

**SEIU Local 721**  
**Las Vírgenes**  
**Municipal Water District**

**Office Unit**

**Memorandum of Understanding**

**January 1, 2015,  
through  
December 31, 2017**

**LOCAL 721**



**SEIU**





## **MEMORANDUM OF UNDERSTANDING**

### **OFFICE UNIT**

**January 1, 2015 – December 31, 2017**

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b>CHAPTER 1, GENERAL PROVISIONS.....</b>	<b>4</b>
ARTICLE 1 - TERM.....	4
ARTICLE 2 - RECOGNITION .....	4
ARTICLE 3 - PROVISIONS OF LAW .....	4
<b>CHAPTER 2, COMPENSATION .....</b>	<b>4</b>
ARTICLE 4 - POSITION AND SALARY RANGE.....	4
ARTICLE 5 - PAY DAYS.....	7
ARTICLE 6 - OVERTIME .....	7
ARTICLE 7 - USE OF COMPENSATORY TIME OFF (CTO).....	7
ARTICLE 8 - STANDBY TIME.....	8
ARTICLE 9 - EMERGENCY CALL-OUT .....	8
ARTICLE 10 - COMPUTER CALL-OUT.....	9
<b>CHAPTER 3, TERMS AND CONDITIONS OF EMPLOYMENT .....</b>	<b>9</b>
ARTICLE 11 - HOURS OF WORK.....	9
ARTICLE 12 - REST PERIODS.....	9
ARTICLE 13 - PROBATIONARY PERIOD .....	9
ARTICLE 14 - OUTSIDE EMPLOYMENT .....	9
ARTICLE 15 - OFFICIAL IDENTIFICATION .....	10
ARTICLE 16 - UNIFORMS .....	10
ARTICLE 17 - EXPECTED PERFORMANCE .....	10
<b>CHAPTER 4, BENEFITS .....</b>	<b>11</b>
ARTICLE 18 - RETIREMENT PROGRAM .....	11
ARTICLE 19 - HEALTH INSURANCE .....	12
ARTICLE 20 - DENTAL INSURANCE .....	13
ARTICLE 21 - VISION CARE .....	13
ARTICLE 22 - LONG-TERM DISABILITY INSURANCE.....	14
ARTICLE 23 - LIFE INSURANCE.....	14
ARTICLE 24 - DEFERRED COMPENSATION PLAN.....	14
ARTICLE 25 - SICK LEAVE PAYMENT .....	14
ARTICLE 26 - CERTIFICATION PROGRAM.....	15
ARTICLE 27 - ATTENDANCE AT CLASSES.....	16
ARTICLE 28 - PHYSICAL EXAMINATION.....	16
<b>CHAPTER 5, LEAVES OF ABSENCE .....</b>	<b>16</b>
ARTICLE 29 - SICK LEAVE.....	16
ARTICLE 30 - VACATION LEAVE .....	17
ARTICLE 31 - HOLIDAYS.....	18
ARTICLE 32 - BEREAVEMENT LEAVE .....	19
ARTICLE 33 - MILITARY LEAVE.....	19
ARTICLE 34 - PREGNANCY LEAVE .....	19
ARTICLE 35 - PARENTAL LEAVE.....	20
ARTICLE 36 - FAMILY AND MEDICAL CARE LEAVE.....	20
ARTICLE 37 - ON THE JOB INJURY .....	20
ARTICLE 38 - LEAVE WITHOUT PAY .....	21
ARTICLE 39 - JURY DUTY .....	21

<b>CHAPTER 6, EMPLOYEE/EMPLOYER RELATIONS.....</b>	<b>21</b>
ARTICLE 40 - PUNITIVE ACTIONS.....	21
ARTICLE 41 - DISMISSAL.....	22
ARTICLE 42 - REPRIMANDS.....	22
ARTICLE 43 - SUPERVISORS CONFERENCE.....	22
ARTICLE 44 – SEPARATION FROM THE DISTRICT .....	22
ARTICLE 45 - GRIEVANCE PROCEDURE.....	22
ARTICLE 46 - LAY-OFFS.....	23
ARTICLE 47 - PEACEFUL PERFORMANCE .....	24
ARTICLE 48 - STEWARDS PROGRAM.....	24
ARTICLE 49 - DISTRICT RIGHTS .....	25
ARTICLE 50 - EMPLOYEE RIGHTS.....	25
ARTICLE 51 - DUES DEDUCTION .....	26
ARTICLE 52 – AGENCY SHOP .....	26
ARTICLE 53 - MAINTENANCE OF MEMBERSHIP.....	27
ARTICLE 54 – LABOR/MANAGEMENT COMMITTEE .....	28
ARTICLE 55 - FULL UNDERSTANDING, MODIFICATION AND WAIVER.....	28
<b>APPENDIX A - OFFICE UNIT SALARY SCHEDULE – EFFECTIVE 1/17/2015 .....</b>	<b>30</b>
<b>APPENDIX B - PAY FOR CERTIFICATION PROGRAM.....</b>	<b>31</b>
<b>APPENDIX C - DECLARATION OF OUTSIDE EMPLOYMENT, ACTIVITY OR ENTERPRISE</b>	<b>33</b>

## MEMORANDUM OF UNDERSTANDING

### OFFICE UNIT

#### CHAPTER 1, GENERAL PROVISIONS

##### **ARTICLE 1 - TERM**

- 1.1 The provisions of this Agreement shall commence on **1 January 2015**, unless another implementation date is specified within the Agreement, and shall expire on **31 December 2017**.

##### **ARTICLE 2 - RECOGNITION**

- 2.1 Pursuant to the provisions of the Employee Relations Ordinance of Las Virgenes Municipal Water District, and applicable State Law, Las Virgenes Municipal Water District Office Unit Employees, SEIU, CCAPE, Local 700, was certified by Thomas McCarthy, California State Conciliation Service on January 10, 1975, as the exclusive representative of District employees in the Office Unit (hereinafter "Unit") previously found to be appropriate by the District's Board of Directors. During 2007-08 SEIU reorganized and the LVMWD bargaining units were incorporated into a new SEIU, Local 721.
- 2.2 The District hereby recognizes SEIU Local 721, (hereinafter "Union") as the certified exclusive representative of the employees in said Unit.
- 2.3 The term "employee(s)" as used herein shall refer only to employees employed by District in said Unit in the employee classifications comprising said Unit as listed on Appendix A.

##### **ARTICLE 3 - PROVISIONS OF LAW**

- 3.1 It is agreed and understood that this Memorandum of Understanding is subject to all current and future applicable Federal, State, and County laws, rules and regulations. If any part of this Memorandum is in conflict or inconsistent with such above applicable laws, rules and regulations, or is otherwise held to be invalid or unenforceable by any tribunal with jurisdiction, such part or provision shall be suspended and the remainder of this Memorandum of Understanding shall not be affected.

#### CHAPTER 2, COMPENSATION

##### **ARTICLE 4 - POSITION AND SALARY RANGE**

- 4.1 The "Basic 7-Step Salary Schedule" is included herein for reference. Said Salary Schedule applies to all classified positions. Whenever possible, personnel will be hired at Step A, and will be subject to merit review and possible salary step increase by the General Manager in accordance with the following rules. However, with the approval of the General Manager, advanced step placement is possible to recruit an exceptionally well qualified employee or to

complete a difficult recruitment. Employees will be subject to merit review and possible salary step increases in accordance to the following rules.

- 4.2 Each employee's performance, including probationary employees, will be reviewed as needed to provide guidance in any improvements that might be required.
  - a. An employee may receive a performance review at a minimum after the first 3 months and must receive a merit review after 6 months of his/her employment and annually thereafter. However, an employee may be evaluated at any time his/her supervisor believes it is appropriate.
  - b. Any pay increase resulting from a merit review will be effective on the date specified in the merit review.
  - c. A newly hired probationary employee who is on leave from work for four (4) or more consecutive weeks may have his or her performance review and probationary date adjusted to compensate for the period of absence. Thereafter, the anniversary performance review will be based on the new adjusted date.
- 4.3 An employee promoted to a higher classification will be subject to merit review on the same schedule as though he/she were a new employee, and will normally be raised in pay approximately 5% concurrently with the promotion by being placed at the appropriate step in the higher pay schedule.
- 4.4 Promotion from a trainee position to a higher level position will be based on the employee's performance and made upon recommendation of his/her Department or Division Head, provided that there is a budgeted position open at the higher level. Completion of seven steps at the trainee level will not usually be required.
- 4.5 Flex Positions
  - a. The probationary period for classifications that require certification shall be the same period as the period required for the employee to earn and have in hand the required certification. For instance, if the certification provides that the employee must obtain the certification within 18 months, then the probationary period shall be 18 months.
  - b. This shall apply to both new and promoted employees.
  - c. An employee who meets all the requirements for promotion (experience, certifications and competency) must promote to the next higher level or they shall be terminated.
- 4.6 An accelerated salary step increase may be granted upon recommendation of a Division or Department Head and approval of the General Manager.
- 4.7 The preparation of Performance or Merit Reviews is the responsibility of each employee's immediate supervisor. The review will be discussed with each employee by their supervisor.
- 4.8 If an employee feels that the performance review is unfair, he/she may take the following steps

in the order listed:

- a. Present a written report to his/her immediate supervisor, detailing the reasons for each point of disagreement, and requesting further discussion with him/her and his/her Division or Department Head.
  - b. If the questions cannot be resolved by 4.8a above, request a conference including the General Manager to review the areas of disagreement.
- 4.9 The General Manager will submit annually to the Board of Directors a list of classified positions required on the District's Staff for the following fiscal year, and will hire or retain such employees as are authorized by the Board. In the event a higher classified position is provided for, but cannot immediately be filled, the General Manager may, in his discretion, employ one or more persons in lower classifications, so long as the total salary budget is not exceeded. Persons so employed will be considered for promotion to a higher position at such times as their Supervisor and Department Head evaluate the employee's qualifications, and make appropriate recommendation to the General Manager.
- 4.10 Employees will be compensated extra for temporary appointments to duties out of their working classification when the duration of the appointment is thirty (30) consecutive working days or greater, in which case each pay period so included will be compensated at five percent above the employee's current salary, or at the minimum step of the higher position's salary schedule, whichever is greater. Working out of classification is defined as when an employee is assigned to perform at least fifty percent (50%) of the duties and functions of the higher classification.
- 4.11 Promotion in a flexibly staffed classification will occur when the employee obtains all required certifications and satisfactorily completes an appropriate competency assessment to promote to the higher class.
- 4.12 Salary Chart
- Salary Charts of positions and Salary Levels as approved for **2015** are provided separately as Appendix A following the MOU.
- 4.13 Salary Increases
- a. Effective on the first day of the pay period following Board approval of this MOU, employees will receive a base salary increase of seven and one half percent (7.5%).
  - b. Effective January 1, 2016, employees will receive a base salary increase of one percent (1.0%).
  - c. Effective January 1, 2017, employees will receive a base salary increase of two percent (2.0%).

Following District Board approval of this MOU, two new steps will be added to the Office Unit Salary Table as entry level steps for each classification. Employees hired prior to Board

approval of this MOU will not be impacted by this modification to the Office Unit Salary Table as their salary will not be impacted except as provided above (with the salary increases provided). Employees hired prior to Board approval of the MOU will move on the Office Unit Salary Table as follows: Those employees at step A will move to step C, employees at step B will move to step D, employees at step C will move to step E; employees at step D will move to step F and employees at step E will move to step G. Employees hired after Board approval of the MOU, will be hired as in the past, typically at step A of the new salary schedule.

**ARTICLE 5 - PAY DAYS**

- 5.1 Pay checks shall be issued bi-weekly no later than Wednesday, for the two immediately preceding work weeks.
- 5.2 Employees have the option of having their salary directly deposited into a bank of their choice. If a normal pay day falls on a Holiday, employees who are not using direct deposit will be paid on the first working day following such holiday.
- 5.3 An initial adjustment will be made for any employee on an "odd" work week, i.e., other than Friday to Friday, so that subsequent checks will cover two full work weeks' pay being made to such employee on the same pay day as other employees.

**ARTICLE 6 - OVERTIME**

- 6.1 Work in excess of 40 hours in any one week as defined in Article 11, Hours of Work, other than Standby Duty as defined in Article 12, Standby Time, constitutes overtime, and may be permitted only upon advance approval of a department or division head. All paid time off, except sick leave, will be considered time worked for purposes of this section.
- 6.2 All Office Unit employees are eligible for overtime pay at 1-1/2 times the regular rate for hours worked in excess of 40 hours per week.
- 6.3 Overtime, as defined at 6.1 above, shall be compensated in cash or time off (Compensatory Time Off, i.e., CTO) at the option of the employee. However, accumulated CTO may not exceed an accrual of sixty (60) hours. As of December 31, 2015, employees may cash out up to 20 hours of accrued compensatory time off which shall be paid on the pay day following the first full pay period in January.
- 6.4 Overtime work shall be credited to the nearest tenth of an hour.
- 6.5 Overtime work shall be entitled to additional compensation as outlined below.

**ARTICLE 7 - USE OF COMPENSATORY TIME OFF (CTO)**

- 7.1 An employee may use CTO to take time off with advance approval of his/her supervisor.
- 7.2 An employee shall not use CTO for any absence for which sick leave is applicable until the employee's sick leave bank is empty.

## **ARTICLE 8 - STANDBY TIME**

- 8.1 Part of the duties of each employee may include being available for call-out overnight. The period during which an employee is assigned to be available for such call-outs is designated as Standby Time.
- 8.2 An employee on Standby Time must (1) be ready to respond immediately to a call for service, (2) be readily available at all hours by telephone or other agreed upon communication equipment, and (3) refrain from activities which might impair his/her assigned duties upon call. The parties agree that an employee shall make a reasonable effort to arrive at District headquarters within forty-five (45) minutes from receiving a call-out. The parties agree that employees on Standby Time, as defined above, are "waiting to be engaged."
- 8.3 Standby Time covers all of the hours daily, which are not part of the regularly scheduled workday for the facility or function to which the employee is assigned standby.
- 8.4 Employees available for call-out while on Standby will be compensated at the rate of \$3.000 per hour for all hours except those hours compensated as work hours. If an employee is called back to work while on standby, the time begins for the employee when he/she receives the call and ends when he/she returns either to his/her home or a location the same distance from the work location to his/her home if the employee is not returning home.

## **ARTICLE 9 - EMERGENCY CALL-OUT**

- 9.1 Emergency call-out is defined as unscheduled work required by management of an employee who, following completion of the employee's workday or workweek and departure from the employee's work site, is ordered back to duty to perform necessary work.
- 9.2 Employees who are called back shall receive a minimum of two (2) hours (the time begins for the employee when he/she receives the call and ends when he/she returns either to his/her home or a location the same distance from the work location to his/her home if the employee is not returning home at time and one-half or pay for hours actually worked, whichever is greater. All hours worked as part of a call-out shall be paid at time and one-half the employee's straight time rate.
- 9.3 Work that precedes or follows the regularly assigned duty-shift will be considered as an extension of the workday and no minimum will apply, and compensation will be at the regular rate unless the employee has worked 40 hours that week assuming the employee is called back to work within 30 minutes of the end of the scheduled shift. A scheduled return to work with prior notice to the employee does not qualify as a call-out under this section.
- 9.4 Rest and Recovery: This provision applies if an employee is called out to work on an emergency call-out and does not have at least eight hours from when the call-out work ends until the beginning of his/her start time of his/her shift. In this situation, the employee may inform his/her supervisor that he/she will report to work not later than eight hours after the call-out work ended. If this occurs, the hours for the employee's workday will be comprised of the hours from the emergency call out and the hours the employee works when he/she returns to work. These hours may not exceed the regular number of hours in the employee's shift

unless the employee is directed to work past his/her regular shift by his/her supervisor.

#### **ARTICLE 10 - COMPUTER CALL-OUT**

- 10.1 A computer call-out is defined as work required by management of an employee who, following completion of the employee's workday or workweek is called at home and required to respond to the call by using a computer at home to perform work for the District.
- 10.2 In such a case, the employee shall receive a minimum of one (1) hour (which would apply any time an employee is on the phone discussing the problem with the supervisor) at time and one-half or pay for hours actually worked, whichever is greater. All hours worked as part of a computer call-out shall be paid at time and one-half the employee's straight time rate.

### **CHAPTER 3, TERMS AND CONDITIONS OF EMPLOYMENT**

#### **ARTICLE 11 - HOURS OF WORK**

- 11.1 The workweek will be considered as a seven-day period commencing at 12:00 a.m. on Friday and ending at 11:59 p.m. the next succeeding Friday For the 9/80 work schedule, the work week shall begin exactly four hours after the start time of the employee's shift on the day of the week which is also their alternating regular day off and end exactly 168 hours later.
- 11.2 Monday through Thursday, the regular work shift is 7:30 a.m. to 5:00 p.m. with the exception of a one-half hour lunch period.
- 11.3 Friday, the regular work shift is 8:00 a.m. to 5:00 p.m. with the exception of a one hour lunch period.
- 11.4 Work shifts other than described above may be established with the approval of the General Manager.

#### **ARTICLE 12 - REST PERIODS**

- 12.1 The time of each employee's rest period will be determined and scheduled by his/her supervisor. Employees shall be entitled to two up to 15 minute rest periods per day, one during the first four hours of his/her shift and the other during the last four hours of his/her shift.

#### **ARTICLE 13 - PROBATIONARY PERIOD**

- 13.1 As part of the hiring and promotion procedure, a probation period is applicable. Except as provided in Article 4.5, Flex Positions, the initial probationary period for a newly hired District employee shall be twelve (12) months and the probationary period for newly promoted District employee (promotional probation) shall be six (6) months.

#### **ARTICLE 14 - OUTSIDE EMPLOYMENT**

- 14.1 There shall be no outside employment except when an application for permission has been submitted and approved by the General Manager. An employee seeking approval for outside

employment shall complete and submit the request form shown in Appendix C.

14.2 Such outside employment shall not:

- a. Interfere nor present any conflict with District duties and responsibilities.
- b. Detract from the efficiency of the employee in the performance of his/her District duties.
- c. Discredit the District.
- d. Take preference over required District overtime.

14.3 Approval to engage in outside employment may be revoked at any time if the General Manager believes such employment is violating any of the standards listed in 14.2 above.

#### **ARTICLE 15 - OFFICIAL IDENTIFICATION**

15.1 Employees are required to carry or wear identification cards in accordance with Sec. 12002 of the District's Ordinance No. 2-70-31.

15.2 Each Supervisor will be responsible for scheduling time for each new employee to obtain such identification.

15.3 Employees are required to carry identification cards which are issued by the company supplying the burglary protection system.

#### **ARTICLE 16 - UNIFORMS**

16.1 Uniforms will be furnished by the District to provide an attractive District image to the public, and to supply an easy means of identification.

16.2 Uniforms supplied by the District shall be worn by employees while at work.

#### **ARTICLE 17 - EXPECTED PERFORMANCE**

Each District employee is expected to:

17.1 Perform his/her job assignments accurately, thoroughly, safely, and efficiently, commensurate with his/her experience.

17.2 Work in a professional manner with his/her supervisor and fellow employees.

17.3 Carry out proper orders and instructions to the best of his/her ability.

17.4 Be on the job, ready to begin work, at the appointed time. Unexcused absence in excess of three days will be considered as a resignation without notice by the employee.

17.5 Notify his/her immediate supervisor prior to the time scheduled to begin work, in the event he/she will be late or absent.

- 17.6 Not use District facilities or time during which he/she is being paid by the District, on personal projects.
- 17.7 Refrain from activities or personal conduct on the job that would cast discredit on the District, its Management, or employees.

## **CHAPTER 4, BENEFITS**

### **ARTICLE 18 - RETIREMENT PROGRAM**

- 18.1 The District contracts with CalPERS to provide retirement benefits to employees in the unit. Employees who are described as “classic employees” under the Public Employees’ Retirement Law, receive the 2% at 55-benefit formula.
- 18.2 Unit members hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 (PEPRA), are provided the following retirement benefits: 2% @ 62 benefit formula with a three year (36 month) final compensation period. Employees may designate the highest 36 month period. Employees will pay one-half of the total normal cost rate as determined by CalPERS.
- 18.3 The District also amended its contract with the Public Employees’ Retirement System to provide Full Formula CalPERS coverage for past and future service of its employees. This is Government Code Section 20515. The contract amendment was effective in 2001.
- 18.4 The District contributes as the employer's contribution a percentage of each employee's annual basic salary toward retirement.
- 18.5 Effective on the first day of the pay period following District Board approval of this MOU, unit members shall pay their seven percent (7%) member contribution. On this date, since the classic employees will be paying the entire employee/member contribution, the District will no longer report member contribution as compensation earnable to CalPERS.
- 18.6 Eligibility  
  
Employees are eligible to retire at 50 provided they have been covered by the Retirement Fund for a period of five (5) years.
- 18.7 Retirement Benefits  
  
The service retirement benefit is a product of the benefit factor, years of service, and final compensation. For “classic employees” as defined by the Public Employees’ Pension Reform Act of 2013, final compensation is the monthly average of the member’s highest 12 consecutive months’ of full time equivalent monthly pay (no matter which CalPERS employer paid this compensation). The benefit is affected by the member’s age at retirement.
- 18.8 CalPERS Optional Benefits

The District’s contract with CalPERS provides the following optional benefits:

1. Credit for Unused sick leave (Section 20965)
2. Single Highest Year –One Year Final Compensation (Section 20042)
3. 3% cost of living allowance, base year 1983 (Section 21335)
4. Two years additional service credit (Section 20903)
5. To Remove the Hourly Exclusion of All Hourly Rated or Hourly Basis Employees prospectively from August 10, 1993 (Section 20503)
6. Full formula plus social security (Section 20515)

18.9 Death Benefits

As a CalPERS member, employees in the unit are eligible for death benefits as set forth on the CalPERS website. Members are encouraged to review their benefits as these are not provided for by a contact amendment with CalPERS or as an additional benefit provided per this MOU.

**ARTICLE 19 - HEALTH INSURANCE**

19.1 Coverage

The parties agree that the District may select an insurance plan different from the current plan. It is further agreed, however, that the current level of benefits may not be reduced by the parties during the term of this Agreement without agreement of the parties. Specific medical insurance plan information is available from brochures in the District's Human Resource Office.

- 19.2 The District's maximum contribution to insurance premiums shall be as set forth below. Any premium cost above the District's contribution shall be borne by the employee or retired employee.

19.3 District Contribution

Effective January 1, 2016, the District's maximum contribution shall be 98% of the lowest cost family plan.

19.4 Eligibility

The employee, his or her spouse, and child under the age of 26 years (but not a child's spouse) and physically or mentally handicapped dependent child regardless of age, are eligible for hospital and medical coverage on the first of the month following the date of hire. Subscribing members may add new dependents without a health statement within thirty-one (31) days of marriage, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.

19.5 Extension of Coverage

The District will continue to contribute to an employee's medical, dental, vision, short term disability/long term disability and basic life insurance premium up to six (6) months during sickness or injury on the same terms and conditions as prior to the period of absence.

Insurance will not be continued for leave-of-absence without pay for causes other than sickness or injury.

- 19.6 If the parties change plans or providers pursuant to Section 19.1 above, there shall be no change to the level of health insurance benefits provided for District retirees.
- 19.7 a. Notwithstanding Section 19.6 above, the parties agree that for employees hired prior to March 31, 2006 who have at least five years of LVMWD service they shall receive a retiree medical contribution equal to 100% of either the employee only (if the employee does not have a dependent) or employee plus one (if the employee has a dependent) of any District plan (then being provided). If the employee has a dependent, the employee must designate the dependent at the time of retirement.
- b. The parties also agree that retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A and B no later than one month prior to their 65<sup>th</sup> birthday. Enrollment in Part D will be required if the provider of the health plan offers premium subsidies or incentives or requires enrollment in Medicare Part D. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.
- c. The parties further agree that employees hired after March 31, 2006 and on or before December 31, 2014, shall receive a retiree medical contribution in the amount of 75% of the PPO rate for employee plus one dependent if the employee retires with at least 10 years of District service and is age 55 or older at retirement.
- d. The parties agree that for employees hired after January 1, 2015, with at least 10 years of District service who are age 55 or older at retirement, their retiree medical benefit shall be in the amount of 75% of the least expensive plan offered by the District at the time of retirement at the employee only level.

## **ARTICLE 20 - DENTAL INSURANCE**

- 20.1 The District provides dental insurance for regular, full-time employees, his or her spouse, and unmarried dependent children under 21 years; dependent child under the age of 25 years who is enrolled as a full-time student in a college or university; and physically or mentally handicapped dependent child regardless of age, are eligible for dental coverage on the first of the month following the date of hire. Subscribing members may add new dependents within thirty-one (31) days of marriage, in the case of a new spouse or registered domestic partner, or the date of birth or adoption, in the case of a child.
- 20.2 The District shall provide orthodontia for the employee and dependents to a lifetime maximum of \$2,000.00.

## **ARTICLE 21 - VISION CARE**

- 21.1 The District will provide a vision program through a third party vendor at no cost to the employee. The employee may elect to cover his or her spouse, and unmarried dependent

children under 21 years; dependent child under the age of 25 years who is enrolled as a full-time student in a college or university; and physically or mentally handicapped dependent child regardless of age, are eligible for vision coverage on the first of the month following the date of hire, by paying for such coverage. Subscribing members may add new dependents thirty-one (31) days of marriage, in the case of a new spouse or registered domestic partner, or the date of birth or adoption, in the case of a child.

## **ARTICLE 22 - LONG-TERM DISABILITY INSURANCE**

- 22.1 The District provides long-term disability insurance for each employee.
- 22.2 Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application for membership. Details regarding coverage are available in the Human Resource Office.
- 22.3 An employee eligible for long term disability benefits shall use available sick leave to cover time off during the long term disability 30 calendar day elimination period. After the elimination period, an employee has the option of using the balance of his/her sick leave or vacation leave to coordinate with long term disability payments. Coordinated payments shall not exceed the employee's regular gross income.
- 22.4 The monthly benefit for a disability as defined in the plan will be two-thirds of the employee's monthly base pay up to a maximum of \$3,600.

## **ARTICLE 23 - LIFE INSURANCE**

- 23.1 Life insurance in the amount of \$50,000 is provided by the District for each regular, full-time employee upon completion of one month of continuous employment with the District and upon submission of application for membership.
- 23.2 Optional life insurance is available to regular, full-time employees at the employee's expense. Contact Human Resources for details.

## **ARTICLE 24 - DEFERRED COMPENSATION PLAN**

- 24.1 An optional program to increase retirement benefits is available to regular, full-time District employees. The purpose of the Plan is to defer a portion of the employee's compensation for his/her use at retirement. Income taxes are likewise deferred until the employee retires on that portion of compensation deferred. Contributions to the plan are voluntary employee funded.
- 24.2 Participation in the Plan commences in the month following sign-up for new employees.

## **ARTICLE 25 - SICK LEAVE PAYMENT**

An employee may choose to receive payment for unused sick leave under the following conditions:

- 25.1 If an employee has accrued more than 160 hours of sick leave on the books by November 30 of each calendar year, he/she can cash out up to 32 hours of sick leave on the pay day in December which covers the first entire pay period in the month of December of each year. If an employee has accrued more than 200 hours of sick leave on the books, he/she can cash out up to 48 hours of sick leave in December of each year.
- 25.2 An employee who leaves the District through voluntary termination, retirement or death, shall be paid for accrued but unused sick leave according to the following schedule:
- a. Twenty-five percent (25%) payoff for completion of five (5) years of service
  - b. Thirty percent (30%) payoff for completion of six (6) years of service
  - c. Thirty-five percent (35%) payoff for completion of seven (7) years of service
  - d. Forty percent (40%) payoff for completion of eight (8) years of service
  - e. Forty-five percent (45%) payoff for completion of nine (9) years of service
  - f. Fifty percent (50%) payoff for completion of ten (10) years of service.
  - g. Seventy-five percent (75%) for completion of twenty (20) years of service.
  - h. One hundred percent (100%) for completion of twenty-five (25) years of service.
- 25.3 An employee who leaves the District through retirement shall have the option of (1) being paid for accrued but unused sick leave according to the following schedule and with the balance, if any, being applied as PERS retirement credit, or (2) receiving no payment and instead having all accrued but unused sick leave applied as PERS retirement credit.
- a. Twenty-five percent (25%) payoff for completion of five (5) years of service
  - b. Thirty percent (30%) payoff for completion of six (6) years of service
  - c. Thirty-five percent (35%) payoff for completion of seven (7) years of service
  - d. Forty percent (40%) payoff for completion of eight (8) years of service
  - e. Forty-five percent (45%) payoff for completion of nine (9) years of service
  - f. Fifty percent (50%) payoff for completion of ten (10) years of service.
  - g. Seventy-five percent (75%) for completion of twenty (20) years of service.
  - h. One hundred percent (100%) for completion of twenty-five (25) years of service.

The selection of Option (1) or (2) above shall be made by the employee and presented in writing to the Human Resources Office at the time the employee notifies the District of the employee's intention to retire.

## **ARTICLE 26 - CERTIFICATION PROGRAM**

- 26.1 Employees of the District are required to meet all certification requirements for their position.
- 26.2 Employees in the Water Reclamation Division will obtain the proper certifications as mandated by the State of California and Las Virgenes Municipal Water District.
- a. Operations personnel shall obtain appropriate certification as issued by the California State Water Resources Control Board.
  - b. Laboratory technicians shall obtain appropriate certification as issued by the California Water Environment Association and American Water Works Association.

- 26.3 Employees in the Water Division will obtain the proper certification as mandated by the State of California and Las Virgenes Municipal Water District.
- a. Personnel who work in treatment and distribution functions shall obtain appropriate certification as issued by the California Department of Health Services.
- 26.4 Employees in the Maintenance Division shall obtain the appropriate certifications as issued by the California Water Environment Association and American Water Works Association.
- 26.5 The District will pay the initial examination fee, license fees and renewals for certificates required of employees.
- 26.6 Any employee who does not maintain his or her required certification shall be terminated when the required certification expires.
- 26.7 The District shall provide incentive pay as set forth in Appendix B for employees who attain State certification above their required minimum certifications.

#### **ARTICLE 27 - ATTENDANCE AT CLASSES**

- 27.1 The General Manager may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. A refund of expenditures, to a maximum of \$685.00 per class, for registration and course supplies will be made to the employee upon presentation of proof of completion with a passing grade.

#### **ARTICLE 28 - PHYSICAL EXAMINATION**

- 28.1 District required shots will be provided as required. Employees may obtain these shots at their expense from their own physician and provide proof of having received the shots to the District Human Resources office.
- 28.2 Physical examinations required for any license required by the District will be paid by the District.

### **CHAPTER 5, LEAVES OF ABSENCE**

#### **ARTICLE 29 - SICK LEAVE**

- 29.1 All full-time, regular employees shall accrue sick leave with pay under the following conditions:
- 29.2 An employee whose services have been continuous for one month or more shall accrue sick leave at the rate of eight (8) hours for each month during which he/she has been employed. Such leave may be used provided that satisfactory evidence is presented showing the need therefore, as shown below. Part-time, regular employees shall accrue sick leave on a pro-rated basis.
- 29.3 If an employee has accumulated sick leave, it shall be used for the following:

- a. When an employee is ill.
  - b. When a member of an employee's immediate family is ill and the employee must care for such ill family member.
  - c. For visits to doctors, dentists and optometrists for physicals, treatment or preventive steps
  - d. For funerals in the immediate family and bereavement leave.
  - e. "Immediate family" is designated as the spouse, child, registered domestic partner, parent, sibling or grandparent of the employee or employee's spouse or registered domestic partner.
- 29.4 Sick leave will be cumulative, with no maximum accrual, and if not taken in any given year will be usable in subsequent years' employment, the purpose being to make accrued sick leave available to an employee in times of urgent need.
- 29.5 When an employee is on sick leave, he/she is in paid status.
- 29.6 Accrual of sick leave will be by month beginning with the date of hire and computed to the date of termination, pro-rated to the nearest four hours.
- 29.7 An employee who is absent on sick leave may be contacted by his/her supervisor. For absences due to illness in excess of 5 days, or less, if justified in the opinion of the employee's supervisor, Department/Division Head, a statement must be obtained by the employee from the employee's doctor stating: (a) that the employee should not have worked during the period of absence; and (b) that the employee is now able to return to work.
- 29.8 Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District, and may result in dismissal for lack of reliability.

**ARTICLE 30 - VACATION LEAVE**

- 30.1 Seniority governs in vacation choice for the current year's vacation. Subject to approval of the Department or Division Head of the vacation selected, employees will be granted vacation leave with pay.
- 30.2 Full-time regular employees shall accrue vacation on the following basis. Part-time regular employees shall accrue vacation on the following on a pro-rated basis.

<b>DURING SERVICE YEARS</b>	<b>HRS ACCRUED PER PAY PERIOD</b>	<b>RESULTING ANNUAL ACCRUAL</b>
1-2-3	3.69	96 hours
4-5-6	4.00	104 hours
7-8-9	4.31	112 hours
10-11-12	4.62	120 hours
13-14-15	4.92	128 hours
16-17-18	5.23	136 hours

19-20-21	5.54	144 hours
22-23-24	5.85	152 hours
25 >	6.15	160 hours

- 30.3 The vacation leave time earned each year will be available to the employee for vacation, or may be accrued, wholly or partially, in the employee's Leave Account.
- 30.4 No more than 288 hours will be permitted to accrue in an employee's Leave Account. If an employee accrues 288 hours of vacation and has that amount on the books, he/she will not accrue additional vacation until he/she uses vacation and drops his/her accrual below 288 hours.
- 30.5 The maximum vacation an employee can take is 160 consecutive working hours, unless special circumstances warrant approval of the General Manager for a longer period.
- 30.6 Pay during vacation leave will be at the monthly rate currently paid the employee at the time the vacation is taken.
- 30.7 When an employee leaves the District, he/she will be paid for accrued unused vacation at his/her then current rate of pay.
- 30.8 When computing the amount of vacation leave accrual, holidays, week-ends, paid vacation time and paid sick leave will be included as continuous service.
- 30.9 Accrual of vacation time will be by hour beginning with the date of hire and computed to the date of termination, pro-rated to the nearest hours.
- 30.10 The supervisor will either approve or disapprove the request prior to the employee actually taking the time off.

**ARTICLE 31 - HOLIDAYS**

31.1 The District shall observe the holidays listed below.

- 1. New Year's Day 1 January
- 2. Martin Luther King's Birthday 3rd Monday in January
- 3. President's Day 3rd Monday in February
- 4. Memorial Day Last Monday in May
- 5. Independence Day 4 July
- 6. Labor Day 1st Monday in September
- 7. Veterans Day 11 November
- 8. Thanksgiving Day November (The day of Thanksgiving as proclaimed by the State of California)
- 9. Day after Thanksgiving November (as above)
- 10. Day before Christmas Day 24 December
- 11. Christmas Day 25 December
- 12. Day before New Year's Day 31 December

- 31.2 If any of the holidays listed above falls on the first day of an employee's weekend, the holiday will be observed on the previous workday. If a holiday falls on the middle day of a three-day weekend, the holiday will be observed on the employee's previously scheduled workday.
- 31.3 If any of the holidays listed above falls on the last day of an employee's weekend, the holiday will be observed on the following workday.
- 31.4 A weekend is any two or three regularly scheduled consecutive days off. An employee working a 9/80 workweek will alternate between two and three day weekends.
- 31.5 Christmas and New Year's holidays often provide four consecutive days off for employees. If the holiday schedule provides a four day weekend for employees with Monday through Friday schedules, then the District will try to schedule four consecutive days off for employees working an irregular workweek.
- 31.6 Employees required by their supervisor or manager to work on the holidays listed above will be compensated at one and one-half times the employee's straight time rate, in addition to his/her regular pay for the holiday.

#### **ARTICLE 32 - BEREAVEMENT LEAVE**

- 32.1 An employee may have up to twenty-seven (27) hours paid leave for bereavement as a result of the death a member of the employee's immediate family. "Immediate family" is designated as the spouse, registered domestic partner, child, parent, sibling, or grandparent of the employee or employee's spouse. If additional time off is required, the employee may request sick leave as provided in Article 29.3 (d) above.

#### **ARTICLE 33 - MILITARY LEAVE**

- 33.1 The District will follow all laws regarding military leave including, but not limited to, the State Military and Veterans Code and the Federal Uniformed Services Employment and Reemployment Rights Act.

#### **ARTICLE 34 - PREGNANCY LEAVE**

- 34.1 Employees who are temporarily unable to perform their usual and customary work due to a pregnancy-related disability will be granted a pregnancy leave of absence and may also be entitled to a reasonable accommodation.
- 34.2 Pregnancy disability leave will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a pregnancy-related disability.
- 34.3 An employee who is granted a pregnancy disability leave is required to utilize accrued sick leave if available, until the commencement of disability payments. The employee may then coordinate salary and disability payments as provided in long term disability insurance. The District will continue to pay group insurance premiums while the employee on pregnancy leave is either using paid time off to cover her absence or while her pregnancy disability leave is running concurrently with leave per the Pregnancy Disability Leave Act provided by California

law, even if in unpaid status.

- 34.4 An employee who plans to take a pregnancy leave must provide the District reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a pregnancy leave, the employee must cause the District to be notified of the situation within three working days.
- 34.5 The maximum length of leave that will be granted for any pregnancy-related disability is four months unless the employee has accrued paid time off in excess of four months. If the employee needs more than four months for such leave, the District will ensure that it meets with the employee to discuss reasonable accommodation for a longer leave of absence. Employees returning to work after any pregnancy leave must have a written release from a physician verifying that they are able to return to work and safely perform their duties.
- 34.6 Employees who return to work from a pregnancy leave will be accorded the same reinstatement rights as an employee returning from any other form of disability leave.

#### **ARTICLE 35 - PARENTAL LEAVE**

- 35.1 An employee may be granted an unpaid leave of absence for up to 1040 hours to care for or to bond with their newly-born or adopted child.
- 35.2 An employee who is granted such leave must use it concurrently with FMLA/CFRA. However, once the employee has exhausted the 12 weeks of leave as provided by FMLA/CFRA, the employee will be responsible for the cost of group insurance (medical, dental, vision, short term disability/long term disability, and life insurance).

#### **ARTICLE 36 - FAMILY AND MEDICAL CARE LEAVE**

- 36.1 The District will provide family and medical leave for an employee as required by State and Federal Law.
- 36.2 When the FMLA/CFRA leave is due to the non-job related health condition of the employee or a family member, the employee shall exhaust the following paid leave in the order listed: 1) sick leave, 2) vacation leave, and 3) other paid leave. The exhaustion of such paid leave shall run concurrently with the leave.
- 36.3 When the leave is for bonding with a newly born or newly adopted child, the employee may use up to 160 hours of accrued sick leave. If an employee opts to use such leave, then after using such sick leave, the employee shall exhaust the following paid leaves in the order listed: 1) Vacation leave, and 2) other paid leave, except sick leave. The exhaustion of such paid leave shall run concurrently with the leave.

#### **ARTICLE 37 - ON THE JOB INJURY**

- 37.1 In the case of on-the-job injuries, the employee, must apply accrued sick leave on a pro-rated

basis to supplement his/her entitlement from the Workers' Compensation Insurance Fund. Once sick leave is exhausted, employees may use leave accruals concurrently with leave provided in conjunction with a workers' compensation leave. The employee may thus receive from the District a check equal to his/her net regular paycheck less the amount of his/her check from the Workers' Compensation Insurance Fund.

#### **ARTICLE 38 - LEAVE WITHOUT PAY**

38.1 Leave without pay may be granted by the General Manager, but such leave, when granted, shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, per Article. 29; military leave, per Article 33; pregnancy leave, per Article 34; parental leave, per Article 35; and family and medical leave, per Article 36. Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. This includes unpaid sick leave, military leave, parental leave, family and medical leave or any other leave where the District is not paying wages to the employee.

#### **ARTICLE 39 - JURY DUTY**

39.1 A full-time, regular employee will be paid his/her regular salary for a full calendar week when on jury duty regardless of whether the employee is scheduled to work four days (i.e., 36 hours for employees working a 9/80 work schedule) or five days (44 hours for employees working a 9/80 work schedule), less the amount he/she receives from the Court for such service as a juror. An attendance record from the Court on time spent on jury duty and a copy of the check for such service must be submitted to the District's Payroll Clerk. If paid by the court for jury duty not paid by the District after 40 hours (not mileage) the amount received from the Court for service as a juror will be deducted from the employee's paycheck following completion of such service.

39.2 Employees who are on jury duty are required to return to work if released by the Court from jury duty and they will have at least two hours of work left in their day. In addition, if an employee calls into the court on the day before reporting for jury duty and finds out that he/she must report to jury duty the next day, he/she is required to notify his/her supervisor prior to the start time of his/her work shift.

### **CHAPTER 6, EMPLOYEE/EMPLOYER RELATIONS**

#### **ARTICLE 40 - PUNITIVE ACTIONS**

40.1 Punitive actions may be taken with the approval of the General Manager, upon the recommendation of the Department or Division Head, in those cases where the Department or Division Head feels that the severity or frequency of the employee's actions warrants, or the employee has failed to alter his/her conduct satisfactorily, after a conference or reprimand.

40.2 The severity of punitive actions will be determined on a case-by-case basis, taking into consideration the employee's previous history, and the severity of the current problem.

40.3 Such punitive actions may be suspension, demotion or reduction of pay or dismissal.

**ARTICLE 41 - DISMISSAL**

41.1 Upon dismissal, District employees shall be paid for their accrued vacation.

**ARTICLE 42 - REPRIMANDS**

- 42.1 In the event that the Supervisor's consultation with an employee as provided below in Article 43, Supervisors Conference does not result in improved performance or behavior on the part of the employee, the Supervisor shall prepare a written reprimand covering the earlier consultation with the employee, and outline the specific rules in question.
- 42.2 The Supervisor shall submit the reprimand to his/her Department or Division Head, who will set up a meeting with the employee and the Supervisor to review the charges and obtain the employee's side of the problem.
- 42.3 The Division or Department Head will summarize the findings of the meeting and present his/her ruling in writing to the employee.
- 42.4 The employee will then have the right to submit a rebuttal which shall be attached to the reprimand in the employee's personnel file.
- 42.5 If the severity of the employee's conduct warrants, the reprimand shall put the employee on notice that failure to correct the performance or attitude will result in punitive action.

**ARTICLE 43 - SUPERVISORS CONFERENCE**

43.1 Supervisors will confer with employees who, in the Supervisor's opinion, are violating the letter or intent of employment standards, such as those outlined above.

**ARTICLE 44 – SEPARATION FROM THE DISTRICT**

- 44.1 An employee resigning or leaving work without two weeks' notice will be considered discharged insofar as the application of these rules and regulations is concerned.
- 44.2 Resignations will be effective upon the last day worked. Wages due and payments for accrued leaves provided for in this MOU will be paid on the following pay day.
- 44.3 An employee separating from the District in good standing is expected to refrain from using paid time off during the final two weeks of his or her tenure with the District.

**ARTICLE 45 - GRIEVANCE PROCEDURE**

- 45.1 A grievance is a claim by one or more persons of a violation, misinterpretation or inequitable application of the rules and regulations or this memorandum of understanding.
- 45.2 Step No. 1: Informal Discussion with Supervisor:
  - a. The grievance shall first be discussed on an informal basis by the aggrieved with his/her

immediate supervisor within 7 calendar days from the date of the action causing the grievance. The immediate supervisor shall respond within 7 calendar days. Every effort shall be made to resolve the grievance between the employee and his/her immediate supervisor.

- b. In the event the employee believes the grievance has not been satisfactorily resolved, the employee shall submit the grievance in writing to the Department or Division Head within 7 calendar days after receipt of the immediate supervisor's response.

45.3 Step No. 2: Review by Department or Division Head:

- a. Within 7 calendar days after receiving the written grievance, the Department or Division Head shall meet with all parties concerned, and they shall thoroughly discuss the grievance.
- b. The Department or Division Head shall give his/her written decision within 7 calendar days after the discussion.

45.4 Step No. 3: Review by General Manager:

- a. If the grievance has not been satisfactorily resolved by the Department or Division Head, the grievance may be submitted to the General Manager within 7 calendar days. Within 7 calendar days after receiving the written grievance, the General Manager shall meet with all parties concerned, and they shall thoroughly discuss the grievance.
- b. The General Manager shall give his/her written decision within 7 calendar days. If the aggrieved feels that the decision of the General Manager is unjust, a final appeal may be made to the Board of Directors within 7 calendar days.

45.5 The employee at any step of the grievance procedure may represent himself/herself, may be represented by a fellow employee, a representative of an employee organization, attorney, or any other person he/she may choose.

45.6 The time limitations are designed to quickly settle a grievance. Time limitations may be extended by agreement of both parties in writing. 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 immediate supervisor or Department or Division Head, or General Manager, fails to respond within the time limits specified.

**ARTICLE 46 - LAY-OFFS**

46.1 In the event the work load of the District decreases to the point where lay-off of otherwise satisfactory employees is required, lay-offs within each classification will be on the basis of merit, as determined by the average of his/her performance reports for his/her current classification, and will be subject to two weeks' notice, or severance pay, at the discretion of the

employee.

- 46.2 Employees so laid off will be called to resume work prior to District recruiting to fill jobs created by an increase in the District's work load for the classification in question. This right exists for up to two years from the effective date of the layoff.

#### **ARTICLE 47 - PEACEFUL PERFORMANCE**

- 47.1 The parties recognize and acknowledge that many of the services performed by the employees covered by this MOU are essential to the public health, safety and general welfare of the residents within the District service area.
- 47.2 Consequently, Union agrees that under no circumstances will it recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the bargaining unit take part in, any strike, sit-down, stay-in, slow-down or picketing (hereinafter collectively referred to as work-stoppage), in any office, or facility of the District, not to curtail any work or restrict any production, or interfere with any operation of the District.
- 47.3 In the event of any such work-stoppage by any member of the unit, the District shall not be required to negotiate on the merits of any dispute which may have given rise to such work-stoppage, until said work-stoppage has ceased.
- 47.4 In the event of any such work-stoppage during the term of this MOU, whether by, Union or by any member of the bargaining unit, Union, by its officers, shall immediately declare in writing and publicize that such work-stoppage is contrary to the Agreement and unauthorized, and further direct its members in writing to cease the said conduct and to resume work. Copies of such written notice shall be served upon the District.
- 47.5 If in the event of a work-stoppage, Union promptly and in good faith performs the obligations of this Section, and, providing, Union has not otherwise authorized, permitted or encouraged such work-stoppage, Union shall not be liable for any damages caused by the violation of this Section.
- 47.6 However, the District shall have the right to discipline, including discharge, any employee who instigates, participates in, or gives leadership to, and work-stoppage activity herein prohibited, and the District shall also have the right to seek full legal redress.

#### **ARTICLE 48 - STEWARDS PROGRAM**

- 48.1 The Office Unit's representative, Union, may appoint three (3) stewards. Each steward shall have an alternate who shall perform his/her duties in his/her absence. Union shall give to the District's General Manager a written list of employees who have been selected as stewards, and this list shall be kept current by union.
- 48.2 Stewards may spend a reasonable amount of time to promptly and expeditiously investigate and process grievances without loss of pay or benefits of any kind. Stewards shall be free from reprisal and shall not in any way be coerced, intimidated or discriminated against as a result of activities in the role of a steward.

- 48.3 Stewards and alternates may investigate and process grievances only in the department to which they are assigned. Stewards, when leaving their work locations to transact such investigations or processing, shall first obtain permission from their immediate supervisor and inform him/her of the nature of the business. Permission to leave will be granted promptly unless such absence would cause undue interruption of work. If such permission cannot be granted promptly, the steward will be immediately informed when time will be made available.
- 48.4 Upon entering a work location, the steward shall inform the cognizant supervisor of the nature of his/her business. Permission to leave the job will be granted promptly to the employee involved unless such absence would cause an undue interruption of work. If the employee cannot be made available, the steward will be immediately informed when the employee will be made available.
- 48.5 A steward shall not log compensatory time or overtime for the time spent performing any function of a steward.
- 48.6 The role of the steward is to provide timely grievance representation at the first steps of the grievance procedure, in an effort to resolve grievances at the lowest level and to increase communication between the Office Unit and the District.
- 48.7 A shop steward's representation program has been established on a trial basis with the understanding that it will be discontinued immediately upon evidence that the net effect of such program is to reduce productivity.

#### **ARTICLE 49 - DISTRICT RIGHTS**

- 49.1 It is the exclusive right of the District to determine the mission of each of its constituent departments, board, and commissions, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations. It is also the exclusive right of the District to direct its employees and evaluate their work performance, take disciplinary action for cause, relieve its employees from duty because of lack of work or for cause, and determine the methods, means and personnel by which the District's operations are to be conducted; provided, however, that the exercise of such rights does not preclude employees or their representatives from conferring or raising grievances about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.

#### **ARTICLE 50 - EMPLOYEE RIGHTS**

- 50.1 Employees of the District shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the District also shall have the right to refuse to join or participate in the activities of employee organizations, and shall have the right to represent themselves individually in their employment relations with the District. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against because of his/her exercise of these rights.

## **ARTICLE 51 - DUES DEDUCTION**

- 51.1 District agrees to deduct and remit to the Union all authorized dues deductions from Union members who have signed an approved authorization card or cards for such deductions in the form provided.
- 51.2 District will promptly remit membership fees deducted to Union, together with a list of employees who have had said fees deducted.

## **ARTICLE 52 – AGENCY SHOP**

- 52.1 The District and the Union agree that in a modified agency shop current employees have the option of choosing to be a member of the union. If a current employee chooses to be member of the Union, that employee shall remain a member of the Union for the duration of this Agreement. An employee hired after the effective date of this MOU shall either become a member of the union or shall pay an agency fee as provided below.
- 52.2 All employees within 30 days of their hire date, must either become a member of Union and pay dues pursuant to Article 43 above or pay a monthly service fee equal to Union dues, less non-chargeable costs as defined by statutory or case law. After 30 days of their hire date, the District will automatically deduct from non-members all service fees payable pursuant to this section.

In accordance with Government Code Section 3502.5(f), SEIU 721 is required to keep an adequate record of its financial transactions and shall make available annually to the District and the District employees who are members of the Union, within 60 days after the end of the fiscal year, financial records as specifically identified in Government Code section 3505.2(f). SEIU 721 agrees to comply with Government Code section 3502.5(f).

- 52.3 It is mutually agreed by the parties that the agency shop provisions of this MOU may be rescinded by a majority vote of all employees represented by this Unit as set forth in California Government Code section 3502.5(d). There can be only one election during the term of this MOU.
- 52.4 Any employee who is a member of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting employee organizations shall not be required to join or pay a service fee to Union. Such employee, however, shall be required to pay a monthly sum equal to the service fee to one of the charitable organizations listed below in Section 52.5. Such payment shall be in the same manner and the same time as provided above at Section 52.2. Such charitable contributions shall be made for the duration of employment or until the employee becomes a Union member or pays the service fee.

The parties agree that Union shall have the sole right and responsibility to administer this Section of the Agreement. Union shall develop and publicize the procedure an employee must follow to be recognized as a conscientious objector.

Such procedure shall include at least the following:

- the information that must be submitted
- the form in which the information must be submitted
- to whom the information must be submitted
- when the information must be submitted
- when a response shall be given
- an appeal process

52.5 Charitable Organizations:

- 1) Special Olympics
- 2) City of Hope
- 3) American Cancer Society

52.6 Union shall keep an adequate itemized record of its financial transactions and shall make such record available annually to the District as required by Government Code Section 3502.5 or its amendments.

52.7 Union shall adopt, implement and maintain constitutionally acceptable procedures to enable non-member service fee payers to meaningfully challenge the propriety of the uses to which service fees are put. The procedures shall be as defined by statutory or case law.

52.8 The District will promptly remit such fees, dues and assessments to Union together with a list of affected employees.

52.9 When an employee does not have sufficient funds to provide for payment of service fees, Union shall be responsible for collection from the employee.

52.10 Union shall submit annual financial reports to the District and Unit employees to the extent required by Government Code Section 3502.5 or its amendments.

52.11 Union and the District agree that the District is not to be a party to any dispute that arises out of the administration of Article 52, Agency Shop. Specifically, Union shall indemnify and save harmless the District, its officers, agents and employees from any and all claims, demands, damages, costs, expenses, or liability arising out of this Section.

**ARTICLE 53 - MAINTENANCE OF MEMBERSHIP**

53.1 Employees who are on payroll deduction for Union dues on the effective date of this Agreement, and employees who begin payroll deduction for Union dues during the Term of this Agreement, shall continue such dues deduction until 31 December of the last year of this Agreement.

53.2 An employee who wants to discontinue such dues deduction may do so only between 1 November and 1 December of the last year of this Agreement. Such dues shall be discontinued effective 1 January of the following year. To discontinue dues deduction during this time period, the employee shall give written notification to both the Union and the District.

53.3 Union shall indemnify and save harmless the District, its officers, agents, and employees from

any and all claims, demands, damages, costs, expenses, or liability arising out of this article.

- 53.4 In any case where any employee does not have sufficient funds to provide for payment of authorized dues, the Union shall be responsible for collection from the employee.
- 53.5 The Union shall submit annual financial reports to the District and Unit employees as required by Government Code Section 3502.5 or its amendments.

#### **ARTICLE 54 – LABOR/MANAGEMENT COMMITTEE**

- 54.1 The parties agree to the establishment of Labor/Management committee where the parties come together to discuss items or issues of mutual importance. The committee shall be represented with up to three members from each SEIU bargaining unit. The committee shall meet at least once a quarter, but may mutually agree to meet either less or more often at mutually agreed upon times. The committee will act as an advisory group and shall have no decision making power. Depending on the issues discussed, either party may request that additional parties attend the meeting.

#### **ARTICLE 55 - FULL UNDERSTANDING, MODIFICATION AND WAIVER**

- 55.1 It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters in this Agreement, and any prior or existing understanding or agreements, whether formal or informal, regarding such matters are superseded and terminated.
- 55.2 Management will continue to administer the formal and informal terms and conditions of employment in a reasonable manner.
- 55.3 The Union and the District agree that during the negotiations which resulted in this Agreement, each had unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of employee-employer relations. Therefore, this Agreement represents the only Agreement of the parties which may provide for changes in terms and conditions of employment as a result of negotiations and/or actual adoption and implementation of the provisions of this Agreement.
- 55.4 No change to this Agreement will be binding upon either party unless made in writing and signed by the parties.
- 55.5 The waiver of appeal of any breach of any term or condition of this Agreement by either party shall not constitute a precedent or in any way bar the future enforcement of all contractual terms and provisions.

For SEIU, Local 721:

*Barry Hair*  
*Michael J. Ford*  
*Laura Pedersen*  
*James P. Smith*  
*Robert M. ...*

For Las Virgenes MWD

*[Signature]*  
*[Signature]*  
*[Signature]*

Authorized to accept this Memorandum of Understanding on behalf of the Las Virgenes Municipal Water District Board of Directors, at their meeting of

*David W. Pedersen*  
 David W. Pedersen  
 General Manager

*02/04/15*  
 Date

Approval as to form:

*Wayne K. Lemieux*  
 Wayne K. Lemieux  
 Legal Counsel

*2/5/15*  
 Date

**APPENDIX A**  
**Office Unit Salary Schedule – Effective 1/17/2015**

Classification	Range	Rate	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Account Clerk I	16	Hourly	\$18.844	\$19.881	\$20.974	\$22.126	\$23.343	\$24.628	\$25.981
		Monthly	\$3,266.32	\$3,445.97	\$3,635.49	\$3,835.17	\$4,046.12	\$4,268.85	\$4,503.37
Account Clerk II	27	Hourly	\$21.023	\$22.179	\$23.399	\$24.687	\$26.046	\$27.477	\$28.987
		Monthly	\$3,643.97	\$3,844.39	\$4,055.83	\$4,279.08	\$4,514.64	\$4,762.68	\$5,024.41
Accounting Technician	40	Hourly	\$23.928	\$25.245	\$26.633	\$28.097	\$29.641	\$31.271	\$32.990
		Monthly	\$4,147.60	\$4,375.72	\$4,616.39	\$4,870.15	\$5,137.77	\$5,420.31	\$5,718.27
Buyer	52	Hourly	\$26.961	\$28.444	\$30.008	\$31.658	\$33.400	\$35.236	\$37.174
		Monthly	\$4,673.20	\$4,930.22	\$5,201.39	\$5,487.39	\$5,789.33	\$6,107.57	\$6,443.49
Communications & Media Coordinator	52	Hourly	\$26.961	\$28.444	\$30.008	\$31.658	\$33.400	\$35.236	\$37.174
		Monthly	\$4,673.20	\$4,930.22	\$5,201.39	\$5,487.39	\$5,789.33	\$6,107.57	\$6,443.49
Computer Support Specialist	52	Hourly	\$25.079	\$26.459	\$27.914	\$29.449	\$31.069	\$32.777	\$34.580
		Monthly	\$4,347.10	\$4,586.19	\$4,838.43	\$5,104.49	\$5,385.29	\$5,681.35	\$5,993.87
Customer Service Representative	29*	Hourly	\$22.294	\$23.520	\$24.814	\$26.180	\$27.617	\$29.137	\$30.737
		Monthly	\$3,864.33	\$4,076.87	\$4,301.09	\$4,537.87	\$4,786.95	\$5,050.41	\$5,327.75
Drafting Technician I	43*	Hourly	\$25.905	\$27.330	\$28.833	\$30.419	\$32.092	\$33.857	\$35.717
		Monthly	\$4,490.21	\$4,737.18	\$4,997.72	\$5,272.63	\$5,562.61	\$5,868.55	\$6,190.95
Drafting Technician II	54*	Hourly	\$28.901	\$30.490	\$32.167	\$33.936	\$35.802	\$37.770	\$39.848
		Monthly	\$5,009.42	\$5,284.94	\$5,575.61	\$5,882.24	\$6,205.68	\$6,546.80	\$6,906.99
GIS Technician	54*	Hourly	\$28.901	\$30.490	\$32.167	\$33.936	\$35.802	\$37.770	\$39.848
		Monthly	\$5,009.42	\$5,284.94	\$5,575.61	\$5,882.24	\$6,205.68	\$6,546.80	\$6,906.99
Planning & New Development Technician	54*	Hourly	\$28.901	\$30.490	\$32.167	\$33.936	\$35.802	\$37.770	\$39.848
		Monthly	\$5,009.42	\$5,284.94	\$5,575.61	\$5,882.24	\$6,205.68	\$6,546.80	\$6,906.99
Receptionist/Office Assistant	18*	Hourly	\$19.982	\$21.082	\$22.241	\$23.465	\$24.753	\$26.115	\$27.552
		Monthly	\$3,463.63	\$3,654.13	\$3,855.11	\$4,067.27	\$4,290.52	\$4,526.60	\$4,775.68
Secretary	36*	Hourly	\$23.642	\$24.942	\$26.314	\$27.760	\$29.288	\$30.900	\$32.597
		Monthly	\$4,097.93	\$4,323.31	\$4,561.09	\$4,811.73	\$5,076.59	\$5,356.00	\$5,650.15
Senior Account Clerk	33	Hourly	\$22.317	\$23.544	\$24.839	\$26.205	\$27.646	\$29.166	\$30.771
		Monthly	\$3,868.22	\$4,080.97	\$4,305.43	\$4,542.20	\$4,791.97	\$5,055.44	\$5,333.64
Senior Accounting Technician	49	Hourly	\$26.169	\$27.609	\$29.127	\$30.728	\$32.418	\$34.199	\$36.082
		Monthly	\$4,536.00	\$4,785.48	\$5,048.68	\$5,326.19	\$5,619.12	\$5,927.83	\$6,254.21
* Indicates the range number was not changed when 2011 Comp Study related COLA's were provided									

**APPENDIX B**  
**PAY FOR CERTIFICATION PROGRAM**

The District strives to encourage employees to prepare themselves for jobs within their career path. The District also wants to recognize employees that have attained state certification and licenses, beyond stated job requirements, that are used in the performance of their duties on a regular basis.

To this end, the District will provide additional compensation to employees for state certification and licenses over and above those required, that fall within the employee's career path and are used for district benefit on a regular basis.

**Criteria for Additional Pay**

To be eligible for the additional pay, an employee must show proof of possession of a certificate or license issued or approved by the State of California. The eligibility of the certification or license may be demonstrated by the following:

- The employee's job description lists the certificate or license as preferred but not required; or
- The job description for a position that the employee is eligible to compete lists the certificate or license as required or preferred; or
- The employee's current position is within a career path for a position that lists the certificate or license as required or preferred, but the employee does not meet the years of experience requirement necessary to compete for the position; or
- Agreement that attainment of the certification will add value for the District as determined by the General Manager.

Once the employee demonstrates eligibility, the employee will receive the pay for certification on each paycheck. The employee loses eligibility under the following conditions:

- The employee promotes to a position where the certificate or license is required.
- The employee does not maintain an overall satisfactory performance evaluation.
- The employee loses the certification or license.

Interim certification, such as that granted during a "grandfather in" period, is not eligible for this program.

**Amount of Additional Pay**

The eligible employee will receive a set 5% in pay for those state certificates and licenses that are knowledge-based (that is, two licenses or certificates does not mean 10% additional pay). These include:

- Water treatment, water distribution and wastewater certification
- Professional registration as a civil engineer
- License as certified public accountant.

Additional state certificates and licenses will be considered if they include requirements for eight-hour competitive examinations and field work of two years.

### **Classification Considerations**

Which certification qualifies an employee for the pay for certification program depends upon the employee's classification within the District for the water treatment, water distribution and wastewater certifications, as follows:

- General and office unit employees must have grade 3 or above.

**APPENDIX C**  
**DECLARATION OF OUTSIDE EMPLOYMENT, ACTIVITY OR ENTERPRISE**

Employee name \_\_\_\_\_

Job title \_\_\_\_\_

I hereby certify that I am NOT engaged in any outside compensated employment. I understand I am required to seek the approval if I wish to engage in such employment or activity in the future.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
I am currently or plan to be engaged in outside compensated employment or an outside activity. I hereby request approval and provide the information required as follows:

Date outside employment will start \_\_\_\_\_

Name of proposed/outside employer: \_\_\_\_\_

Provide a detailed description of the duties of this employment/activity. Please be sure to include any facts which could result in interference, conflict or incompatibility of this employment/activity and your District function and or duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Days and hours of outside employment/activity: \_\_\_\_\_

I hereby certify that the foregoing is a full and accurate statement. I have read and do understand the District policy and MOU provisions and will fully comply.

\_\_\_\_\_  
Employee Signature                      Date



Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
General Manager    Date

# Las Vírgenes Municipal Water District

## Office Unit

January 1, 2015, through December 31, 2017



**SEIU Local 721**

**2472 Eastman Ave Ste 30  
Ventura, CA 93003-5774**

**Questions? Call the Member Connection (877) 721-4YOU**

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