

**SIDE LETTER
BETWEEN
CONTRA COSTA COUNTY AND
IFPTE, LOCAL 21**

This Side Letter is by and between IFPTE, Local 21 ("Union") and the County of Contra Costa ("County") and is effective on January 1, 2022 following approval of the Board of Supervisors.

This Side Letter amends the Memorandum of Understanding between the County and the Union (July 1, 2016 - June 30, 2022) pursuant to the re-opener funds referenced in Section 44 - Non-Healthcare/Non-General Wage Re-Opener (incorporated by side letter into the MOU via Resolution No. 2018/576).

This Side Letter amends Section 5 - Salaries to grant a wage increase to specified classifications, effective January 1, 2022, and adjusts the top step of the Sr. Civil Engineer (NKHA) classification by 5% above the top step of the Associate Civil Engineer (NKVC) classification.

This Side Letter also amends Section 41 – Other Benefits, to include an additional sub-section (41.4.G), which provides for a County contribution towards active deferred compensation accounts for employees who are assigned to specific classifications and work assignments.

Finally, this Side Letter amends Section 42 - Special Benefits for Management Employees by Department or Class by adding and amending the following subsections: 42.28 - Sheriff - Detention Facility Assignment Pay, Section 42.17- Health Services Mental Health Program Chief Differential, Section 42.18 – Director of Safety and Performance Review, Section 42.16 - Health Services Manager Differential by adding three (3) additional classifications eligible to receive this differential, and 42.31 Property Appraiser Division Differentials by adding a differential for specified classifications and assignments in the Assessor's Office. These differentials will have an effective date of January 1, 2022.

SECTION 5 – SALARIES

5.1 General Wages.

- A. 1. a. Effective July 1, 2016, or the first day of the month following approval by the Board of Supervisors, whichever is later, the base rate of pay for classifications represented by the Union will be increased by four percent (4%).
- b. Effective July 1, 2017, the base rate of pay for classifications represented by the Union will be increased by three percent (3%).
- c. Effective July 1, 2018, the base rate of pay for classifications represented by the Union will be increased by three percent (3%).
- d. The wage increases set forth in this section 5.1.A.1, above, do not apply to those classifications listed in Section 5.1.A.3 below.
2. Effective July 1, 2016, or the first day of the month following approval by the Board of Supervisors, whichever is later, the County will adjust the top steps in the classifications listed below so that those classes will have a top step at least 5% greater than the top step of the class of Charge Nurse (VWTF):

ASST DIRECTOR OF SAFETY & PERF IMPR	VWGB
CHIEF NURSING INFORMATICS OFC	VWDH
CHIEF OF DET HLTH NURSING SVCS	VWDG
DIR OF SAFETY & PERF IMPROVEME	VWFA
DIRECTOR OF AMBULATORY CARE NS	VWDC
DIRECTOR OF PSYCH NURSING SVCS	VWDD
DIRECTOR, INPATIENT NURSING OP	VWDF
HEALTH PLAN NURSE PROGRAM DIRECTOR	VRFA

3. Effective July 1, 2016, or the first day of the month following approval by the Board of Supervisors, whichever is later, the following classes will be adjusted as described below and such classes will receive future increases necessary to maintain such adjustments. These classifications will not receive the wage increases set forth in Section 5.1.A.1 above:

- a. Pre-Hospital Care Coordinator (VBSG)
The salary schedule of the Pre-Hospital Care Coordinator (VBSG) will be the same as the Registered Nurse – Experienced Level (VWXD). Effective January 1, 2017, the salary schedule of the Pre-Hospital Coordinator will be the same as Registered Nurse (VWXG).
- b. Nursing Program Manager (VWHF)
In the event the difference between the top step base rate of pay for Nursing Program Manager (VWHF) and the Charge Nurse (VWTF) is less than 5%, the County will adjust all steps in the Nursing Program Manager class in order to achieve a difference of 5% at the top step between the two classes.
- c. Utilization Review Manager (VWHG)
In the event the difference between the top step base rate of pay for Utilization Review Manager (VWHG) and the Charge Nurse (VWTF) is less than 5%, the County will adjust all steps in the Utilization Review Manager class in order to achieve a difference of 5% at the top step between the two classes.
- d. Nursing Shift Coordinator (VWHH)
In the event the difference between the top step base rate of pay for Nursing Shift Coordinator (VWHH) and the Charge Nurse (VWTF) is less than 5%, the County will adjust all steps in the Nursing Shift Coordinator class in order to achieve a difference of 5% at the top step between the two classes.
- e. Ambulatory Care Clinical Supervisor (VWHJ)
In the event the difference between the top step base rate of pay for Ambulatory Care Clinical Supervisor (VWHJ) and the Charge Nurse (VWTF) is less than 5%, the County will adjust all steps in the Ambulatory Care Clinical Supervisor class in order to achieve a difference of 5% at the top step between the two classes.
- f. Infection Control Coordinator (VWSF)
The salary schedule of the Infection Control Coordinator (VWSF) shall be the same as the Clinical Nurse Specialist (VWTA).

- g. Advice Nurse Supervisor (VWHN)
In the event the difference between the top step base rate of pay for Advice Nurse Supervisor (VWHN) and the Advice Nurse II (VWTB) is less than 5%, the County will adjust all steps in the Advice Nurse Supervisor class in order to achieve a difference of 5% at the top step between the two classes. Effective January 1, 2017, reference to Advice Nurse II (VWTB) will be replaced with Advice Nurse (VWSN).
- h. Public Health Nurse Program Manager (VWHL)
In the event the difference between the top step base rate of pay for Public Health Nurse Program Manager (VWHL) and the Public Health Nurse (VXXA) is less than 5%, the County will adjust all steps in the Public Health Nurse Program Manager class in order to achieve a difference of 5% at the top step between the two classes.
- i. Advice Nurse Manager (VWHK)
In the event the difference between the top step base rate of pay for Advice Nurse Manager (VWHK) and the Advice Nurse Supervisor (Local 21 class of VWHN) is less than 5%, the County will adjust all steps in the Advice Nurse Manager class in order to achieve a difference of 5% at the top step between the two classes.
- j. Utilization Review Coordinator (VWSD)
In the event the difference between the top step base rate of pay for Utilization Review Coordinator (VWSD) and the Registered Nurse – Experienced Level (VWXD) is less than 2.5%, the County will adjust all steps in the Utilization Review Coordinator class in order to achieve a difference of 2.5% at the top step between the two classes. Effective January 1, 2017, reference to Registered Nurse – Experienced Level (VWXD) will be replaced with Registered Nurse (VWXG).
- k. Effective January 1, 2022, the top step of the Sr. Civil Engineer (NKHA) classification will be adjusted 5% higher than the top step of the Associate Civil Engineer (NKVC) classification. In the event the difference between the top step base rate of pay for Sr. Civil Engineer (NKHA) and Associate Civil Engineer (NKVC) is less than 5%, the County will adjust all steps in the Sr. Civil Engineer class in order to achieve a difference of 5% at the top step between the two classes.

4. Effective January 1, 2022, the salaries of the classifications listed below will be adjusted as follows:

<u>CLASSIFICATION</u>	<u>Increase</u>
<u>Senior Auditor-Appraiser (DRTA)</u>	<u>2.5%</u>
<u>Supervising Auditor-Appraiser (DRNA)</u>	<u>2.5%</u>
<u>Principal Appraiser (DADC)</u>	<u>2.5%</u>
<u>District Attorney Forensic Accountant (6KSA)</u>	<u>5.0%</u>
<u>Aging & Adult Services Senior Staff Assistant (XQVB)</u>	<u>5.0%</u>
<u>CA Children's Services Program Admin (VBGC)</u>	<u>5.0%</u>
<u>Communicable Disease Program Chief (V7DA)</u>	<u>5.0%</u>

<u>CLASSIFICATION</u>	<u>Increase</u>
<u>HIV & STD Program Director (V7DB)</u>	<u>5.0%</u>
<u>Biomedical Equipment Manager (V9HD)</u>	<u>5.0%</u>
<u>Assistant Clinical Laboratory Manager (VHGF)</u>	<u>2.16%</u>
<u>Supervising Clinical Laboratory Scientist (VHHF)</u>	<u>2.26%</u>
<u>Senior Community Library Manager (3AGH)</u>	<u>2.5%</u>
<u>Community Library Manager (3AGG)</u>	<u>2.5%</u>
<u>Graphic Designer (5HWB)</u>	<u>5.0%</u>
<u>Fleet Manager (PMFB)</u>	<u>5.0%</u>
<u>Sheriff's Director of Food Services (64FF)</u>	<u>5.0%</u>
<u>Sheriff's Director of Support Services (6AFE)</u>	<u>5.0%</u>
<u>Sheriff's Director of Property & Evidence (64FG)</u>	<u>5.0%</u>
<u>Records Manager (64HE)</u>	<u>5.0%</u>

SECTION 41 – OTHER BENEFITS

41.1 Personal Protective Equipment: The County will reimburse employees for safety shoes and prescription safety eyeglasses which the Department Head has determined eligible for such reimbursement.

- A. **Safety Shoes.** The County will reimburse employees for the purchase and repair of safety shoes in an amount not to exceed two hundred seventy-five dollars (\$275) for each two (2) year period beginning on January 1, 2002. There is no limit on the number of shoes or repairs allowed.
- B. **Safety Eyeglasses.** The County will reimburse eligible employees for prescription safety eyeglasses which are approved by the County and are obtained from an establishment approved by the County.

41.2 414H2 Participation. The County will continue to implement Section 414(h) (2) of the Internal Revenue Code which allows the County Auditor-Controller to reduce the gross monthly pay of employees by an amount equal to the employee's total contribution to the County Retirement System before Federal and State income taxes are withheld and forward that amount to the Retirement system. This program of deferred retirement contribution will be universal and non-voluntary as is required by statute.

41.3 Career Development Training Reimbursement: All full-time employees are eligible for career development training reimbursement not to exceed seven hundred fifty dollars (\$750) per fiscal year. The reimbursement of training expenses includes books and is governed by any Administrative Bulletins on Travel or Training.

41.4 Deferred Compensation Incentive:

- A. The County will contribute eighty-five dollars (\$85) per month to each employee who participates in the County's Deferred Compensation Plan. To be eligible for this Deferred Compensation Incentive, the employee must contribute to the deferred compensation plan as indicated below.

<u>Employees with Current Monthly Salary of:</u>	<u>Qualifying Base Contribution Amount</u>	<u>Monthly Contribution Required to Maintain <u>Incentive Program Eligibility</u></u>
\$2,500 and below	\$250	\$50
\$2,501 – 3,334	\$500	\$50
\$3,335 – 4,167	\$750	\$50
\$4,168 – 5,000	\$1,000	\$50
\$5,001 – 5,834	\$1,500	\$100
\$5,835 – 6,667	\$2,000	\$100
\$6,668 and above	\$2,500	\$100

Employees who discontinue contributions or who contribute less than the required amount per month for a period of one (1) month or more will no longer be eligible for the eighty-five dollar (\$85) Deferred Compensation Incentive. To reestablish eligibility, employees must again make a Base Contribution Amount as set forth above based on current monthly salary. Employees with a break in deferred compensation contributions either because of an approved medical leave or an approved financial hardship withdrawal will not be required to reestablish eligibility. Further, employees who lose eligibility due to displacement by layoff, but maintain contributions at the required level and are later employed in an eligible position, will not be required to reestablish eligibility.

B. Special Benefit for Permanent Employees Hired on and after January 1, 2011:

1. Beginning on April 1, 2011 and for the term of this resolution, the County will contribute one hundred and fifty dollars (\$150) per month to an employee's account in the Contra Costa County Deferred Compensation Plan, or other tax-qualified savings program designated by the County, for employees who meet all of the following conditions:
 - a. The employee must be hired by Contra Costa County on or after January 1, 2011.
 - b. The employee must be appointed to a permanent position. The position may be either full time or part time, but if it is part time, it must be designated, at a minimum, as 20 hours per week.
 - c. The employee must have been employed by Contra Costa County for at least 90 calendar days.
 - d. The employee must contribute a minimum of twenty-five dollars (\$25) per month to the Contra Costa County Deferred Compensation Plan, or other tax-qualified savings program designated by the County.
 - e. The employee must complete and sign the required enrollment form(s) for his/her deferred compensation account and submit those forms to the Human Resources Department, Employee Benefits Services Unit.
 - f. The employee may not exceed the annual maximum contribution amount allowable by the United States Internal Revenue Code.

C. Special Benefit for Permanent Employees in the Appraisers Unit (ZD) Hired on and after January 1, 2009:

1. Beginning on April 1, 2009 and for the term of this MOU, the County will contribute one hundred and fifty dollars (\$150) per month to an employee's account in the Contra Costa County Deferred Compensation Plan, or other tax-qualified savings program designated by the County, for employees in the Appraisers Unit (ZD) classifications who meet all of the following conditions:
 - a. The employee must be hired by Contra Costa County on or after January 1, 2009 for the Appraisers Unit (ZD) classifications.
 - b. The employee must be appointed to a permanent position. The position may be either full time or part time, but if it is part time, it must be designated, at a minimum, as 20 hours per week.
 - c. The employee must have been employed by Contra Costa County for at least 90 calendar days.
 - d. The employee must contribute a minimum of twenty-five dollars (\$25) per month to the Contra Costa County Deferred Compensation Plan, or other tax-qualified savings program designated by the County.
 - e. The employee must complete and sign the required enrollment form(s) for his/her deferred compensation account and submit those forms to the Human Resources Department, Employee Benefits Services Unit.
 - f. The employee may not exceed the annual maximum contribution amount allowable by the United States Internal Revenue Code.

DG. No Cross Crediting: The amounts contributed by the employee and the County pursuant to Subsection B do not count towards the "Qualifying Base Contribution Amount" or the "Monthly Contribution Required to Maintain Incentive Program Eligibility" in Subsection A. Similarly, the amounts contributed by the employee and the County pursuant to Subsection A do not count towards the employee's \$25 per month minimum contribution required by Subsection B.

ED. Maximum Annual Contribution: All of the employee and County contributions set forth in Subsections A and B will be added together to ensure that the annual maximum contribution to the employee's deferred compensation account does not exceed the annual maximum contribution rate set forth in the United States Internal Revenue Code.

FE. Deferred Compensation Plan – Loan Provision: On June 19, 2012, the Board of Supervisors adopted Resolution 2012/298 approving an amendment to the County Deferred Compensation Plan, allowing a Deferred Compensation Plan Loan Program effective June 26, 2012. The following is a summary of the provisions of the loan program:

1. The minimum amount of the loan is \$1,000.
2. The maximum amount of the loan is the lesser of 50% of the employee's balance or \$50,000, or as otherwise provided by law.
3. The maximum amortization period of the loan is five (5) years.

4. The loan interest is fixed at the time the loan is originated and for the duration of the loan. The loan interest rate is the prime rate plus one percent (1%).
5. There is no prepayment penalty if an employee pays the balance of the loan plus any accrued interest before the original amortization period for the loan.
6. The terms of the loan may not be modified after the employee enters into the loan agreement, except as provided by law.
7. An employee may have only one loan at a time.
8. Payment for the loan is made by monthly payroll deduction.
9. An employee with a loan who is not in paid status (e.g. unpaid leave of absence) may make his/her monthly payments directly to the Plan Administrator by some means other than payroll deduction each month the employee is in an unpaid status (e.g. by a personal check or money order).
10. The Loan Administrator (MassMutual Life Insurance Company or its successor) charges a one-time \$50 loan initiation fee. This fee is deducted from the employee's Deferred Compensation account.
11. The County charges a one-time \$25 loan initiation fee and a monthly maintenance fee of \$1.50. These fees are paid by payroll deduction.

G. Additional Contribution to Deferred Compensation Plan (pursuant to the funds referenced in Section 44 – Non-Healthcare/Non-General Wage Re-Opener):

The County shall provide a monthly deferred compensation contribution to employees represented by IFPTE, Local 21, who are assigned to one of the specific classifications and work assignments listed in the table below. Only permanent full-time or permanent part-time employees in a position designated at a minimum of twenty (20) hours per week who were enrolled in deferred compensation on January 15, 2022, will be eligible for the contribution. An employee will be considered enrolled in the County's deferred compensation program as long as they maintain a balance in such an account.

Effective January 15, 2022, the pro-rata contribution amount for those employees who are assigned to the specific classification and work assignments listed in the table below, will be determined by dividing \$229,000 among the eligible enrolled employees. This contribution amount will be distributed proportionately on a monthly basis, starting with the February 10, 2022 pay date and ending on the July 8, 2022 pay date.

The contribution under this subsection will be added to any existing amounts already deferred or contributed to the Contra Costa County Deferred Compensation Plan for the purpose of ensuring that the annual Plan maximum contributions as defined under IRS Code Section 457(b), or other tax qualified designated saving vehicle, are not exceeded.

<u>CLASSIFICATION</u>	<u>Assignments</u>
<u>Senior Auditor-Appraiser (DRTA)</u>	<u>All Positions</u>
<u>Supervising Auditor-Appraiser (DRNA)</u>	<u>All Positions</u>
<u>Principal Appraiser (DADC)</u>	<u>All Positions</u>

<u>CLASSIFICATION</u>	<u>Assignments</u>
<u>Associate Appraiser (DATA)</u>	<u>Assigned to Commercial & Industrial Div.</u>
<u>District Attorney Forensic Accountant (6KSA)</u>	<u>All Positions</u>
<u>Aging & Adult Services Senior Staff Assistant (XQVB)</u>	<u>All Positions</u>
<u>CA Children's Services Program Admin (VBGC)</u>	<u>All Positions</u>
<u>Communicable Disease Program Chief (V7DA)</u>	<u>All Positions</u>
<u>HIV & STD Program Director (V7DB)</u>	<u>All Positions</u>
<u>Mental Health Program Chief (VQDN)</u>	<u>Org 5710</u>
<u>Chief of Detention Health Nursing Services (VWDG)</u>	<u>Org 5700</u>
<u>Biomedical Equipment Manager (V9HD)</u>	<u>All Positions</u>
<u>Assistant Clinical Laboratory Manager (VHGF)</u>	<u>All Positions</u>
<u>Supervising Clinical Laboratory Scientist (VHHF)</u>	<u>All Positions</u>
<u>Senior Community Library Manager (3AGH)</u>	<u>All Positions</u>
<u>Community Library Manager (3AGG)</u>	<u>All Positions</u>
<u>Senior Civil Engineer (NKHA)</u>	<u>All Positions</u>
<u>Facilities Maintenance Manager (GFDG)</u>	<u>Org 4031</u>
<u>Graphic Designer (5HWB)</u>	<u>All Positions</u>
<u>Fleet Manager (PMFB)</u>	<u>All Positions</u>
<u>Detention Services Supervisor (64HA)</u>	<u>All Positions</u>
<u>Sheriff's Director of Food Services (64FF)</u>	<u>All Positions</u>
<u>Sheriff's Director of Support Services (6AFE)</u>	<u>All Positions</u>
<u>Administrative Services Assistant III (APTA)</u>	<u>Org 2487, 2490</u>
<u>Inmate Industries Engraving Program Supv (64HG)</u>	<u>Org 2484</u>
<u>Sheriff's Director of Property & Evidence (64FG)</u>	<u>All Positions</u>
<u>Records Manager (64HE)</u>	<u>All Positions</u>
<u>Dir of Safety & Performance Improvement (VWFA)</u>	<u>Org 6544</u>
<u>Quality Management Program Coordinator (VRHA)</u>	<u>Org 5700</u>
<u>Utilization Review Manager (VWHG)</u>	<u>Org 5700</u>

41.5 Annual Management Administrative Leave:

- A. On January 1st of each year, full-time employees in paid status will be credited with ninety-four hours (94) of paid Management Administrative Leave. This time is non-accruable and all balances will be zeroed out on December 31st of each year. Beginning on January 1, 2014, and on January 1st of each year thereafter, full-time employees in safety classifications in paid status will be credited with eighty hours (80) of paid Management Administrative Leave. This time is non-accruable and all balances will be zeroed out on December 31st of each year.
- B. Permanent part-time employees are eligible for Management Administrative Leave on a prorated basis, based upon their position hours. Permanent-intermittent employees are not eligible for Management Administrative Leave.

- C. Employees appointed (hired or promoted), are eligible for Management Administrative Leave on the first day of the month following their appointment date and will receive Management Administrative Leave on a prorated basis for that first year.
- D. Employees on the Overtime Exempt Exclusion List are authorized to receive overtime pay; therefore, their Management Administrative Leave will be reduced by 25% each time the employee is on the List. The 25% reduction will be deducted from the employee's current leave balance, but if there is no balance, it will be deducted from future awarded Annual Management Administrative Leave.
- E. This section does not apply to employees in classifications of Unit C and the Appraisers Unit (ZD).

41.6 Management Development Policy: Employees are authorized to attend professional training programs, seminars, and workshops, during normal work hours at the discretion of their Department Head, for the purpose of developing knowledge, skills, and abilities in the areas of supervision, management, and County policies and procedures. Up to thirty (30) hours of such training time is recommended annually.

- A. Departments are encouraged to provide for professional development training exceeding thirty (30) hours annually for people newly promoted to positions of direct supervision.
- B. To encourage personal and professional growth, the County provides reimbursement for certain expenses incurred by employees for job-related training (required training and career development training/education). Provision for eligibility and reimbursement is identified in Administrative Bulletin 112.9.
- C. The Department Head is responsible for authorization of individual professional development reimbursement requests. Reimbursement is through the regular demand process with demands being accompanied by proof of payment (copy of invoice or canceled check).

41.7 Management Life Insurance: Employees are covered at County expense by term life insurance in the amount of fifty seven thousand dollars (\$57,000) in addition to the insurance provided in Section 12.8.

41.8 Bilingual Pay Differential: A monthly salary differential will be paid to incumbents of positions requiring bilingual proficiency as designated by the Appointing Authority and the Director of Human Resources. The differential will be prorated for employees working less than full time and/or on an unpaid leave of absence during any given month. The differential is one hundred dollars (\$100.00) per month.

Designation of positions for which bilingual proficiency is required is the sole prerogative of the County, and such designations may be amended or deleted at any time.

41.9 Other Terms and Conditions of Employment

- A. Overtime Exempt Exclusion: Employees in, classifications are overtime exempt and are not eligible for overtime pay, holiday pay, overtime compensatory time, or holiday compensatory time. Instead, these employees are awarded Annual Management Administrative Leave in recognition of the extra burden their job responsibilities may sometimes place on their work schedules. However, employees may be made eligible for overtime pay if their names are placed on the Overtime Exempt Exclusion List by the County Administrator's Office. Employees on the Overtime Exempt Exclusion List are authorized to receive overtime pay, only. These employees are NOT eligible for holiday pay, overtime compensatory time, or holiday compensatory time. Employees on the Overtime Exempt Exclusion List are also NOT eligible for Annual Management Administrative Leave for the quarter they are on the Overtime Exempt Exclusion List. The policies and procedures for the Overtime Exempt Exclusion List are set forth in the County Administrator's memo of November 6, 2002, as may be amended.

Employees may be approved for placement on the Overtime Exempt Exclusion List if and when they are assigned to a special or temporary project or task that requires persistent, excess work hours, without relief from their regular job duties. Overtime pay will not be authorized as a means to address normal staffing or operational issues.

- B. Overtime: Employees on the Overtime Exempt Exclusion List will be compensated at one and one-half (1.5) times their base rate of pay (excluding differentials) for authorized work exceeding eight (8) hours in a day or forty (40) hours in a week.
- C. Length of Service Credits: Length of service credit dates from the beginning of the last period of continuous County employment, including temporary, provisional and permanent status and absences on an approved leave of absence; except that when an employee separates from a permanent position in good standing and is subsequently re-employed in a permanent County position within two (2) years from the date of separation, the period of separation will be bridged. Under these circumstances, the service credits will include all credits accumulated at the time of separation but will not include the period of separation. The service credits of an employee are determined from employee status records maintained by the Human Resources Department.
- D. This section does not apply to employees in classifications of Unit C and the Appraisers Unit (ZD).

41.10 Vacation Buy Back:

- A. Employees may elect payment of up to one-third (1/3) of their annual vacation accrual, subject to the following conditions: (1) the choice can be made only once in each calendar year; (2) payment is based on an hourly rate determined by dividing the employee's monthly salary by 173.33; and (3) the maximum number of vacation hours that may be paid in any calendar year is one-third (1/3) of the annual accrual.
- B. Where a lump-sum payment is made to employees as a retroactive general salary adjustment for a portion of a calendar year that is subsequent to the

exercise by an employee of the vacation buy-back provision herein, that employee's vacation buy-back will be adjusted to reflect the percentage difference in base pay rates upon which the lump-sum payment was computed, provided that the period covered by the lump-sum payment includes the effective date of the vacation buy-back.

- C. Employees promoted, hired, or rehired by the County into any classification represented by Local 21 on and after October 1, 2011, are not eligible for the Vacation Buy-Back benefit. However, any employee who was eligible for a Vacation Buy-Back benefit before promoting into a classification represented by Local 21 will retain that benefit after promoting into a classification represented by Local 21.
- D. This section does not apply to employees in classifications of Unit C and the Appraisers Unit (ZD).

41.11 Professional Development Reimbursement: Employees (excluding Engineering Managers) are eligible for reimbursement of up to six hundred twenty-five dollars (\$625) for each two (2) year period beginning on January 1, 1999, for memberships in professional organizations, professional license fees required by the employee's classification, subscriptions to professional publications, attendance fees at job-related professional development activities and purchase of job-related computer hardware and software (excludes automation connectivity, support, or subscription fees) from a standardized County-approved list or with Department Head approval, provided each employee complies with the provisions of the Computer Use and Security Policy adopted by the Board of Supervisors and the applicable manuals. In order to receive reimbursement, the employee must have been in an eligible classification when the expense was incurred.

Each professional development reimbursement request must be approved by the Department Head and submitted through the regular demand process. Demands must be accompanied by proof of payment (copy of invoice or receipt). Certification regarding compliance with the County's computer use and security policy may be required. Questions regarding appropriateness of request will be answered by the Office of the County Administrator.

41.12 Sick Leave Incentive Plan: Employees may be eligible for a payoff of a part of unused sick leave accruals at separation. This program is an incentive for employees to safeguard sick leave accruals as protection against wage loss due to time lost for injury or illness. Payoff must be approved by the Director of Human Resources, and is subject to the following conditions:

- A. The employee must have resigned in good standing.
- B. Payout is not available if the employee is eligible to retire.
- C. The balance of sick leave at resignation must be at least seventy percent (70%) of accruals earned in the preceding continuous period of employment excluding any sick leave use covered by the Family and Medical Leave Act, the California Family Rights Act, or the California Pregnancy Disability Act.

D. Payout is by the following schedule:

<u>Years of Payment Continuous Service</u>	<u>Payment of Unused Sick Leave Payable</u>
3 – 5 years	30%
5 – 7 years	40%
7 plus years	50%

- E. No payoff will be made pursuant to this section unless the Contra Costa County Employees' Retirement Association has certified that an employee requesting a sick leave payoff has terminated membership in, and has withdrawn his or her contributions from, the Retirement Association.
- F. It is the intent of the Board of Supervisors that payments made pursuant to this section are in lieu of County retirement benefits resulting from employment by this County or by Districts governed by this Board.
- G. This section does not apply to employees in the classifications of the Appraisers Unit (ZD).

41.13 Computer Vision Care (CVC) Users Eye Exam. Employees are eligible to receive an annual eye examination on County time and at County expense provided that the employee regularly uses a video display terminal at least an average of two (2) hours per day as certified by their department.

Employees certified for examination under this program must make their request through the Benefits Service Unit of the County Human Resources Department. Should prescription eyeglasses be prescribed for the employee following the examination, the County agrees to provide, at no cost, basic eye wear consisting of a fifty dollar (\$50) frame and single, bifocal or trifocal lenses. Employees may, through individual arrangement between the employee and the employees' doctor and solely at the employee's expense, include blended lenses and other care, services or materials not covered by the Plan.

41.14 Long-Term Disability Insurance: The County will continue in force the Long-Term Disability Insurance program with a replacement limit of eighty-five (85%) of total monthly base earnings reduced by any deductible benefits. Effective July 1, 2016, the LTD program is discontinued for employees. An LTD claim filed prior to July 1, 2016 will be processed under the LTD program, until such time as the claim is closed. This section does not apply to employees in the classifications of the Appraisers Unit (ZD).

41.15 Commuter Benefit Program. Prior to July 1, 2017, the County will offer employees the option of enrolling in an employee-funded qualified transportation (commuter) benefit program designed to qualify for tax savings under Section 132(f) of title 26 of the Internal Revenue Code, but such savings are not guaranteed. The Commuter Benefit Program will allow employees to set aside pre-tax dollars for qualified transportation expenses to the extent and amount allowed by the Internal Revenue Service. The County will meet and confer with the Union regarding the implementation.

SECTION 42 – SPECIAL BENEFITS FOR MANAGEMENT EMPLOYEES BY DEPARTMENT OR CLASS

42.1 Accounting Certificate Differential: Employees in professional accounting, auditing or fiscal officer positions who possess one of the following certifications in good standing will receive a differential of five percent (5%) of base monthly salary: (1) A valid Certified Public Accountant (CPA) license issued by the State of California, Department of Consumer Affairs, Board of Accountancy; (2) a Certified Internal Auditor (CIA) certification issued by the Institute of Internal Auditors; (3) a Certified Management Accountant (CMA) certification issued by the Institute of Management Accountants; or (4) a Certified Government Financial Manager (CGFM) certification issued by the Association of Government Accountants.

42.2 Agriculture Department Differential: The classes of Deputy Sealer Weights/Measure (BWAH) and Deputy Agricultural Commissioner (BAHA) will receive a differential of three and one-half percent (3.5%) of base monthly salary for possession of either a valid Commissioner License or a valid Sealer of Weights and Measures License.

42.3 Angiogram Differential: Employees in the classes of Diagnostic Imaging Manager (V8HB) and Assistant Diagnostic Imaging Manager (V8HC) when performing an angiogram other than on day shift, Monday through Friday, will be additionally compensated at a flat rate of five hundred dollars (\$500) per procedure.

42.4 Animal Services Search Warrant: Employees in the class of Animal Services Lieutenant (BJHB) will be compensated for time spent in assisting law enforcement agencies in the serving of search warrants. The amount of special compensation per incident is one hundred dollars (\$100) and it will continue to be equal to that paid to Animal Services Officers for performing this duty. Only employees involved in actual entry team activities will be so compensated. The department continues to retain the sole right to select and assign personnel to such search warrant duty.

42.5 Animal Services Uniform Allowance: The uniform allowance for employees in the classification of Animal Services Lieutenant (BJHB) is eight hundred dollars (\$800) effective July 1, 2001, payable one-twelfth (1/12) of the yearly total in monthly pay warrants. Any other increase in the Uniform Allowance, which may be granted to Animal Services Officers while this Resolution is in effect, is granted to the Animal Services classes.

42.6 Assessor - Education Differential: Employees in the classes of Principal Appraiser (DADC), Supervising Appraiser (DAHC), Supervising Auditor-Appraiser (DRNA), Auditor-Appraiser I (DRWB), Auditor Appraiser II (DRVA), Senior Auditor-Appraiser (DRTA), Associate Appraiser (DARA), Assistant Appraiser (DAVA), and Junior Appraiser (DAWA) are entitled to a salary differential of two and one-half percent (2.5%) of base monthly salary for possession of a certification for educational achievement from at least one of the following:

- A. American Institute of Real Estate Appraisers Residential Member designation.
- B. State Board of Equalization Advanced Appraiser Certification.
- C. International Association of Assessing Officers Residential Evaluation Specialist.
- D. Society of Auditor-Appraiser Master Auditor-Appraiser designation.
- E. Society of Real Estate Appraisers Senior Residential Appraiser designation.
- F. Any other certification approved by the County Assessor and the Director of Human Resources.

42.7 Assessor - Mileage Reimbursement: Effective October 1, 1999, in lieu of additional mileage reimbursement, the salaries of the Supervising Appraiser (DAHC) and Supervising Auditor-Appraiser (DRNA) classifications are increased by one (1) level. Beginning January 1,

2000, mileage allowance for use of their personal vehicles on County business will be paid at the rate allowed by the Internal Revenue Service.

42.8 Employment and Human Services Division Manager Differential: Employees in the classification of Employment and Human Services Division Manager (XADD) are eligible to receive a 5% salary differential for a special project assignment. The qualifying special project must involve executive leadership, management, oversight, and supervision of operational division managers. The employee must be assigned to the qualifying special project by the Director of Employment and Human Services and the Director must approve the differential. The duration of the differential may not exceed twenty-four (24) months, even if the special project assignment is longer. When approved, the differential will become effective on the first day of the following month. No more than two (2) employees may receive this differential at the same time.

42.9 Engineer Continuing Education Allowance: Public Works employees in the classifications of Associate Civil Engineer (NKVC), Senior Land Surveyor (NSGA), Engineering Technician Supervisor–Construction (NSHE), Engineering Technician Supervisor–Land Surveyor (NSHD), Engineering Technician Supervisor–Materials Testing (NSHC), Senior Civil Engineer (NKHA), Senior Traffic Engineer (NKHB), Senior Hydrologist (N9HC), Supervising Civil Engineer (NKGGA) and Supervising ARP Engineer (V4HE) are eligible to receive a one year Continuing Education Allowance of two and one-half percent (2.5%) of base monthly salary if they complete at least (60) hours of approved education or training or at least three (3) semester units of approved college credit or approved combination thereof, subject to the following conditions.

- A. The specific education or training must be submitted in writing by the employee to the Public Works Director or his designee prior to beginning the course work.
- B. The education or training must be reviewed and approved in advance by the Public Works Director or his designee as having a relationship to the technical or managerial responsibilities of the employee's current or potential County job classifications.
- C. Employees who qualify for this allowance do so for a period of only twelve (12) months, commencing on the first day of the month after proof of completion is received and approved by the Public Works Director or his designee. This allowance automatically terminates at the end of the twelve (12) month period.

42.10 Engineer Professional Development Reimbursement: Employees in the classification of Engineering Managers will be allowed reimbursement for qualifying professional development expenses and professional engineering license fees required by the employee's classification up to a total of seven hundred dollars (\$700) for each two (2) year period beginning on January 1, 2000. Effective July 1, 2007, the allowable reimbursement amount will be increased by one hundred fifty dollars (\$150) for a total of eight hundred fifty dollars (\$850). Effective on January 1, 2008, Engineering Managers will be allowed reimbursement for qualifying professional development expenses and professional engineering license fees required by the employee's classification up to a total of nine hundred dollars (\$900) for each two (2) year period.

Allowable expenses include the following activities and materials directly related to the profession in which the individual is engaged as a County employee:

- A. Membership dues to professional organizations.
- B. Registration fees for attendance at professional meetings, conferences and seminars.
- C. Books, journals and periodicals.

- D. Tuition and text book reimbursement for accredited college or university classes.
- E. Professional license fees required by the employee's classification.
- F. Application and examination fees for registration as a professional engineer, architect or engineer-in-training.
- G. Certain job-related instruments, job-related computer hardware and software from a standardized County approved list or with Department Head approval, provided each Engineer complies with the provisions of the Computer Use and Security Policy adopted by the Board of Supervisors and the applicable manuals.

Individual professional development reimbursement requests require the approval of the Department Head. Reimbursement occurs through the regular demand process with demands being accompanied by proof of payment (copy of invoice or canceled check).

In order to receive reimbursement, the employee must have been in an eligible classification when the expense was incurred.

42.11 Engineer Structural Registration Differential: Incumbents of the classes of Structural Engineer-Building Inspection (NESB), Senior Structural Engineer-Building Inspection (NEVB), Supervising Structural Engineer-Building Inspection (FADB), and Principal Structural Engineer-Building Inspection (NCHA), employed in the Department of Conservation and Development who possess a valid Certificate of Authority to use the title "Structural Engineer" issued by the California State Board of Registration for Professional Engineers, are entitled to receive a differential of five percent (5%) of the base monthly salary.

42.12 Library Department Holidays: For all employees in the County Library Department, the day after Thanksgiving is deleted as a holiday and the day before Christmas is added as a holiday.

42.13 Nursing Shift Coordinator, Holiday Pay: Permanent full time, permanent part-time and permanent-intermittent employees in the classification of Nursing Shift Coordinator (VWHH), who work on a holiday, are entitled to receive their choice of overtime pay or compensatory time credit for all hours worked, up to a maximum of eight (8) hours. Employees who elect to receive compensatory time credit in lieu of overtime pay must agree to do so for a full fiscal year (July 1 through June 30). The employee must notify their departmental payroll staff of any change in election by May 31 of each year.

42.14 Nursing Shift Coordinator Differentials: Effective September 1, 2003, employees in the classification of Nursing Shift Coordinator are eligible for the following differentials under the stated circumstances:

- A. Evening Shift. An employee who works an evening shift of four (4) hours or more between the hours of 5:00 p.m. and 11:00 p.m. will be paid a shift differential of twelve percent (12%) of the employee's base rate of pay.
- B. Night Shift. An employee who works a night shift of four (4) hours or more between the hours of 11:00 p.m. and 8:00 a.m. will be paid a shift differential of fifteen percent (15%) of the employee's base rate of pay.
- C. Code Gray/STAT Team Differential. An employee who is assigned by administration to respond to emergency Code Gray calls as a member of the STAT Team will be paid a differential of ten percent (10%) of the employee's base rate of pay.

42.15 Nurse Manager Longevity Differentials. Employees in the classifications listed in subsection 42.15, below, are eligible for the following longevity differentials:

- A. Seven Years of Service. Employees who have completed seven (7) years of appointed service for the County are eligible to receive a two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee completes seven years of service. For employees who completed seven (7) years of appointed service on or before July 1, 2006, this longevity differential will be paid prospectively only from July 1, 2006.
- B. Ten Years of Service. Employees who have completed ten (10) years of appointed service for the County are eligible to receive an additional two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the ten (10) year service award, for a total longevity differential of five percent (5%). For employees who completed ten (10) years of appointed service on or before July 1, 2006, this longevity differential will be paid prospectively only from July 1, 2006.
- C. Fifteen Years of Service. Employees who have completed fifteen (15) years of appointed service for the County are eligible to receive a additional two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the fifteen (15) year service award, for a total longevity differential of seven and one-half percent (7.5%). For employees who completed fifteen (15) years of appointed service on or before July 1, 2006, this longevity differential will be paid prospectively only from July 1, 2006.
- D. Twenty Years of Service. Employees who have completed twenty (20) years of appointed service for the County are eligible to receive an additional two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee completes twenty years of service, for a total longevity differential of ten percent (10%). For employees who completed twenty (20) years of appointed service on or before July 1, 2006, this longevity differential will be paid prospectively only from July 1, 2006.
- E. Eligible Classes.
This section applies only to the following classifications:

- Utilization Review Manager (VWHG)
- Public Health – Nurse Program Manager (VWHL)
- Nursing Program Manager (VWHF)
- Nursing Shift Coordinator (VWHH)
- Health Plan Nurse Program Director (VRFA)
- Director of Safety & Performance Improvement Supervisor (VWFA)
- Director of Psychiatric Nursing Services (VWDD)
- Director of Public Health Clinic Services (VVGs)
- Director of Hospital Nursing Services (VWDB)
- Director of Inpatient Nursing Operations (VWDF)
- Director of Ambulatory Care Nursing Services (VWDC)
- Chief Nursing Informatics Officer (VWDH)
- Chief of Detention Health Nursing Services (VWDG)
- Assistant Director of Safety & Performance Improvement (VWGB)
- Ambulatory Care Clinical Supervisor (VWHJ)
- Advice Nurse Manager (VWHK)

42.16 Health Services Manager Differential: Employees in the following classifications and who are assigned to one of the following facilities (orgs) listed below, will be paid a differential of five percent (5%) of the employee's base rate of pay.

Nursing Program Manager (VWHF)
Conservatorship/Guardianship Program Manager (VQDL)
Mental Health Program Manager (VQDC)
Mental Health Program Supervisor (VQHP)
Conservatorship Program Supervisor (VQHM)
Health Services Administrator – Level C (VANH)
Properties Trust Officer (VAVA)
[Chief of Detention Health Nursing Services \(VWDG\)](#)
[Quality Management Program Coordinator \(VRHA\)](#)
[Utilization Review Manager \(VWHG\)](#)

0451-Conservatorship
2578- Martinez Detention
2580- West County Detention
2585- Marsh Creek Detention
3120-Juvenile Hall
3160 Byron Boys Center
5700-Martinez Detention Infirmary
5701-West County Detention Infirmary
5702-Juvenile Hall Nursing
5710-Detention Mental Health Martinez
5711-Detention Mental Health West County
5951-Youth Institutional Mental Health
5974-West County Adult Mental Health
6313-Psychiatric Unit
6381-Psychiatric Emergency
6383-Emergency

42.17 Health Services Mental Health Program Chief Differential: One employee in the Mental Health Program Chief (VQDN) classification assigned to Org Code 5710 – Detention Mental Health Martinez will be paid a differential of five percent (5%) of the employee's base rate of pay. In the case where more than one employee in this classification is assigned to Org Code 5710, the Department shall, in its sole discretion, designate which single employee is eligible for the differential based on which employee is predominantly working in the program area.

42.18 Director of Safety and Performance Improvement Differential: One employee in the Director of Safety and Performance Review (VWFA) classification assigned to Org Code 6544 – Medical Care Admin will be paid a differential of five percent (5%) of the employee's base rate of pay. In the case where more than one employee in this classification is assigned to Org Code 6544, the Department shall, in its sole discretion, designate which single employee is eligible for the differential based on which employee is predominantly working in the program area.

42.179 Environmental Analyst III, Planner III, and Environmental Planner Assignment Differential: Incumbents in the classes of Environmental Analyst III (5RTA), Planner III (5ATA), and Environmental Planner (5ATC) may be given a five percent (5%) or ten percent (10%) base monthly salary differential at the discretion of the Department Head while engaged on special project assignments with major political and/or financial impact. Differentials become effective on the first of the month following the month approved, and terminate on the last day of the month in which the assignment is completed, unless terminated earlier by the Department Head. All

differential assignments will be reviewed on July 1 of each year to determine what level of differential, if any, will continue to be paid.

42.1820 Public Works Emergency Work Differential: Employees in the classifications of Public Works Maintenance Supervisor (PSHB), Public Works Assistant Field Operations Manager (PSGA), and Vegetation Management Supervisor (GPHG) who are required by the Public Works Director or his designee to work in response to an “emergency,” will be compensated at the rate of one (1.00) times their base rate of pay (excluding differentials) for authorized work performed in excess of their regularly scheduled work day or work week.

42.1921 Public Works Seasonal Construction Differential: Employees in the classifications of Public Works Maintenance Supervisor (PSHB), Public Works Assistant Field Operations Manager (PSGA), and Vegetation Management Supervisor (GPHG) who are scheduled by the Public Works Director or his designee to work during the “construction season,” will be compensated at the rate of one (1.00) times their base rate of pay (excluding differentials) for all authorized work performed in excess of their regularly scheduled work day or work week.

42.202 Public Works Maintenance Managers Education Allowance: Employees in the classifications of Public Works Field Operations Manager (PSFB), Public Works Assistant Field Operations Manager (PSGA), Public Works Maintenance Supervisor (PSHB), Vegetation Management Supervisor (GPHG), and Public Works Resources Manager (PSSD) are eligible to receive a one year Continuing Education Allowance of two and one half percent (2.5%) of base monthly salary if they complete at least sixty (60) hours of approved education or training or at least three (3) semester units of approved college credit or approved combination thereof, subject to the following conditions:

- A. The specific education or training must be submitted in writing by the employee to the Public Works Director or his designee prior to beginning the course work.
- B. The education or training must be reviewed and approved in advance by the Public Works Director or his designee as having a relationship to the technical or managerial responsibilities of the employee’s current or potential County job classifications.
- C. Employees who qualify for this allowance do so for a period of only twelve (12) months, commencing on the first day of the month after proof of completion of course work is received and approved by the Public Works Director or his designee. This allowance automatically terminates at the end of the twelve (12) month period.

42.243 Real Property Agent Advanced Certificate Differential: Employees in the management classes of Principal Real Property Agent (DYDA) and Supervising Real Property Agent (DYNA) are entitled to receive a monthly differential in the amount of five percent (5%) of base monthly salary for possession of a valid Senior Member Certificate issued by the International Executive Committee of the International Right of Way Association or a valid certificate for a Real Property Administrator designation or a Facilities Management Administrator issued by the Building Owners & Managers International. Verification of eligibility will be by the Department Head or his/her designee. Eligibility for receipt of the differential begins on the first day of the month following the month in which eligibility is verified by the Department Head.

Employees in the Public Works Department in the classifications of Senior Real Property Agent, (DYTB), Associate Real Property Agent (DYTA), Assistant Real Property Agent (DYVA), Junior Real Property Agent (DYWA), and Junior Real Property Agent-Project (DYW1), are entitled to a salary differential of five percent (5%) of base pay for possessing and maintaining a valid certification issued by one or both of the following: The International Right of Way Association (IRWA) Senior Membership Designation; Building Owners and Managers Institute (BOMI); Real

Property Administrator (RPA) designation; or Facilities Management Administrator (FMA) designation.

All employees who qualify for the Senior Member certificate must recertify every five (5) years with the International Right of Way Association in order to retain the Senior Member designation and continue to receive the differential. In order to recertify, a Senior Member must accumulate seventy-five (75) hours of approved education which may include successfully completing courses, attending educational seminars or teaching approved courses.

42.224 Sheriff Continuing Education Allowance: Sheriff's Department employees in the classes of Administrative Services Assistant III (APTA), Sheriff's Director of Property and Evidence (64FG), Detention Services Supervisor (64HA), Inmate Industries Engraving Program Supervisor (64HG), Inmate Industries Supervisor (64HF), Manager-Central Identification Services (64DB), Records Manager (64HE), Sheriff's CAD/RMS Systems Manager (PEDG), Sheriff's Communications Center Director (64NC), Sheriff's Director of Food Services (64FF), Sheriff's Director of Support Services (6AFE), Sheriff's Telecommunication Technology Manager (PEDD), and Forensics Manager (6CGA) are eligible to receive a two and one-half percent (2.5%) of base monthly salary Continuing Education Allowance for any fiscal year in which they complete at least sixty (60) hours of education or training or at least three(3) semester units of college credit or combination thereof, approved by the department, subject to the following conditions:

- A. An application must be submitted in advance, to the Sheriff's Department prior to the fiscal year in which the education or training will occur.
- B. The education or training must be directly related to the technical or Management duties of the employee's job.
- C. The course must be reviewed and approved by the Sheriff's Department Standards and Resources Bureau in advance.
- D. The employee must show evidence of completion with a passing grade.

42.235 Sheriff Emergency Services Standby Differential: Employees in the classes of Emergency Planning Coordinator (9GSA), Senior Emergency Planning Coordinator (9GWB) and County Emergency Services Manager (9GGA) who perform standby duty of the Office of Emergency Services at least one (1) week per month, are entitled to receive a differential in the amount of two and one-half percent (2.5%) of base monthly salary.

42.246 Sheriff Uniform Allowance: The non-sworn management employees in the Sheriff-Coroner's Department will be paid a uniform allowance in the amount of eight hundred seventy-two dollars (\$872) per year effective July 1, 2007, payable one-twelfth (1/12) of the yearly total in monthly pay warrants. The management employees eligible for this uniform allowance are: Sheriff's Communications Center Director (64NC).

42.257 Sheriff - Detention Division Meals: Employees assigned to the Detention Division will have fifteen dollars (\$15.00) per month deducted from their pay checks in exchange for meals provided by the Department. The employee may choose not to eat facility food. In that case, no fees will be deducted.

42.28 Sheriff – Detention Facility Assignment Pay: Employees in the classification of Administrative Services Assistant III (APTA), Detention Services Supervisor (64HA), Inmate Industries Engraving Program Supervisor (64HG), Sheriff's Director of Food Services (64FF), and Sheriff's Director of Support Services (6AFE) who are assigned to the Martinez Detention Facility,

West County Detention Facility, or Marsh Creek Detention Facility, are eligible to receive a differential of five percent (5%) of the employee's base rate of pay.

42.269 Treasurer-Tax Collector Professional Development Differential: Incumbents of the following listed classifications in the Treasurer-Tax Collector's Department are eligible to receive a monthly differential equivalent to five percent (5%) of base salary for possession of at least one (1) of the following specified professional certifications and for completion of required continuing education requirements associated with the individual certifications. Verification of eligibility for any such differential must be in writing by the Treasurer-Tax Collector or his/her designee. Under this program, no employee may receive more than a single five percent (5%) differential at one time regardless of the number of certificates held.

Eligible classes are:

Treasurer's Accounting Officer (S5SG)
Treasurer's Investment Operations Analyst (S5SD)
Tax Operations Supervisor (S5HC)

Qualifying Certificates:

Certified Cash Manager (C.C.M.)
Certified Financial Planner (C.F.P.)
Certified Government Planner (C.G.F.P.)
Certified Treasury Manager (C.T.M.)
Chartered Financial Analyst (C.F.A.)

42.2730 Fire Recall and Standby Differential. A salary differential in the amount of five percent (5%) of the monthly base salary shall be in effect for management personnel in the Contra Costa County Fire Protection District assigned to standby and emergency recall a minimum of two (2) weeks each month. Management personnel assigned to standby and emergency recall for one (1) week in each four (4) consecutive weeks shall receive a differential in the amount of two and one-half percent (2.5%) of the monthly base salary.

42.2831 Property Appraiser Division Differentials: Associate Appraisers and Supervising Appraisers assigned to the Standards Division or the Commercial & Industrial Division of the Assessor's Office shall receive a monthly differential in the amount of two and one-half percent (2.5%) of monthly base pay for each month assigned. This differential is in recognition of the additional responsibilities and duties required when assigned to the Standards Division or Commercial & Industrial Division. The Associate Appraiser in the Standards Division who is assigned the responsibility of providing lead direction and training to subordinate Appraisers shall receive a monthly differential in the amount of two and one-half percent (2.5%) of monthly base pay in addition to the differential described above.

42.2932 Other – Special Benefits: It is the intent of the parties that this Memorandum of Understanding includes all "special benefits" that have been authorized by the Board of Supervisors and that are currently provided to employees of this Union. In the event that the Union identifies an authorized "special benefit" that the Union believes has been inadvertently excluded from this Memorandum of Understanding, the Union may request to meet and confer.

If the County agrees that the "special benefit" was authorized by the Board of Supervisors and inadvertently excluded, the County will provide the "special benefit" in a Side Letter.

42.3033 Hazardous Material Certification Allowance. Health Services Department employees in the classification of Assistant Director of Hazardous Material Program (VLFA) are eligible to receive the following differentials on a monthly basis:

- A. Incident Response Team (B95): a differential of one hundred and sixty-three dollars and fifty cents (\$163.50) per month while participating on the Incident Response Team.
- B. Certifications Differential (C28): a monthly differential in the amount of five percent (5%) of base monthly salary for the possession and maintenance of all three (3) of the following certifications:
- State required certifications (current and future) to perform Unified Program Inspections.
 - Hazardous Waste Operations and Emergency response Standards as defined in Section 5192 (e) of Title 8 of the California Code of Regulations.
 - California Specialized Training Institute (CSTI) Hazardous Materials Specialist certifications.
- C. Continuing Education Allowance (AC3): a Continuing Education Allowance of two and one half percent (2.5%) of base monthly salary for the fiscal year following the fiscal year in which the employee completes at least sixty (60) hours of pre-approved education or training, other than the training that is required by law for Assistant Director of Hazardous Material Program or required by the minimum qualifications for the classification of Assistant Director of Hazardous Material Program set forth in the respective job description, or at least three (3) semester units of pre-approved college credit, or a pre-approved combination thereof, subject to the following conditions:
1. An application must be submitted to the Hazardous Materials Division Director prior to beginning the education or training.
 2. The education or training must be directly related to the technical duties of the employee's job.
 3. The course must be approved, in advance, by the Hazardous Materials Division Director.
 4. The employee must provide evidence of completion of the course with a passing grade, when applicable.

The terms of this Side Letter are effective on January 1, 2022 following adoption by the Board of Supervisors and will be incorporated into the next MOU between the County and the Union. The Parties agree that this Side Letter resolves all re-opener negotiations related to Section 44 – Non-Healthcare/Non-General Wage Re-opener for IFPTE, Local 21. Except as specifically amended or excluded by this Side Letter, all other terms and conditions of the MOU between Contra Costa County and IFPTE, Local 21 (July 1, 2016 -June 30, 2022) remain unchanged by this Side Letter.

Date: 12/29/2021

Contra Costa County:
(Signature / Printed Name)

David Sanford, David Sanford

IFPTE, Local 21:
(Signature / Printed Name)

Sean Stalbaum Sean Stalbaum
FOR Local 21 Team:
Gabriel Lemis
Jenna Caldwell
Kenneth Tam
Karen Lloyd