

**MENDOCINO COUNTY and  
MENDOCINO COUNTY DEPARTMENT HEAD ASSOCIATION  
TENTATIVE AGREEMENT  
May 24, 2007**

This represents the tentative agreements reached by the County of Mendocino and the Department Head Association and amend the existing Agreement between the parties.

TITLE	TENTATIVE AGREEMENTS
<b>TERM</b>	<ul style="list-style-type: none"> <li>▪ The term will be: October 1, 2006 – June 30, 2010</li> </ul>
<b>MARKET RATE/PAY EQUITY</b>	<ul style="list-style-type: none"> <li>▪ Parties agree that the following agencies will serve as the survey market during the term of the agreement:               <ol style="list-style-type: none"> <li>1. City of Ukiah</li> <li>2. City of Santa Rosa</li> <li>3. El Dorado County</li> <li>4. Humboldt County</li> <li>5. Lake County</li> <li>6. Napa County</li> <li>7. Nevada County</li> <li>8. Sonoma County</li> <li>9. Sutter County</li> <li>10. Yolo County</li> </ol> </li> <li>▪ The County will survey at market average.</li> <li>▪ Salary data will be compiled at the top step of the applicable benchmark.</li> <li>▪ No employee will suffer a wage reduction as a result of the survey.</li> </ul> <p><b>2006-07:</b></p> <ul style="list-style-type: none"> <li>▪ The County will continue the review of all classifications utilizing external benchmarks and internal alignment and complete the effort by June 30, 2007, including meet and confer with the Union on salaries.</li> </ul>
<b>WAGES/ COST OF LIVING ADJUSTMENTS</b>	<p><b>2006-07:</b></p> <ul style="list-style-type: none"> <li>▪ Add 3% COLA on January 1, 2007</li> </ul> <p><b>2007-08:</b></p> <ul style="list-style-type: none"> <li>▪ Add 3% COLA on FFPP after January 1, 2008</li> </ul> <p><b>2008-09:</b></p> <ul style="list-style-type: none"> <li>▪ Add 3.5% COLA on FFPP after January 1, 2009</li> </ul>
<b>WAGES/MARKET ADJUSTMENTS</b>	<p><b>2007-08:</b></p> <ul style="list-style-type: none"> <li>▪ Effective FFPP after July 1, 2007:           <ul style="list-style-type: none"> <li>▪ Revise salary grade chart for internal alignment</li> <li>▪ Raise salary ranges by 5% for all positions</li> <li>▪ Implement new steps on rolling basis</li> </ul> </li> </ul> <p><b>2008-09:</b></p> <ul style="list-style-type: none"> <li>▪ Effective FFPP after July 1, 2008, make market adjustments for classifications that are:           <ul style="list-style-type: none"> <li>▪ Between 5-9.99% below market average = 2.5% adjustment</li> <li>▪ Between 10-14.99% below market average = 3% adjustment</li> <li>▪ 15% and greater below market average = 3.5% adjustment</li> </ul> </li> </ul> <p><b>2009-10:</b></p> <ul style="list-style-type: none"> <li>▪ Effective FFPP after July 1, 2009, make market adjustments for classifications that are:           <ul style="list-style-type: none"> <li>▪ Between 5-9.99% below market average = 2.5% adjustment</li> <li>▪ Between 10-14.99% below market average = 3% adjustment</li> <li>▪ 15% and greater below market average = 3.5% adjustment</li> </ul> </li> </ul>

**COUNTY CODE  
CHANGE TO  
REFLECT PUBLIC  
SECTOR FLSA**

**Proposed Language:**

**Revise** County Code Section 3.04.010:

(B) The determination as to which positions are allocated to the Exempt service in Section 3.04.010 shall be made by the Human Resources Director in accordance with the Fair Labor Standards Act, except that no position that receives time and one-half (1/2) overtime pay pursuant to Section 3.04.200 or pursuant to any labor agreement shall be designated as part of the Exempt service. Exempt service employees shall be paid on a salary basis. Such employees shall regularly receive a predetermined salary each pay period constituting all or part of the employees' compensation, which amount is not subject to work performed. **Exempt service employees shall account for a minimum of forty (40) hours per week.**

~~Exempt service employees shall not have their regular biweekly pay subject to reduction on account of absences from duty of less than one (1) day's duration, except as authorized by the Fair Labor Standards Act and implementing Federal Regulations. Nothing in this rule shall relieve the exempt service employee from his/her obligation to obtain approval for any absence, according to County and/or department policy. Nothing in this rule shall be deemed, construed or interpreted to provide a defense to any Exempt service employee who is disciplined for absence from work.~~

**COMPENSATORY  
TIME OFF (CTO) /  
FLEX TIME OFF  
(FTO)**

**MOU Language as follows:**

Flexible Time Off (FTO): Flexible time off, computed at the direct rate of one times the hours worked beyond the regular forty (40) hours per week by Exempt service employees, may be accumulated to a maximum of forty-eight (48) hours. Accumulated FTO hours may be taken by an employee as time off with pay upon the request of the employee and approval of the appointing authority. Accumulated FTO hours shall not be paid at any time. The choice of using Flexible Time Off, Vacation Leave, or Management/Personal Leave for an approved absence from work are at the election of the employee.

**CONSOLIDATED  
MOU**

- Consolidate all previous agreements into a consolidated MOU document.

**HEALTH PLAN**

- County will research alternatives to and possible augmentation of the existing health plan by July 2007. County will meet with Union regarding options to the health plan in time to implement any changes that are agreed to by the County and the Association by January 2008.

**DENTAL PLAN**

- County agrees to consider as part of health plan research by July 2007.

**VISION PLAN**

- County agrees to consider as part of health plan research by July 2007.

**HEALTH SAVINGS  
ACCOUNTS**

- County agrees to consider as part of health plan research by July 2007.

**BEREAVEMENT  
LEAVE**

- Includes domestic partners

**BEREAVEMENT  
LEAVE SPLIT**

- County agrees that parties can use non-consecutively within 30 days.

**DOMESTIC SICK  
LEAVE**

- Includes domestic partners

**EAP CLARIFICATION**

- Family members eligibility based on health plan coverage

**PROFESSIONAL  
MEMBERSHIPS**

- Effective, July 1, 2007, increase Training, Education and Flex Benefit Program to \$1,500 per year (from \$1000), with rollover to next year, for a maximum of \$3,000. Include professional association dues as an allowable expense.

**VEHICLE  
ALLOWANCE**

- Effective July 1, 2007, increase vehicle allowance to \$250 per month for those eligible for it.

**COMPUTER  
PURCHASES**

- County agrees to continue program

Date: May 24, 2007

**MENDOCINO COUNTY DEPARTMENT  
HEAD ASSOCIATION**

Wesley M. Forman  
Wes Forman, DHA President

**COUNTY OF MENDOCINO**

Alison Glassey  
Alison Glassey, Assistant Chief Executive  
Officer  
Linda M. Clouser  
Linda Clouser, Human Resources Director



By: Kendall Smith  
KENDALL SMITH, CHAIR  
BOARD OF SUPERVISORS  
Date: 6-5-07

APPROVED AS TO FORM  
COUNTY COUNSEL OFFICE  
by [Signature]

ATTEST:  
Kristi Furman, Clerk of the Board  
Mendocino County Board of Supervisors  
Adrienne Moore  
DEPUTY

I hereby certify that according to the  
provisions of Government Code  
Sections 25103, delivery of this  
document has been made.

KRISTI FURMAN  
Clerk of the Board  
By: Adrienne Moore  
DEPUTY