

MANAGEMENT ASSOCIATION BENEFITS

DEFERRED COMPENSATION MATCH

- a. The County shall match a Management Association Employee contribution to deferred comp up to a maximum of 3% of the employee's base salary.
- b. This match shall be made on a biweekly basis and shall be consistent with the current laws and regulation governing deferred comp contributions

Please Contact the Auditor's Office regarding this benefit.

(Language take from the 1999/2000 Amendment to the Management MOU, as amended by the 2001 – 2004 MOU)

EDUCATION TRAINING AND HEALTH FLEX BENEFIT PROGRAM

The Management Training -Physical Exam benefits previously received by the Management Employees was replaced in 1999 with the Education, Training, and Health Flexible Benefit program under the terms and conditions set forth in Addendum A of the 1999-2000 Management Association MOU.

As of the 2001-2004 MOU, Management employees receive up to \$800 per fiscal year in flexible training / health benefits. Of this \$800 – up to \$300 per year can be used for improving the health of the employee – such as a Health Club membership. There is an important distinction however between providing for improvements to health and recreational equipment.

The remaining \$500 annual contribution can be used for training and education. The \$800 can carry over for one fiscal year – so that the employee may maintain up to \$1,600 in any given fiscal year for training, education and health benefits.

The Management Training Form and instructions can be found on the County Intranet at <http://mcbeth.mendocino.gov/mcbenes/>.

(Language take from the 1999/2000 Amendment to the Management MOU)

COMPUTER LOAN PROGRAM

The County Computer Loan Program shall allow for the reimbursement of up to \$2500 for the personal purchase of a computer and related hardware/software. The maximum length of the loan shall be fore 3 years (78 pay periods) at 0% interest.

Contact Human Resources for any additional information or instructions needed.

(Language take from the 1994/1995 Amendment to the Management MOU)

PERFORMANCE BASED INCREASE PROGRAM

A performance based longevity increase in salary shall be paid to Management personnel on the following basis:

Performance Based Longevity Increase: an employee shall become eligible for a longevity based merit increase after serving five years at E-step or five years at a flat salary. The increase shall be granted to an employee receiving above standard or better on their annual evaluation. Should the appointing authority fail to provide an annual evaluation an employee may request, in writing, a performance based increase from the Human Resources Director (with a copy to the Board) who without evidence to the contrary shall consider the performance to be above standard or better and the Human Resources Director shall grant the increase.

Should an employee fail to maintain above standard or better overall ratings on any subsequent annual evaluation, s/he shall no longer receive the performance based increase.

An employee who is receiving a performance based longevity increase and is reclassified or the salary adjusted to extend the base salary range, shall establish a new eligibility date for receiving the performance based longevity increase (five years from that date of the new E-Step). This section shall not apply when adjustment in range is due to an equity adjustment as the result of a Board approved salary study.

An employee who is receiving a performance based longevity increase who takes a lateral transfer (e.g. from Deputy Public Defender III to Deputy District Attorney III) shall not continue to receive the increase but shall become eligible upon the first annual evaluation in the new department. For the purpose of this section "lateral transfer" shall be defined as a transfer from one class to another, which is at the same salary range and in which the minimum qualifications are the same.

Years at "E" Step or Flat	Increase Over Base Salary
5	2.5%
10	5.0%
15	7.5%

These increases shall not be compounded. An employee gaining such an increase shall retain the increase until failure to meet performance standards, application of a higher level performance increase, until leaving that position, or until this agreement is altered.

(Language from the 1994/1995 Amendment to the Management MOU)

MANAGEMENT LEAVE HOURS

Management employees are granted 48.0 hours per calendar year. This leave must be used by pay period 26 of each year or be lost. This leave is not paid out or carried forward.

(Language from the 1989-1992 Amendment to the Management MOU)

VACATION ACCRUAL

The amount of vacation that could be accrued will be

280 Hours after completion of three (3) Years
360 Hours after completion of eight (8) years
440 Hours after completion of fifteen (15) years

(Language from the 1989-1992 Amendment to the Management MOU)

PAY IN LIEU OF VACATION

The amount of vacation hours that can be paid out will be 60 hours per calendar year. A Special Request Form must be completed and sent to the HR Department for approval. The Departmental payroll clerk manually inputs the payroll code that denotes Vacation Pay In Lieu Management. The Payroll Code Number is 1040.

The Special Request Form can be found on the County Intranet – HR index.

(Language from the 1989-1992 Amendment to the Management MOU)

USE OF PERSONAL VEHICLES

Per the amended Travel & Meal Policy #18 – as mentioned above, the County currently agrees to reimburse employees at a rate of 36.5¢ cents per mile when they are required to use their personal vehicles on County of Mendocino business. The County will be annually adjusting this rate after reviewing the IRS rate.

EXTENDED DISABILITY

Employees working in a classification that is assigned to the Management Unit who are absent from work due to illness or injury and who have exhausted all of their sick leave and vacation benefits shall be eligible to receive 100% salary for the first two (2) months after the paid leave has been exhausted; if still unable to work, the employee shall then receive 75% of full salary for a two (2) month period; and then if still disabled, shall receive 50% of salary for another two (2) month period. The employee shall be required to present to the County Personnel director a certificate from a County-designated physician indicating an opinion that the employee can reasonable be expected to recover sufficiently to

return to work. The physician's certificate may be obtained through a medical examination at County expense or through consultation between a County-designated physician and the employee's personal physician.

(Language from the 1986/1987 Amendment to the Management MOU)

CATASTROPHIC LEAVE POLICY

See new County Catastrophic Leave Policy #39.

BEREAVEMENT LEAVE

Employees who suffer a death in their immediate family may be allowed to be absent with pay for three (3) consecutive workdays. Should additional days of leave be necessary the employee may use accrued leave. Should the employee utilize sick leave hours, the maximum available shall be sixteen (16) hours per occurrence. (94/95 MOU)

(Language from the 1994/1995 Amendment to the Management MOU)

USE OF 8 HOURS SICK LEAVE FOR WELLNESS PROGRAMS

- A. Effective pay period 21 of Fiscal Year 2000-2001 [beginning October 1, 2000], the parties agree that up to 8 hours of sick leave per calendar year may be used by an employee for the purpose of attending an approved County Wellness Program.
- B. To use sick leave the employee must have a balance of 40 hours of sick leave accrued at the time the leave is used to attend the Wellness program.
- C. The employee must have the prior approval of the employee's department head or his or her designated agent to attend the program.
- D. The parties agree that a department head may not capriciously, arbitrarily, or consistently deny the use of said leave.

(Language from the 2000/2001 Amendment to the Management MOU)

Management Bargaining Unit Representative:

Bob Parker (707) 463-4079