

SEIU Benefits

PERSONAL LEAVE HOURS – *Article 15*

A permanent full-time or permanent part-time employee who has completed thirteen (13) pay periods of County service shall be credited with personal leave hours based on the percentage of time of the position allocation up to a maximum of twenty-four (24) hours. For example:

4/5	(32 hours per week)	will receive 19.2 hours
	(20 hours per week)	will receive 12.0 hours
2/5	(16 hours per week)	will receive 9.6 hours

Such hours shall be credited on the first pay period following completion of required service, and annually thereafter on the first day of pay period which includes January 1st.

VACATION ACCRUAL– *Article 13*

Every permanent full-time employee of the County of Mendocino shall be credited with forty (40) hours of paid vacation upon the completion of thirteen (13) bi-weekly pay periods of service. Thereafter, vacation shall accrue at the rate of 3.079 hours per pay period of service until the employee has completed three (3) years of service; thereafter, vacation shall accrue at the rate of 4.616 hours every pay period until the employee has completed eight (8) years of service; thereafter, vacation shall accrue at the rate of 6.157 hours per pay period until the employee has completed fifteen (15) years of service; thereafter, vacation shall accrue at the rate of 7.694 hours per pay period.

The amount of vacation that could be accrued will be:

240 Hours after completion of three (3) years
320 Hours after completion of eight (8) years
400 Hours after completion of fifteen (15) years

Every permanent, part-time employee who is employed a minimum of twenty (20) hours per week shall receive a portion of the vacation benefits in direct relation to the fixed percentage of full-time work to which the position is budgeted and allocated.

EMPLOYEE ASSISTANCE PROGRAM – *Article 16*

Employees represented by the Union and their insured family members are eligible for participation in the County's Employee Assistance Program. To the extent permitted by law, the County shall insure the confidentiality of any and all

records regarding employees who use the Program. To the extent permitted by law, no disclosures of information obtained, other than to EAP staff, may be made without the written consent of the employee.

The Employee Assistance Program (EAP) is available for all County employees and their covered family members who may be experiencing problems in the workplace, or family crisis, chemical dependency, or other personal problems. Primary care physician referral is not necessary to access the EAP, and all services are strictly confidential. The first six (6) visits to the EAP are free to the employee and their covered family members. The County Health Plan will reimburse subsequent visits at sixty percent (60%) of cost once their deductible has been met. To access the EAP, an employee should call (468-3405) and state that he or she wishes to receive employee assistance.

VACATION CASH-OUT – *Article 13*

Once each fiscal year, an employee who is accruing 6.157 hours or more of vacation per pay period and who has utilized 80 hours of vacation in the previous twenty-six (26) pay periods may cash-out up to forty (40) hours of vacation provided that the employee is left with an accrued balance of at least forty (40) hours.

CLOTHING REIMBURSEMENT – *Article 10*

1. Each employee working in the classification series that includes Bridge Crew Supervisor, Bridge Crew Worker, Equipment Operator, Senior Equipment Operator, Road Crew Supervisor I/II/III, or Road Crew Worker, and Safety Coordinator will be reimbursed up to one-hundred and fifty dollars [\$150.00] per calendar year for the purchase of safety boots, work shirts, work pants or other clothing required by the County.
2. In addition, the Department of Transportation employees previously mentioned will receive reimbursement of up to fifty dollars (\$50.00) for clothing and other items designated by the County that are purchased from a pre-approved vendor. (See Side Ltr 10-02)

TOOL REIMBURSEMENTS – *Article 10*

1. Effective July 1, 2002, each employee working in either the Auto Mechanic, Heavy Equipment Mechanic or the Heavy Equipment Service Technician classification series will be reimbursed up to one hundred and fifty dollars (\$150) per calendar year for the purchase of tools necessary for their work for the County.
2. All purchases must be approved by the employee's supervisor

HEALTH INSURANCE – *Article 11*

Medical, dental, vision, life and accidental death and dismemberment programs will be provided by the County of Mendocino.

1. The benefit levels as they exist are presently described in the Pertinent Plan Documents that are incorporated to this Memorandum by reference.
2. Under the health premium plan, the County will pay approximately 75% of both the employee and dependent coverage, and SEIU employees will collectively pay approximately 25% of the costs associated with providing health insurance to the members of the SEIU unit as a whole.

USE OF PERSONAL VEHICLES

Per Travel & Meal Policy #18, the County agrees to reimburse employees at the IRS rate when they are required to use their personal vehicles on County of Mendocino business.

CATASTROPHIC LEAVE POLICY – Article 15

See County Catastrophic Leave Policy #39.

BEREAVEMENT LEAVE – Article 15

Employees who suffer a death in their immediate family may be allowed to be absent with pay for up to twenty-four (24) consecutive work hours for each family member who dies. Part-time employees who receive benefits may be eligible for bereavement leave. The number of hours available shall be based on the percentage of the allocated position to full-time (i.e., .5 allocation times 24 = 12.0 hours available leave). Such time shall be considered additional paid leave.

Employees may use an additional 16.0 hours of accrued leave. Part-time employees who receive benefits may be eligible for bereavement leave. The number of hours available shall be based on the percentage of the allocated position to full-time. Accrued leave for this purpose may be compensatory, personal leave, vacation time, or sick leave. Should the employee not have any such accrued leave, this absence may be considered leave without pay.

LIFE INSURANCE PROGRAMS

Basic Life: \$20,000 Non-Management, \$50,000 Management

Accidental Death & Dismemberment: \$5,000 employee only

Voluntary Term Life: Employee - Can purchase units of \$10,000 to the greater of 5 times salary or \$50,000. Guarantee Issue Limit - \$50,000. Spouse - Units of \$10,000 to \$250,000. Dependent Children over age 6 months - Units of \$2,000 to \$10,000. Dependent Children between age 14 days and 6 months - \$500. Completely portable.

RETIREMENT – Article 11

The County will provide retirement information to each new employee upon initial employment. General retirement classifications / positions represented by SEIU shall receive the following corrections, changes, and increases in retirement benefits, as scheduled:

1. Effective the first full pay period in October 2003, the County will implement the formula in Government Code Section 31676.12 (the 2% at 57 retirement formula) for all classifications represented by SEIU, exclusive of those members effected by the safety retirement improvement (see section 9, Safety Member Retirement).
2. The County will pay for future service at the same ratio (percentage) as previously established. In this regard and as the retirement benefit has increased, the employee's retirement cost will increase to reflect the benefits enumerated under Government Code, section 31676.12, of the retirement formula.
3. Employees may buy-back past service with Mendocino County at their own cost, which includes both the employee and the employer's contribution.
 - (a) The costs, rates, procedures and time limits to exercise this buy-back option shall be arranged by the Retirement Board and the actuarial firm retained by the Retirement Board, and administered by the Retirement Deputy.
 - (b) Retirement contributions made by or bought back by the employee shall be credited and accrue to the employee's account and become a vested interest of the employee.

SICK LEAVE – Article 14

1. Each permanent full-time employee of the County of Mendocino shall be entitled to earn and accrue credit for future use, 4.616 hours of paid sick leave per pay period. Every permanent part-time employee holding a budgeted position who is paid at a biweekly rate of pay, and who is employed a minimum of twenty (20) hours per week shall earn and accrue a portion of the sick leave benefits in direct relation to the fixed percentage of full-time work to which the position is budgeted and allocated.
2. Sick leave hours may be accrued without limit.
3. Family Sick Leave - Each calendar year, an employee may use half of the sick leave the employee would accrue during that year to attend to an illness of a family member of the employee – for example, a full time regular employee accruing 120 hours of sick leave per year could use up to 60 hours per calendar year for care of a family member.
4. At the option of the employee, absence from work due to medical, vision, or dental appointments may be charged to vacation or CTO, subject to prior approval of the department head.

WELLNESS LEAVE – *Article 14*

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. An employee must have a balance of no less than 40 hours of sick leave accrued at the time the leave is used to attend the Wellness program. The employee must have the prior approval of the employee's department head (or designee) to use sick leave to attend the program. A department head may not capriciously, arbitrarily, or consistently deny the use of said leave.

HOLIDAYS – *Article 12*

All employees occupying a permanent full-time or permanent part-time position shall receive their regular pay for 11 holidays as stated in the SEIU MOU Article 12.