....	10	<i>Agency See Grievance Procedure</i> .....	66
<i>Pay/Salary On Promotion</i> .....	13	<i>Step No. 2 - Review By Agency/Department</i>	
<i>Pay/Salary On Temporary Promotion</i> .....	14	<i>Head See Grievance Procedure</i> .....	66
<i>Pay/Salary Range Changes</i> .....	7	<i>Step No. 3 - Review By County Executive</i>	
<i>Payment For Overtime Worked</i> .....	35	<i>Officer (CEO See Grievance Procedure</i> ...)	66
<b>Payment For Physical Care Services</b> .....	28	<i>Supplement Paid Industrial Leave</i> .....	45
<i>Payment For Services Rendered On An Annual</i>		<i>Textbook And Tuition Program Administration</i>	
<i>Basis</i> .....	7	.....	31
<i>Payoff Upon Retirement Or Terminations</i> .....	43	<i>Textbook And Tuition Reimbursement</i> .....	30
<b>PERFORMANCE REVIEWS</b> .....	54	<b>TEXTBOOK AND TUITION</b>	
<i>Personal Property Reimbursement Policy</i> .....	24	<b>REIMBURSEMENT</b> .....	29
<b>PERSONNEL FILE</b> .....	55	<i>Time For Merit Advancements</i> .....	11
<i>Policy Limitation On Overtime</i> .....	34	<i>Time Limitations</i> .....	65
<b>PREMIUM PAY</b> .....	16	<b>TITLE AND PURPOSE</b> .....	1
<i>Prior Sick Leave Accruals</i> .....	41	<i>Transfer In Lieu Of Demotion</i> .....	64
<i>Priority Of Increases</i> .....	10	<b>TRANSFERS</b> .....	60
<i>Probation Assignment Differential</i> .....	17	<i>Uniform/Maintenance Allowance</i> .....	24
<i>Probation Period On Transfer</i> .....	60	<i>Use Of Other Leave</i> .....	46
<b>PROBATIONARY PERIOD</b> .....	52	<i>Use, Accruals, And Record Keeping</i> .....	34
<i>Probationary Period Review</i> .....	53	<i>Ventura County Employees' Retirement</i>	
<i>Professional Memberships</i> .....	22	<i>Assoc (VCERA) Staff Premium Pay</i> .....	18
<i>Professional Registration, And Licensing</i> .....	23	<i>Wage Rate</i> .....	6
<i>Public Works Superintendent Work Periods</i> ..	33	<i>Work On Holidays</i> .....	37
<i>Rate Of Pay For Annual Leave Redemption</i> ..	43	<i>Written Request For Transfer</i> .....	60
<b>RECOGNITION</b> .....	2		

EXHIBIT 1  
 OUTLINE OF BENEFITS  
 MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
Accounting Officer III-MB	02091	MB	4					
Accounting Officer IV-MB	02092	MB	4					
Administrative Officer I	00034	MB	4					
Administrative Officer II	00033	MB	4					
Adult Svcs Reg Coord-TC	01943	UO	4					
Agriculture Commissioner	00045	MB	1	X	A	X	X	X
Ambulatory Care Administrator	01643	MB	3					
Assessor	00090	ME	1		A	X	X	X
Asst Auditor-Controller	01620	MB	2	X	B		X	X
Asst Chief Information Officer	00109	MB	2	X			X	X
Asst Chief Medical Examiner	01038	MB	3					
Asst Chief Resident Physician	01227	MU	4					X
Asst Clerk, Board of Supervisors	00105	MB	2	X			X	X
Asst Compliance Officer	00083	MB	3					
Asst County Clerk and Recorder	00193	MB	2	X			X	X
Asst Dir Dept Child Supt Svcs	00022	MB	2	X			X	X
Asst Dir Hospital Nursing	00079	MB	4					
Asst County Executive Officer	01651	MB	2	X			X	X
Asst Fire Chief	00751	MB	2	X			X	X
Asst Forensic Science Lab Mgr	01947	MB	3					
Asst Insurance Svcs Admin	01369	MB	3					X
Asst Public Adm-Guard-Cons	00184	MB	2	X			X	X
Asst Public Defender	01389	MB	2	X		X	X	X
Asst Registrar of Voters	00188	MB	2	X			X	X
Asst Sheriff's Comm Manager	01035	MB	3					X
Asst Treasurer/Tax Collector	01044	MB	2	X			X	X
Auditor-Controller	00236	ME	1		A	X	X	X
Behav Hlth Division Manager	01077	MB	3					X
Behavioral Health Manager I	01088	MB	3					X
Behavioral Health Manager II	01091	MB	3					X
Behavioral Health Clinic Admin I	01083	MB	4					X
Behavioral Health Clinic Admin II	01084	MB	4					X
Behavioral Health Clinic Admin III	01085	MB	4					X
Central Stores Supervisor	00148	MB	4					
Chief Asst County Counsel	00302	MB	2	X			X	X
Chief Asst District Attorney	01581	MB	2	X		X	X	X
Chief Deputy-Probation	01757	MB	2	X			X	X

EXHIBIT 1  
 OUTLINE OF BENEFITS  
 MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
Chief Deputy-Probation NonSworn	00393	MB	2	X			X	X
Chief Deputy Agric Commissioner	00309	MB	2	X			X	X
Chief Deputy Dir-GSA	00766	MB	2	X			X	X
Chief Deputy District Attorney	00997	MB	2	X			X	X
Chief Deputy Executive Officer	00107	MB	2	X	B	X	X	X
Chief Deputy Public Defender	00784	MB	2	X		X	X	X
Chief Deputy Sheriff	01555	MB	2	X			X	X
Chief Financial Officer-Retirement	00981	MB	2	X			X	X
Chief Fire Investigator	01049	MB	4					
Chief-Heavy Equipment	00446	MB	4					
Chief Hospital Operations	01649	MB	3					
Chief Information Officer	01655	MA	1	X	A	X	X	X
Chief Investment Officer	02093	MB	3					
Chief ISD Telecommunications	01507	MB	4					
Chief-Materials	01093	MB	4					
Chief-Medical Examiner	00341	MB	2	X			X	X
Chief Mental Health Services	01147	MB	3					
Chief-Operations Ofcr-Behav Hlth	02020	MB	3					
Chief Public Def Investigator	00746	MB	4					
Chief Resident Physician	00355	MU	4					X
Chief Stationary Engineer	00757	MB	4					
Civil Attorney I	00038	MB	4	X				
Civil Attorney II	00039	MB	4	X				
Civil Attorney III	01168	MB	3	X				
Civil Law Clerk	00393	MB	4	X				
Civil Service Commission Asst-CC	00191	MB	4	X			X	X
Clinical Nurse Manager	01371	MB	4					X
Clerical Services Manager	01272	MB	4	X				
Clerk Recorder	00395	ME	1		A	X	X	X
Commander	00043	MB	3					
Computer Operations Supervisor	00274	MB	4					
County Counsel	00455	MA	1	X	A	X	X	X
County Executive Officer	00261	MA	1	X	A	X	X	X
County Fire Chief	00465	MA	1	X	*	X	X	X
County Supervisor	01628	ME	1		A	X	X	X
County Supervisor -TC	02022	ME	1		A	X	X	X
Data Systems Manager	01547	MB	4					

**EXHIBIT 1  
OUTLINE OF BENEFITS  
MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES**

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
Deputy Agric Commissioner	00510	MB	4					
Deputy Assessor	01935	MB	2	X			X	X
Deputy Chief DA Investigator	01519	MB	3					
Deputy Chief-Fire Services	00920	MB	2	X			X	X
Deputy Chief Information Officer	00110	MB	2	X			X	X
Deputy Clerk of the Board	00704	MB	4					
Deputy Director-Airports	01654	MB	2	X			X	X
Deputy Director-Animal Reg.	01515	MB	2	X			X	X
Deputy Director Auditor Controller	02065	MB	2	X			X	X
Deputy Director I –Behav Hlth	01646	MB	3					
Deputy Director II –Behav Hlth	01647	MB	3					
Deputy Director-Child Supt Div	01582	MB	3	X				
Deputy Director-GSA	00767	MB	2	X			X	X
Deputy Director-Harbor	01672	MB	2	X			X	X
Deputy Director-HCA	01699	MB	2	X			X	X
Deputy Director-HSA	01904	MB	2	X			X	X
Deputy Director-Library Svcs	01767	MB	2	X			X	X
Deputy Director Probation	00526	MB	2	X			X	X
Deputy Director PWA	00381	MB	3					
Deputy Director I-RMA	01063	MB	2	X			X	X
Deputy Director II-RMA	01064	MB	2	X			X	X
Deputy Director RMA - Planning	00809	MB	2	X			X	X
Deputy Executive Officer	00108	MB	2	X			X	X
Director-Airports	01653	MA	1	X	A	X	X	X
Director-Animal Regulations	01516	MA	1	X	A	X	X	X
Director Area Agency on Aging	00186	MA	1	X	A	X	X	X
Director-Behavioral Health	01645	MB	2	X			X	X
Director-Business & Employ Svcs	01905	MB	2	X			X	X
Director-Child & Family Services	01906	MB	2	X			X	X
Director-Dept Child Support Svcs	00021	MA	1	X	A	X	X	X
Director-Employee Health Services	01119	MB	3					X
Director-Engineering Services	00412	MB	2	X			X	X
Director-Environ & Energy Res	00407	MB	2	X			X	X
Director-GSA	00764	MA	1	X	A	X	X	X
Director-Harbor	01670	MA	1	X	A	X	X	X
Director-Harbor Planning & Redev	01667	MB	2					X
Director-HCA	00994	MA	1	X	A	X	X	X

EXHIBIT 1  
 OUTLINE OF BENEFITS  
 MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
Director-HSA	01903	MA	1	X	A	X	X	X
Director-Hospital Nursing	00642	MB	3					
Director-Library Services	00590	MA	1	X	A	X	X	X
Director-Pharm Ed	01226	MB	4					
Director-Probation Agency	00814	MA	1	X	A	X	X	X
Director-Public Health	01557	MB	2	X			X	X
Director-Public Health Nursing	00082	MB	3					
Director-Public Works	00625	MA	1	X	A	X	X	X
Director-PWA Central Services	00411	MB	2	X			X	X
Director-RMA	00574	MA	1	X	A	X	X	X
Director-Training & Adult Svcs	01907	MB	2	X			X	X
Director-Transportation	00409	MB	2	X			X	X
Director-VCREA	01081	MB	2	X		X	X	X
Director-Water Resources	00408	MB	2	X			X	X
Director-Watershed Management	00410	MB	2	X			X	X
District Attorney	00640	ME	1		A	X	X	X
EMS Administrator	00023	MB	3					
Energy Manager	00998	MB	4					
Engineering Manager I	00359	MB	3					
Engineering Manager II	00360	MB	3					
Engineering Manager III	00361	MB	3					
Executive Assistant-CEO	00190	MB	4					
Executive Officer-Probation	01758	MB	2	X			X	X
Facilities Engineer	01265	MB	3					
Facilities Project Manager	01602	MB	3					
Financial Analyst I	02072	MB	4					
Financial Analyst II	02071	MB	4					
Financial Analyst III	02070	MB	4					
Fire Battalion Chief	00926	MB	4					
Fire Division Chief	00370	MB	4					
Fiscal Asst I-Conf	01297	CC	4	X				
Fiscal Asst II-Conf	01298	CC	4	X				
Fiscal Asst III-Conf	01299	CC	4	X				
Fiscal Asst IV-Conf	01301	CC	4	X				
Fiscal Manager I	02069	MB	3					
Fiscal Manager II	02068	MB	3					
Fiscal Manager III	02067	MB	3					

EXHIBIT 1  
 OUTLINE OF BENEFITS  
 MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
Fiscal Manager IV	02066	MB	3					
Fiscal Tech I-Conf	01302	CC	4	X				
Fiscal Tech II-Conf	01303	CC	4	X				
General Counsel-Retirement	00982	MB	3					
Harbor Lease Manager	00878	MB	3					
Harbor Patrol Captain	02027	MB	4					X
Harbormaster	01733	MB	4					
HCA Facilities Manager	00940	MB	3					
HCA Human Resources Manager	00939	MB	3					
HCA Maintenance Manager	01529	MB	4					
HCA-Materials Manager	01096	MB	4					
Health Officer	01248	MB	2	X			X	X
Hospital Administrator	00075	MB	2	X	B	X	X	X
Hospital Nurse Manager	01370	MB	3					X
HS Administrative Spec I	00071	MB	4					
HS Administrative Spec II	00072	MB	4					
HS Child Welfare Supvsr	00145	MU	4					
HS Client Benefit Supvsr-TC	00019	MU	4					
HS Employment Svcs Supvsr-TC	00059	MU	4					
HS Facilities Administrator	00044	MB	4					
HS Program Analyst I	00086	MB	4					
HS Program Analyst II	00087	MB	4					
HS Program Coordinator I	00176	MB	4					
HS Program Coordinator II	00177	MB	4					
HS Program Coordinator III	00178	MB	4					
HS Program Manager I	00101	MB	4					
HS Program Manager II	00102	MB	4					
HS Public Authority Administrator	00010	MB	2					X
HS Sr. Program Coordinator	00084	MB	4					
HS Support Services Manager	00092	MB	4					
HS Veterans Services Officer	00095	MB	4					
HSA Administrative Manager	00098	MB	4					
HSA Administrative Specialist III	00104	MB	4					
HSA Asst. Director	02118	MB	2	X			X	X
HSA Policy Analyst	00106	MB	4					
HSA Sr. Administrative Manager	00127	MB	3					
HSA Sr. Administrative Specialist	00137	MB	3					

EXHIBIT 1  
 OUTLINE OF BENEFITS  
 MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
HSA Sr. Policy Analyst	00139	MB	3					
HSA Sr. Program Manager	00147	MB	3					
HS Program Asst III	01528	MB	3					
Information Sys Security Architect	02026	MB	3					X
Insurance Analyst	01741	UO	4					
Insurance Service Admin	01644	MB	3					
LAFCO Analyst	00915	MB	3					
LAFCO Deputy Director	01564	MB	2	X				X
LAFCO Executive Officer	00270	MB	2	X	A	X	X	X
LAFCO Office Mgr/Clerk	00916	MB	3					
Legal Mgmt Asst I-Conf	01318	CC	4	X				
Legal Mgmt Asst II-Conf	01319	CC	4	X				
Legal Mgmt Asst III-C	01340	CC	4	X				
Legal Mgmt Asst IV-C	01341	CC	4	X				
Legislative Analyst	02028	MB	3					
Management Analyst I	01685	MB	3	X				
Management Analyst II	01687	MB	3	X				
Management Asst I-Conf	01334	CC	4	X				
Management Asst II-Conf	01336	CC	4	X				
Management Asst III-Conf	01337	CC	4	X				
Management Asst IV-Conf	01338	CC	4	X				
Managing Attorney-D.A.	00992	MB	3					
Mgr-Ambulatory Nursing	00739	MB	4					
Mgr-Applications Dev	01617	MB	3					
Mgr-Assessment Services	00979	MB	4					
Mgr-Budget Sys & Process	01000	MB	3					
Mgr-Cardiopulmonary Services	00727	MB	4					
Mrg-Clerk & Recorder Operations	00194	MB	4					
Mgr-Computer Operations	00589	MB	3					
Mgr-Custody Records	00496	MB	4					
Mgr-Custodial Services	00327	MB	4					
Mgr-Facilities Maintenance	00771	MB	3					
Mgr-Fire Prevention Svcs	01810	MB	3					
Mgr-Fiscal/Admin Services I	00887	MB	3					
Mgr-Fiscal/Admin Services II	00888	MB	3					
Mgr-Fiscal/Admin Services III	00889	MB	3					
Mgr-Fiscal/Admin Services IV	00890	MB	3					

EXHIBIT 1  
 OUTLINE OF BENEFITS  
 MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
Mgr-Fleet Services	01127	MB	3					
Mgr-Forensic Science Lab	01946	MB	3					
Mgr-Geographical Info Systems	00488	MB	3					
Mgr-Ground Water Management	00380	MB	3					
Mgr-Hospital Food Services	00489	MB	4					
Mgr-Imaging Services	00726	MB	4					
Mgr-ISD Project	01008	MB	4					
Mgr-Lab Services	01256	MB	4					
Mgr-Materials	00459	MB	3					
Mgr-Medical Records	01190	MB	4					
Mgr-Network Operations	00111	MB	3					
Mgr-Operations	01634	MB	4					
Mgr-Parks/Operations	00845	MB	3					
Mgr-Patient Accounts	01240	MB	3					
Mgr-Patient Services	01635	MB	4					
Mgr-Pharmacy Services	00731	MB	4					
Mgr-Probation Agency	00815	MB	3					
Mgr-PW Computer-Aided Mapping	00831	MB	4					
Mgr-PW Lab Services	01608	MB	4					
Mgr-Real Estate Services	00486	MB	3					
Mgr-Rehabilitation Services	00730	MB	4					
Mgr-RMA Services I	01178	MB	3					
Mgr-RMA Services II	01179	MB	3					
Mgr-Sheriff Comm Center	01959	MB	3					
Mgr-Sheriff's Emergency Svcs	00222	MB	3					
Mgr-Sheriff Food Services	00494	MB	4					
Mgr-Sheriff Info Systems	00999	MB	3					
Mgr-Sheriff Personnel Svcs	01556	MB	3	X				
Mgr-Sheriff's Records	01554	MB	3	X				
Mgr-Therapy Services	00955	MB	4					
Mgr-Transportation/Hvy Equip	00613	MB	3					
Mgr-Veterinary Services	00954	MB	4					
Mgr-Water & Sanitation Svcs	01700	MB	2	X			X	X
Mgr-Youth & Family	01715	MB	3					
Medical Director	01185	MB	2	X			X	X
Medical Director-Behav Hlth	02019	MB	2	X			X	X
Mental Health Program Mgr	00608	MB	4					

EXHIBIT 1  
 OUTLINE OF BENEFITS  
 MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
Nurse Supvr-MH Inpatient	01590	MB	4					
Office Asst I-Conf	01348	CC	4	X				
Office Asst II-Conf	01349	CC	4	X				
Office Asst III-Conf	01350	CC	4	X				
Office Asst IV-Conf	01354	CC	4	X				
Personnel Analyst I	00391	MB	4	X				
Personnel Analyst II	00432	MB	4	X				
Personnel Analyst III	01674	MB	3	X				
Personnel Assistant	01314	MB	4	X				
Personnel Assistant-NE	01492	MB	4					
Personnel Management Analyst	01673	MB	3	X				
Pharmacist Resident	00829	UO	4					
Post Grad-Yr 1	01230	MU	4					X
Post Grad-Yr 2	01231	MU	4					X
Post Grad-Yr 3	01232	MU	4					X
Principal Appraiser	01233	MB	3					
Principal Asst County Counsel	00040	MB	2	X		X	X	X
Principal Engineer	00471	MB	3					
Principal Engineer (Unregistered)	01167	MB	3					
Principal Librarian	01768	MB	3					
Principal Personnel Analyst	00388	MB	3	X				
Probation Program Manager	00394	MB	3					
Program Administrator I	00622	MB	4					
Program Administrator II	00623	MB	4					
Program Administrator III	00748	MB	4					
Program Assistant	01173	MB	4					
Program Assistant-NE	01489	MB	4					
Program Management Analyst	01642	MB	3	X				
Public Defender	01427	MA	1	X	A	X	X	X
Public Health Division Manager	01076	MB	3					X
Public Health Lab Director	01430	MB	4					
Public Works Superintendent	00357	MB	4					
Research Psychologist	01486	MB	4					
Retirement Administrator	01814	MB	1	X		X	X	X
Retirement Communications Spec	00174	MB	4					
Retirement Operations Manager	00173	MB	3					
Risk Analyst	01739	UO	4					

EXHIBIT 1  
 OUTLINE OF BENEFITS  
 MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
Sr City Librarian	01770	UO	4					
Sr Civil Attorney	01579	MB	3	X				
Sr Data Systems Analyst	01549	MB	4					
Sr Engineer Geologist	01099	MB	3					
Sr Engineer-Unregistered	00628	MB	3					
Sr.Environmental Res Analyst	00027	MB	3					
Sr Info Systems Analyst	01612	MB	4					
Sr Info Sys Support Analyst	00132	MB	4					
Sr Librarian Spec	01769	MB	4					
Sr Office Systems Coordinator	01026	MB	4					
Sr Patients Rights Advoc	01588	MB	4					
Sr Plan Check Engineer	00272	MB	3					
Sr Program Administrator	01174	MB	3					
Sr Psychologist-MB	01546	MB	4					
Sr Solid Waste Engineer	01053	MB	3					
Sr Survey Engineer	01729	MB	3					
Sheriff	01760	ME	1		A	X	X	X
Sheriff's Captain	01698	MB	3					
Sheriff's Comm Train Coord	01034	MB	4					X
Sheriff's Comm Manager	01959	MB	3					X
Staff Engineer	01746	MB	3					
Staff Services Manager I	01709	MB	4					
Staff Services Manager I-CC	01122	CC	4	X				
Staff Services Manager II	01710	MB	3					
Staff Services Manager III	01711	MB	3					
Supvng Child Support Attorney	00066	MB	3					
Supvng Children Svcs Soc Wkr	01154	UO	4					
Supvng Criminal Attorney	01583	MB	3					
Supervising Deputy Probation Ofcr	01875	UO	3					
Supvng Public Health Nurse	01902	MB	4					
Supvng Social Worker	01149	UO	4					
Supvsr-MH Crisis Team	01626	MB	4					
Supervisor-Mental Health Svcs	01148	MB	4					
Supervisor-MH Svcs Inpatient	01540	MB	4					
Supvsr Public Health Services	01541	MB	4					
Supervisors' Admin Asst I	01920	MB	4	X	B			X
Supervisors' Admin Asst II	01921	MB	3	X	B			X

EXHIBIT 1  
 OUTLINE OF BENEFITS  
 MANAGEMENT, CONFIDENTIAL CLERICAL AND OTHER UNREPRESENTED EMPLOYEES

CLASSIFICATION TITLE	CLASS CODE	UNIT	BENEFIT CATEGORY	FLEXIBLE MERIT INCREASE	CAR ALLOWANCE A, B OR C	EXECUTIVE PROFESSIONAL MEMBERSHIP	EXECUTIVE ANNUAL LEAVE	CIVIL SERVICE EXEMPT
Supervisors' Executive Aide I	00587	MB	4	X	C			X
Supervisors' Executive Aide II	00577	MB	4	X	C			X
Supervisors' Sr Admin Asst	00819	MB	3	X	B			X
Supervisors' Sr Executive Aide	01536	MB	3	X	C			X
Technical Spec I-CC	01531	CC	4					
Technical Spec II-CC	01532	CC	4					
Technical Spec III-CC	01533	CC	4					
Technical Spec IV-CC	01534	CC	4					
Technical Spec I-MB	00515	MB	4					
Technical Spec II-MB	00516	MB	4					
Technical Spec III-MB	00519	MB	4					
Technical Spec IV-MB	00521	MB	4					
Treas Tax Coll-Public Admin	01975	ME	1		A	X	X	X
Undersheriff	01995	MB	2	X	B		X	X
VCREA Admin Asst	01082	MB	3	X				X
VCREA Project Mgr	00677	MB	2	X		X	X	X
WIA Executive Director	00674	MB	2	X			X	X

\* Based on Employment Contract

**COUNTY OF VENTURA  
DRUG AND ALCOHOL POLICY  
FOR  
SAFETY-SENSITIVE EMPLOYEES**

## **COUNTY OF VENTURA DRUG AND ALCOHOL POLICY FOR SAFETY SENSITIVE EMPLOYEES**

Effective January 1, 1995, the County of Ventura must comply with the United States Department of Transportation regulations implementing the federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the County must comply with the regulations of the Federal Highway Administration (FHWA). The Federal Aviation Administration (FAA) and the United States Coast Guard (USCG) have also issued drug and alcohol testing regulations. Where applicable to the County, the requirements of those regulations are reflected in this Policy. Adoption of this Policy is one of the County's obligations under the regulations. This Policy sets forth the rights and obligations of covered employees. If you are an employee covered by these new requirements, you need to familiarize yourself with the provisions of this Policy *BECAUSE COMPLIANCE WITH THIS POLICY IS A CONDITION OF YOUR EMPLOYMENT.*

### **A. EMPLOYEE QUESTIONS**

The regulations require that employers designate a person to answer employee questions about drug and alcohol testing. Employees shall refer any questions regarding his or her rights and obligations under the new regulations to the Personnel Officer or designee for each department.

### **B. COVERED EMPLOYEES**

Overall, the regulations cover drivers of commercial motor vehicles as defined in Section C below. A driver is any person who operates a commercial motor vehicle on a full-time, casual, intermittent, extra help or occasional basis. The County employees listed in a separate addendum to this Policy may be required to drive commercial motor vehicles, at least on an occasional basis. Therefore, each employee listed in the addendum (and applicants for such positions) is considered a "covered employee" subject to the provisions of this Policy. For purposes of pre-employment testing, the term "driver" includes persons applying for employment in a position requiring the driving of a commercial motor vehicle on at least an occasional basis.

The Director-Human Resources (or his designee) may add or delete names from the list of covered employees based upon his/her determination that an employee's job duties mandate coverage under this Policy. Supervisors and/or the personnel officer from each of the covered departments shall report additions and/or deletions of staff covered by these rules to the Director-Human Resources. New employees or employees transferring, promoting or demoting into a safety sensitive function will be tested prior to performing any safety sensitive functions. The Director-Human Resources or his designee shall promptly notify any affected employee in writing that his or her name will be added to the list of covered employees. The determination of the Director-Human Resources shall be final and binding.

### C. COVERED COMMERCIAL VEHICLES

The regulations cover drivers of the following commercial motor vehicles:

1. A vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
2. A vehicle with a gross vehicle weight of at least 26,001 pounds;
3. A vehicle designed to transport 16 or more passengers, including the driver;  
or
4. A vehicle used to transport those hazardous materials found in the Hazardous Materials Transportation Act.

### D. SAFETY-SENSITIVE FUNCTIONS

The performance of any of the following on-duty functions by a covered employee in connection with that employee's operation, or scheduled operation, of a commercial motor vehicle is considered to be a safety-sensitive function:

1. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty;
2. All time inspecting equipment such as brakes, steering mechanism, lights, tires, horn, windshield wipers, mirrors or coupling devices or otherwise inspecting, servicing, or conditioning any commercial motor vehicle;
3. All driving time;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time spent performing driver requirements relating to accidents; or
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

## E. CONTROLLED SUBSTANCES

For purposes of the federal regulations and this Policy, controlled substance means marijuana, cocaine, opiates, amphetamines and phencyclidine. Covered employees are required to inform their supervisor of any therapeutic drug use prohibited by this policy (includes both prescribed and over the counter medications for treating specific ailments which contain alcohol or any of the controlled substances.) Covered employees are responsible for obtaining information from their physician for any prescribed medication they are taking that may impact their ability to drive and report such use to their supervisor.

## F. PROHIBITED CONDUCT

Covered employees may not be under the influence or in possession of controlled substances or alcohol during any work hours. Further, the regulations specifically prohibit certain conduct while performing and prior to performing safety-sensitive functions. Covered employees are prohibited from:

1. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration level of 0.04 percent or greater;
2. Performing a safety-sensitive function within four hours after using alcohol;
3. Being on duty or operating a vehicle described in Section C, above, while possessing alcohol or controlled substances;
4. Using alcohol or controlled substances while performing a safety-sensitive function;
5. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a vehicle;
6. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions if the employee tests positive for controlled substances; or
7. Refusing to submit to any alcohol or controlled substances test required by this Policy. A covered employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.04 percent or greater on an alcohol test or tested positively on a controlled substance test.

In addition to the above prohibitions, employees are reminded of their obligations under the Federal Drug Free Workplace Act of 1988. All employees covered by this Policy have previously been provided with a copy of the County's Drug Free Workplace Statement, and have signed an acknowledgment that they have read the Statement and agreed to comply with it.

G. CIRCUMSTANCES UNDER WHICH DRUG AND ALCOHOL TESTING WILL BE IMPOSED ON COVERED EMPLOYEES

1. Pre-Employment Testing:

All applicants (whether by initial application or in connection with a transfer, promotion or demotion) for positions involving the performance of safety-sensitive functions will be required to submit to pre-employment/ pre-duty drug testing prior to any job offer. Applicants will not be hired for or transferred, promoted or demoted to a safety-sensitive position if they do not pass the test. A pre-employment alcohol test is not required by this policy.

2. Post-Accident Testing:

Post-accident drug and alcohol testing will be conducted on employees following an accident where the employee's performance cannot be discounted as a contributing factor.

The decision whether or not to test the employee will be left to a supervisory or management employee. The presumption is for testing. The only reason an employee will not be tested following an accident is if a determination is made that the employee's performance could not have been a contributing factor. If a fatality occurs, the employee **must** be tested irrespective of whether his/her involvement may be discounted.

Post-accident alcohol tests shall be administered within two hours following an accident, and no test may be administered after eight hours. A post-accident drug test shall be conducted within 32 hours following the accident. Documentation on the need for testing will be completed by the supervisor identifying the reason for the test with a copy provided to the employee. Tests not completed within the prescribed time frame will need to have documentation citing the reason for the failure to test.

According to the regulations and this Policy, an accident occurs when, as a result of an occurrence involving the vehicle an individual dies or sustains an injury requiring medical attention; a state or local law enforcement authority issues a citation to the covered employee for a moving violation arising from

the accident; or when a vehicle is towed from the scene as a result of damage from the accident.

3. Random Testing:

Covered employees will be subject to random alcohol and drug testing as follows:

A random alcohol test will be administered just prior to the employee performing a safety-sensitive function (i.e., driving), while the employee is performing a safety-sensitive function, or just after the employee has stopped performing a safety-sensitive function. The County will subject at least 25 percent of the total number of covered employees to random alcohol testing per year.

A random drug test will be administered to at least 50 percent of the total number of covered employees per year. A covered employee may be subjected to drug/alcohol testing even on a day in which the employee is not expected to perform a safety-sensitive function. Some employees may be tested more than once in a year, while others are not tested at all, depending on the random selection.

On the date an employee is selected for random drug/alcohol testing, his/her supervisor will ensure his/her duties are covered for the test period. The employee will receive a written notice at some point during his/her shift indicating the time he/she is to report to the test site.

4. Reasonable Suspicion Testing:

Covered employees are also required to submit to an alcohol or drug test when a supervisor, trained in accordance to the regulations at 49CFR 382 has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. The observation must be based on short-term indicators, such as blurry eyes, slurring, or alcohol on the breath. The supervisor may not rely solely on long-term signs, such as absenteeism or tardiness, to support the need for a reasonable suspicion test.

The reasonable suspicion alcohol test will be administered within two hours of the observation. If not, the employer must provide written documentation as to why the test was not promptly conducted. No test may be administered after eight hours following the observation.

To ensure that supervisors are trained to make reasonable suspicion determinations, supervisors vested with the authority to demand a reasonable suspicion drug and alcohol test will attend at least one hour of

training on alcohol misuse and at least one hour of training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

The need for the reasonable suspicion test will be documented by the supervisor with a copy provided to the employee. The supervisor shall advise the employee of his or her right to have a Union representative present prior to the testing, if a representative is available within a reasonable time (within one hour).

5. Return to Duty/Follow-up Testing:

A covered employee who has violated any of the prohibitions of this Policy (see Section F) must submit to a return to duty test before he/she may be returned to a position requiring the performance of safety-sensitive functions. The test result must indicate an alcohol concentration of less than 0.02 percent or a verified negative result on a controlled substances test. In addition, because studies have shown that the relapse rate is highest during the first year of recovery, the employee **will** be subject to follow-up testing which is separate from the random testing obligation. The employee will be subject to at least six unannounced drug/alcohol tests during the first year back to the safety-sensitive position following the violation.

H. PROCEDURES TO BE USED FOR DETECTION OF DRUGS AND ALCOHOL

1. Alcohol Testing:

Alcohol testing will be conducted by using an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration.

A screening test will be conducted first. This initial screening may be accomplished using a saliva test kit. If the result is an alcohol concentration level of less than 0.02 percent, the test is considered a negative test. If the alcohol concentration level is 0.02 percent or more, a second confirmation test using the EBT will be conducted.

The procedures that will be utilized by the lab for collection and testing of the specimen are attached hereto as Appendix A.

2. Drug Testing:

Drug testing will be conducted pursuant to the procedures set forth in Appendix A.

I. REFUSAL TO SUBMIT TO AN ALCOHOL AND/OR DRUG TEST

As set forth in Section F.7 above, a covered employee who refuses to submit to any required drug/alcohol testing will be treated in the same manner as an employee who tested positive.

A refusal to submit to an alcohol or controlled substances test required by this Policy includes, but is not limited to, the following:

1. A refusal to provide a urine sample for a drug test;
2. An inability to provide a urine sample without a valid medical explanation;
3. A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
4. An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
5. Tampering with or attempting to adulterate the urine specimen or collection procedure;
6. Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
7. Leaving the scene of an accident without authorization from a supervisor or manager (who shall make a determination whether to send the employee for a post-accident drug and/or alcohol test), unless the employee has a valid reason for not obtaining such authorization; or
8. Consuming alcohol during the eight hours immediately following an accident, unless the employee has been informed that his/her actions have been discounted as a contributing factor, or if the employee has been tested.

J. CONSEQUENCES FOR EMPLOYEES FOUND TO HAVE ALCOHOL CONCENTRATION LEVELS OF 0.02 PERCENT OR GREATER BUT LESS THAN 0.04 PERCENT

An employee whose alcohol test indicates an alcohol concentration level between 0.02 percent and 0.039 percent will be removed from his or her safety sensitive position for at least twenty-four hours. Such an employee may be subject to discipline up to and including termination. The County will then retest the employee. Before the employee may be returned to his/her safety sensitive position, the employee's alcohol concentration must indicate a concentration below 0.02 percent.

K. CONSEQUENCES OF FAILING AN ALCOHOL AND/OR DRUG TEST

A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination, in accordance with the County's existing disciplinary rules and procedures.

If a covered employee is not terminated, the employee:

1. Must be removed from performing any safety-sensitive function;
2. Must submit to an examination by a substance abuse professional (SAP). Upon a determination by the substance abuse professional, the employee may be required to undergo treatment to cure his/her alcohol or drug abuse. The County is not required to pay for this treatment;
3. May not be returned to his/her former safety-sensitive position until released by the SAP and the employee submits to a return-to-duty controlled substance and/or alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.02 percent or a negative result on a controlled substance test;
4. Will be required to submit to unannounced follow-up testing after he/she has been returned to his/her safety-sensitive position. See Section G.5., above.

L. INFORMATION CONCERNING THE EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES AND AVAILABLE METHODS OF INTERVENTION

Information on the effects of alcohol and the various controlled substances which are tested under this Policy are available from the County Employee Assistance Program (EAP). The EAP is also available to help employees who need assistance with alcohol and controlled substance abuse. For information concerning the County's Employee Assistance program, please contact their office at 654-5138.

M. CONFIDENTIALITY PROCEDURES FOR INTERNAL CONTROL

Laboratory reports or test results shall not appear in an employee's general personnel file. The Personnel Department will keep under their control information of this nature in a separate, secured confidential medical file, access to which will be limited to those individuals with a "need to know" as defined by Federal regulation. Supervisors, managers and other staff with such knowledge are not to discuss or disclose the results of any employee's drug/alcohol tests with other employees, except under approved reasons as delineated by County policy.

The Director-Human Resources may disclose reports or test results to County Management on a strictly need-to-know basis, any DOT or State agency with regulatory authority over the County or its drivers, the National Transportation Safety Board when investigating an accident, the “decision maker” in legal proceeding and to the tested employee upon request. Disclosures, without employee consent may also occur in accordance with federal regulations.

Employees’ confidentiality is also protected in regards to disclosure by supervisors of any over the counter or prescribed medications, when the employee has notified the supervisor of such use as mandated by this policy. Supervisors, managers and other staff who violate this confidentiality policy may be subjected to disciplinary action up to and including termination.

January 4, 1996

## ALCOHOL TESTING PROCEDURES

All testing will be coordinated by a qualified vendor certified to conduct alcohol and drug tests in accordance with guidelines as required by 49 CFR, 40 using the following procedures. Specimen collection and analysis will be conducted at the employee's worksite, a secured county facility or at various certified labs throughout the County. Initial alcohol tests may be done using a saliva screening test.

- a. The employee arrives at the testing site.
- b. If the employee does not arrive at the designated time for testing, the Supervisor or designee will be contacted for instructions.
- c. The ID of the employee to be tested is verified by examining a photo ID. If the ID cannot be established, the breath Alcohol Technician (BAT) will attempt to notify the employee's supervisor to establish a positive ID. If this is not possible, the process stops.
- d. If the employee being tested requests it, the Breath Alcohol Technician (BAT) should present his/her ID.
- e. Once the employee's ID is established, Step 1 of the U.S. Department of Transportation (DOT) Breath Alcohol Testing Form will be completed.
- f. The employee will complete Step 2 on the DOT form, signing the certification. If the employee refuses to sign, it is regarded as a refusal to take the test.
- g. The employee may be tested for alcohol using a saliva test kit, initially. The saliva test may be administered by a trained County staff supervisor. If test results are negative on this screening test, a copy of the DOT form will be completed, noting the results and a copy provided to the employee. One will be forwarded to the supervisor and one will be retained by the BAT. If saliva tests are not conducted initially, the BAT will follow the below described procedures using an EBT device for the initial test. If the saliva test indicates an alcohol level greater than 0.02, an EBT test is required as follows:
- h. The BAT will explain that a confirmation test will be conducted.
- i. The employee must stay in the room observed for a 15 minute period. During this period, the employee may not eat, drink or put any object or substance into his/her mouth.

- j. The confirmation test will be conducted no less than 15 minutes after the initial test but within 20 minutes of the completion of the initial test.
- k. The employee and BAT shall read the sequential test number displayed on the Evidential Breath Testing (EBT) device for the test.
- l. The employee will open an individually sealed mouthpiece in view of the BAT and attach it to the EBT according to instructions.
- m. The employee will blow forcefully into the mouthpiece for at least six seconds or until the EBT indicates that an adequate amount of breath has been obtained.
- n. The BAT completes Step 3 of the DOT testing form.
- o. The employee will sign Step 4 of the DOT test form stating that the information on the form is accurate and that the employee must not perform safety sensitive duties or operate heavy equipment if the results are 0.02 or greater.
- p. If the test results are less than 0.02 on this test, a copy of the form will be provided to the employee. The test process is complete and a copy will be forwarded to the supervisor and one will be retained by the BAT.
- q. If the result of the confirmation test is different from the EBT screening test, the confirmation test will be considered the accurate results.
- r. If the results are still greater than or equal to .02 on the confirmation test, the BAT will contact the employee's supervisor for further instructions before releasing the employee from the test site.
- s. Employees with a reading of .02 or more are not to drive or engage in any safety sensitive operations until further notice from their supervisor and in accordance with this policy.
- t. All results will be transmitted in conformity to confidentiality procedures outlines above.

#### **DRUG TESTING PROCEDURES**

- a. The urine specimen will be split into two bottles labeled as "primary" and "split" specimen. Both bottles will be sent to the lab;
- b. If the urinalysis of the primary specimen tests positive for the presence of illegal, controlled substances, the employee has 72 hours to request that the split specimen be analyzed by a different certified lab;

- c. The urine sample will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidine;
- d. If the test is positive for one or more of the drugs, a confirmation test will be performed using gas chromatography/mass spectrometry analysis;
- e. All drug test results will be reviewed and interpreted by a physician before they are reported to the employee and then to the County; and,
- f. With all positive drug tests, the physician (a.k.a. medical review officer (MRO)) will first contact the employee to determine if there is an alternative medical explanation for the positive test result. If documentation is provided and the MRO determines that there was a legitimate medical use for the prohibited drug, the test result may be reported to the County as “negative.”