



AGREEMENT

Between

STATE OF CALIFORNIA

AND

CALIFORNIA CORRECTIONAL
PEACE OFFICERS ASSOCIATION

Covering

BARGAINING UNIT 6
CORRECTIONS

July 1, 2001

Through

July 2, 2006

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NOTE: (2) = MINI-ARB
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ACRONYMS

- BCOA - Basic Correctional Officers Academy
- BPT - Board of Prison Terms
- CCI - Correctional Counselor One
- CCPOA - California Correctional Peace Officers Association
- CDC - California Department of Corrections
- CO - Correctional Officer/Correctional Peace Officer
- CPOST - Commission on Correctional Peace Officers Standards and Training
- CYA - California Department of the Youth Authority/Youth Authority
- DMH - Department of Mental Health
- DPA - Department of Personnel Administration
- EEO - Equal Employment Opportunity
- FLSA - Fair Labor Standards Act
- IDL - Industrial Disability Leave
- IVP - Institutional Vacancy Plan
- LRB - Labor Relations Branch
- LOI - Letter of Instruction
- MTA - Medical Technical Assistant
- MSA - Merit Salary Adjustment
- MINI-ARB - Mini-Arbitration
- MOU - Memorandum of Understanding
- NDI - Non Industrial Disability Leave
- PA - Parole Agent
- PERB - Public Employees Relations Board
- PERS - Public Employees Retirement System
- PIE - Permanent Intermittent Employee
- POFF - Peace Officers/Firefighters
- PPPA - Personnel Preferred Post Assignment (Post and Bid)
- PT - Psychiatric Technician
- RDO - Regular Day Off
- SPB - State Personnel Board
- WID - Work Improvement Discussion
- YCC - Youth Correctional Counselor
- YCO - Youth Correctional Officer

PREAMBLE

This AGREEMENT, hereafter referred to as the Agreement, entered into by the STATE OF CALIFORNIA, hereafter referred to as the State or the State employer, pursuant to Sections 19815.5 and 3517 of the Government Code, and the CALIFORNIA CORRECTIONAL PEACE OFFICERS ASSOCIATION, hereafter referred to as CCPOA, has as its purpose the promotion of harmonious labor relations between the State and CCPOA; establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other terms and conditions of employment.

The term "Agreement" as used herein means the written agreement provided under Section 3517.5 of the Government Code.

ARTICLE I RECOGNITION

1.01 Recognition

- A. Pursuant to the Public Employment Relations Board certification, the State recognizes CCPOA as the exclusive representative for employees in the Corrections Unit 6.
- B. Pursuant to Government Code Sections 19815.5 and 3517, CCPOA recognizes the Director of the Department of Personnel Administration (DPA) or his/her designee as the negotiating representative for the State and shall negotiate exclusively with the Director or his/her designee, except as otherwise specifically spelled out in the Agreement.

ARTICLE II CCPOA REPRESENTATION RIGHTS

2.01 Distribution of Literature

- A. CCPOA representatives requesting access to Bargaining Unit 6 employees and/or designated non-work locations will check with the appropriate designated management authority to determine availability of space for the distribution of informa-

tion and/or literature. Access to those locations may be restricted based on space availability and operational necessity. A written list of CCPOA stewards and staff shall be furnished to the State, and CCPOA shall notify the State promptly of any change.

- B. CCPOA may use existing employee mailboxes for distribution of information and/or literature. CCPOA assumes responsibility for the distribution of its own literature, unless mailed through the U.S. Postal System addressed to individual employee(s).

2.02 Access to Employees

- A. CCPOA stewards or representatives seeking access to the employees in a work or secure area, or to review documents, shall provide the department head or designee with reasonable advance notice of the visit. Access may be denied or delayed or limited for reasons of safety, security, public order, or other business-related reasons. Access to employees shall not be unreasonably withheld.
- B. Access to work locations solely for the purpose of observation of the worksite, not involving discussion with employees, may be granted with reasonable advance notice with an appropriate escort. On occasion the representative may need to talk confidentially with the employee or take confidential notes. Under these circumstances, management agrees, if requested by the representative, to ensure reasonable physical separation between the escort, the representative and the employee. However, for legitimate business-related reasons, the representative may be required to take notes or communicate with the employee at an alternate location.

2.03 Access to New Employees

- A. CCPOA representatives shall be allowed access to Unit 6 employees (employees) while they attend their respective Academies for two (2) hours during the first week of each Academy cycle. CCPOA will provide the State the names of representatives who will be meeting with the new employees one (1) week in advance of the meeting. The time of

this access shall be mutually agreed to between CCPOA representatives and the Director of the Academy.

- B. CCPOA representatives shall be allowed access to off-duty employees while at the Academy during the second week of the Academy cycle, or, on other weeks, at a time mutually agreed upon by CCPOA and the Director of the Academy. CCPOA representatives shall be allowed access to off-duty employees at the Academy for an additional four (4) hour period during the midpoint of the Academy cycle provided the cycle is 10 weeks or longer, at a time mutually agreed upon by CCPOA and the Director of the Academy. CCPOA will provide the State with the names of representatives who will be meeting with the new employees one (1) week in advance of the meeting.
- C. The State shall provide CCPOA a schedule of when each new Academy cycle begins at least one (1) month prior to the beginning of each cycle.
- D. At the beginning of each new Academy cycle, the State shall provide CCPOA with a complete roster of the names and work locations of each new employee entering Bargaining Unit 6.
- E. Each CCPOA local Chief Job Steward and designee will have two (2) hours of access to new employees during the employee's orientation at each facility, office, camp, or other places of employment. The local management and CCPOA will meet to pick a specific designated time during this orientation for the CCPOA presentation. The local CCPOA presenter shall provide the local administration with a pre-planned agenda prior to the orientation. The local administration shall be notified of any changes in that agenda prior to those changes taking place.
- F. Membership Packets and MOU: During both the Academy presentation and the orientation mentioned in paragraph E. above, CCPOA may provide each new employee with a DPA-approved packet of CCPOA information and a copy of the Unit 6 MOU. DPA approval of said packet of infor-

mation shall not be arbitrarily or capriciously withheld.

- G. The State shall provide CCPOA adequate meeting space and access to audio/video equipment where available at the place the new employees are assembled for orientation.

2.04 Use of State Facilities

The State will permit use of certain State facilities for CCPOA meetings, subject to the operating needs of the State and the availability of appropriate space. Requests for use of such State facilities shall be made in advance to the Warden/Superintendent /Regional Administrator or designee. When required in advance, CCPOA shall reimburse the State for additional expenses such as security, maintenance and facility management costs, or utilities, incurred as a result of CCPOA's use of such state facilities. Such costs shall not exceed those uniformly applied to other users.

2.05 Bulletin Boards

- A. CCPOA shall have access to employee organization bulletin boards at all work facilities to post materials related to CCPOA activities. Any materials posted must be dated and initialed by the CCPOA representative(s) responsible for the posting, and a copy of all materials posted must be distributed to the Appointing Authority, camp commander, facility head, or unit supervisor at the time of posting.
- B. Where state-owned employee organization bulletin boards exist, the Department shall provide reasonable bulletin board space for the exclusive use of CCPOA; or as an alternative, at its expense, CCPOA may provide at each camp or facility one or more (as described and limited in paragraph J.), with optional cover and lock, not to exceed 36" x 48" in size, and to be placed as described in paragraphs K. and L. Installation will be by the Department. In those cases where the bulletin board is provided with a lock, the Appointing Authority, camp commander, facility head, or unit supervisor shall be provided, at CCPOA's expense, two (2) keys to the lock. Such keys will not be used ex-

cept in case of a safety hazard, or in violation of a no-strike provision or as such in paragraph E. herein; even in such instances the key shall not be used without a reasonable effort to have a CCPOA representative present. Any CCPOA bulletin board shall be installed in a location consistent with institutional safety, security and operational needs.

- C. If bulletin boards in a snack bar exist at facilities beyond those described below, CCPOA shall only be entitled to share such boards and have reasonable space on such boards.
- D. Nothing in this Article shall be construed to require the State to move or remove existing employee or management bulletin boards from their present locations.
- E. CCPOA agrees that nothing illegal or which threatens the safety or security of the facility, or which is of racist, sexist, obscene, defamatory (material which not only impugns the character or reputation of the subject, but is also false) or of a partisan/political nature shall be posted.
- F. Materials posted by an employee of the State shall be posted on the employee's own time.
- G. Should CCPOA decide to place an exclusive bulletin board in a parole facility, size and location shall be reasonably determined by local administration and board size shall be no more than 2 feet by 3 feet.
- H. Size and location of exclusive boards in new facilities shall reasonably be determined by local administration after consultation with CCPOA and the board size shall be no more than 3 feet by 4 feet.
- I. When CCPOA has a local concern over the number of bulletin boards, the Appointing Authority, camp commander, facility head, or unit supervisor and the CCPOA Chapter Chief Job Steward shall meet to determine locations of the bulletin boards.
- J. The number of bulletin boards and locations at each institution will remain the same. Any alterations of existing practices must be locally negotiated and agreed upon by both sides.

- K. CCPOA is allowed one (1) bulletin board in each Unit 6 parole office, facility, and camp.
- L. As new institutions, facilities, camps or offices are opened, the Appointing Authority, camp commander, facility head, or unit supervisor, and the CCPOA Chapter Chief Job Steward shall meet to determine the locations of the bulletin boards at that institution, facility, camp or office.
- M. CCPOA may add a literature distribution box and/or mail box under each of the CCPOA bulletin boards, if it so chooses.
- N. This section shall be administered in accordance with Arbitrator Bonnie Bogue's decision on Case No. 39596-63a dated December 5, 1996.

2.06 Chief Job Steward Assignment

- A. Chief Job Stewards shall be given an assignment in accordance with CDC/CYA post and bid/post assignment by seniority sections of this MOU. This shall exclude Chief Job Stewards' positions at camps.
- B. In CYA institutions and/or facilities having more than six (6), and CDC institutions having more than nine (9) authorized MTA positions, plus the Youth Training Center and Northern California Youth Correctional Center, CCPOA shall be able to designate one (1) Chief Job Steward from an MTA classification who shall be placed in a second watch position, with Saturdays and Sundays off where possible, if the steward so requests.

CCPOA shall be able to designate one (1) additional Chief Job Steward at CIM, CMC and CMF as well as any CDC institution where the authorized number of MTA positions is forty (40) or more.

- C. There shall be no more than two (2) Chief Job Stewards for the MTAs employed within DMH Mental Health Unit. The Chief Job Steward(s) shall be placed in a second watch position with Saturdays and Sundays off, where possible, if the steward so requests.

- D. In the CDC and CYA camps, CCPOA shall designate one (1) Chief Job Steward of CDC Camps (North), one (1) of CDC Camps (Central), one (1) of CDC Camps (South) and one (1) CYA Camps (state-wide).

2.07 Stewards' Rights

- A. The State recognizes and agrees to deal with designated stewards or staff of CCPOA on all matters relating to the administration of this MOU.

A written list of CCPOA stewards, broken down by department and designated area of primary responsibility, shall be furnished to the State immediately after their designation and CCPOA shall notify the State promptly of any changes of such stewards. CCPOA stewards shall not be recognized by the State until such lists or changes thereto are received. A CCPOA steward's "area of responsibility" means institution, office or building. However, the parties recognize that it may be necessary for CCPOA to assign a steward responsibility for several small offices or buildings within a close proximity.

- B. Upon request of an employee, or on behalf of a CCPOA-filed grievance, a CCPOA steward may:
 - 1. Investigate an employee grievance, including health and safety grievances, and assist in its presentation, provided it is in the steward's department and designated area of primary responsibility;
 - 2. Provide representation of an employee at an interrogation, fact-finding, investigatory interview, or similarly-purposed discussion which has as its purpose the gathering of facts to support adverse actions;
 - 3. Provide representation on E.E.O. complaints, disputes over modified duties/reasonable accommodation, and "return-to-work" hearings;
 - 4. Provide representation at shooting review boards or as allowed by the Peace Officers' Bill of Rights;

5. Participate in meetings with local management including local Meet and Confer sessions as may be delegated and required by this MOU.
- C. The steward shall be allowed reasonable time for the purpose of representing employees during working hours without loss of compensation, subject to prior notification and approval by the steward's immediate supervisor. The grievant's immediate supervisor may temporarily deny access to any CCPOA steward for operational necessity. Supervisors shall not unreasonably withhold time off or deny access for purposes of grievance preparation. Investigation of a grievance or adverse action shall not interfere with the work of other employees.
 - D. Employees shall be entitled to reasonable time off without loss of compensation to confer with a CCPOA representative on representational matters at the work location in accordance with subsection B. above during work hours, subject to approval of the employee's supervisor.
 - E. Pursuant to Government Code 3303(h), the representative shall not be required to disclose, nor be subject to any punitive action for refusing to disclose, any information received from the Peace Officer under investigation for non-criminal matters.

2.08 Use of State Telephones

- A. CCPOA representatives and job stewards shall be permitted reasonable access to State telephones to make calls for CCPOA representation purposes; provided, however, that such access to State telephones shall not result in any additional costs to the State, nor shall it interfere with the conduct of State business.
- B. Personally owned cellular telephones and paging devices will only be allowed within the security areas of institutions/facilities upon Appointing Authority approval.

2.09 Questionnaires

It is the intent of the State employer that all management questionnaires originated by the Department of Corrections (CDC) and/or Youth Authority (CYA) not infringe upon the rights afforded to CCPOA under the Ralph C. Dills Act. Copies of all management questionnaires directed toward employees and originated by the departments shall be furnished to CCPOA one (1) week prior to questionnaires being distributed to employees. The State shall also furnish CCPOA, within a reasonable time frame, a copy of all published findings from said study.

2.10 Representation on Committees

- A. If a management-initiated committee has Unit 6 employees participating on said committees or in its meetings, and/or the committee is developing a plan or policy on issues within the scope of representation, CCPOA shall be provided a seat on the committee. The work of said committee shall not be in any way construed as "Meet and Confer" as defined under the Ralph C. Dills Act. A copy of official minutes, when taken, of said committee meetings shall be provided to the CCPOA representative on the committee.
- B. Only CCPOA's headquarters may negotiate or designate someone to negotiate any issue, whether statewide or local, under the Meet and Confer sections of the Ralph C. Dills Act or this Agreement.
- C. The State shall not negotiate with or enter into memoranda of understanding or adjust grievances or grant rights or benefits covered by this Agreement or within CCPOA's scope of representation unless such action is with CCPOA's written concurrence.

2.11 State Vice-Presidents

The parties agree to full-time release of the CCPOA Executive Vice-President, CDC Vice-President and CYA Vice-President.

- A. It is the intent that the leave usage is expected to cover extended periods of time, typically more than one (1) pay period in duration.

- B. While an employee is on leave he/she will continue to earn sick leave/vacation, or annual leave and holiday credits. These employees cannot accrue leave balances above the existing caps for vacation/annual leave. If the existing cap is reached, the employee is responsible to contact the respective Department to dispose of the excess balance by either donating the time to the release time bank or catastrophic time bank.
- C. Employees will continue to earn Bargaining Unit 6 seniority and state service, consistent with the MOU.
- D. Employees shall not be eligible to receive uniform replacement allowance while on leave status. Payment of uniform allowance shall be subject to the partial or full allowance rates in Section 14.04 based on the time in their assigned position either with the CDC or CYA at the end of the control period after the conclusion of the leave of absence.
- E. To be eligible for this leave the office holder must be a rank and file member of Bargaining Unit 6.

2.12 Union Activity Related to Collective Bargaining

- A. The State shall annually provide the amount of release time to CCPOA for activity related to collective bargaining pursuant to the parties' agreement of December 11, 2001.
- B. The Department of Personnel Administrative and CCPOA shall meet annually in advance of the time when the union activity will be conducted to determine the allocation of time between departments which employ Unit 6 employees.

2.13 Printing Contract

The State will reimburse CCPOA for the actual cost of printing the MOU up to the agreed upon amount. CCPOA will provide the State with a reasonable number of printed contracts.

ARTICLE III ORGANIZATIONAL SECURITY

3.01 Dues Deduction

- A. It is the intent of this section to provide for payroll deductions of CCPOA members in Unit 6, relative to dues and insurance programs. CCPOA dues, regular and general assessments, and other membership benefit deductions properly and lawfully authorized will be deducted by the State from the salary of each employee in an amount specified by CCPOA and in accordance with State Controller's Office administrative policies and procedures and transmitted to CCPOA. Amounts deducted shall be set by CCPOA and changed by the State upon written request of CCPOA. CCPOA agrees to pay charges for service in accordance with State Controller's Office administrative procedures. The State agrees to provide prior notification of State Controller's Office service rate changes to the CCPOA.
- B. The written authorization for CCPOA dues deductions shall remain in full force and effect during the life of this MOU.
- C. CCPOA hereby agrees in consideration of forbearance by the State Controller, at the request of CCPOA of the Controller's right to require a waiver from State employees of any liability for inadvertence or error, as a condition of making payroll deductions for payment to CCPOA pursuant to the Government Code Sections 1151 and 1152, and of benefits accruing to CCPOA, as a result of such forbearance. CCPOA hereby agrees to hold the State of California, the State Controller and his/her employees harmless from liability for any errors in withholding or transmitting payroll deduction monies for CCPOA except for liability to CCPOA for monies actually withheld, but not transmitted.

3.02 Agency Shop

Since CCPOA has certified that it has a CCPOA membership of at least fifty percent (50%) of the total

number of full-time employees in Unit 6, CCPOA is allowed to collect a "fair share" fee from non-CCPOA members who are employees in Bargaining Unit 6.

The fair share shall operate in accordance with the following:

- A. The State employer agrees to deduct and transmit to CCPOA all deductions authorized on a form provided by CCPOA, and pursuant to Government Code Section 3515.7, to deduct and transmit to CCPOA all fair share fees from State employees in Unit 6 who do not elect to become members of CCPOA. The State employer agrees to deduct and transmit all deductions and fair share fees during the life of this MOU and after the expiration of this MOU until: (1) a successor agreement is reached, or (2) implementation of the State's last, best and final offer after negotiations, whichever comes first. The State shall deduct and transmit fair share fees effective with the first pay period following ratification of this MOU. Such authorized dues deductions and fair share fees shall be remitted monthly to CCPOA along with an adequate itemized record of deductions. CCPOA shall pay any reasonable costs incurred by the State Controller. The State employer shall not be liable in any action brought by a State employee seeking recovery of, or damages for, improper use or calculation of fair share fees and CCPOA agrees to hold the state employer harmless for any such action.
- B. Any employee may withdraw from CCPOA by sending a signed withdrawal letter to CCPOA with a copy to the State Controller. Employees who withdraw from CCPOA shall be subject to paying a CCPOA fair share fee as provided above.
- C. The amount of membership dues and fair share fees shall be set by CCPOA and changed by the State upon written notice from CCPOA. CCPOA agrees to notice all affected employees any time there is a change in membership dues or fair share fees.
- D. CCPOA agrees to indemnify, defend and hold the State harmless against any claims made of any na-

ture and against any suit instituted against the State arising from its checkoff for CCPOA deductions.

- E. Pursuant to Government Code Section 3515.7(c), any employee who is a member of a religious body whose traditional tenet or teachings include objections to joining or financially supporting employee organizations shall not be required to financially support CCPOA. That employee, in lieu of a membership fee or fair share fee deduction, shall instruct the State employer, via a means prescribed by the State Controller, to deduct and pay sums equal to the fair share fee to a non-religious, non-labor organization, charitable fund approved by the State Board of Control for receipt of charitable contributions by payroll deductions.
- F. If an employee who holds conscientious objections pursuant to this item requests individual representation in a grievance, arbitration, or administrative hearing from CCPOA, CCPOA may charge the employee for the reasonable costs of such representation.
- G. An employee who pays a fair share fee shall be entitled to fair and impartial representation by CCPOA. A breach of this duty shall be deemed to have occurred if CCPOA's conduct in representation is arbitrary, discriminatory or in bad faith.
- H. CCPOA agrees to keep an adequate record of its financial transactions and shall make available annually, to the Public Employment Relations Board (PERB) and to employees in Unit 6 within ninety (90) days after the end of its fiscal year, a detailed written financial report in the form of a balance sheet and an operating statement, certified as to accuracy by the president and treasurer or comparable officers of CCPOA. In the event of failure to comply with this section, the State employer or any employee in Unit 6 may petition the PERB for an order compelling compliance.
- I. CCPOA agrees to annually notify any state employee who pays a fair share fee of his or her right to demand and receive from CCPOA a return of any part of that fee paid by him or her which repre-

sents the employee's traditional pro rata share of expenditures by CCPOA that is either in aid of activities or causes of a partisan, political, or ideological nature only incidentally related to the employee's terms and conditions of employment, or applied toward the cost of any other benefits available only to members of CCPOA.

- J. A fair share form of organizational security enacted pursuant to this article may be rescinded by a majority of those votes cast, rather than a majority of members of the unit, provided that: (a) a request for such a vote is supported by a petition containing the signatures of at least thirty percent (30%) of the permanent full-time employees in the unit; (b) the vote is by secret ballot; and, (c) the vote may be taken at any time during the term of this MOU. If the PERB determines that the appropriate number of signatures has been collected, it shall conduct the vote in a manner which it shall prescribe.
- K. No provision of this article shall be subject to the grievance and arbitration procedure contained in this MOU.
- L. Should a majority of employees in Unit 6 rescind the fair share form of organizational security of this MOU, all employees who are, or voluntarily become, members of CCPOA shall remain members of CCPOA, except that a maintenance of membership provision shall not apply to any employee who within thirty (30) days prior to the expiration of the MOU withdraws from CCPOA by sending a signed withdrawal letter to CCPOA with a copy to the State Controller.

ARTICLE IV STATE'S RIGHTS

4.01 Management Rights

- A. Except as expressly abridged by any provision of this Agreement, the State and the Departments reserve and retain all of their normal and inherent rights with respect to management of their affairs in all respects in accordance with their responsibilities, whether exercised or not, including, but not

limited to, the rights to determine and, from time to time, to redetermine the number, location, and type of work forces, facilities, operations, and the methods, processes and equipment to be employed; the scope of services to be performed, the method of service, assignment of duties, and the schedule of work time and work hours, including overtime; to contract and sub-contract existing and future work; to discontinue conduct of their mission or operations in whole or in part; to determine whether and to what extent the work required in their operations shall be performed by employees covered by this Agreement; to transfer work from or to, either in whole or in part, any of the work forces or facilities and locations; to determine the number, types and classification of positions or employees assigned to program or project unit; to establish and change work schedules, assignments and facilities locations; to hire, transfer, promote and demote employees; to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons; to suspend, discharge or discipline employees; to alter, discontinue or vary past practices and otherwise to take such measures as the employer may determine to be necessary for the orderly, efficient and economical operation of the Departments of Youth Authority and Corrections.

- B. The State has the sole authority to determine the purpose, mission and title of the Departments and the amount and allocations of the budget.

4.02 Employee Services

Employee services will continue unless eliminated or modified by management because of economic, program(s) or business-related reasons.

4.03 State-Owned Housing

The State employer shall provide CCPOA with reasonable notice if state-owned housing rates or utility rates are to be increased and shall Meet and Confer with CCPOA over such increases.

During the life of this MOU, the CDC and CCPOA shall form a joint labor/management committee to make rec-

ommendations to Department of General Services concerning increasing state-owned housing.

ARTICLE V GENERAL PROVISIONS

5.01 No-Strike

- A. During the term of this Agreement, neither CCPOA nor its agents or any Bargaining Unit 6 employee, for any reason, will authorize, institute, aid, condone or engage in a work slowdown, work stoppage, strike or any other interference with the work and statutory functions or obligations of the State.
- B. CCPOA agrees to notify all of its officers, stewards and staff of their obligation and responsibility for maintaining compliance with this section, including the responsibility to remain at work during an interruption which may be caused or initiated by others, and to encourage employees violating this section to return to work.
- C. The State may discharge, suspend, demote or otherwise discipline any employee who violates this section. Nothing contained herein shall preclude the State from obtaining judicial restraint and damages in the event of a violation of this section.

5.02 Savings Clause

Should any provision of this Agreement be found unlawful by a court of competent jurisdiction or invalidated by subsequently enacted legislation, the remainder of the Agreement shall continue in force. Upon occurrence of such an event, the parties shall Meet and Confer as soon as practical to renegotiate the invalidated provision(s).

5.03 Protected Activity

- A. The State and the Union shall not impose or threaten to impose reprisals on employees, to discriminate or threaten to discriminate against employees, or otherwise to interfere with, restrain or coerce employees because of their exercise of rights guaranteed by the Ralph C. Dills Act.

- B. The State shall not impose or threaten to impose reprisals on the Union, to discriminate against the Union, or otherwise to interfere with, restrain, or coerce the Union because of the exercise of rights guaranteed to it by the Ralph C. Dills Act.
- C. The requested remedy for alleged violations of this section shall be through the grievance and arbitration procedure contained in this MOU. Grievances alleging violations solely of this section may be filed directly at the second level of review no more than ninety (90) days from the occurrence giving rise to the grievance, or ninety (90) days from when the Union reasonably should have known about the alleged violation.

Grievances regarding this section may be appealed to arbitration following the third (departmental) level of review.

- D. Should the grievance eventuate in arbitration, the Arbitrator's decision and award shall be final and binding on all the parties. The Arbitrator shall have full authority to grant any appropriate remedy, including, but not limited to, a remedy or award which a PERB Administrative Law Judge could grant.

5.04 Copies of the Memorandum of Understanding

- A. CCPOA will print, at CCPOA expense, sufficient copies of this Memorandum of Understanding to supply a copy to each employee. CCPOA will bulk mail sufficient copies to each institution, facility, camp and parole office at CCPOA expense.
- B. Three (3) CCPOA Job Stewards at an institution with two hundred (200) or more Bargaining Unit 6 employees shall be given two (2) hours of "Official Business Time" on five (5) locally-negotiated days in order to distribute copies of this Memorandum of Understanding. Three (3) CCPOA Job Stewards at an institution with less than two hundred (200) Bargaining Unit 6 employees shall be given two (2) hours of "Official Business Time" on three (3) locally-negotiated days in order to distribute copies of this Memorandum of Understanding. One (1) CCPOA Job Steward or designee at each camp

shall be given one (1) hour of "Official Business Time" on four (4) locally-negotiated days in order to distribute copies of this Memorandum of Understanding. One (1) CCPOA Job Steward per parole region shall be given sixteen (16) hours of "Official Business Time" to travel throughout his/her region to distribute copies of the Memorandum of Understanding and answer questions regarding the contract.

- C. The State employer may purchase copies of this Memorandum of Understanding from CCPOA at CCPOA's cost.

5.05 Quarterly Labor-Management Meetings
CDC, CCPOA, and DPA agree to conduct quarterly labor/management meetings in order to discuss on-going labor relations issues and in order to maintain on-going communications and dialogue regarding but not limited to: contract administration, grievances and items of mutual interest to both parties or of concern to each party in general. Five (5) representatives from each side (five (5) union and five (5) management) shall participate in these meetings and shall include one (1) person each from the management and union's bargaining teams. Quarterly meetings shall be initiated during the month of March 2002 and will be conducted for duration of the MOU.

ARTICLE VI GRIEVANCE AND ARBITRATION PROCEDURE

6.01 Purpose

- A. This grievance procedure shall be used to process and resolve formal written grievances arising under this MOU and other employment-related formal written grievances.
- B. The purposes of this procedure are:
 - 1. To resolve formal written grievances informally at the lowest possible level.
 - 2. To provide an orderly procedure for reviewing and resolving formal written grievances promptly.

6.02 Definitions

- A. A "contract grievance" is a dispute between CCPOA and the State, or a dispute of one (1) or more employees against the State, involving the interpretation, application or enforcement of the provisions of this MOU.
- B. A "policy grievance" (a non-arbitrable grievance) is a dispute between one (1) or more employees against the State, or a dispute between CCPOA and the State involving subjects not covered by this agreement and not under the jurisdiction of the State Personnel Board. A policy grievance may be processed only to the Director's level of this grievance procedure unless otherwise capped at a lower level in this agreement (e.g., LOIs/WIDs), and is not arbitrable.
- C. A "health and safety" grievance will include, but not be limited to, such matters as:
 - 1. Unsafe structural conditions;
 - 2. Defective or unsafe mechanical equipment;
 - 3. Defective or unsafe electrical;
 - 4. Health and environmental hazards including, but not limited to, contained bio-hazard fluids;
 - 5. Vector Control; and
 - 6. Violation of acknowledged custodial rules or procedures which would constitute a danger of safety to the employee, worksite or the public.

Health and safety grievances shall be filed directly at Step 2, the Appointing Authority's level.

- D. The following are merit system appeals under the jurisdiction of SPB, and are not grievable or arbitrable under this MOU. Complainants or appellants are placed on notice that these following items should be appealed directly to SPB unless an initial departmental appeals process has been spelled out in the Youth Authority Administrative Manual (YAM) or the CDC Departmental Operations Manual (DOM):

1. Exam appeals;
 2. Adverse Action appeals (Government Code Section 19570, et seq.);
 3. Merit complaints;
 4. Whistle-blower complaints;
 5. Equal Employment Opportunity complaints (see the YAM or DOM);
 6. Appointment appeals;
 7. Withholds from certification (background investigations).
- E. As used in this procedure, the term "immediate supervisor" means the individual, identified by the Appointing Authority, who assigns, reviews and directs the work of an employee.
- F. As used in this procedure, the term "party" means CCPOA, an employee or the State.
- G. A "CCPOA representative" refers to an employee designated as a CCPOA steward or a paid staff representative.
- H. Grievances shall be filed on a mutually negotiated grievance form provided by the State, and made readily accessible at each and every institution, facility, camp and parole office.

6.03 Time Limits

- A. Each party involved in a formal written grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure. However, with the mutual consent of the parties, the time limitation for any step may be extended.
- B. If there has been no mutually agreed-upon time extension, failure to respond to the grievance within the specified time frames shall allow the grievant to file a grievance at the next level. If this occurs, the higher level must respond to the grievance and may not return it to a lower level.
- C. Where mass grievances are filed or arguably frivolous/redundant grievance activity is occurring, the State or CCPOA may temporarily freeze all grievance time frames and processing for those griev-

ances alleged to be in this category. If the State is to invoke this section, the State shall contact CCPOA headquarters, prior to the freezing of the grievances, to arrange a meeting between the local CCPOA Chapter, CCPOA headquarters staff, institutional management staff, and departmental Labor Relations staff, to meet locally on these issues and/or problems associated with the frozen grievances. This shall occur prior to the grievances being unfrozen and the time frames reinstated. Once this meeting has occurred, the State has fourteen (14) calendar days to respond to the grievances. This also applies to the mini-arb.

6.04 Waiver of Steps

- A. The parties may mutually agree to waive the grievance procedure to the appropriate step for resolution.
- B. Where the lower level is able to resolve the issue or issues grieved, the grievance can be redirected from the higher level to the lower level without the higher level answering the merits of the grievance, but the lower level shall answer within the time frames allowed for the higher level, upon receipt of an expedited transmittal. If the grievant is dissatisfied with the lower level response, the grievance can then be advanced to the next level above the higher level which should have responded to the grievance, with a copy to the initial higher level.

6.05 Presentation

At any step of the grievance procedure, CCPOA may request that the State representative hold a grievance conference. If the State representative agrees to hold a grievance conference and a grievance conference is scheduled, the grievant and the CCPOA representative may attend without loss of compensation.

6.06 Employee Rights

Each employee retains all rights conferred by Section 3512, et seq., of the Ralph C. Dills Act.

6.07 Informal Discussion — Step 1

- A. An employee grievance initially shall be discussed with the employee's involved supervisor within

twenty-one (21) calendar days of the alleged violation or after knowledge of same reasonably should have been acquired. The involved supervisor shall render an immediate response, if possible, or within seven (7) calendar days if he/she requires further research.

- B. If it is clear that the supervisor does not have the authority to grant the grievance, he/she must so state this fact to the grievant immediately on the appropriate worksheet. (See Appendix Item #1)
- C. The involved supervisor's resolution of the grievance at Step 1 shall be non-precedential.

6.08 Formal Appeal — Step 2

- A. If a grievance is not resolved at Step 1 to the satisfaction of the grievant, a formal grievance may be filed no later than within seven (7) calendar days of the decision at Step 1.
- B. However, if a CCPOA grievance is not initiated at Step 1, the grievance must be filed within twenty-one (21) calendar days after the event or circumstances occasioning the grievance, or within twenty-one (21) calendar days of the alleged violation or after knowledge of same reasonably should have been acquired.
- C. A formal grievance shall be initiated in writing on the mutually negotiated grievance form provided by the State, and shall be filed with the Appointing Authority or designee. Upon filing of the written grievance, the institution or parole region shall assign the grievance a number in accordance with Appendix Item #2.
- D. If the grievance is not in the scope of authority of the Appointing Authority or designee to grant, the grievant's CCPOA Job Steward may file the grievance directly at Step 3 of the grievance process, unless the grievance alleges a violation of an MOU section which may be appealed to mini-arb pursuant to Section 6.13. These grievances may not be filed directly at the third level under any circumstances.

- E. Prior to formally responding to the grievance, there shall be a grievance conference between the grievant (if not CCPOA), CCPOA and the Appointing Authority or designee, subject to the provisions of Sections 6.03 and 6.04.
- F. Within twenty-one (21) calendar days after receipt of the formal written grievance, the Appointing Authority or designee shall respond in writing to the grievance as the first level of response. Decisions at this level are considered nonprecedential.
- G. Regardless of who files the grievance, a copy of the grievance and the response shall be mailed by the Appointing Authority or designee to the appropriate office of CCPOA and a copy hand delivered or mailed to the work address of the local CCPOA representative. The postmark date shall determine the date of the response.
- H. This shall be the final level of review for any grievance involving the contents of a LOI or WID, the contents of a performance appraisal, an alleged POBR violation, and all Health and Safety grievances.

6.09 Formal Appeal — Step 3

- A. If the grievant is not satisfied with the decision rendered pursuant to Step 2, the decision may be further appealed as follows:
 - 1. If the grievance alleges a violation of a section of the MOU listed under Section 6.13, the grievance may be appealed to mini-arb under the rules and procedures specified in Section 6.13. This mini-arb shall be the only and final level of review for all such grievances.
 - 2. If the grievance alleges a violation of any other section of the MOU which may be appealed beyond the second level, the grievance may be appealed to CDC/CYA/DMH Department Director or Designee as follows:
 - a. Within twenty-one (21) calendar days of the receipt of the second level response, the grievant or CCPOA may appeal the

decision to the Director of the Department or designee.

- b. Within twenty-one (21) calendar days after receipt of the appealed grievance, the person designated as third level of appeal shall respond in writing to the grievance, subject to the provisions of Sections 6.03 and 6.04.
- c. This shall be the final level of review for all "policy" grievances in that they do not involve the interpretation, application or enforcement of the provisions of this MOU.
- d. Regardless of who files the grievance, a copy of the grievance and said response shall be mailed by the Appointing Authority or designee to the appropriate office of CCPOA.
- e. If the grievance alleges a violation of the following MOU Sections: 2.03, 2.04, 2.08, 2.09, 5.03, 7.04, 7.05, 7.06, 7.07, 9.03, 9.06, 9.09, 10.02 (except D.), 10.08, 10.09, 10.18, 11.02, 11.03, 11.06, 12.04 (except G.), 12.06, 14.05, 16.02, 16.04, 16.07, 17.03, 17.06, 17.09, 17.10, 17.11 (except F.), 17.13, 17.14, 18.01, 18.02, 18.03, 19.01, 19.02, 19.03, 19.07, 20.01, 20.02, 21.01, 21.02, 21.03, 21.04, 21.05, 22.01, 22.02, 22.03, 23.02, 24.01, 24.03, 24.04 (except C), 24.05, 24.08, 24.09, 24.10, 25.01, 25.02, the grievance may be appealed directly to arbitration after the third level response. The appeal to arbitration shall be made by sending a request for arbitration to the Director of the DPA, or designee, within twenty-one (21) calendar days of the third level response. The arbitration shall be conducted in accordance with Section 6.11 of this article.

6.10 Formal Appeal — Step 4

- A. If the grievant is not satisfied with the decision rendered at Step 3, the grievant may appeal the decision within twenty-one (21) calendar days after receipt of the decision as follows:
1. If the grievance alleges a violation of any the following sections of the MOU: 1.01, 2.01, 2.02, 2.05, 2.06, 2.07, 2.10, 2.11, 2.12, 2.13, 3.01, 4.01, 4.02, 4.03, 5.01, 5.02, 5.05, all sections in Article VI, 7.02, 8.01, 8.02, 8.05, 8.06, 9.04, 9.08, 9.10, 9.12, 9.14, 9.15, 9.16, 10.06, 10.10, 10.11, 10.12, 10.13, 10.14, 10.17, 11.08, 11.11, 11.12, 12.01, 12.02, 12.03, 13.01, 13.02, 13.03, 13.11, 14.01, 14.03, 14.04, all sections in Article XV (except 15.01 [2nd paragraph], 15.03, 15.04 and 15.12(l)), 16.03, 17.02, 17.12, (18.04 See Appendix #15), 21.06, 26.01 (except K.), 27.01, 27.02, 27.03, the grievance must be appealed to the Director of the DPA, or designee within twenty-one (21) calendar days after receipt of the decision at the third level. Within twenty-one (21) calendar days after receipt of the appealed grievance, the Director of DPA or designee shall respond in writing to the grievance, subject to the provisions of Sections 6.03 and 6.04.
- B. DPA and CCPOA representatives agree to hold quarterly grievance settlement meetings to facilitate the resolution of specific grievances received at the fourth level.
- C. In the event the Department of Personnel Administration renders a grievance response at the fourth level that provides in whole, or in part, a remedy for the contract violation alleged in the grievance, and that remedy is not enforced or implemented in accordance with instructions or directives set forth in the grievance response, the union may compel the enforcement or implementation of the remedy by filing a petition for writ of mandate pursuant to Code of Civil Procedure Section 1085 in a court of competent jurisdiction. The union will be deemed to have exhausted all administrative remedies nec-

essary to the pursuit of a writ of mandate upon providing notice to the Department of Personnel Administration of specific nature of the unenforced or unimplemented fourth level grievance remedy, and upon a showing that the remedy remains unenforced or unimplemented for a period of fifteen (15) days following the date of such notice. A court of competent jurisdiction may issue a writ or order compelling the enforcement or implementation of the remedy prescribed in the fourth level grievance response, and may also award costs and attorneys fees upon a showing that there was no reasonable business justification for the delay or failure to implement or enforce the grievance remedy.

6.11 Arbitration

- A. Only grievances which involve the interpretation, application or enforcement of the provisions of this MOU may be appealed to binding arbitration.
- B. Pursuant to subparagraph A. above, if CCPOA is not satisfied with the decision rendered in Step 3 or in Step 4, only CCPOA may appeal the decision to binding arbitration. Such appeal shall be made by written demand within twenty-one (21) days to the Director of DPA or designee. Only grievances which exclusively allege violations of those MOU sections listed in subsection 6.10 A.1. can be appealed to arbitration directly after the third level of response.

CCPOA shall have one hundred eighty (180) calendar days after appealing the grievance to request in writing DPA to strike for arbitrators. If the request to strike arbitrators is not made within one hundred eighty (180) calendar days, the grievance shall be considered withdrawn and CCPOA may not proceed to arbitration.

- C. Either party (the State employer or CCPOA) may waive the time limits specified herein and proceed to Step 4 in any case where either party alleges the other is proposing to take an action in violation of the provisions of this MOU, which would result in irreparable injury, in so short a period of time as to disallow the other party from proceeding within

the time limits. Within seven (7) calendar days, the Director of DPA or designee shall respond. If there is no satisfactory resolution at Step 3 or 4, either party may appeal the grievance to arbitration by making written demand within fourteen (14) calendar days to the Director of DPA or designee. Only grievances pursuant to subparagraph A., above may be so appealed. The arbitrator shall have the power to: (1) order the party initiating the grievance to abide by the time limits provided in this article; or, (2) issue an order to the party proposing the action to temporarily defer the action. In the latter case, the arbitrator shall have the power to frame a decision provided it does not add to, delete, or alter any provisions of this MOU, or any agreements supplementary thereto, but shall limit the decision to the application and interpretation of its provisions.

- D. The parties agree that they intend this arbitration clause to extend beyond the expiration of the MOU and continue until the implementation of a successor MOU or the implementation of the State's last, best and final offer after impasse. The State recognizes its obligation to maintain the terms of this MOU after expiration and before agreement on a new MOU or implementation of the State's last, best and final offer after impasse. Grievances filed during this period will retain the same level of arbitrability as during the life of this MOU.

6.12 Selection and Authority of Arbitrator

- A. An impartial arbitrator shall be selected from a mutually agreed-upon standing panel of no less than twenty (20) arbitrators pre-selected by DPA and CCPOA. Selection for a particular arbitration shall be made by alternately striking names from the list until one (1) name remains. Such remaining person shall be designated as the arbitrator. The first party to strike a name from the list shall be picked by lot. The parties agree to meet following ratification of this MOU to develop an alternative rotational system for selecting arbitrators which may be implemented by mutual agreement. Within ninety (90) days of ratification of this MOU, the

parties shall meet and increase the panel of arbitrators to twenty (20).

- B. If at any time there are less than ten (10) mutually agreed upon arbitrators empaneled, then either party may unilaterally seek a list of five (5) arbitrators from the American Arbitration Association or the California Mediation and Conciliation Service. Selection for that given arbitration shall be made by alternately striking names from the list of five (5) until one (1) name remains. Such person shall be designated as the arbitrator. The first party to strike names from the list shall be determined by lot.
- C. The State and CCPOA will use expedited arbitration unless agreed otherwise. Expedited arbitration is defined as:
 - 1. A requirement that the arbitrator selected render a written decision within sixty (60) calendar days of the conclusion of the hearing.
 - 2. No post hearing briefs unless mutually agreed by the parties.
- D. The decision of the arbitrator shall be final and binding.
- E. The arbitrator shall have no authority to add to, delete, or alter any provisions of this MOU, or any agreements supplementary thereto, but shall limit the decision only to the application and interpretation of the provisions.

6.13 Mini-Arb

- A. Grievances exclusively alleging a violation of Sections: 5.04, 7.01, 7.03, 8.04, 9.01, 9.02, 9.05, 9.07 B., 9.07 D., 10.01 G., 10.02 D., 10.07, 10.16, 11.01, 11.04, 11.05, 11.07, 11.10, 11.13, 12.05, 14.02, 14.06, 14.07, 15.03, 15.12 I., 16.01, 16.05, 17.01, 17.04, 17.05, 17.07, 17.08, 17.11 F., 19.04, 19.05, 19.06, 23.01, 24.02, 24.04 C, 24.06, 24.07, 26.02, of this MOU, and where the grievance has not been resolved at the first or second levels of review.

CCPOA may appeal the grievance to mini-arb which shall operate under the following rules:

1. The mini-arb shall be held at the local worksite or other mutually agreed upon location.
2. The arbitrator shall be selected from the list of arbitrators agreed upon by the parties.
3. The arbitrator shall review and decide multiple grievances at a time. The mini-arbs will be held at least quarterly, as necessary, or when no less than eight (8) grievances under this section are pending review.
4. Only the grievant, and his/her local CCPOA Job Steward and no more than two (2) local management representatives may appear before the arbitrator to make an oral presentation. The arbitrator shall make his or her decision solely on the written record in the grievance, the grievance response(s), and any oral presentation made at the arbitration proceeding. The presentations shall be time-limited, consistent with the intent of this provision to hold multiple grievance reviews in a single day. Only the arbitrator may ask the other side questions. Labor Relations Representatives may represent the State on one (1) grievance in a twelve (12) month period. CCPOA Field Representatives may represent one (1) grievance in a twelve (12) month period. CCPOA Rank and File Vice-Presidents and the CCPOA Executive Vice-President may represent the grievant on an occasional basis related to specific need. If the use of CCPOA Rank and File Vice-Presidents or the CCPOA Executive Vice-President becomes excessive, this issue will be addressed by the Mini-Arbitration Committee.
5. The CCPOA Job Steward and the grievant(s) will attend the arbitration proceeding without loss of compensation. Upon giving reasonable advance notice, but no less than fourteen (14) days, the State shall accommodate a shift change request from a grievant and/or a representative who is scheduled to work first or third watch on the day of the mini-arb.

6. The arbitrator will issue a bench decision on each grievance. The decision of the arbitrator is final and binding, but shall have no precedential value whatsoever.
7. The arbitrator shall have no authority to add to, delete, or alter any provisions of this MOU, or any agreements supplementary thereto, but shall limit the decision to the application of the MOU to the facts and circumstances at hand.
8. The cost of the mini-arb shall be borne by the loser of each case. Should there be a dispute as to who "lost" the case, the arbitrator shall have the authority to apportion the costs.
9. The State and CCPOA agree that no attorneys shall be used in this mini-arb process. This includes anyone who has graduated from law school, except the grievant.
10. The parties are limited at the mini-arb to presenting only the facts, documents, and arguments presented during the lower levels of the grievance process. Supporting documents may be added after the second level response if said documents are obtained as a result of a written information request submitted prior to the second level response. At the conclusion of the second level grievance conference, for any grievance which has the potential of going to mini-arb, the grievance package, including any supporting documentation, will be lettered, i.e., the first page is lettered "A", the second "B", etc. The parties will initial the last page.
11. If during the second level grievance conference either party requests an extension of the second level response time limits to investigate the grievance, the parties will recess the grievance conference. If the grievance conference is recessed, the parties will sign a written waiver form recessing the grievance conference and establishing a date to continue the grievance conference. Time exten-

sions are limited to one (1) and may not exceed fourteen (14) calendar days.

If the State refuses to recess the grievance conference, then CCPOA shall have fourteen (14) calendar days to issue a rebuttal to the second level grievance response. This rebuttal shall become part of the grievance package forwarded to the mini-arb. If CCPOA refuses to recess the grievance conference, then CCPOA shall not be allowed to rebut the second level grievance response.

12. If the grievance alleges violations of contract sections that are subject to the mini-arb process and contract sections that are not subject to the mini-arb process, the grievant must choose between either: (1) dropping all of the contract sections subject to the mini-arb process and pursuing through the normal grievance process the contract sections not subject to the mini-arb process, or (2) dropping all of the contract sections not subject to the mini-arb process and pursuing the grievance through the mini-arb process. The grievant must make this choice after the second level response.
 13. When the decision is made by CCPOA to take the grievance to mini-arb, the parties at the local level will meet and number the pages of the grievance package, 1 of however many pages, 2 of however many pages, etc. The parties will initial the last page.
 14. If the second level grievance response contains or relies in part on information that was never discussed or raised in the second level grievance conference, CCPOA shall have fourteen (14) calendar days in which to add a rebuttal to the grievance package.
- B. By mutual agreement between DPA and CCPOA, grievances involving interpretations of other sections of the MOU not listed above may be referred to this process.

- C. The Mini-Arbitration Committee established January 2, 1998, will continue to meet on an as-needed basis.
- D. The mini-arb shall be requested by CCPOA sending a letter and the grievance package to the CDC, Labor Relations Office within sixty (60) calendar days of the second level response. The Mini-Arbitration Committee may change the language of this paragraph D., if necessary.

6.14 Arbitration Costs (Except Mini-Arb)

The cost of regular arbitration shall be shared equally between the parties.

6.15 CDC Decision/Settlement Implementation

- A. Whenever DPA receives an arbitration decision, or issues a decision or enters into a settlement agreement of a 4th level grievance which provides a remedy in part or whole, and will require an action(s) by CDC, DPA shall provide CDC with the decision. This decision will include a summary that clearly articulates the necessary remedies to be implemented by CDC for full compliance with the decision.
- B. This summary will include whether the decision/settlement represents a department wide remedy, or a local issue remedy only. The information will be provided directly to the CDC Chief, Labor Relations Branch (LRB), who will be responsible to notify the respective Chief Deputy Director(s), the Director, and all affected parties to the decision rendered. DPA decisions relevant to remedy of a 4th Level grievance shall carry the full force and weight of Binding Arbitration. CCPOA, at their discretion, may present such decision/settlement to a competent court of law for confirmation.
- C. Upon receipt of an arbitration or 4th Level grievance decision/settlement which provides a remedy in part or whole, the LRB Chief or designee, acting for the Director, will be responsible to prepare a notification of action necessary to implement the arbitration or grievance remedy. This

notice will be recorded at the LRB and sent to the appointing authority of the area(s) affected by the decision. The appointing authority(s) will be required to provide the LRB with confirmation of receipt of the notice. Confirmation shall be sent within two (2) working days of receipt of notice.

- D. The affected appointing authority shall be responsible to implement the necessary actions as detailed by the LRB on behalf of the Director. The appointing authority shall be responsible to provide the Director, via the LRB, confirmation that all required actions have been implemented to satisfy the arbitration or decision/settlement. This notification shall be transmitted to the LRB no later than ten (10) working days from receipt of the initial notification. If, based upon complexity of the issues, completion of all necessary actions are not attainable in this time frame the appointing authority shall be required to submit a notice to the LRB, detailing what action have completed and a time table to achieve full compliance with the decision.

ARTICLE VII HEALTH AND SAFETY

7.01 Health and Safety Committee

- A. The State shall attempt to provide a reasonably safe and healthy work environment for State employees. CCPOA acknowledges the need to work with management towards this effort, as do all State employees.
- B. Recognizing this responsibility the parties agree to establish a Health and Safety Committee at each institution and where appropriate, each parole region and camp.
- C. Each Health and Safety Committee may consist of one (1) member from each bargaining unit represented at each institution, or when appropriate, parole region or camp. If a safety committee already exists, CCPOA shall have one (1) representative on that committee.
- D. Any employee designated by CCPOA as representative to the Health and Safety Committee shall

suffer no loss of regular pay as a result of attendance at such meetings; however, no overtime compensation will be paid. Normally, meetings will be scheduled Monday through Friday, between the hours of 8 a.m. to 5 p.m.

- E. Meetings of the Health and Safety Committee shall be held a minimum of once each quarter, with a goal of meeting once each month, upon receipt of written agenda items from any committee member. Agenda items shall be delivered or mailed, at least five (5) days prior to the meeting day, to the Warden/Superintendent/CDC Regional Administrator, or his/her designee.
- F. The Warden/Superintendent/CDC Regional Administrator, or his/her designee shall serve as chairperson of the Health and Safety Committee, and be responsible for scheduling meeting dates, times, and locations.
- G. The Health and Safety Committee shall meet, identify and discuss safety issues, make recommendations, promote safety and encourage all employees to be more safety conscious. Security is an appropriate topic of discussion if it impacts on employee safety.
- H. It is understood that references to safety and health conditions of work are not intended to include those hazards and risks which are an ordinary characteristic of the work or are reasonably associated with the performance of an employee's responsibilities and duties. It is not the intent of this section to prevent full discussion of proposed remedies to any safety hazard or risk which is an ordinary characteristic of the work or is ordinarily associated with the performance of an employee's responsibilities and duties. This shall include the opportunity of either party to discuss those Health and Safety grievances which cite concerns other than a clear and present danger.
- I. If minutes of the Safety Committee meeting are taken, a copy shall be provided to the CCPOA representative on the Committee.

- J. The Health and Safety Committee shall, at its regularly scheduled meetings, review and make recommendations for the responses to safety grievances referred to it. Recommendations to the second level reviewers of the Health and Safety grievance procedure shall be within a reasonable period of time, but not to exceed thirty (30) days from the initial review of the Committee.
- K. The State shall familiarize all members of the Health and Safety Committee with SB-198.

7.02 Emergency Care

- A. Whenever an employee receives an on-the-job injury, or becomes seriously ill and requires immediate attention, the employer shall make his/her best efforts to immediately obtain or provide appropriate first-aid or medical care. If immediate hospitalization is required, the State shall take the employee to the nearest hospital facility which is able to render the appropriate treatment and care in the most expeditious means available.
- B. The gathering of evidence shall not take precedence over the provision of prompt medical treatment for the employee.
- C. At each facility there will be a staff person on duty at all times who is authorized to call for an ambulance where necessary for emergency medical reasons.
- D. Where procedures are not currently so established, each State facility shall establish procedures for the prompt evacuation and/or transportation of injured employees. The State agrees to work with CCPOA through local Health and Safety Committees in the development or review of contingency plans or procedures for providing emergency care, particularly in those locales where ambulance service is not readily available for the institution.
- E. Each institution, facility or camp shall maintain at least one (1) vehicle in good operating condition for the purpose of transporting injured employees if necessary.

- F. If circumstances permit, the employee's personal choice of physician or medical facility will be utilized. Employees may submit, in writing, their choice of personal physician to be utilized in the event of an injury on the job.
- G. The Chief Job Steward, or designee, shall be notified when an employee suffers a job related injury or illness (precipitated by a inmate/ward such as an assault, infectious disease) that requires the employee to be examined by departmental medical staff, or necessitates the employee to leave the institution for treatment. This would also include injury or illness from biohazard exposure, malfunction of and/or structural deficiencies.

7.03 Report of Injury

- A. At all times, supervisors of all employees must complete the appropriate "Report of Injury" form within twenty-four (24) hours of being notified that a work-related accident has resulted in physical injury to any employee. The supervisor shall provide the employee with a copy of the completed Report of Injury form.
- B. Any injury suffered by an employee not witnessed by his/her supervisor, shall be reported in writing by the employee to his/her supervisor as soon as conditions permit.
- C. It is the intent of this provision to ensure that staff injuries are reported on a timely basis.

7.04 Referral of Staff Assaults

- A. With the consent of the employee, the Department shall take pictures, as soon as is reasonably possible, of all visible staff injuries which are the result of a ward/inmate assault and/or battery. The photographs will be included as part of the incident file. The incident file will be maintained by the institution S&I, ISU, DDMS investigative unit.
- B. The departments shall report each staff assault to the local CCPOA Chief Job Steward.
- C. The departments shall refer all cases involving a ward/inmate assault and/or battery, as defined by

existing laws, on a Bargaining Unit 6 employee to the appropriate prosecuting authority.

- D. Each appointing Authority shall have a joint labor/management committee that shall review all staff assaults. A primary purpose of said committee shall be to review the circumstances surrounding each staff assault and determine whether steps can be taken to reduce the number of assaults. The committee shall be distinct from any "use of force" committees. The committee shall meet on a regular basis to ensure that all assaults are reviewed within thirty (30) days of occurrence.

7.05 Safety Equipment (Institutions and Camps)

- A. The State is committed to providing Peace Officer protective and safety equipment for the personal protection of its employees, taking into consideration the various work environments and the inherent risks of various job assignments.
- B. The State shall determine the protective equipment and/or clothing to be issued, by employee class and job assignment. Protective equipment may include such items as: department-issued badges, handguns, holsters, handcuffs, handcuff cases, handcuff keys, batons, chemical agents, riot helmets, gas masks, personal alarm devices and CPR masks. For camps, it may include nomex and helmets.
- C. CYA shall issue a personal alarm device to each CYA Correctional Peace Officer assigned to institutions. CYA shall issue chemical agents and handcuffs and handcuff keys to each member of the security staff as defined by management. Additionally, the CYA shall issue chemical agents and handcuffs to all Youth Correctional Counselors.
- D. The departments shall issue handcuffs and handcuff keys to those on-duty Peace Officers in designated positions requiring regular and frequent inmate contact and control responsibilities. As an alternative, the handcuffs shall at least be available in close proximity.

- E. All ammunition issued to employees shall be in appropriate ammunition pouches for purposes of access and safety.
- F. The CDC shall continue providing personal alarm device systems for various employees.
- G. Side-Handle Batons:
 - 1. CDC
 - a. Each CDC CO shall receive two (2) hours annual training in the use and certification of a side-handle baton, as well as two (2) hours annual proficiency training, except for those assigned to camps, community correctional facilities, and parole regions.
 - b. The description, use, training, reporting requirements and authorization relating to batons shall comply with the provisions specified in the Department Operations Manual, beginning with Section 55050.18.1, and Administrative Bulletin 89/01.
 - c. In all Level II, III and IV male facilities, the side-handle baton is authorized for routine issue to COs assigned to Administrative Segregation Units, Security Housing Units, Special Emergency Response Teams (SERT), Security Squads, Transportation Teams, Search and Escort positions, Escape Pursuit Details, inmate living units (floor), yards, vocational/educational areas, Industries, Culinaries, Condemned Units, the correctional division at Patton State Hospital and any additional position deemed necessary by the Warden. Each Warden shall also designate secure areas for the location of batons for emergency response.
 - d. In female facilities, the side-handle baton is authorized for routine use by COs assigned to Administrative Segregation Units, Security Housing Units, Special

Emergency Response Teams (SERT), Security Squads, Transportation Teams, Escape Pursuit Details, Condemned Units and any additional position deemed necessary by the Warden. Each Warden shall also designate secure areas for the location of batons for emergency response.

2. CYA

- a. CYA shall provide training in the use and certification of a side-handle baton, as well as annual recertification training, for each uniformed Peace Officer assigned to a post designated for a side-handle baton.
- b. CYA shall issue a side-handle baton to all YCOs at the following adult institutions: N.A. Chaderjian, HGSYCF, and Central Security at NCYCC. Additionally, side-handle batons shall be issued to those employees working the following positions:
 - (1) At maximum security living units.
 - (2) To search and escort transportation positions.
 - (3) To members of tactical teams (TACT) when carrying out those duties of the team.
- c. CYA shall provide training in the use and certification of a side-handle baton, as well as annual recertification training, for each YCO who volunteers for said training.

H. CDC shall continue to install its new 800 MHz system in all institutions.

I. Protective Vests

1. Individually fitted protective vests shall be issued to all employees working in any lock-up unit (such as, but not limited to, SHUs, Administrative Segregation Units, Tamarack, Taft, Inyo, ten bed lockdown at Karl Holton, O & R

Companies, Cambria Unit, and N.A. Chaderjian).

2. As additional protective vests become available, they shall be offered to employees working in Level IV facilities first, then Level III, then Level II, then Level I.
 3. Each employee issued a vest shall also be issued two (2) covers. No later than ninety (90) days after ratification of this Agreement, the State agrees to ensure there is adequate clean vest covers for each employee issued a protective vest.
 4. Protective vests need not be issued to COs whose duties do not normally require inmate contact.
 5. If an employee is issued a protective vest, the employee shall be required to wear the vest while on duty. Failure to wear the vest on duty under the prescribed conditions may result in adverse action against the employee.
 6. As the present protective vests are replaced, the State shall replace them with individually fitted protective vests that are lighter and at least as flexible as the present protective vests, and which will meet all the present standards.
- J. When the protective equipment is issued, the Peace Officer shall properly wear and maintain the equipment according to the State's policies and procedures. All Peace Officer protective equipment provided to employees shall remain the property of the State. Items lost or damaged due to negligence of the employee shall be replaced by the employee at the employee's expense. Items which through normal wear and/or damage not due to the negligence of the employee, shall be replaced by the State.
- K. Each Youth Correctional Counselor on post and actively supervising wards shall remain in visual, telephonic or radio contact with one other CO. Both parties agree that program areas covered by fre-

quency modulated or ultrasonic personal alarm devices are exempt from the requirement unless local policy mandates otherwise. Existing policy at local facilities concerning Youth Correctional Counselor security equipment and ward supervision will remain intact.

7.06 Safety Equipment (Escapes and Escorts)

- A. The State shall determine the protective and safety equipment to be issued to employees who are assigned to escape duty or escort/transportation duty. This equipment may include firearms, mechanical restraints, chemical restraints, communication devices, badges, distinguishable clothing, CPR masks, protective vests, and other equipment deemed necessary by the departments.
- B. CYA Transportation Officers and Dog Handlers shall also be issued firearms.
- C. Transportation Officers escorting on out-of-state trips, and not in uniform, may purchase and use a belt badge during such trips.
- D. CDC and CYA vehicles dedicated for transportation of inmates/wards shall contain a radio or cellular telephone capable of communicating with the California Highway Patrol.

7.07 CDC and CYA Infectious Disease Control Plans

The parties agree to continue the Infectious Disease Control labor/management committees in order to update the Infectious Disease Plans for CDC and CYA. The State agrees to meet and confer over the impact of the changes on Unit 6 employees. Any agreements reached will become addendums to the MOU.

ARTICLE VIII TRAINING AND CAREER DEVELOPMENT

8.01 Out-Service Training (For training not mandated by CPOST)

- A. The State employer agrees to reimburse employees for expenses incurred as a result of satisfacto-

rily completing out-service training/education courses required and approved by the Department, but not mandated by CPOST. Such reimbursement shall be limited to:

1. Tuition and/or registration fees;
2. Cost of course-required books;
3. Transportation or mileage expenses;
4. Toll and parking fees; and
5. Lodging and subsistence expenses.

Reimbursement for these expenses shall be in accordance with the Business and Travel Expense provision of this MOU.

- B. If the State agrees with an employee's participation in non-required, career-related out-service training, the State employer shall reimburse the employee for up to fifty percent (50%) of tuition and course-required books, within institution/facility/region budgetary limitations. This reimbursement shall be made only after the employee has satisfactorily completed the training. Travel, per diem and miscellaneous expenses are not reimbursable. Normally, attendance will be on the employee's own time.
- C. An employee who does not satisfactorily complete a training course as in A. or B. above, shall not be eligible for reimbursement for expenses and shall agree to return any advance payment received.
- D. An employee or his/her estate shall receive reimbursement for authorized expenses if the training is terminated prior to completion either:
 1. At the convenience of the State, provided that the employee has satisfactorily participated during the training; or,
 2. Because of death, prolonged illness, disability or other similar eventuality beyond the control of the employee.
- E. The parties agree that training on rape prevention and sexual harassment awareness are appropriate subjects for high priority consideration.

8.02 Release Time for State Civil Service Examinations and Interviews

- A. Upon giving reasonable advance notice, but no less than two (2) days, to his/her supervisor, an employee otherwise qualified shall be permitted to participate in a State Civil Service Examination during the employee's work hours if the examination is scheduled during such a period.
The employee participating in a State Civil Service Examination shall be allowed no more than four (4) hours of official business time for travel. If he/she requires additional travel time, the employee will be allowed to use a reasonable amount of either accrued vacation credits, CTO, PLP credits, or holiday time.
- B. Upon giving reasonable advance notice, but no less than two (2) days the State shall accommodate a shift change request from an employee who is scheduled to work first watch on the day of the examination, or from an employee who is scheduled to work third watch the day before the examination and the examination is scheduled to begin earlier than 10 a.m.
- C. Employment interviews for eligibles on employment lists shall be considered part of the examination process for purposes of this section; and shall also be entitled to the travel time provisions in paragraph A. above.
- D. Upon giving reasonable advance notice, but no less than two (2) days, the State shall allow the employee to burn a reasonable amount of either accrued vacation credits, CTO, PLP credits, or holiday credits to attend interviews for lateral transfers.

8.03 Commission on Correctional Peace Officers Standards and Training (CPOST), a Joint Apprenticeship and Training Committee

A. Purpose and Policy

The parties hereto declare their joint purpose and policy to continue an organized, planned system of apprenticeship, conducted as a joint labor and management departmental undertaking. These

standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprenticeship Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade defined herein.

Effective January 1, 1995, the Legislature passed, and the Governor signed, Senate Bill No. 1902, to establish the Commission on Correctional Peace Officers' Standards and Training (hereafter referred to as "CPOST"). This Act amended Penal Code Sections 13600 and 13601, in order to consolidate the researching, establishment and monitoring of standards for the selection and training of COs, both apprentices and journeypersons. The parties recognize that these legislative amendments effectively renamed the CDC — Department of the Youth Authority Joint Apprenticeship Committee as the CPOST; and gave CPOST the authority to create its own operating rules and regulations.

B. Trades

Correctional Officer	Dot: 372.667 018
Correctional Counselor	045.107 03J
Parole Agent, CDC	195.167 030
Parole Agent, CYA	195.167 03A
Medical Technical Assistant	079.367 010
CYA Casework Specialist	045.107 01A
Youth Correctional Counselor	045.107 010
Youth Correctional Officer	195.164 010
Correctional Firefighter	373.364 010

C. Definition of an Apprentice

An apprentice is a person at least 21 years of age, who is engaged in learning a designated trade of Correctional Peace Officer and who has entered into a written Apprentice Agreement under the provisions of these standards.

D. Apprentice Agreement and CPOST Rules and Regulations

1. Each apprentice shall be furnished a copy of, or be given an opportunity to study the CPOST rules and regulations/standards before indenture. These rules and regulations/standards shall be considered a part of the Apprentice

Agreement as though expressly written therein.

2. Each apprentice shall be furnished a copy of the fully-signed Apprenticeship Agreement.

E. Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on-the-job and in "related and supplemental" instruction and shall comply with the rules, regulations and decisions of the CPOST, the Local Apprenticeship Subcommittee (hereafter "LAS") and the employer.

F. Ratio

1. The Department may employ one (1) apprentice when at least one (1) CO is regularly employed, and one (1) additional apprentice for each three (3) additional COs. All exceptions to this Article must be authorized by the CPOST.
2. The ratio stated above is subject to change by vote of CPOST.

G. Work Training

The Department shall see that all apprentices are under the supervision of a qualified CO or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled CO, proficient in all the work processes of the CO as outlined herein. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the occupation.

H. Controversies

All controversies or differences concerning the apprenticeship program, which cannot be adjusted by the Local Apprenticeship Subcommittee or by the CPOST, or which are not covered by the Memorandum of Understanding, may be submitted to the Administrator (the Chief of the Division of Apprenticeship Standards) for determination. Such controversies or differences must generally be presented to the LAS first. If issues still remain

unresolved, they may be appealed to the state-wide CPOST. The particulars of the CPOST appeal procedures are found in its own Rules and Regulations. Certain unresolved issues may be then submitted to the Administrator (the Chief of the Division of Apprenticeship Standards) for determination. (See the Rules and Regulations of the California Apprenticeship Council.)

- I. The Department agrees that all apprenticeship training forms will be printed on NCR paper, a copy to be given to IST and one to be retained by the employee.
- J. Probationary Period

The probationary period for each (R06), peace officer classification shall be twelve (12) calendar months or 1800 hours actual on-the-job experience in the classification, whichever is longer. This section is conditioned upon approval by the SPB.
- K. Any Unit 6 member who serves as a CPOST commissioner or alternate commissioner shall be released from their normal post to attend the CPOST commission meetings on official business time without loss of compensation.

8.04 Research Projects

By requesting through the Warden/Superintendent/Regional Administrator, and with the approval of the Department Director, an employee may use State facilities for the purpose of conducting research when the employee is pursuing continuing education credits, is involved in a research project, or is involved in other department-approved training. The employee shall provide a project outline indicating the purpose and scope of the project. The employee may request information as to whether or not the Department is conducting research on a specific subject matter. The use of State facilities shall not result in increased costs to the State nor shall the rights of clients, patients, inmates, wards, or students be compromised.

8.05 7K Training Program

All employees shall be provided with a minimum of fifty-two (52) hours of annual training. This training shall be

either individual or group formalized, structured courses of instruction to acquire skills and knowledge for an employee's current or future job performance. The POST/CPOST approved portion of the training shall be as required by POST/CPOST contain measurable learning objectives that can be evaluated in a classroom setting or in structured on-the-job training.

The Departments agree to incorporate available POST/CPOST approved courses within the training program. The departments shall continue to submit lesson plans on a flow basis to CPOST for review and approval. By January 1, 2003, all CDC and CYA lesson plans will have been submitted to CPOST for approval with the exception of certain specific training related to Departmental Policy (e.g., Court Mandated Training, Contract Vendor Training, Community Relations, etc.) By October 1, 2003, all BPT lesson plans will have been submitted to CPOST for approval with the exception of certain specific training related to Departmental Policy (e.g., Court Mandated Training, Contract Vendor Training, Community Relations, etc.)

A. CDC Institutional Based Employees

Employees shall be provided four (4) hours of training every twenty-eight (28) day work period in accordance with the following guidelines:

1. Training classes shall be at least one (1) hour in duration and shall be scheduled in a four (4) hour training session.
2. Training sessions shall be offered on no less than two (2) of the following three (3) days (Tuesdays, Wednesdays, and Thursdays) per week in every twenty-eight (28) day work period for all watches. This may be adjusted for First Watch depending on the size of the work force.
3. Each post or job assignment shall be assigned a primary training day which shall guarantee the employee a seat in the training session. The primary training day shall be assigned to either the first or second week of the twenty-eight (28) day work period. The employee is not mandated to attend this primary training

day and does not need to obtain permission to miss the training session. If an employee does not attend his/her primary day it will be the individual's responsibility to attend another training session within the same twenty-eight (28) day work period.

4. Employees not attending their primary session shall be able to either pre-schedule attendance or walk in on any other training session during the twenty-eight (28) day work period. If the employee pre-schedules to attend a training session it shall guarantee the employee a seat in the class. Except for size restricted classes (such as range, side-handle baton, etc.), walk-in attendance shall only be limited to class size as determined by physical plant resources and State Fire Marshal levels.
5. An employee who fails to attend a four (4) hour training session within a twenty-eight (28) day work period without an approved reason may be subject to a pay dock. An employee who fails to attend one (1) training session in the preceding twelve (12) month period without approval may be required to attend his/her assigned primary training day for a six (6) month period. Employees who meet this criteria can only reschedule this training if they are on approved leave on their primary day or with the permission of the Appointing Authority or designee. Effective the beginning of the first work period following July 1, 2002, this section shall also apply to a two (2) hour training session.
6. Except as precluded in A. 5. above, employees shall not be prevented from working overtime, performing shift swaps, or taking time off from work due to being assigned a training day.
7. Employees may be scheduled for a vacation period which encompasses the entire twenty-eight (28) day work period. If an employee is approved for vacation that extends for the

entire twenty-eight (28) day work period, the employee is expected to attend a training session during that work period. If the employee does not attend the training session, they shall be docked. The employee shall not be entitled to any mileage or call-back reimbursement for attending a training session while on vacation. Vacation will not be approved that encompasses two (2) entire twenty-eight (28) day work periods in any calendar year.

8. This training time shall not be utilized to cover behind vacant positions. Except for bona fide emergencies, this time shall not be utilized to perform any duties associated with a post or job assignment.
9. If management fails to offer a mandatory training class within a twelve (12) month period, an employee shall not receive a negative performance evaluation, be disciplined or denied any salary increase for failing to attend the mandatory training.
10. Employees shall be allowed but not required to attend a training session on their RDOs. If an employee voluntarily attends a training session on a RDO, the employee shall not be entitled to any mileage or call back reimbursement.
11. PIEs shall be assigned fifty-two (52) hours of training annually by management.

B. CYA Institutional Based Employees

Institutional based employees shall be provided four (4) hours of training every twenty-eight (28) day work period. The existing training schedules shall remain the same. Upon verifying with the training officer space availability, the employee can re-schedule to another existing class in the same twenty-eight (28) day work period. Except for size restricted classes (such as chemical agents, mechanical restraints, CPR, side-handle baton, etc.), walk-in attendance shall only be limited to class size as determined by physical plant resources and State Fire Marshal levels.

1. Training classes shall be at least one (1) hour in duration and shall be scheduled in a four (4) hour training session.
2. An employee who fails to attend a four (4) hour training session within a twenty-eight (28) day work period without an approved reason may be subject to a pay dock. An employee who fails to attend one (1) training session in the preceding twelve (12) month period without approval may be required to attend his/her assigned primary training day for a six (6) month period. Employees who meet this criteria can only reschedule this training if they are on approved leave on their primary day or with the permission of the Appointing Authority or designee. Effective the beginning of the first work period following July 1, 2002, this section shall also apply to a two (2) hour training session.
3. Except as precluded in B. 2. above, employees shall not be prevented from working overtime, performing shift swaps, or taking time off from work due to being assigned a training day.
4. This training time shall not be utilized to cover behind vacant positions. Except for bona fide emergencies, this time shall not be utilized to perform any duties associated with a post or job assignment.
5. If management fails to offer a mandatory training class within a twelve (12) month period, an employee shall not receive a negative performance evaluation, be disciplined or denied any salary increase for failing to attend the mandatory training.
6. Employees shall be allowed but not required to attend a training session on their RDOs. If an employee, with the training officer's approval, voluntarily attends a training session on a RDO, the employee shall not be entitled to any mileage or call back reimbursement.

7. PIEs shall be assigned fifty-two (52) hours of training annually by management.

C. Non-Institutional Based Employees

Non-institutional based employees shall be scheduled for fifty-two (52) hours of training annually. This training shall be scheduled during the employee's normal work hours or on the employee's RDOs. Employees may only be scheduled for training on seven (7) of their RDOs annually. Except for one of the RDOs, training scheduled on an employee's RDO shall be at least eight (8) hours in duration. This should not preclude scheduling training during the employee's normal work week.

D. Non-Posted Employees

1. CYA Field Parole Agents, YOPB Board Coordinating Parole Agent, Institutional Based Parole Agent, Casework Specialist, Community Services Consultant, and Fire Service Training Specialist:
 - a. Employees shall be scheduled for fifty-two (52) hours of training annually.
 - b. If management fails to schedule an employee for mandatory training, the employee shall not receive a negative performance evaluation related to training, or be disciplined or denied any salary increase for failing to meet training requirements.
 - c. If an employee misses training, the employee shall be responsible to notify his/her supervisor of training missed. Such training shall be rescheduled by management on any normal work day within the twenty-eight (28) day work period.
2. CDC PA
 - a. Employees shall be scheduled for fifty-two (52) hours of training annually.
 - b. If management fails to schedule an employee for mandatory training, the employee shall not receive a negative

performance evaluation related to training, or be disciplined or denied any salary increase for failing to meet training requirements.

3. Correctional Counselors

- a. Employees shall be provided thirteen (13) hours of training per calendar quarter. This training shall be scheduled by management for each employee and shall be issued to the employee no later than fourteen (14) days prior to the beginning of the work period. This training will not be scheduled on an employee's RDO.
- b. A minimum of fifty percent (50%) of the hours shall be in a classroom setting. The remainder may be structured on-the-job training. For the purposes of this section, on-the-job training is defined as interactive training between a knowledgeable person and the student.
- c. If an employee misses required training, the employee shall be responsible to notify IST of the training missed. Such training shall be rescheduled by management on any normal work day.
- d. If management fails to schedule an employee for mandatory training, the employee shall not receive a negative performance report related to training, or be disciplined or denied any salary increase for failing to meet training requirements.
- e. This time shall not be utilized to cover behind vacant positions. Except for emergencies, this time shall not be utilized to perform any duties associated with a post or job assignment.

- E. Employees shall not earn weekend differential for the 7K portion of an extended day pursuant to Section 15.08. Additionally, the 7K portion of an extended workday shall not qualify an otherwise

unqualified regular shift for weekend or night shift differential. Non-institutional based employees scheduled for training on a weekend day will receive the weekend shift differential as defined in Section 15.08.

- F. Training scheduled in accordance with this section shall not entitle an employee to a continuous hours of work meal allowance. Time worked in excess beyond the scheduled training shall entitle an employee to a continuous hours of work meal allowance pursuant to Section 14.02.
- G. Effective the beginning of the first work period following July 1, 2002, training classes shall be scheduled in two (2) and four (4) hours sessions for CDC Institutional Based Employees and CYA Institutional Based Employees as outlined in Section A. and B. above. Sixty (60) days after ratification of the MOU, CDC and CYA agree to establish a joint labor/management committee for the purposes of planning for the implementation of a two (2) hour training session concert with a hour (4) hour training session.
- H. Beginning the first work period following July 1, 2004, 7K training will be discontinued. All employees shall be provided Off-Post Training Sessions (OPTS) for a minimum of fifty-two (52) hours annually. Where appropriate, training will not result in additional hours of work during the work period. Normally, all training will be provided during second watch work hours. Employees working other shifts shall be provided a minimum of a seven (7) day notice of the shift assignment change to attend required training, in accordance with Section 11.01, Shift and/or Assignment Changes.
- I. CDC and CYA agree to reconvene the joint labor/management committees to develop implementation plans for the establishment OPTS. These committees shall evaluate the alternatives available in providing OPTS and the impact on posted vs. non-posted positions and institution vs. non-institution based employees.

8.06 Class B Driver's License

When the Departments of the Youth Authority, Mental Health, or Corrections determine that an employee needs to obtain a Class B vehicle license, the departments shall reimburse the employee for any deductible or fee that the employee may be charged by their physician for conducting the examination and providing the medical certification. Employees requiring a Class B vehicle license will incur no out-of-pocket expenses to obtain the license. Employees shall be allowed to take the examination on State release time without loss of compensation. The Department shall provide the appropriate vehicle for the Class B examination.

ARTICLE IX GENERAL PERSONNEL

9.01 Probation and Annual Performance Reports

- A. All performance reports shall be in writing and state whether or not the employee has been performing his/her duties successfully. An overall rating of satisfactory or higher shall be considered an indication of successful job performance. For reports utilizing numerical points, an overall average of two (2.0) or above shall be considered as successful job performance. There is to be no rounding.
 - 1. Probationary performance reports shall be completed at sufficiently frequent intervals to keep the employee adequately informed of progress on the job and shall only cover the time since the previous report. The final probationary performance report may summarize the previously issued probationary performance reports.
 - 2. In CDC, annual performance reports shall be due on the employee's birth date, and only cover up to the immediate twelve (12) months prior to the due date of the report. If the employee's first annual performance report is due less than three (3) months from completion of probation, the annual performance report will not need to be completed until the

following calendar year, but will cover the entire period from the final probationary performance report.

3. In CYA, the existing practice of Annual Performance Reports being due in the same month for all BU6 employees at each facility will continue.
- B. While in the process of completing the annual performance report or a probationary report, the employee's supervisor shall personally meet with the employee to review the report, any notes, documents, or audits utilized in preparing the report. Nothing of a negative nature shall be mentioned in a performance report if the performance was not previously documented and discussed with the employee during the rating period. Unless an employee's performance was of a continuing nature or the instance was particularly egregious, a singular event shall not be the basis for a substandard rating. Generally, employees who correct their performance to satisfactory during the rating period should receive a standard or better rating.
 - C. Performance reports shall, as a general rule, be completed and issued to the employee no later than thirty (30) days after the due date of the report. At the time an employee signs his/her probationary or annual performance report, a copy will be provided to the employee.
 - D. The probationary period for all employees shall be one (1) year. PIEs must work twelve (12) calendar months and physically work a minimum of 1,680 hours in order to complete their probationary period.
 - E. Performance reports shall be maintained in an employee's official personnel file in accordance with each Department's retention schedule, at which time it shall be removed and given to the employee unless he/she requests that it be destroyed.

9.02 Supervisory File

Except when a rejection on probation or an adverse action is being prepared, the notes and documents which were used in preparing the report, or which have

time limitations which have lapsed, shall be removed from supervisory files upon expiration of the grievance time frame and given to the employee unless he/she requests that it be destroyed, this shall include any documents which are maintained electronically. Any reference to adverse actions should not be maintained in the supervisory file other than any reference to such in the most current performance report.

9.03 Location of, and Employee Access to, Files

- A. There shall be only one (1) official personnel file and one (1) supervisory work file regarding each employee. An employee will have access to his/her personnel file, supervisory file, medical file, and training or IST file. Access to investigative files shall be pursuant to the *Bodiford* decision.
- B. An employee may request an inspection of his/her official personnel file, by the employee or the employee's representative, at the employee's work location. The departments will endeavor to schedule such file reviews in conjunction with other business travel proximal to the employee's work location. For those personnel files maintained at a central location not in close proximity to the employee's worksite, the employee shall be provided a copy of the information contained in his/her file upon request. CCPOA may, upon request of the employee, send a representative to monitor the reproduction of the material.
- C. Upon request, each employee shall be informed of the existence and location of any and all files, including electronic files pertaining to files in Section A. above, regarding said employee, and the employee or his/her representative shall have a right to inspect these files during regular office hours, unless deemed confidential.
- D. The Department shall follow the guidelines established by the Public Information Act and Information Practices Act to insure the privacy of the employee is not violated.
- E. Each employee's personnel file, supervisory file, and medical file, shall contain an inspection log.

Any person reviewing the file shall sign and date the log, unless excluded by law.

- F. The departments shall make best efforts to identify all existing employee files and to notice CCPOA of what files exist and where.
- G. Within 90 days of ratification by both parties, each appointing authority shall establish a joint labor/management committee to advise the appointing authority regarding measures to aid in ensuring there is no knowing removal of personal information regarding Unit 6 employees from State prisons or CYA institutions without proper authorization, and that notice is given to the employee if his/her personal information is lost, stolen or can no longer be accounted for. The establishment of this committee shall not preclude CCPOA or its members from seeking remedies outside the grievance process.

9.04 Access and/or Release of Employee

Files to Nondepartmental Persons

Unless released pursuant to court order or subpoena, information in the employee's official personnel, training/IST, medical, citizens complaint and/or supervisory files is confidential, and will be available for inspection only to the employee, his designee, the department head, or his/her designee in connection with the proper administration of the department's affairs and/or supervision of the employee, and the employee shall be immediately informed of the service of a subpoena requesting release of information from his/her file, or of a court order effecting the same.

9.05 Letters of Instruction/Work

Improvement Discussions

- A. LOIs/WIDs shall contain a specified expiration date, not to exceed one (1) year from the date that management should have reasonably known of the incident resulting in the LOI/WID. A LOI/WID should be removed from all of the employee's files prior to its expiration date, provided that all requirements contained in the LOI/WID have been met. Upon the employee's request to the Appointing Authority or his/her designee, the LOI/WID shall be re-

moved and given to the employee unless he/she requests that it be destroyed.

- B. LOIs/WIDs shall be issued in a timely fashion, generally within thirty (30) days from when the incident occurred or from date of discovery of the incident that forms the basis for the LOI/WID. Unless special circumstances exist, LOIs/WIDs should not be written if the knowledge of the incident is more than thirty (30) days old.
- C. In cases where departmental staff are investigating an employee in a situation in which adverse action potentially may follow, and the decision is made to give the employee an LOI/WID, the LOI/WID shall be issued in a timely fashion, generally within thirty (30) days from the decision to give the employee an LOI. This will not prevent the parties from negotiating a formal adverse action down to an LOI/WID.
- D. The parties agree that LOIs/WIDs (or similar documents regardless of title as discussed in subsection E below) are instructional and intended to improve job performance. Accordingly, LOIs/WIDs shall not be cited as charges in any adverse action. They may be used as supporting evidence by the State in a later disciplinary case, if the expiration date has not yet occurred, in order to show that the State has put the employee on notice about what is expected in the future.

The LOI/WID (or similar document) may only be cited in or submitted as support for a subsequent adverse action to prove the employee knew about a law, rule, policy or employer expectation. The document shall not be cited in a subsequent Notice of Adverse Action or admitted into evidence to prove prior misconduct (or a pattern of misconduct) leading to the adverse action.

- E. This provision shall not be circumvented by calling the document by another title such as: Letter of Informal Discussion, Report of Counseling, Letters of Contact, or Expectations of Work Performance memos. Such "minor" corrective memos are to be placed in the employee's supervisory file, but not in the employee's personnel file.

- F. The employee shall have the right to submit a rebuttal to any LOI/WID, or any such comment referred to in subsection E. above. This rebuttal shall be attached to and shall accompany the LOI/WID.
- G. Disputes concerning this section are adjudicated under the mini-arb section. However, a violation of section D above is arbitrable under sections 6.11 and 6.12 and 6.11 C in particular. The Arbitrator cannot in making his/her decision evaluate, review, or in any other manner involve the contents of the disputed document.

9.06 Adverse Action and Citizen Complaint Documents

- A. Upon the employee's written request, all official Notices of Adverse Action, all documentation leading to or supporting or proposing such action, and all SPB decisions rendered in such cases will be purged from the employee's official personnel file(s) after three (3) years.
- B. Upon the employee's written request, all citizens' complaints, reports and findings related to Penal Code Section 832.5 shall be purged from the Department's files after a period of five (5) years.

9.07 Out-of-Classification Assignments

- A. Notwithstanding Government Code Sections 905.2, 19818.8, an employee may be required to perform work other than that described in the specification for his/her classification for up to one hundred twenty (120) consecutive calendar days during a fiscal year.
- B. Out-of-Class When Required

If a department head or designee requires an employee, in writing, to work in a higher classification for more than fifteen (15) calendar days, the employee shall receive a pay differential of five percent (5%) over his/her normal daily rate of the class to which he/she is appointed for that period in excess of fifteen (15) calendar days. If a department head or designee requires, in writing, an employee to work in a higher classification for thirty (30) consecutive calendar days or more, the employee shall

receive a pay differential of five percent (5%) over his/her normal daily rate of the class to which he/she is appointed from the first day of the assignment. If the assignment to a higher classification is not terminated before it exceeds one hundred twenty (120) consecutive calendar days, the employee shall be entitled to receive the difference between his/her salary and the salary of the higher class at the same step the employee would receive if the employee were to be promoted to that class, for that period in excess of one hundred twenty (120) consecutive calendar days. The five percent (5%) differential shall not be considered as part of the base pay in computing the promotional step in the higher class.

- C. Should any employee file suit against CCPOA seeking to declare this provision illegal, the State shall indemnify for any costs incurred in defending itself.
- D. The State shall not rotate employees in and out of out-of-class assignments for the purpose of avoiding payment of an out-of-class differential.
- E. It is not the State's intent to select employees for out-of-class assignments based on favoritism.
- F. If any dispute arises about this out-of-class section (subsections A. through G.) an employee may file a grievance and arbitrate the grievance utilizing the mini-arb process described in Article VI.
- G. It is not the intent of either party to circumvent any certified hiring or promotional list, or the Merit System in general. Furthermore, whenever possible, the Appointing Authority shall choose employees for out-of-class appointments from the current hiring list for the particular job classification for which the employee is to be hired on an acting basis. If there is no appropriate current hiring list at the local facility or office complex, the State shall assign the out-of-class duty only to those employees who are qualified to take the examination for entry into that classification. Permanent employees who vacate positions to accept out-of-class assignments shall have a mandatory right of return to their former

position and assignment, when possible, upon the conclusion of the out-of-class work.

9.08 Classification Proposals

The State agrees to notify CCPOA thirty (30) days in advance of classification proposals the State presents to SPB that impact employees in Unit 6. CCPOA agrees to notify the relevant department thirty (30) days in advance of classification proposals that CCPOA presents to SPB.

9.09 Personnel Investigations

- A. An employee who is under investigation for an action or incident which is likely to result in formal adverse action shall be normally notified, at least twenty-four (24) hours prior to the investigative interview, simultaneously, in writing, of both the subject matter and his/her right to representation prior to any interrogation, fact-finding, investigatory interview, or shooting review board, or similarly-purposed discussion which has the potential of obtaining information which, if found to be true, could or is likely to result in formal adverse action. The employee will be given a reasonable opportunity to secure the representative of his/her choice.
- B. If an employee is called to an investigatory interview and the employee reasonably believes the subject matter of the investigation is such that the employee could possibly receive discipline, the employee, at his or her request, shall be given a reasonable opportunity to secure a representative of his/her choice.
- C. The employee will be provided with a copy of all documents and/or other investigatory material in accordance with the Public Safety Officers Procedural Bill of Rights (POBR) and any current or subsequent court decisions which impact or alter Government Code Section 3300, et seq.
- D. Whenever a ward/inmate/parolee/patient files or submits a grievance, a 602 ("Inmate Appeal"), any written complaint, or verbal complaint which is later reduced to writing by either the inmate or the State, which, if found true, could result in adverse action

against the employee or contain a threat against the employee, the Department agrees to immediately notice the employee of said filing. The State agrees to provide the affected employee a copy of said document if the employee so requests. This is not intended to preclude the informal level response procedure in the current CDC Operations Manual. Upon the employee's request, a copy of the outcome of the ward/inmate/parolee/patient's complaint shall be provided, if the complaint has progressed beyond the informal stage. The Employer and CCPOA agree that all video tapes, audio tapes or any other kind of memorialization of an inmate/ward/parolee/patient statement or complaint shall be treated as a writing within the meaning of this subsection. The tapes or "writings" shall be turned over, regardless of whether the complaint/statement is deemed "inmate/ward/parolee/patient initiated" or not.

- E. However, whenever the Department is conducting an investigation which necessitates surveillance, obtaining a search warrant, undercover operations, or a "sting," the employer need not inform the employee of the written complaint until the investigation is completed.
- F. The State agrees that any Unit 6 member under investigation shall be granted an opportunity to view the cell extraction videotape with his/her representative prior to the related investigatory interview. Management can have a representative present at the viewing to ensure the integrity of the tape, but the management's representative shall not be so close as to intrude in a private communication.
- G. The Departments acknowledge their obligation to complete all Unit 6 personnel investigations within twelve (12) months under the terms and exceptions of Government Code Sections 3304 and 3309.5 inclusive. This subsection 9.09 F. is not arbitrable. The employee may, however, at any time utilize whatever remedies may be available under POBR.

9.10 Requests for Reinstatement After AWOL Separation

- A. An employee separated, pursuant to California Government Code Section 19996.2 (the AWOL statute), shall be afforded a *Coleman* hearing by his/her Appointing Authority within ten (10) work days after service of the notice of separation. The date of service is either the date of personal service or the date of the mailing of the notice. Neither a failure to afford a *Coleman* hearing nor the decision of the *Coleman* officer shall be subject to the grievance and arbitration procedure of the collective bargaining agreement.
- B. Requests for reinstatement after AWOL separation shall be handled solely through the grievance and arbitration procedure of the collective bargaining agreement, beginning at the third step.

If a request for reinstatement goes to arbitration, the arbitrator's authority shall be limited to deciding the following: (1) whether the employee has a satisfactory explanation for his/her absence; (2) whether the employee has a satisfactory explanation for failing to obtain leave; and (3) whether the employee is ready, willing, and able to return to work, and/or, if not, whether the employee has leave from his/her Appointing Authority to be absent.

The arbitrator may order reinstatement only if the employee establishes satisfactory reasons for the absence and the failure to obtain leave and if he/she is ready, willing, and able to return to work or has leave to be absent. If the employee is reinstated, back pay may be awarded.

9.11 Peace Officer Bill of Rights

The Peace Officer Bill of Rights, hereafter referred to as POBR, applies to all Peace Officers in Bargaining Unit 6. Alleged POBR violations may be grieved up to the Appointing Authority's level, but shall not be grievable nor arbitrable beyond this level. This section shall not constitute a waiver of any of the appeal rights granted a Peace Officer under POBR.

9.12 CDC/CYA DOT Drug Testing

The parties agree that the CDC and CYA DOT Drug Testing Agreement shall be an addendum to this agreement.

9.13 Substance Abuse — Reasonable Suspicion Testing

The parties have met and conferred over the State's substance abuse policy set forth in DPA Rules 599.960 through 599.966 and hereby agree to the following:

A. General Policy. (Ref. DPA Rule 599.960)

The State and CCPOA agree that it is the purpose of its policy on substance abuse testing to help ensure that the State work place is free from the effects of drug and alcohol abuse, and to do so in a way that protects constitutional and statutory rights of employees. The provisions on substance abuse testing are not meant to be a limitation upon the use, nor replace, the State's Employee Assistance Program; nor are the provisions meant to be a limitation upon the State's ability to order a medical examination or take adverse action.

B. Reasonable Suspicion. (Ref. DPA Rule 599.962)

1. Information from an anonymous source or from an inmate/ward/parolee/patient source shall not be the sole criterion for determining reasonable suspicion. Anonymous information or inmate/ward/parolee/patient-originated information must be supported or corroborated by the Appointing Authority and his or her designee in order to order reasonable suspicion testing.
2. For purposes of determining reasonable suspicion, the Department of Corrections, Youth Authority, and Mental Health will make every effort to consult with an on-duty medical staff person authorized by the Department, when available on duty at the worksite. However, the decision to order a substance abuse test shall remain with the Appointing Authority or designee.

3. The State agrees to develop a training program for its supervisors and designees in the administration of its substance abuse policy. This training shall include a section on recognizing symptoms of substance abuse, and other factors which may constitute reasonable suspicion.
 4. The facts and circumstances upon which the reasonable suspicion is based, shall be given to the employee at least orally at the time the employee is directed to submit to a substance abuse test, and shall be made available in writing within twenty-four (24) hours. These facts and circumstances shall be documented on a form to be developed by the State. Such documentation shall include observations of the relevant on-duty medical person specified in B.2. above. The oral conversation may be taped by either the State or the employee.
- C. Testing Procedures and Standards. (Ref. DPA Rule 599.963)
1. If the Appointing Authority receives DPA approval to test for the improper use of a substance not listed in the statewide policy, it will inform the employee of its intent to test for that substance prior to the actual sample analysis.
 2. The sample collected under a substance abuse test will not be used to test for any other medical condition such as pregnancy, sexually transmitted diseases, or other diseases such as diabetes. However, the sample could be used to match such sample with subject.
 3. Substances to be tested for shall include the following, using established procedures specified by the Substance Abuse and Mental Health Services Administration (SAMHSA): (Levels in effect July 1, 1999.)

<u>Substance</u>	<u>Screening Test Concentration Level</u>	<u>Confirmatory Test Concentration Level</u>
Amphetamines	1000 nanograms per milliliter	500 nanograms per milliliter
Methamphetamines	1000 nanograms per milliliter	500 nanograms per milliliter
Cannabinoids	50 nanograms per milliliter	15 nanograms per milliliter
Cocaine (Benzoyllecgonine)	300 nanograms per milliliter	150 nanograms per milliliter
Opiates	2000 nanograms per milliliter	300 nanograms per milliliter
Phencyclidine (PCP)	25 nanograms per milliliter	25 nanograms per milliliter
Benzodiazepines	300 nanograms per milliliter	300 nanograms per milliliter
Methaqualone	300 nanograms per milliliter	750 nanograms per milliliter
Barbiturates	300 nanograms per milliliter as secobarbital	200 nanograms per milliliter
Alcohol	.04% weight/volume	.04% weight/volume

The present cut-offs shown for the first six (6) substances are those established by the SAMHSA. There are no SAMHSA cut-offs for the remaining substances. The State will use the test cut-off levels established by SAMHSA for identifying positive test samples. Where SAMHSA does not establish cut-off levels for a substance, the State will notice CCPOA of the cut-off level to be used. Should the State desire to change the cut-off lev-

els based on changes to SAMHSA or other standards, the State will notice CCPOA and meet to discuss the changes.

4. The State agrees that the procedures for collecting the sample should be done in a professional manner with due regard to the employee's privacy and confidentiality, consistent with the State's need to ensure a true sample is taken. The State will follow SAMHSA guidelines in establishing these procedures. *(See Appendix Item #3 for a list of SAMHSA Privacy Procedures for collecting urine specimens.)*
5. The State shall maintain and follow a secure chain of custody to ensure true samples are taken. In establishing this chain of custody, the State will take the SAMHSA guidelines into consideration as well as recommendations of the laboratories selected to do the testing. The State agrees to meet with CCPOA to review the chain of custody procedures, and consider CCPOA recommendations once the laboratories have been selected. Once the chain of custody procedures have been finalized, they shall be provided to CCPOA in writing.
6. Consistent with Section 599.964(d), the testing laboratory will be informed of its obligation to preserve a sufficient portion of the sample to be independently tested by the employee.
7. If the State intends to rely on a positive test result to initiate adverse action, it shall notify the laboratory that all portions of the sample, including any portion reserved for the employee, should be retained pending completion of any appeal procedures.
8. Copies of the test results and chain-of-custody documents shall be provided within three (3) work days of receipt of the documented results by management.

9. CCPOA may submit a list of commercial laboratories for the State to consider in developing its "bid package" for testing services. Such submissions must meet standards used by SAMHSA, the College of American Pathologists, or other comparable standards to accredit laboratories for forensic urine testing. Such submissions shall in no way obligate the State to select such laboratories to perform testing services.
10. The State shall use the commercial laboratories selected or otherwise approved by DPA. CCPOA shall be notified of the laboratory selected to perform the testing changes.

D. Employee Rights. (Ref. DPA Rule 599.964)

1. In addition to the rights specified in DPA Rule 599.964, employees shall be entitled to representation during the sample collection process. A representative shall in no way interfere with the sample collection process. CCPOA will provide timely representation upon request.
2. DPA Rules 599.960 through 599.966 and this supplement shall be mailed to current employees at the time of final implementation. These rules shall also be made available upon request, but such request shall not be deemed to require a delay in the testing process. They will be provided to new hires within the first three (3) weeks at the Academy or the first week of employment at the work location, whichever is first.
3. For purposes of requiring an employee to submit to periodic testing as a condition of remaining or returning to State employment (refer to paragraph c. of State's proposed 599.960), the State agrees to develop guidelines for "return to work agreements" which specify the conditions under which an employee may remain in his or her employment. Conditions appropriate for these return to work guidelines include but are not limited to

- a. Periodic testing for substance abuse during the period of the return to work agreement, during which the employee must test negative at all times;
- b. Reasonable suspicion testing for substance abuse during the return to work agreement under the terms of the general policy;
- c. Requirement that the employee participate in a substance abuse rehabilitation program at the employee's expense;
- d. Termination of the employee if its conditions are violated.

Placing an employee on such "Return to Work Agreement" shall not preclude adverse action short of termination. (See Appendix Item #6 and Sideletter #3)

4. Should an employee be found to have tested positive for a substance, and adverse action is taken against said employee, his/her appeal and remedies should be through the SPB appeal process and not through the grievance arbitration sections of the MOU.
 5. Persons who do not test positive shall not have any record of the test placed in his/her official personnel file, unless the employee so requests, and may file a complaint over the administration of the test.
- E. Expedited Grievance Process for Addressing Issues Related to Section 9.13.
1. An aggrieved employee or the Union has ten (10) work days from the date of the administration of a drug test on an employee, or ten (10) days from the date of discovery of an alleged procedural non-conformance, to file an expedited grievance alleging procedural non-conformance.
 2. The expedited grievance shall be filed at the departmental level. The State shall have ten (10) work days to respond.

Prior to responding, and within the ten (10) work days, a grievance conference shall be held if requested by the State or CCPOA.

3. If the grievant is not satisfied with the departmental decision, the grievant may appeal the decision within five (5) work days after receipt of the decision, to DPA. This level shall be considered the final step in this expedited grievance process, and constitutes an exhaustion of the administrative remedies available to Bargaining Unit 6 employees and CCPOA pertaining to Section 9.13. This shall not preclude an appellant who is subsequently subject to adverse action because of violation of DPA Rules 599.960 to 599.966 to raise any issues regarding procedural non-compliance with Section 9.13 or DPA Rules 599.960 to 599.966 before the SPB. It is clearly understood that Section 9.13 and DPA Rules 599.960 to 599.966 are not arbitrable, and constitutes an exhaustion of administrative remedies unless the issue is raised before the SPB in an adverse action appeal.

9.14 Random Substance Testing Program

A. Authority and Purpose

1. It is the intent of the State and the Union to maintain a drug and alcohol free workplace. This objective is accomplished through education, employee assistance, reasonable suspicion and random drug and alcohol testing, and discipline. Consistent with a Peace Officer's sworn oath to uphold the laws of the State of California, each Bargaining Unit 6 Peace Officer employee shall not illegally use or be impaired from the use of a drug designated in subsection B.1.a.(1) through (8), or be impaired by use of alcohol while on the job.
2. To maintain a workplace free from the negative effects of drug and alcohol use, the parties agree that, effective April 15, 1998, all newly hired Bargaining Unit 6 employees and newly reinstated employees with a break in

service of more than twelve (12) months, as defined in Section 12.01, will be subject to unannounced random drug and alcohol testing. Newly hired means when an employee is first appointed into a Bargaining Unit 6 classification.

3. It is expected that CDC and CYA (the Departments) will begin testing managers and supervisors in calendar year 2000. Testing of rank and file will not be expanded until testing of managers and supervisors has been implemented.
4. Testing of additional rank and file employees will only begin after reaching agreement with the Union on a procedure to test these rank and file employees. Negotiations on procedures to test these rank and file employees will commence six (6) months following testing of twenty percent (20%) of the managers and supervisors.
5. It is the expectation of the parties that the expansion of drug testing of the additional rank and file will begin during the second year of the contract.

B. Random Testing Process and Standards

1. The drug and alcohol testing process shall be one that is scientifically proven to be at least as accurate and valid as urinalysis using an immunoassay screening test, with all positive screening results being confirmed, utilizing gas chromatography/mass spectrometry before a sample is considered positive. The alcohol testing process shall be one that is scientifically proven to be at least as accurate and valid as (1) urinalysis using an enzymatic assay screening test, with all positive screening results being confirmed using gas chromatography before a sample is considered positive or (2) breath sample testing using an evidential breath testing device which meets the standards specified in the federal regulation 49 CFR Part 40 and is an approved device on the federal conforming products list.

- a. Substances to be tested for shall include the following, using established procedures specified by SAMHSA:
 - (1) Amphetamines and Methamphetamines
 - (2) Cocaine
 - (3) Marijuana/Cannabinoids (THC)
 - (4) Opiates (narcotics)
 - (5) Phencyclidine (PCP)
 - (6) Barbiturates
 - (7) Benzodiazepines
 - (8) Methaqualone
 - (9) Alcohol
 - b. The State will use the test cut-off levels established by SAMHSA for identifying positive test samples.
2. Test samples will be collected in a clinical setting, such as a laboratory collection station, doctor's office, hospital or clinic, or in another setting approved by the State on the basis that it provides for at least an equally secure and professional collection process, with due regard for the employee's privacy and confidentiality. The State shall use SAMHSA chain of custody procedures to ensure that true samples are obtained.
 3. The State shall use SAMHSA chain of custody procedures to ensure that a sample is maintained from the time it is taken, through the testing process, to its final disposition.
 4. Substance tests shall be performed by a SAMHSA approved laboratory.
 5. The State will use the Health Evaluation and Information system for Drug abuse in Industry (HEIDI) computer software to randomly select employees for testing. Approximately thirty-five percent (35%) of the Bargaining Unit 6 employees will be selected for drug and alcohol testing annually.

C. Employee Rights

1. Each employee subject to random testing shall be given a copy of an information packet explaining the employee's rights and the substance abuse procedures to be followed.
2. An employee suspected of violating this Article shall be entitled to representation during any interrogative interviews with the affected employee that could lead to a decision by the Appointing Authority to take adverse action against the employee. The employee shall also be entitled to representation in any discussions with the Medical Review Officer that occur under subsection D.
3. The sample collection process shall include the opportunity for the employee to provide information about factors other than illegal drug use, such as taking legally prescribed medication, that could cause a positive test result. At the employee's option, this information may be submitted in a sealed envelope to be opened only by the Medical Review Officer if the test result is positive.
4. The employee shall receive a full copy of any test results and related documentation of the testing process.
5. All confirmed positive samples shall be retained by the testing laboratory in secure frozen storage for one (1) year following the test or until the sample is no longer needed for appeal proceedings or litigation, whichever is longer. At the employee's request and expense, the sample may be retested by that laboratory or another laboratory of the employee's choice.

D. Medical Review Officer

1. The State shall designate one (1) or more Medical Review Officers, who shall be licensed physicians, to receive test results from the laboratory. Upon receiving results, the Medical Review Officer shall:

- a. Review the results and determine if the standards and procedures required by this Article have been followed.
- b. For positive results, interview the affected employee to determine if factors other than illegal drug use may have caused the result.
- c. Consider any assertions by the affected employee of irregularities in the sample collection and testing process.
- d. Based on the above, provide a written explanation of the test results to the Appointing Authority or his/her designee. The employee shall also receive a copy of this explanation.

E. Records, Confidentiality

- 1. The State shall maintain records of the results of any employee testing under this Article. These records, and any other information pertaining to an employee's drug or alcohol test, shall be considered confidential and shall be released only to:
 - a. The employee who was tested or other individuals designated in writing by that employee.
 - b. The Medical Review Officer.
- c. DPA, as needed, for the effective administration of the Article.
 - d. Individuals who need the records or information to:
 - (1) Determine, or assist in determining, what action the Appointing Authority should take in response to the test results.
 - (2) Respond to appeals or litigation arising from the drug test or related actions.

- F. If Section 5.02 applies to this section, then the provisions of Section 5.02 shall apply or the parties may renegotiate minor discipline.

9.15 Disciplinary Process

- A. No State official or employee shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere or threaten to interfere with employees, restrain or threaten to restrain employees, or coerce or threaten to coerce employees because of their exercise of their appeal rights to the SPB or its authorized representative or for appearing as a witness before the SPB or its authorized representative.
- B. Upon request from CCPOA legal staff, the State will allow the CCPOA Chapter President or Job Steward a reasonable amount of State time to be released from his/her assignment to attend an SPB hearing to assist CCPOA legal staff on technical issues when the hearing is held at the institution.

9.16 Course and Scope Protection - Defense in Civil and Criminal Actions

- A. Civil Actions
 - 1. This section is not designed to change the substantive rights and responsibilities of either the State employer or an affected correctional employee. Rather, it is to provide an alternative quick and less expensive (as compared to going to court) process by which such rights and responsibilities are to be determined.
 - 2. In any case where a bargaining unit member is sued civilly s/he may tender a defense of the action to the State employer, using procedures agreed upon by CCPOA and DPA applicable to all departmental employees within ninety (90) days of ratification.
 - 3. This section will apply to all civil actions filed against Bargaining Unit 6 employees on or after the effective date of this MOU even if the events alleged occurred prior to this MOU section becoming effective. If the State employer refuses the tender of defense, then:
 - a. The State employer shall give to the employee a written, detailed statement ex-

plaining the reasons for the decline of the tender;

- b. Said reasons shall comply with Government Code section 995 et seq with regard to the rights and responsibilities of both the State employer and the correctional employee (bargaining unit member);
- c. If CCPOA believes that the tender of defense violates the rights of the employee under Government Code section 995 et seq. (and section 995.2 in particular), then CCPOA and CCPOA alone shall have the right to grieve the propriety of the refusal of the tender of defense. Moreover, because time is of the essence, the parties agree that any dispute concerning the interpretation or application of this section shall be resolved through Section 6.11 and Section 6.12 (e.g., 6.12 (c)) provided the employee first executes a waiver of any and all rights to challenge the denial of representation in some other forum, including a court of competent jurisdiction. The grievant (CCPOA) and employer will have the right to present testimony, statements and documents in support of their respective positions in accordance with the following:
 - (1) All parties shall have the right to subpoena witnesses and documents, and may assert any and all privileges. Additionally, the adjudicator shall refuse to issue or quash any subpoena upon a demonstration that the production of the witness or document creates an undue burden or significantly interferes with the ability to prepare for or defend against an underlying civil action.

- (2) If the adjudicator refuses to issue or quashes a subpoena based on a demonstration as discussed in subparagraph a above, the employee shall be permitted to either proceed pursuant to Section 6.11 and 6.12 notwithstanding the adjudicator's ruling, or elect to challenge the denial of representation by proceeding directly to court under Government Code section 996 et seq. If the employee proceeds pursuant to Sections 6.11 and 6.12 despite the adjudicator's ruling, the employee does not prevail, then nothing in this section shall be construed to prevent the employee from challenging the denial of representation just as if Sections 6.11 and 6.12 were never invoked.
- (3) Where the events leading to the denial of representation give rise to both criminal and civil liability, and a prosecuting agency makes a written request to the State, the following shall occur:
 - (a) The Section 6.11 and 6.12 provisions of this section shall be stayed; and, the employee and State shall jointly move the court in which the civil action is venued to stay its proceedings until the criminal matter is concluded.
 - (b) In the unlikely event that the civil court does not stay proceedings pending completion of the criminal matter, then CCPOA shall have the option of proceeding pursuant to Section 6.11 and 6.12. CCPOA shall provide the State with a list of witnesses and

documents requiring a subpoena because they are not available voluntarily or through some other means of discovery. The adjudicator may issue a subpoena for said witnesses and documents unless a written objection is presented by a prosecuting authority in which case the subpoena shall not issue. CCPOA may then elect to proceed pursuant to Section 6.11 and 6.12 or proceed with other remedies.

- (4) Any decision rendered pursuant to this section shall be in accordance with substantive law on the subject of the tender of defense by State employees, including but not limited to Government Code section 995 et seq. and cases interpreting same.

B. Criminal Actions

1. By written request to the Director, an employee may request legal representation from the Department in a criminal matter brought against the employee, as a result of an alleged act or omission arising out of the employees employment. This section covers all criminal charges filed against Unit 6 employees, on or after October 1, 2001, even if the events underlying the charges occurred prior to the ratification of the MOU.
2. If an employee requesting legal representation in a criminal matter brought on account of an alleged act or omission arising out of the employee's employment for which the employee has been cleared by any departmental investigation or review, the Department will provide the employee with legal representation in the criminal action unless and until the Department obtains information which it contends supports one of the conditions of

withdrawal of defense under Government Code section 995.2.

3. The employee and his attorney will be provided with the detailed reasons for the Department's denial or withdrawal of the request for representation. Neither the denial nor the withdrawal shall be subject to the grievance and arbitration procedure. However, in the event that the Department denies the employee representation in a criminal matter (whether the Department has cleared the employee or not) arising out of the course and scope of employment, and the employee is subsequently acquitted of all charges, or the charges are dropped or dismissed by a Court in their entirety without the employee suffering any sentence, penalty, fine, service or diversion, the Department shall reimburse the employee for all reasonable attorneys' fees and costs incurred in defense of the criminal matter.

ARTICLE X LEAVES

10.01 Vacation Leave

- A. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

- B. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence, shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C. Employees who work less than full-time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full-time employment.
- D. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full-time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.
 - 1. In CDC and CYA, a PIE shall be allowed to utilize up to two (2) 40-hour weeks of paid vacation each year and may be permitted by an appointing authority to use more. Alternatively, PIEs may request up to two (2) 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
 - 2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE's Academy hire date until the implementation

of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

- a. When it is determined that there is a lack of work, a department head or designee may:
 - (1) Schedule the intermittent employee for vacation leave; or
 - (2) Allow the intermittent employee to retain his/her vacation credits; or
 - (3) Effect a combination of (1), or (2) above.

E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year to a maximum of six hundred forty (640) hours. A department head or designee may permit an employee to carry over more than six hundred forty (640) hours of accrued vacation leave hours if an employee was unable to reduce his/her accrued hours because the employee:

1. Was required to work as a result of fire, flood or other extensive emergency;
2. Was assigned work of a priority or critical nature over an extended period of time;
3. Was absent on full salary for compensable injury; or,
4. Was prevented by Department regulations from taking vacation until December 31 because of sick leave.

- F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
- G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
- H. If an employee desires to cancel a pre-scheduled vacation time, the employee:
 - 1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
 - 2. May not carry over excess vacation time which may accrue as a result of the cancellation; and,
 - 3. If assigned to a community-based facility, institution or camp, may not cancel the scheduled vacation time if more than one-quarter () of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.
 - 4. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.
- I. If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all rea-

sonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover his/her expenses; and,
3. Provides the employer documentation of the economic loss.

10.02 Sick Leave

A. Sick Leave Accrual

1. **Full-Time Employees:** Employees shall receive eight (8) hours of sick leave credit on the first day of the monthly pay period following completion of a qualifying pay period (eleven [11] or more work days of service in a monthly pay period). The provisions of this paragraph (10.02 A.1.) do not apply to full-time 7k exempt Firefighters identified in Section 17.02.
2. **Part-Time Employees:** Part-time employee(s) shall earn, on a pro rata basis, the fractional part of eight (8) hours of credit for sick leave with pay on the first day of the monthly pay period following completion of each qualifying pay period (eleven [11] or more work days of service at their time base).
3. **PIEs:** Employees shall receive eight (8) hours of sick leave credit on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

Notwithstanding any other section of this MOU, an Intermittent Employee shall only be permitted to use sick leave credits for approved sick leave which (a) occurs during periods when they are pre-scheduled to work; or (b) coincides with a day that an employee on a rotational list is contacted to work. "Con-

tacts" for work require that the employer initiate the exchange, and the exchange was "human-to-human" between a supervisor and the employee.

4. **Multiple Positions (Under This Rule):**

- a. An employee holding a position in addition to other full-time employment with the State shall not receive credit for sick leave with pay for service in the additional position.
- b. Where an employee holds two (2) or more less than full-time positions, the time worked in each position shall be combined for purposes of computing credits for sick leave with pay, but such credits shall not exceed full-time employment credit.

B. **Sick Leave Use**

1. Approved sick leave means the necessary absence from duty of an employee because of:
 - a. Illness or injury.
 - b. Illness or complications due to a pregnancy which prevent an employee from working.
 - c. Exposure to a contagious disease which is determined by a physician to require absence from work.
 - d. Dental, eye, and other physical or medical examination or treatment by a licensed practitioner.
 - e. Required attendance upon the employee's ill or injured mother, mother-in-law, father, father-in-law, wife, husband, daughter, son, sister, brother, or any person residing in the immediate household. Such absence shall be limited by the department head or designee.

nee to the time reasonably required for such care.

2. The employee is responsible to give the Department reasonable advance notice for the reasons cited in B.1. Employees are strongly urged to give at least two (2) hours advance notice prior to the start of the employee's duty shift, but under normal circumstances, reasonable advance notice will be considered one (1) hour. Should the employee be sick the night before his/her shift, and is reasonably certain he/she will not be able to go to work the following day, said employee must call in sick at the earliest possible time. The employee will personally contact the designated supervisor at the institution, camp, facility, or parole region to request sick leave usage.
3. The department head or designee shall approve use of sick leave credits only after having ascertained that the absence was for an authorized reason. If disapproved, the department head or designee must specifically state in writing the reason(s) for the disapproval.
 - a. CDC: The employee is responsible for submitting an accurate CDC 998A form to the designated supervisor on or before the third working day of the pay period following the pay period in which the sick leave was taken. An employee who fails to submit a CDC 998A by the third (3rd) working day will be notified in writing, advising the employee that he/she has fifteen (15) calendar days to submit the approved/disapproved CDC 998A to the Personnel Office. Employees who fail to submit the CDC 998A form within the fifteen (15) days shall be docked for their absence(s) and an accounts receivable date will be established. In the case of long-term sick leave absence, the employee is responsible for submitting the CDC 998A form to the designated supervisor pursuant to the 998A Agreement

(see Sideletter #4). The designated supervisor will provide the employee with a copy of the approved/disapproved CDC 998A form at the time of submission.

- b. CYA: The employee is responsible for submitting an STD 634 form to the designated supervisor on the day of return to work or as soon as possible after return to work. In case of long-term sick leave absence, the employee is responsible for submitting the STD 634 form to the designated supervisor no later than the end of the pay period or as soon as possible after return to work. The designated supervisor will provide the employee with a copy of the approved/disapproved STD 634 form at the time of submission.
4. An employee will receive a pay dock for approved sick leave time if the employee had no sick leave or other credits. If the employee has insufficient accrued sick leave credits, but has other leave credits, the employee shall be allowed to use those credits to cover the approved sick leave time.
5. Sick leave may be taken in fifteen (15) minute increments.

C. **Sick Leave Verification**

1. An acceptable "medical verification" for sick leave use is a document signed by a United States Licensed Physician, nurse practitioner, or other health care specialist/professional, competent within their scope of practice to make a medical evaluation on the employee's alleged/stated illness, injury or medical incapacity, and such person is making the evaluation while on duty in his/her respective employment relationship within a health care facility or medical practice.

Unless requested at the time of approval, pre-scheduled and approved medical/dental ap-

pointments/treatments do not require medical verification.

2. Medical verification may also be required but only if required in advance, in the following kinds of circumstances:
 - a. An employee is unable to personally make the sick leave request to the designated supervisor.
 - b. The sick leave requested falls on a date which the employee previously requested a form of leave covered by this MOU but was denied.
 - c. An employee is sick for three (3) or more consecutive days.
 - d. Medical verification is always required if an employee calls in sick on Thanksgiving Day, Christmas Day, or New Years Eve.
3. When a medical verification is required, the medical verification must provide the following information:
 - a. The date the employee or the employee's family member is examined by a licensed physician or other health care specialist/professional;
 - b. The expected length of the employee's absence and his/her expected return to duty;
 - c. The employee is medically able to return to work; and
 - d. The list of restrictions (if any) including, if applicable, any impairment to the employee's ability to perform the duties of his or her classification due to medication or treatment.
4. The Appointing Authority designee will ensure the medical clearance verification is consistent with the employee's responsibility to perform all duties of his/her class. If the medical

clearance verification is not consistent with the employee's responsibility to perform all duties of his/her class, the Appointing Authority designee shall inform management of the employee's condition and duty limitations.

5. An employee shall not be requested to provide a medical verification after the fact. For example, if an employee calls in sick on the fifteenth (15th) of the month and a medical verification is not requested and then calls in sick on the sixteenth (16th) of the month and a medical verification is requested, the medical verification would be for the sixteenth (16th) only. This does not prohibit the Department from pursuing other administrative review or remedies if abuse is suspected.
6. If a returning employee is required to present medical clearance verification to the Appointing Authority designee, and the returning employee has a valid medical clearance verification from his/her physician allowing said employee to return to work and, with reasonable notice by the employee or upon institution order, the employee presents him/herself for medical clearance during normal business hours, Monday through Friday, the employee shall be allowed to return to paid status, but not use leave credits. If the employee does not have valid medical clearance verification from his/her physician allowing said employee to return to work and present him/herself for medical clearance by the Appointing Authority designee during normal business hours, Monday through Friday, the employee shall either continue on sick leave status or management approved leave credits until such time as clarifying medical documentation is obtained from the physician releasing the employee to work.
7. All medical information provided to the State shall be considered confidential. Under no circumstances will an employee be required to disclose the medical cause or nature of his or

her, or his or her family member's, illness or injury to the State for sick leave approval.

- D. Employees shall not be denied the right to use sick leave or be subject to any type of corrective or disciplinary action, or in any manner discriminated against for using or attempting to exercise their right to use sick leave **based solely on the amount or frequency of use.**
- E. All other State laws, rules and departmental policies regarding sick leave shall remain in effect.
- F. Denial of sick leave shall not be appealed beyond Step 4 of the grievance procedure. The arbitrator may not rule on the adequacy or inadequacy of the medical verification provided.
- G. All provisions of this section shall apply unless they are in conflict with FMLA, CFRA, EIDL, IDL, ADA or catastrophic illness/injury.

10.03 Enhanced Industrial Disability Leave (EIDL)

- A. An employee who loses the ability to work for more than twenty-two (22) work days as the result of an injury incurred in the official performance of his/her duties may be eligible for a financial augmentation to the existing industrial disability leave benefits. Such injury must have been: (1) directly and specifically caused by an assault by an inmate, patient, ward, or parolee, (2) by a domestic animal while the employee is performing in the line of duty, (3) a "criminal act of violence" against a peace officer who was performing in the line of duty. For purposes of this Article, "criminal act of violence" means an act which would constitute a misdemeanor or felony if pursued to conviction; (4) must have been directly and specifically caused in the course of responding to, returning from or fighting an active fire as defined in PRC 4103, 4104, 4170, and 4170.5. EIDL granted under this section must meet the criteria of direct or indirect physical contact with a combative or resistive inmate, patient, ward or parolee. The director of a department may make a determination in special circumstances

related to extraordinary hazardous duty. Upon the request of an employee and/ or the Union, the Department Director shall review any incident where an employee suffers an injury and will make a determination regarding the application of this section.

- B. The EIDL benefit will be equivalent to the injured employee's net take home salary on the date of occurrence of the injury or the date that the employee is placed on EIDL, whichever is later. EIDL eligibility and benefits may continue for no longer than one (1) year. For the purposes of this section, "net salary" is defined as the amount of salary received after federal income tax, State income tax and the employee's retirement contribution has been deducted from the employee's gross salary.
- C. EIDL will apply only to serious physical injuries and any complications directly related medically and attributable to the assault or fire, as determined by the Department Director or designee. his benefit shall not be applied to either presumptive, stress-related disabilities, or physical disability having mental origin.
- D. The final decision as to whether an employee is eligible for, or continues to be eligible for, EIDL shall rest with the Department Director or designee. The Department may periodically review the employee's condition by any means necessary to determine an employee's continued eligibility for EIDL.
- E. Other existing rules regarding the administration of IDL will be followed in the administration of EIDL.
- F. This section relating to EIDL will not be subject to the arbitration procedure of this MOU.
- G. In circumstances that deviate from paragraph A. and C., the Director may consider and grant EIDL on a case-by-case basis when he/she determines the injury was in fact job-related.
- H. A PIE who otherwise meets the EIDL criteria contained in this section of the MOU, but who has less than one thousand (1,000) hours of State service credit toward retirement will be eligible for a monthly EIDL benefit either:

1. Equivalent to the average number of monthly hours worked in the previous twelve (12) months preceding the qualifying injury, or
2. If the employee has not worked twelve (12) months, the equivalent to the average monthly number of hours worked in the months preceding the injury.

In no case shall the benefit be less than eighty-four (84) hours.

In no case shall the benefit exceed one thousand five hundred (1,500) hours in a twelve (12) month period in combination with hours worked and the EIDL benefits paid.

This paragraph only applies to injuries that qualify for EIDL and not IDL. IDL or EIDL benefits currently available to PIEs with one thousand (1,000) hours of State service credit are not intended to be affected by this paragraph.

- I. EIDL benefits may be extended beyond the one (1) year cap, at the Director's discretion, in those instances where the injuries are the result of being burned, shot, stabbed or hit with a deadly weapon, and where the Director finds that rehabilitation back to the job is possible if the EIDL is extended. In no event can the EIDL benefit be extended beyond three (3) years.

10.04 Disability Retirement Allowance

- A. It is hereby agreed that Government Code Section 21292.51 shall remain operative.
- B. The State and CCPOA agree to hold discussions throughout the term of this MOU regarding restructuring of the vocational rehabilitation/disability retirement program and the Workers' Compensation system for State Correctional Peace Officers and Unit 6 employees.

10.05 Peace Officer/Firefighter Retirement Plan

- A. The following retirement formula shall continue to be utilized until December 31, 2005:

Age at Retirement	Factor
50	2.400
51	2.520
52	2.640
53	2.760
54	2.880
55 and over	3.000

- B. The parties agree to support legislation to provide Unit 6 employees with a retirement benefit of 3% at age 50. This benefit will be made available to Unit 6 employees effective January 1, 2006.

10.06 Parental Leave

A department head or designee shall grant a permanent employee's request for an unpaid leave of absence for purposes of pregnancy, adoption, childbirth, or the recovery therefrom, for a period not to exceed one (1) year. The employee shall provide substantiation to support the request for parental leave. Requests for parental leave must be submitted no later than forty-five (45) days following the birth or adoption of the child. Any leave approved under this provision shall count toward leave time permitted under the State and Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

10.07 Bereavement Leave

- A. A department head or designee shall authorize bereavement leave with pay for a permanent or probationary employee due to the death of his/her parent, step-parent, spouse, child, brother, sister, foster parent, guardian, stepchild, adopted child, domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section 297, or death of any person residing in the immediate household of the employee at the time of death. The employee shall give notice to his/her immediate supervisor as soon as possible and shall provide substantiation to support the request.

Such absence for bereavement leave with pay shall be limited to not more than three (3) work days per occurrence during the fiscal year. If the death of a

person as enumerated above requires the employee to travel over four hundred (400) miles from his/her home, upon request, a leave with pay shall be granted for two (2) additional days which shall be deducted from accrued leave other than sick leave.

- B. A department head or designee shall authorize bereavement leave with pay for a permanent or probationary employee due to the death of his/her grandparent, mother-in-law, father-in-law, grandchild, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew. The employee shall give notice to his/her immediate supervisor as soon as possible and shall provide substantiation to support the request.

Such absence for bereavement leave with pay shall be limited to not more than three (3) work days during the fiscal year. If the death of a person as enumerated above requires the employee to travel over four hundred (400) miles from his/her home, upon request, a leave with pay shall be granted for two (2) additional days which shall be deducted from accrued leave other than sick leave.

- C. If additional bereavement leave is necessary, the employee may use accrued vacation, compensating time off, or take an authorized leave without pay, subject to the approval of the Appointing Authority.
- D. Fractional time base (part-time) employees will be eligible for bereavement leave pursuant to paragraphs A., B., and C. above on a pro rata basis, based on the employee's fractional time base. (See DPA Management Memo 83-7-1 for fractional time base employees.)
- E. An employee may use accrued vacation credits, holiday credits, or CTO in the case of the death of his/her foster sibling, spouse's grandparent or any near relative who raised the employee.
- F. Intermittent employees may only be granted bereavement leave if prescheduled to work on the day(s) for which the leave is requested and only for the number of hours the employee is sched-

uled to work on that day(s). Intermittent employees who are not prescheduled may only be granted bereavement leave for days when their name comes up on a rotation list and only for those hours the employee would work on that day(s).

10.08 Unpaid Leaves of Absence

- A. The Appointing Authority or designee may grant an unpaid leave of absence for a period not to exceed one (1) year to an employee having permanent civil service status. The employee shall provide substantiation to support the employee's request for an unpaid leave of absence.
- B. An unpaid leave of absence may be granted for, but is not limited to, the following reasons:
 - 1. CCPOA approved union activity;
 - 2. Temporary incapacity due to illness, injury, or participation in an EAP program when the employee is unable to perform his/her duties;
 - 3. Loan to another governmental agency for performance of a specific assignment;
 - 4. Seek or accept other employment during a layoff situation or otherwise lessen the impact of an impending layoff;
 - 5. Education; or
 - 6. Research project.
- C. Except as provided in B. above, an unpaid leave of absence shall not be granted to an employee who:
 - 1. Is accepting some other position in State employment;
 - 2. Is leaving State employment to enter outside employment; or
 - 3. Does not intend, nor can reasonably be expected, to return to State employment before the expiration of the unpaid leave of absence.
- D. A leave of absence shall be terminated by the department head or designee:

1. At the expiration of the leave; or
 2. Prior to the expiration date with written notice to the employee at least twenty-one (21) calendar days prior to the effective date of the revocation. An unpaid leave of absence may be terminated or extended by the employee with the approval of the department head or designee. Except in emergencies or layoff situations, an unpaid leave of absence for union activity shall not be terminated by the department head or designee prior to the expiration date.
- E. An unpaid leave of absence, so granted, shall assure the employee the right to his/her former position upon termination of the leave. For purposes of this section, "former position" is defined in Government Code Section 18522.
- F. An employee who is granted an unpaid leave of absence for union activity shall continue to accrue seniority solely for the purpose of watch assignment, vacation scheduling and overtime scheduling.

10.09 Jury Duty

- A. An employee who is called to serve as a juror on a day he/she is scheduled to work shall be entitled to jury duty leave with pay. Jury duty leave shall not be authorized unless supported by written documentation (such documentation as jury summons and/or letter of request to serve).
- B. An employee who is called to serve as a juror must notify the watch office as soon as possible after receiving notification, but no less than three (3) work days prior notice. With the exception of Firefighters, once the watch office is notified an employee is scheduled for jury duty, that employee will be placed on second watch, with Saturday and Sunday as Regular Days Off (RDOs). If the employee is currently on second watch, his/her RDOs will be changed to Saturday/Sunday.
- C. The employee is responsible for notifying the watch office on a daily basis whether or not he/she will

be available for work on the following day. Except for Firefighters, if the employee is not scheduled for actual jury duty on a particular day, the employee will be assigned second watch duties. For 7k exempt Firefighters who work twenty-four (24) hour shifts, the time served on jury duty on a scheduled work day shall be counted as time worked. Upon completion of jury duty for the day, the Firefighter shall report to work for the remainder of the shift.

- D. For the purpose of this section, an employee summoned to jury duty who does not serve for a full day or who is placed on "on-call" status shall return to work to complete his/her eight (8) hour work day if reasonable time remains for such return. An employee may not be required to report back to work if he/she feels there is not reasonably enough time left in the work day and if the employee's supervisor or higher person in the chain of command concurs. Concurrence will not be unreasonably withheld.
- E. Jury fees received for services shall be turned over to the State. Allowances paid by the court or county for lodging, meals and mileage may be retained by the employee.
- F. As it relates to jury duty fees only, an employee is not required to remit jury fees if he/she is previously scheduled to be off or voluntarily elects to use accrued vacation time or compensating time off.
- G. An employee may be allowed time off without loss of compensation if approved by the Appointing Authority or designee for voluntary jury duty such as grand jury. If approved by the Appointing Authority or designee, paragraphs A. through F. would apply.
- H. An intermittent employee shall only be granted jury duty leave if the employee is pre-scheduled to work on the day(s) in which the service occurs and only for the number of hours the employee is scheduled to work. If payment is made for such time off, the employee is required to remit to the State the

fee(s) received. An intermittent employee shall not be removed from pre-scheduled work hours because he/she is on jury duty.

10.10 Court Appearances

- A. An employee may be subpoenaed, or required by management, to make a court appearance for a matter related to departmental business. Said time shall be considered Official Business Time. If the employee works the graveyard or swing shift, he/she shall be temporarily assigned work hours to cover the time scheduled for court appearances.
- B. For the purpose of this section, an employee subpoenaed or required by management, to appear in court who does not serve for a full day, or who is placed on "on-call" status, shall return to work to complete his/her eight (8) hour workday if reasonable time remains for such return. An employee may not be required to report back to work if he/she feels there is not reasonably enough time left in the workday, and if the employee's supervisor or higher person in the chain of command concurs. Concurrence will not be unreasonably withheld.
- C. For the purpose of pay, time in court or awaiting court appearance related to departmental business, shall be considered as work time and thus compensable.
- D. An employee using a personal vehicle to travel to court shall be entitled to mileage in accordance with the provisions of the Business and Travel Expense Provision of this MOU. Mileage may be authorized from home to court and return, or from office/institution to court and return, whichever is the shortest distance.
- E. Upon receipt of a subpoena, the employer will notify the employee as soon as is reasonably possible. An employee receiving personal service of a subpoena will notify his/her supervisor as soon as is reasonably possible.
- F. Whenever an employee is served with a subpoena which compels his/her presence as a witness, unless he/she is a party or expert witness, such em-

ployee shall be granted a leave of absence with pay in the amount of the difference between the employee's regular earnings and any amount he/she receives for such appearances. This section shall not be applicable to appearances for which the employee receives compensation in excess of his/her regular earnings.

10.11 Holidays

- A. All full-time employees shall be entitled to such holidays with pay as provided herein, in addition to any official State holidays declared by the Governor.
- B. Such holidays shall include:
 - 1. January 1 (New Year's Day)
 - 2. Third Monday in January (Martin Luther King's Birthday)
 - 3. February 12 (Lincoln's Birthday)
 - 4. Third Monday in February (Washington's Birthday, observed)
 - 5. March 31 (Caesar Chavez Day)
 - 6. Last Monday in May (Memorial Day)
 - 7. July 4 (Independence Day)
 - 8. First Monday in September (Labor Day)
 - 9. Second Monday in October (Columbus Day)
 - 10. November 11 (Veteran's Day)
 - 11. Fourth Thursday in November (Thanksgiving Day)
 - 12. Fourth Friday in November (Friday after Thanksgiving Day)
 - 13. December 25 (Christmas Day)
- C. In addition to the holidays provided in B. above, each employee, upon completion of six-months of his/her initial probationary period in State service, shall be entitled to one (1) personal holiday per fiscal year, which would be posted in the following pay period. The personal holiday shall be credited to each full-time employee on the first day of July. Such credit shall be recorded as holiday credit.
- D. Observation of holidays for employees working in non-posted assignments and posted assignments not funded for holidays:

1. When November 11 falls on a Saturday, full-time employees shall be entitled to observe the preceding Friday as a holiday with pay.
 2. When a holiday falls on a Sunday, full-time employees shall be entitled to observe the following Monday as a holiday with pay.
 3. When a holiday other than November 11 falls on a Saturday, full-time employees shall accrue eight (8) hours of holiday credit.
 4. Employees working alternate work schedule (i.e., for 4/10) shall be allowed to utilize accrued leave credits (except for sick leave) on the holiday to maintain the alternate schedule.
- E. Observation of holidays for employees working in posted assignments funded for holidays.
1. Employees shall observe the holidays on the days on which they fall.
 2. If an observed holiday falls on an employee's regular day off, the employee shall accrue eight (8) hours of holiday credit.
- F. Full-time employees who are required to work on a holiday as part of their regular work schedule shall be entitled to four (4) hours of holiday pay and eight (8) hours of holiday credit or compensating time off in accordance with their assigned work week group.
- G. Less than full-time employees shall receive holidays in accordance with existing DPA Rules.
- H. Accrued holiday credits are not subject to State-initiated buyback without prior approval of the employee.
- I. Each institution shall have a system for scheduling or "burning" all or part of an employee's accumulated holiday credit.
- J. Holiday credit may be utilized in fifteen (15) minute increments.

10.12 Subpoena

- A. Upon service of a subpoena on an employee to testify at an arbitration, SPB, Public Employment Relations Board (PERB), or Legislative hearing, the State shall release the subpoenaed employee without loss of compensation.
- B. If a witness has been subpoenaed before one (1) of the forums mentioned in paragraph A. above, and consents to be interviewed by CCPOA prior to the hearing, CCPOA shall be entitled to interview the witness in private, without a representative of the Appointing Authority present, unless the witness requests otherwise. Interviews of subpoenaed witnesses shall be at times and places reasonable for the witness and for the Appointing Authority.
- C. If the subpoenaed employee is scheduled to work at the same time that the hearing is scheduled, and the subpoenaed employee is not likely to be immediately called to the witness stand, the State may, with the concurrence of the Appellant's attorney, return the subpoenaed officer to his/her duty post subject to recall upon notice by either the Appellant's representative or the Department's representative.
- D. Whenever an employee is served with a subpoena which compels his/her presence as a witness, unless he/she is a party or expert witness, such employee shall be granted a leave of absence with pay in the amount of the difference between the employee's regular earnings and any amount he/she receives for such appearances. This section shall not be applicable to appearances for which the employee receives compensation in excess of his/her regular earnings.

10.13 Release Time Bank

- A. A CCPOA release time bank shall be established to which employees may contribute any earned, leave credits, with the exception of sick leave. The contributions shall be in two (2) or more hour increments. Contributions in fractions of hours will not be allowed. Credit may not be transferred be-

tween departments. Contributions to the release time bank shall be computed once a month, provided they are received by the second Friday of that month.

B. Establishing the Bank

CCPOA shall make available to Bargaining Unit 6 employees an information sheet explaining the means by which an employee may contribute time into the release time bank. CCPOA shall make forms (with built-in carbon copies) available for that purpose. When an employee desires to make a contribution to the release time bank, the employee will complete the three-part form provided by CCPOA and give this form to a Unit 6 steward. The Unit 6 steward will deliver the form to the institution, facility, camp, or parole personnel office with a CCPOA addressed, CCPOA postage-paid envelope at the time the steward delivers the form. The personnel office will determine that the employee authorizing the release time bank contribution has the earned CTO and/or vacation time (depending upon the number of hours desired to be contributed by the employee), prior to posting the contributed time to the release time bank. The personnel office will forward the first copy of the form to CCPOA headquarters in Sacramento in the envelope provided by the steward on a regular monthly basis. Employees may voluntarily execute such forms to authorize transfer of existing CTO hours and/or vacation credits. The form shall provide a space to indicate the amount and type (CTO and/or vacation) of time contributed. Each party to this MOU shall be responsible for, and keep, its own set of records. Records shall be compared, verified, and adjusted/corrected as the parties agree is necessary, but no more often than once quarterly. In no case shall CCPOA accumulate or use more than ten thousand (10,000) CTO and/or vacation hours from the bank during the term of this MOU.

C. Withdrawal From the Bank

Any of five (5) designated CCPOA paid representatives or Bargaining Unit 6 representatives may

authorize time withdrawal from the release time bank for use of a Unit 6 employee to conduct bona fide Association business. CCPOA shall notify the departments' labor relations office of the identity of the five (5) representatives by August 1, of each year. Employees authorized may be released with forty-five (45) days' advance notice (as a guideline) for regular, ongoing time off, or forty-eight (48) hours (as a guideline) on an ad hoc basis. In all cases, the granting of time off shall be subject to the approval of the employee's supervisor, operational needs, emergencies or other standards limiting usage. CCPOA authorization for use of bank time shall be provided to the local labor relations officer, or person designated by the Warden/Superintendent/Regional Administrator, by one of the five (5) authorized CCPOA representatives, in writing, on a form provided by CCPOA and mutually approved by the parties. In no case shall the State employer be required to release an employee if:

1. It would require that the State employer fill the released employee's position at time and one-half; or
2. If there is no time credited to the bank at the time of the request.

The State employer will permit a reasonable number of CCPOA members off for use of release time bank time. Time drawn from the release time bank shall be in four (4) hour increments for the purpose of travel and eight (8) hour increments for all other purposes. No more than one (1) employee per facility or parole region shall be released for time off unless approved by the Director or his/her designee.

The State employer shall not withhold usage of release time bank time for unreasonable or capricious reasons. CCPOA agrees that CCPOA shall not cause, through the application of this clause, the State employer any undue burden in carrying out the mission of the Departments.

10.14 Union Paid Leave

A. CCPOA shall have the choice of requesting an unpaid leave of absence or a paid leave of absence (union leave) for a CCPOA bargaining unit official or steward. An unpaid leave of absence may be granted by the State pursuant to the unpaid leave of absence provisions in this MOU. A union leave may also be granted at the discretion of the affected department head or designee in accordance with the following:

1. The department head or designee receives a written request, signed by the employee and the authorized CCPOA representative, two (2) weeks prior to the planned effective date of the leave.
2. A union leave shall assure an employee the right to his/her former position upon termination of the leave. The term "former position" is defined in Government Code Section 18522.
3. CCPOA agrees to reimburse the affected department(s) for actual expenses related to the affected employee's salary and benefits for all the time the employee is off on a union leave, within thirty (30) calendar days of receiving a billing statement.
4. The affected employee shall have no right to return from a union leave earlier than the agreed upon date without the approval of the employee's Appointing Authority.
5. Except in emergencies or layoff situations, a union leave shall not be terminated by the department head or designee prior to the expiration date.
6. Employees on a union leave shall suffer no loss of compensation or benefits.
7. Whether or not time for a union leave is counted for merit purposes shall be determined by SPB and such determination shall not be grievable or arbitrable.

8. Employees on union leave under this provision and CCPOA shall waive any and all claims against the State for Workers' Compensation and Industrial Disability Leave.
9. In the event an employee on a union leave, as discussed above, files a Workers' Compensation claim against the State of California or any agency thereof, for an injury or injuries sustained while on a union leave, CCPOA agrees to indemnify and hold harmless the State of California or agencies thereof, from both Workers' Compensation liability and any costs of legal defense incurred as a result of the filing of the claim.

10.15 Catastrophic Time Bank

- A. If an employee is catastrophically ill or injured, or if the spouse, child or any person residing in the immediate household of such an employee becomes catastrophically ill or injured, employees shall be allowed to donate an unlimited amount of CTO, PLP, holiday credits, or vacation credits, per individual case, with the Appointing Authority's approval, in accordance with departmental policies and under the following conditions:
 1. The donation must be in whole hours.
 2. Transfer of vacation, CTO, PLP and holiday credits shall be allowed to cross departmental lines in accordance with the policies of the receiving department.
 3. Employees receiving the donations may receive an unlimited number of donations in hours. The donated hours can only be used after the affected employee's leave credits have been exhausted, and may not exceed one (1) calendar year. If the need still exists, a new Catastrophic Time Bank (CTB) may be initiated in the following year with the Appointing Authority's approval.
 4. Donations shall be made on a form to be developed by the State, signed by the donating

employee, and verified by the donating department.

5. This section is not subject to the grievance and arbitration article of the MOU.

B. Termination:

The CTB shall be terminated when the specific need no longer exists. The CTB shall be closed to donations upon the death of the ill or injured employee/recipient, but the remaining, donated CTB credits shall become part of that employee's estate.

C. Unused CTB Donations:

Upon return to work, and when specific need no longer exists, placement on IDL or disability retirement, of the employee/recipient, the employee/recipient shall not retain donations that are being held and have not been used. The unused CTB donations shall be returned to the appropriate donor on a last received, first returned basis.

- D. In cases of natural disasters where the Governor has declared a state of emergency, employees living in the area of the declared emergency and who have suffered damage to their principal residence may be eligible for catastrophic time bank donations consistent with paragraphs A. through C. above, except that the employees need not have exhausted sick leave credits.

10.16 Youth Correctional Counselor/Youth Correctional Officer Use of Leave Credits

Youth Correctional Counselors/Youth Correctional Officers may submit in writing, to the appropriate supervisor, a request to use leave credits, excluding vacation, at least twenty (20) days prior to the issue of the work schedule. The granting of leave credits will be consistent with appropriate resources and not in conflict with previously scheduled time off nor allocated blanket resources for projected vacations. This provision does not prohibit the employer from scheduling leave credits, with the approval of the employee, excluding vacation, for the benefit of schedule management.

10.17 Absences for Duty in the Uniformed Services

- A. **General:** The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) which is found at Title 38 U.S. Code, Chapter 43, Sections 4301-4333 covers rights and obligations of employees who are absent while serving in the Uniformed Services and the obligations of their employers. (see appendix #7) For California State employees USERRA is supplemented by the California Government Code Sections 19770 through 19786.

This section of the MOU serves as a summary of the relevant duties and obligations of both the employee's and employer under the law.

1. Service in the Uniformed Services (military service) means the performance of duty in a Uniformed Service. The Uniformed Services consists of:
 - a. Army, Navy, Air Force, Marine Corps, or Coast Guard
 - b. Army, Navy, Air Force, Marine Corps, or Coast Guard Reserve
 - c. Army or Air National Guard
 - d. Commissioned Corps of the Public Health Service
 - e. Others as designated by the President in time of war or emergency.
 2. Duty in the Uniformed Services (military service) can be voluntary or involuntary and consists of the following:
 - a. Active duty (including initial or reoccurring training)
 - b. Inactive duty training
 - c. Absence from work for an examination to determine a person's fitness for any of the above types of duty.
- B. **ADVANCE NOTICE OF MILITARY SERVICE:** Unless prevented by "military necessity", or in cases where advance notice is unreasonable or impossible, the employee is required to provide the employer with advanced notice of all military service.

1. Notice may either be written or oral. The notice may be provided either by the employee or by an appropriate officer of the branch of military service in which the employee will be serving.
 2. USERRA does not specify a minimum period of time for advanced notice. Employees are expected to make a good faith effort to notify their employer when they are notified or volunteer for military service.
- C. **LEAVE FOR MILITARY SERVICE:** Once an employee has been scheduled for military service the Department is required to approve leave for the employee to complete their service commitment.
1. Employees are allowed, but not required, to use accrued leave credits (other than sick leave) to complete their military service commitment. Employees may, at their discretion, elect to take a leave without pay while performing military service.
 2. The employee must actually attend and complete the military service on the scheduled dates. The employee shall not obtain approval to fulfill military service obligations on a Saturday and/or Sunday, then complete his/her military obligation (without the department's knowledge) on the employee's RDOs (if other than Saturday and/or Sunday), and then use the pre-approved Saturday and/or Sunday leave for non-military, personal reasons. If an employee fails to notify management that the time on the weekend is no longer required for attendance at a military obligation, and still takes the time off, the employee may be subject to discipline.
 - a. For example, an employee's RDOs are Tuesday/Wednesday and he/she is scheduled to attend a weekend drill on Saturday/Sunday. Then this employee subsequently fulfills his/her drill obligation by attending pre-drill or post-drill on his/her RDOs on Tuesday/ Wednesday.

This employee is then required to notify State management of this change as soon as possible. Authorization to use leave credits to cover the Saturday/Sunday drill period is thus automatically rescinded.

- D. **SICK LEAVE DURING MILITARY SERVICE:** If an employee becomes unable to fulfill his/her scheduled military service obligation due to illness/injury, the employee is required to notify their employer so the absence can be appropriately recorded as sick leave. The employee must submit, with the 998A form, verification from the military confirming his/her absence from military service was due to illness or injury.
- E. **REPORTING BACK TO WORK AFTER MILITARY SERVICE:** Time limits for reporting to work after military service depend on the length of the military service completed.
1. For periods of service less than 31 days, and fitness examinations, the employee must report to work at the beginning of the regularly scheduled work day following completion of the service plus a period for safe transportation to the person's residence and an additional 8 hours rest period.
 - a. As an example, an employee may be released from military service duty at 5:00 p.m. Sunday and arrive home at 8:00 p.m. Sunday, after a three hour commute. Once the employee has arrived home he/she is entitled to an eight hour rest period. After the rest the employee must report to the employer no later than the beginning of the first regularly scheduled work day. In this case an employee could be required to report to work at 6:00 a.m. on Monday morning.
 2. For periods exceeding thirty (30) days reference USERRA.
- F. Where State or Federal Law is inconsistent with the language of this section, employees shall be

able to take advantage of whichever offers the most benefits.

10.18 Annual Leave - Enhanced NDI

A. Annual Leave

1. Employees who are currently subject to vacation and sick leave provisions may elect to enroll in the Annual Leave Program at any time. New employees may elect to enroll in the Annual Leave Program following the equivalent of completion of six (6) months of full-time employment. One hundred sixty (160) hours of paid employment equals one (1) month of full-time employment for employees who work on an intermittent basis. The effective date of the election shall be the first day of the pay period in which the election is received by the appointing power. Once enrolled in annual leave, an employee shall become entitled to an enhanced non-industrial disability insurance (NDI) benefit (50% of gross salary) upon serving a waiting period of ninety (90) consecutive calendar days. If the employee files a claim for NDI benefits between the effective date of enrollment in annual leave and the end of the waiting period, the standard NDI benefit shall be payable. This waiting period does not apply to any employee who was enrolled in the Annual Leave Program upon appointment in a position requiring mandatory participation.

2. Each full-time employee shall receive credit for annual leave in lieu of the vacation and sick leave credits of this provision in accordance with the following schedule:

7 months to 3 years	12 hours per month
37 months to 10 years	15 hours per month
121 months to 15 years	17 hours per month
181 months to 20 years	18 hours per month
241 months and over	19 hours per month

Part-time and hourly employees shall accrue proportional annual leave credits. Employees who work on an intermittent basis shall re-

ceive annual leave credits in accordance with leave accrual schedule in paragraph A. 2. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full-time employment. Employees shall have the continued use of any sick leave accrued as of the day before participation in the program in accordance with applicable laws, rules or Memorandum of Understanding.

Employees accrued vacation leave will be converted to annual leave, however, HOL, PLP, excess, or other accrued leave balances will be retained or accrued as before participation in the program.

DPA rule or Memorandum of Understanding shall provide all provisions necessary for the administration of this section.

3. A full-time employee who has eleven (11) or more working days of service in a monthly pay period shall earn annual leave credits as set forth in DPA Rules 599.608 and 599.609.
4. Employees working less than full-time or who work in multiple positions accrue annual leave in accordance with the applicable DPA rules.
5. If an employee does not use all of the annual leave that the employee has accrued in a calendar year, the employee may carry over his/her accrued annual leave credits to the following calendar year to a maximum of six hundred forty (640) hours. A department head or designee may permit an employee to carry over more than six hundred forty (640) hours of accrued annual leave hours if an employee was unable to reduce his accrued hours because the employee: (1) was required to work as a result of fire, flood, or other extensive emergency; (2) was assigned work of a priority or critical nature over an extended period of time; (3) was absent on full salary for compensable injury; (4) was prevented by department regulations from taking annual leave

- because of sick leave; or (5) was on jury duty.
6. Upon termination from state employment, the employee shall be paid for accrued annual leave credits for all accrued annual leave time.
 7. The time when annual leave shall be taken by the employee shall be determined by the Department head or designee. If on January 1 of each year an employee's annual leave bank exceeds the cap in paragraph 5; the department may order the employee to take annual leave.
 8. Annual leave requests must be submitted in accordance with departmental policies on this subject. However, when two (2) or more employees on the same shift (if applicable) in a work unit (as defined by each department head or designee) request the same annual leave time and approval cannot be given to all employees requesting it, employees shall be granted their preferred annual leave period in order of seniority set forth in Article XII Section 12.01 of this Agreement.
 9. Each department head or designee will make every effort to act on an annual leave request in a timely manner.
 10. Annual leave that is used for purposes of sick leave is subject to the requirements set forth in Article X Section 10.02 B. and 10.02 C. of this Agreement.

B. Enhanced Non-Industrial Insurance (NDI)

1. This enhanced NDI provision is only applicable to employees participating in the Annual Leave Program referenced in A. above.
2. Once enrolled in annual leave and for periods of disability commencing on or after ratification of this MOU, an employee shall become entitled to an enhanced NDI benefit (50% of gross salary) upon serving a waiting period of ninety (90) consecutive calendar days. If the employee files a claim for NDI benefits between the effective date of enrollment in annual leave and the end of the waiting period, the standard NDI benefits shall be payable.

This waiting period does not apply to any employee who was enrolled in the Annual Leave Program upon appointment in a position requiring mandatory participation.

3. The enhanced NDI payments at fifty percent (50%) of the employees gross salary are payable monthly for a period not exceeding twenty-six (26) weeks for any one (1) disability benefit period. An employee is not eligible for a second disability benefit due to the same or related cause or condition unless they have returned to work for at least ten (10) consecutive work days. Paid leave shall not be used to cover the ten (10) work days. Disability payments may be supplemented with annual leave, sick leave or partial payment to provide for up to one hundred percent (100%) income replacement. At the time of an enhanced NDI claim an employee may elect either the fifty percent (50%) enhanced NDI benefit rate or a supplementation level of seventy-five percent (75%) or one hundred percent (100%) at gross pay. Once a claim for enhanced NDI has been filed and the employee has determined the rate of supplementation, the supplemental rate shall be maintained throughout the disability period. The provisions contained in Article XI, Section 11.09 B., do not pertain to sick leave credits that are utilized to supplement IDL or enhanced NDI benefits.
4. The employee shall serve a seven (7) consecutive calendar day waiting period before enhanced NDI payments commence for each disability. Accrued paid leave or CTO leave balances may be used to cover this waiting period. The waiting period may be waived commencing with the first full day of confinement in a hospital, nursing home, or emergency clinic. The definition of hospital, nursing home, and emergency clinic is the same as defined by Section 2627.5 and 2627.7 of the Unemployment Insurance Code.

5. If the employee elects to use annual leave or sick leave credits prior to receiving enhanced NDI payments, he or she is not required to exhaust the accrued leave balance.
6. Following the start of enhanced NDI payments an employee may at any time switch from enhanced NDI to sick leave or annual leave but may not return to enhanced NDI until that leave is exhausted.
7. In accordance with the State's "return to work" policy, an employee who is eligible to receive enhanced NDI benefits and who is medically certified as unable to return to their full-time work during the period of his or her disability, may upon the discretion of his or her appointing power, work those hours (in hour increments) which when combined with the enhanced NDI benefit will not exceed one hundred percent (100%) of their regular "full pay."

The appointing power may require an employee to submit to a medical examination by a physician or physicians designated by the Director of the Employment Development Department for the purpose of evaluating the capacity of the employee to perform the work of his or her position.

8. If an employee refuses to return to work in a position offered by the employer under the State's injured State Worker Assistance Program, enhanced NDI benefits will be terminated effective the date of the offer.
9. Where employment is intermittent or irregular, the payments shall be determined on the basis of the proportionate part of a monthly rate established by the total hours actually employed in the eighteen (18) monthly pay periods (or the total number of pay periods for those employees who have not worked eighteen [18] pay periods) immediately preceding the pay period in which the disability begins as compared to the regular rate for a

full-time employee in the same group or class. An employee will be eligible for enhanced NDI payments on the first day of the monthly pay period following completion of nine hundred sixty (960) hours of compensated work.

10. All other applicable DPA laws and regulations not superseded by these provisions will remain in effect.
11. Upon approval of enhanced NDI benefits, the State may issue an employee a salary advance if the employee so requests.
12. All appeals of an employee's denial of enhanced NDI benefits shall only follow the procedures in the Unemployment Insurance Code and Title 22. All disputes relating to an employee's denial of benefits are not grievable or arbitrable. This does not change either party's contractual rights, which are not related to an individual's denial of benefits.
13. Employees who become covered in the Annual Leave Program while on an NDI claim shall continue to receive NDI pay at the old rate for the duration of the claim.
14. Employees who do not elect the Annual Leave Program will receive NDI benefits in accordance with the current program.
15. Employees may elect to enroll in the annual leave program to receive annual leave credit in lieu of vacation or sick leave credits. Employees enrolled in the annual leave program may elect to enroll in the vacation and sick leave program at any time. The effective date of these elections shall be the first day of the pay period in which the election is received by the appointing power. Once an employee elects to enroll in either the annual leave program or the vacation/sick leave program, the employee may not elect to enroll in the other program until 24 months has elapsed from the date of enrollment.

10.19 Transfer of Leave Credits Between Family Members

Upon request of an employee and upon approval of a department director or designee, leave credits (CTO, annual leave, personal leave, vacation, and/or holiday credit) may be transferred between family members (donations may be made by a child, parent, spouse, *domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section 297*), brother, sister or other person residing in the immediate household] in accordance with departmental policies, under the following conditions:

- A. To care for the family member's child, parent, spouse, *domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section 297*, brother, sister, or other person residing in the immediate household, who has a serious health condition, or a medical leave for the employee's own serious health condition as defined by the Family Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or for a parental leave to care for a newborn or adopted child.
- B. The employee shall give notice to his/her immediate supervisor as soon as possible and shall, if requested by the supervisor, provide medical certification from a physician to support this request. The department head or designee shall approve transfer of leave credits only after having ascertained that the leave is for an authorized reason. For family care leave for the employee's child, parent, spouse, *domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section*, brother, sister, or other person residing in the immediate household, who has a serious health condition, this certification need not identify the serious health condition involved, but shall contain all of the following:
 1. the date, if known, on which the serious health condition commenced;
 2. the probable duration of the condition;

3. an estimate of the amount of time that the health provider believes the employee needs to care for the child, parent or *spouse, domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section 297*, brother or sister, or other person residing in the immediate household;
4. a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent, spouse, *domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section 297*, brother, sister, or other person residing in the immediate household.

For the employee's own serious health condition, this certification shall also contain a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one of more of the essential functions of his or her position, Certification shall also be provided for parental or adoption leaves.

- C. Sick leave credits cannot be transferred.
- D. The receiving employee has exhausted all leave credits.
- E. The donations must be a minimum of one (1) hour and in whole increments thereafter.
- F. The donating employee must maintain a minimum balance of eighty (80) hours of paid leave time.
- G. Transfer of leave credits shall be allowed to cross-departmental lines in accordance with the policies of the receiving department.
- H. The donated hours may not exceed three (3) months. However, if approved by the appointing authority, the total leave credits received may be six (6) months.
- I. Donations shall be made on a form to be developed by the State, signed by the donating em-

ployee, and verified by the donating department. Once transferred, donations will not be returned to the donor.

- J. This section is not subject to the grievance and arbitration article of this Contract.

ARTICLE XI HOURS OF WORK AND OVERTIME

11.01 Shift and/or Assignment Changes

- A. The State shall give notice to an employee at least seven (7) calendar days prior to the effective date of a change of shift, RDOs or hours of work. Unexpected changes required by emergencies, or which are due to other unforeseeable circumstances, are exempted from this notice requirement.
- B. CCPOA's local Chief Job Steward or designee may waive the notice requirement in any particular instance.
- C. In CYA, an unexpected immediate job change of short duration may occur from time to time. The Department agrees to contact the local Chief Job Steward in each instance where an employee was required to involuntarily report to work on other than the regularly scheduled work shift. Except for emergencies, no employee will be required to involuntarily report to work on a scheduled day off.

On such occasions employees may be requested to report to work on other than their regularly scheduled work shift. Except for emergencies, no employee will be required to involuntarily report to work on other than their regularly scheduled work shift or on a scheduled day off.

The Department agrees to contact the local Chief Job Steward in each instance where an employee was required to involuntarily report to work.

- D. The State recognizes the value of flexibility in working hours and days as a means of reducing the use of sick leave. Likewise, the union recognizes the value of having employees report to work as scheduled. The parties therefore agree that an ap-

appropriate topic of discussion for the quarterly labor/management committee meeting provided for in Section 5.05 is a "sliding six" schedule for days off and alternative work hours (e.g., 4/10/40). Said discussion will not replace the duty to bargain as otherwise provided for in this agreement.

11.02 Shift Starting Time at CYA

- A. CYA Bargaining Unit 6 staff who are given an assignment by their supervisor (e.g., picking up mail, medication, etc.) after entry into the institution and while in route to their work stations will be paid overtime if they work more than the eight (8) hour shift for the day. This language is not intended to include those shift preparation activities such as, but not limited to, picking up keys, "panic" buttons, signing in at Control, etc.
- B. If it becomes apparent to the parties that the Portal to Portal Act contradicts this section, either of the parties may reopen this section.

11.03 Continuous Hours of Work/Dead Time

- A. Except in the case of an emergency, employees shall not work in excess of sixteen (16) continuous hours in any given twenty-four (24) hour period. In the event employees are involuntarily ordered over, these employees are to be permitted an eight (8) hour break between shifts. With the exception of camps, if the eight (8) hour break extends into the employee's next regularly scheduled shift, the employee shall receive paid administrative time off for the hours of the break that extend into the shift. For example, an employee assigned to a shift beginning at 0600, works a voluntary overtime to 2200 hours, and is involuntarily ordered to work until 0100 hours; the employee will be permitted a full eight (8) hour break before being required to return to his/her regular work; this employee would not be required to report to work until 0900 and would receive paid administrative time off from 0600 to 0900. However, the parties recognize that informational briefings of fifteen (15) minutes may be added before or after a regular shift, thus extending the sixteen (16) hours up to a maximum of sixteen (16) hours and fifteen (15) minutes.

- B. When a double involves one (1) hour or less on dead time, it shall not be counted as work time under this section, but will be paid time under hours of work.
- C. Employees shall not be allowed to work more than two (2) "doubles" back-to-back. For the purpose of this section, a double shall be defined as thirteen (13) or more contiguous hours of work which may or may not be broken by dead time. The dead time shall not be counted as work time and not break the continuity of the "double."
- D. The State agrees to make its best effort to reduce or eliminate "dead time" for employees who work involuntary overtime hours. Where dead time exists, the State shall, subject to operational needs, try to schedule the employee to begin the overtime assignment immediately after the end of the employee's regular shift or hours.
- E. Each institution administration and local CCPOA chapter representatives shall meet locally, within the life of this MOU, to make a reasonable effort to reduce the number of start and stop times.
- F. The State shall pay employees for up to the first sixty (60) minutes of dead time prior to an involuntary overtime assignment provided the dead time is three (3) hours or less. Unless an emergency situation exists, the employee will not be compelled to work during this dead time. No dead time shall be paid for voluntary overtime assignments.

11.04 Exchange of Days Off — Shift Assignment (Mutual Swaps)

- A. Employees may be permitted to exchange hours of work of one (1) hour or more with other employees in the same classification or level, performing the same type of duties in the same work area, provided:
 - 1. The employees make a written request to their supervisor(s), at least twenty-four (24) hours prior to the exchange;
 - 2. The supervisor(s) approves the exchange; and

3. The employees exchanging hours of work shall not be entitled to any additional compensation (e.g., overtime or overtime meals, holiday credit/pay, shift differential) which they would not have otherwise received.
 4. An employee may have no more than two (2) persons working for them during a shift.
- B. Once approved, shift changes shall not be subjected to further review, except for operational needs. If a shift swap is denied, the supervisor denying the swap shall state the reason for the denial on the written request.
- C. Shift assignment positions under this Article are limited to:
1. Correctional Officers
 2. Youth Correctional Counselors
 3. Youth Correctional Officers
 4. Medical Technical Assistants
 5. Firefighters
- D. Each employee shall be responsible for the coverage of the work assignment he/she accepts. If the employee who agrees to work for another employee fails to show for the swap, and provides proper medical verification, he/she shall be subject to repaying the actual length of the shift (e.g., eight [8] hours for an eight [8] hour shift, or ten [10] hours for a ten [10] hour shift). The swap sheet shall inform the individuals swapping that the employee who fails to pay back the swap shall be subject to repaying the actual length of the shift. The State shall first use the appropriate, accrued time credits for the repayment; then use "accounts receivable" should time credits be insufficient for the repayment. Once reimbursement is made by the employee, the employee may not be subject to adverse personnel action for this incident.

In the event the employee fails to show because of illness or injury, he/she shall be required to provide a medical verification in accordance with Section 10.02 of the MOU. If the employee fails to provide medical verification, the employee shall be charged twelve (12) hours of the appropriate leave credits.

- E. All swaps must be paid back within ninety (90) calendar days. Where the pay back cannot be accomplished without overtime being earned by one (1) or both of the affected employees the requested swaps shall be denied.
- F. Probationary employees normally shall not be allowed to exchange hours of work with other employees in the same classification or level at all during the first three (3) months of their probationary period. During the remainder of an employee's probationary period, the employee shall be allowed up to one (1) swap per week.

11.05 Overtime Checks

Each institution shall make its best effort to process employees' overtime checks in the shortest possible time. Overtime checks shall be released to the employee as soon as possible following their receipt and expeditious processing at the institution/facility/camp office.

Upon notice from CCPOA, the State agrees to meet at a job site where issuance of overtime checks is consistently beyond the 15th of the month for the purpose of developing a mutually acceptable overtime check distribution process. Part of this process may include Express Service (mail, delivery service, or personal service) to the Controller's Office and, if possible, from the Controller's Office.

11.06 Unused CTO

The employer retains the option to "buy-back" employees' accumulated CTO at or near the end of each fiscal year. In no case, except with approval of the affected employee, shall the employer, through the "buy-back" process, reduce an employee's CTO balance to less than forty (40) hours.

11.07 IST Overtime

Training of employees may be conducted either during regular work hours or during the employee's off-duty hours.

- A. An employee shall be compensated for all training received during off-duty hours when directed by management to attend the training during those hours.

- B. When an employee is directed to attend an in-service training course, and the course is only scheduled on the employee's regular day off (RDO), the employee shall be compensated in accordance with existing Call Back Rules.
- C. When an employee is directed to attend an in-service training course, and does attend on his/her regular day(s) off, pre-scheduled vacation, CTO, or holiday time, when an opportunity existed to attend in conjunction with his/her regular work hours, the employee will only be compensated for the actual time spent in training.
- D. When an employee is required to attend an IST class and the employee is only able to attend the class after an amount of standby (three [3] hours or less), the employee shall be compensated for the standby time, not to exceed one (1) hour, at time and one-half.

11.08 Overtime

- A. Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.
- B. Notwithstanding any other contract provision or law to the contrary, time which an employee is excused from work because of sick leave shall not count as hours worked within the work period for purposes of determining if overtime has been earned. Effective October 31, 1999, in CYA and November 1, 1999, in CDC/BPT/DMH for the purposes of computing the number of hours worked, time when an employee is excused from work because of the use of any leave credits shall be considered as time worked by the employee for the purposes of determining if overtime has been earned.
- C. Employees who are required to remain at their duty posts during designated meal periods or who are required to perform duties during meal periods shall be compensated for the meal period at the appropriate rate of pay, provided the total number of hours worked during the work period exceeds those referenced in MOU Article XI, Section 11.11 for employees on a 7k exemption or forty (40) hours for employees who are not on a 7k exemption.

- D. There shall be no change in the current hourly rate formula used to calculate overtime for non-7k exempt employees.
- E. An employee who is required by the supervisor to conduct business telephone calls outside his or her work hours of more than seven and one-half (7) minutes will receive credit for time worked. This section does not apply when a business call results in a call back to work.

11.09 Reduced Work Time

Employees are hereby noticed that they may participate in a reduced work time program pursuant to Government Code Sections 19996.20 through 19996.24. Alleged violations of these Government Code Sections shall be appealable through the grievance procedure, but are not arbitrable.

11.10 Definition of Third Watch

12:00 p.m. (noon) to 8:00 p.m. and 1:00 p.m. to 9:00 p.m. shifts are to be defined as third watch shifts. An employee who works such a shift, however, will only be eligible for night shift differential pursuant to the terms of Section 15.08.

11.11 7k Exemption

CCPOA and the State agree that the employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA) and the parties acknowledge that the employer is declaring a specific exemption for these employees under the provisions specified herein:

- Board Coordinating Parole Agent, Board of Prison Terms
- Board Coordinating Parole Agent, Youthful Offender Parole Board
- Casework Specialist
- Community Services Consultant
- Correctional Counselor I
- Correctional Counselor II Specialist
- Correctional Officer
- Firefighter, Correctional Institution (excluded in Section 17.02)
- Fire Services Training Specialist

Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

A. Work Periods

1. CDC/DMH/BPT

The work period for employees shall be one hundred sixty-eight (168) hours in a recurring twenty-eight (28) day period until the first work period following July 1, 2004. The work periods shall begin October 5, 1998 and continue for twenty eight (28) consecutive days. Effective at the beginning of the first work period following July 1, 2004, the work period for employees shall be one hundred sixty four (164) hours in a recurring twenty-eight (28) day period.

2. CYA

The work period for employees shall be one hundred sixty-eight (168) hours in a recurring twenty-eight (28) day period until the first work period following July 1, 2004. The work periods shall begin October 4, 1998, and continue for twenty-eight (28) consecutive days. Effective at the beginning of the first work period following July 1, 2004, the work period for employees shall be one hundred sixty-four (164) hours in a recurring twenty-eight (28) day period.

B. Work Schedules for Posted Employees (CO, Firefighter Correctional Institution [excluded in Section 17.02], MTA, Youth Correctional Counselor, YCO)

1. Institutional Based (including Institutional Based Camps and Firefighters) employees shall be scheduled for one hundred sixty-eight (168) hours¹ per work period in the following manner:

- a. One hundred sixty (160) hours per work period of regular posted duty in accordance with applicable MOU sections.

- b. Four (4) hours per work period to allow for pre and post work activities. CCPOA agrees that generally this is sufficient time for all pre and post work activities during each work period, and that the compensation allotted for these activities under this provision is full compensation for all of these activities. This section shall not result in changes to the shift start/stop times.
 - c. Four (4) hours per work period of formal training as described in Section 8.05 of this MOU until the beginning of the first work period following July 1, 2004.
2. Non-institutional Based Employees shall be scheduled one hundred sixty-eight (168)² hours per work period in the following manner:
- a. Camps and Headquarters Staff:
 - (1) The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:
 - (2) One hundred sixty-four (164)³ hours per work period of regular posted duty in accordance with applicable MOU sections.

¹ The one hundred sixty-eight (168) hour work period shall continue until the beginning of the first work period following July 1, 2004. Effective at the beginning of the first work period following July 1, 2004, the work period for employees shall be one hundred sixty four (164) hours in a recurring twenty-eight day period.

² The one hundred sixty eight (168) hour work period shall continue until the beginning of the first work period following July 1, 2004. Effective at the beginning of the first work period following July 1, 2004, the work period for employees shall be one hundred sixty-four (164) hours in a recurring twenty-eight day period.

³ The one hundred sixty-four (164) hours of regular posted duties shall continue until the beginning of the first work period following July 1, 2004. Effective at the beginning of the first work period following July 1, 2004, the regular posted duties for employees shall be one hundred sixty (160) hours in a recurring twenty-eight day period.

- (3) These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of this MOU.
 - (4) Four (4) hours per work period to allow for pre and post work activities. CCPOA agrees that generally this is sufficient time for all pre and post work activities during each work period, and that the compensation allotted for these activities under this provision is full compensation for all of these activities. This section shall not result in changes to the shift start/stop times.
- b. Statewide Transportation Employees:
- (1) Employees shall be scheduled in the following manner:
 - (2) One hundred sixty-four (164)⁴ hours per work period of regular posted duty in accordance with the applicable MOU sections.
 - (3) These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of this MOU.
 - (4) Four (4) hours per work period allow for pre and post work activities. CCPOA agrees that generally this is sufficient time for all pre and post work activities during each work period, and that the compensation allotted for these activities under this provision is full compensation

⁴ The one hundred sixty-four (164) hours of regular posted duties shall continue until the beginning of the first work period following July 1, 2004. Effective at the beginning of the first work period following July 1, 2004, the regular posted duties for employees shall be one hundred sixty (160) hours in a recurring twenty-eight day period.

for all of these activities. This section shall not result in changes to the shift start/stop times.

C. Work Schedules for Non-Posted Employees (Board Coordinating Parole

Agent-Youth Offender Parole Board, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) and Fire Service Training Specialist:

Employees shall be scheduled for one hundred sixty-eight (168) hours⁵ of regular posted duty per work period in accordance with other applicable sections of this MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of this MOU.

D. Overtime

1. Overtime is defined as any hours worked in excess of one hundred sixty-eight (168) hours⁶ in a twenty-eight (28) day work period. For the purposes of computing the number of hours worked, time when an employee is excused from work because of sick leave shall not be considered as time worked by the employee. Additionally, no employee shall be credited less than one hundred sixty-eight (168) hours of time worked in any work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from

⁵ The one hundred sixty-eight (168) hour work period shall continue until the beginning of the first work period following July 1, 2004. Effective at the beginning of the first work period following July 1, 2004, the work period for employees shall be one hundred sixty-four (164) hours in a recurring twenty-eight day period.

⁶ Effective at the beginning of the first work period following July 1, 2004, any hours worked in excess of one hundred sixty-four (164) hours in a twenty-eight (28) day work period.

the one hundred sixty-eight (168)⁷ hours. For the purposes of computing the number of hours worked, time when an employee is excused from work because of the use of any leave credits shall be considered as time worked by the employee for the purposes of determining if overtime has been earned.

2. The method of calculating the hourly overtime rate shall be based on the one hundred sixty-eight (168) hour⁸ work period according to the following formula:

Monthly salary + monthly differentials (except shift differential received) x 12 = annual salary divided by 13 = salary per 28 day work period.

Salary per 28 day work period + shift differential received in the work period divided by 168 hours⁹ (hours worked in 28 day work period) = hourly rate of pay x 1.5 = overtime hourly rate.

E. Leave Credits

Employees shall only be required to utilize leave credits for posted duty hours only.

F. Other Provisions

1. The State and CCPOA agree that they have made a good faith attempt to comply with all requirements of the FLSA in negotiating this provision. If any court of competent jurisdic-

⁷ Effective at the beginning of the first work period following July 1, 2004, no employee shall be credited less than one hundred sixty-four (164) hours of time worked in any work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the one hundred sixty-four (164) hours.

⁸ Effective at the beginning of the first work period following July 1, 2004, the method for calculating the hourly overtime rate shall be based on the one hundred sixty-four (164) hour work period.

⁹ Effective at the beginning of the first work period following July 1, 2004, the salary + differential received in the work period shall be divided by 164.

tion declares that any provision or application of this Agreement is not in conformance with the FLSA, the parties agree to Meet and Confer immediately pursuant to Section 5.02.

2. CCPOA agrees that neither it nor any of its employees acting on their own behalf or in conjunction with other law firms shall bring any suit in court challenging the validity of this provision under the FLSA.
3. Nothing in this section shall be construed to deny any employee a vacation or any other time off or change any existing practices with regard to scheduling time off.

11.12 Priority Time Off Requests

- A. The State recognizes the value of permitting employees to take short periods of time off (e.g., one shift) using holiday credit, vacation and annual leave for purposes that cannot be foreseen or planned for at the time annual vacation requests must ordinarily be submitted. Likewise the union recognizes the value of having employees report to work as scheduled. The parties therefore agree that each appointing power (or designee) shall meet with the local union chapter president (or designee) within 90 days following ratification of this Agreement. They will meet for purposes of discussing whether a system that results in employees who have sick leave balances of 300 hours or more being able to request and receive priority for time off requested on short notice (i.e., 72 hours) using holiday credit, excess hours, vacation and annual leave is possible and feasible. Such systems shall not conflict with any other provision of this Agreement or result in additional cost to the state (e.g., overtime). Such systems would be in addition to any existing system for scheduling or "burning" employee's accumulated holiday or vacation credit.
- B. This section shall be considered a prelude to, rather than a substitute for the duty to bargain as otherwise required by this Agreement.

11.13 Callback Time

- A. An employee in Work Week Group 1, 2 or Work Week Subgroup 4A who has completed a normal work shift, or an employee in Work Week Subgroups 4B or 4D on an authorized day off, when ordered back to work, shall be credited with a minimum of four (4) hours work time provided the call back to work is without having been notified prior to completion of the work shift, or the notification is prior to completion of the work shift and the work begins more than three (3) hours after the completion of the work shift.
- B. When such an employee is called back under these conditions within four (4) hours of the beginning of a previous call or an additional call is received while still working on an earlier call back, the employee shall not receive an additional four (4) hours credit for the new call back.
- C. When such an employee is called back within four (4) hours of the beginning of the employee's next shift, call back credit shall be received only for the hours remaining before the beginning of the employee's next shift.
- D. When staff meetings, training sessions, or work assignments are regularly scheduled on an employee's authorized day off, the employee shall receive call back compensation; when staff meetings and training sessions are regularly scheduled on an employee's normal work day and outside the employee's normal work shift, overtime compensation shall be received in accordance with the employee's work week group, the provisions of this Agreement, and regulations governing overtime. (7K training that occurs during hours employees must work to satisfy their 7K work period hours does not give rise to callback compensation pursuant to this subsection).
- E. If an employee entitled to call back compensation completes the specific task giving rise to his/her call back assignment before four (4) hours has lapsed, the employee will not be required to remain at work until four (4) hours have lapsed unless (1) s/he volunteers; (2) an emergency exists;

or, (3) there are operational needs that mean section 12.06 (Involuntary Overtime by Inverse Seniority) is inapplicable.

ARTICLE XII TRANSFER, SENIORITY, OVERTIME AND LAYOFF

12.01 Seniority

- A. Effective the first day of the April 1999 pay period, seniority shall be determined as follows:
1. For all purposes (including but not limited to, layoff, transfer in lieu of layoff, demotion in lieu of layoff), "seniority" shall be determined by total State service in classes represented by Unit 6 (R06), classifications identified as S06, and in CO classes as defined by Section 830.5 of the Penal Code, regardless of when such service occurred.
 2. "Total State service" is calculated as the period of time since the hire date, for which the employee has earned qualifying pay periods, as defined in paragraphs 3. and 4. below.
 - a. An employee shall not accrue seniority points during a break in service.
 - b. Those employees who were on qualified military leave shall accrue seniority points throughout the time they were on military leave. Additionally, military leave throughout this period shall not be considered a break in service for definition purposes of this Section 12.01.
 - c. An employee on leave for union business shall continue to accrue seniority.
 3. Full-Time Employees' Seniority Accrual: In determining seniority scores for full-time employees, one (1) seniority point shall be awarded for each qualifying monthly pay period of full-time State service in classifications defined in paragraph 1. above. A pay period in which a full-time employee works eleven

(11) or more days will be considered a qualifying pay period except that when an absence from State service resulting from a temporary or permanent separation for more than eleven (11) consecutive work days falls within two (2) consecutive pay periods, the second pay period shall be disqualified. This definition shall apply to all of the employee's work history regardless of when it occurred.

4. Intermittent Employees' Seniority Accrual: Seniority points for time served as a PIE will be awarded as follows:

- a. Hours worked prior to the April 1999 pay period.

Intermittent employees shall be awarded one (1) seniority point for each qualifying monthly pay period of state service in classifications defined in paragraph B-1. above. A pay period in which an intermittent employee works one hundred sixty (160) or more hours will be considered a qualifying pay period. The hours in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- b. Hours worked on or after the April 1999 pay period, unless extended by mutual agreement.

Intermittent employees shall be awarded one (1) seniority point for each qualifying monthly pay period of state service in classifications defined in paragraph 1. above. A pay period in which an intermittent employee works eighty-eight (88) or more hours will be considered a qualifying pay period for the purpose of accruing seniority. The hours in excess of eighty-eight (88) hours in a monthly pay period shall not be counted or accumulated. If an employee works less than eighty-eight (88) hours in a monthly pay period, it shall be a non-qualifying pay

period; such hours shall not be counted or accumulated.

5. Ties in seniority shall be broken by first examining each employee's initial hire date. The employee with the earliest initial hire date in a classification defined in paragraph 1 above will be considered the most senior. If a tie still exists, it shall be broken by examining each employee's last four (4) digits of his/her social security number. If a tie still exists, the employee with the lowest middle two (2) digits will be considered the most senior; if a tie still exists, the employee with the lowest first three (3) digits will be considered the most senior.
6. An employee's initial hire date shall be the date the employee was initially hired into a Unit 6 position regardless of breaks in service.
 - a. For employees who initially reported to a work site other than an academy, the initial hire date shall be the date they reported to work.
 - b. For employees who initially reported to an academy and are subject to the Academy Start Date Settlement Agreement for Correctional Officers, the initial hire date shall be the one that they received through the Settlement Agreement.
 - c. For employees who initially reported to an academy and are not subject to the above-mentioned Settlement Agreement, the initial hire date shall be the date that they originally reported to an academy. Employees claiming they are entitled to seniority credit pursuant to paragraph 6 must supply written documentation evidencing their report date to the academy.
7. Employees claiming they are entitled to seniority credits pursuant to paragraph 6 must supply written documentation evidencing their report date to the academy.

12.02 Permanent Involuntary Transfer by Inverse Seniority

- A. When there are two (2) or more employees in a class, and the Department determines an involuntary transfer to a position in the same class is required, or to an appropriate class as designated by the SPB, in a location which reasonably requires that an employee change his/her place of residence, or which involves a change in the Appointing Authority, the method of selecting the employee for transfer shall be by inverse seniority, except where precluded by operational needs of the departments or in emergency situations under existing Government Code Sections and DPA Rules.
- B. For reimbursement purposes only, existing DPA and Board of Control rules shall be utilized to determine whether a transfer reasonably requires the involuntarily transferred employee to change his/her place of residence.
- C. In the event the State needs to staff a new facility, the parties mutually agree to Meet and Confer to develop a mutually satisfactory method which takes into consideration voluntary transfers, involuntary transfers by inverse seniority and transfers required to meet operational needs.

12.03 Temporary Involuntary Reassignments and Transfers

- A. For the purposes of this section, temporary transfer or reassignment is a change in institution, camp or community-based program or office of not more than thirty (30) work days.
- B. In all cases, the State shall first attempt to fill vacant positions through voluntary means.
- C. If a position cannot be filled through voluntary means, and the temporary assignment or transfer requires the employee to be away from his/her permanent place of residence, the method of selecting the employee for transfer shall be by inverse seniority, except where precluded by the operational needs of the departments or in emergency situations.

- D. Employees who are involuntarily assigned shall receive short term per diem for the first thirty (30) days of their assignment and if required to work past the thirty (30) days assignment, short term per diem will commence on the thirty-first (31st) day and continue for each day the employee is removed from his/her place of permanent residence.
- E. Should the temporary involuntary transfer or reassignment require a temporary change of residence, and be within one (1) of the parole divisions of the department, the State and CCPOA shall Meet and Confer to identify the pool of employees (the region or area) from which the person(s) to be involuntarily transferred on a temporary basis shall be drawn. In any event, the person(s) selected shall be picked by inverse seniority based on time in Unit 6.
- F. No employee may be transferred or reassigned under this section more than one (1) time per fiscal year.
- G. This section shall not affect any per diem right the employee may have.

12.04 Employee Requested Transfers Between Appointing Authorities

- A. The State has varying business needs to fill vacant positions by using existing eligible lists, involuntary transfers, reassignments or other selection methods. A part of these needs may be to fill a position for such reasons as balancing the work force or pre-announced special skills, abilities or aptitudes.

The parties acknowledge that the needs of the State must be given first priority when the State deems it necessary to fill a vacant position. The parties further acknowledge the varying employee desires to permanently transfer to another location, within the employee's department and classification, which the employee deems more desirable. Therefore, the following procedure is established to facilitate employee requests to transfer to a position within the employee's classification and department at another location.

- B. Employees desiring to transfer shall apply in writing in a manner prescribed by the State to the Appointing Authority of the location to which the employee desires to transfer. Such requests shall be to permanent positions in the same department within the employee's same classification. The employee's written requests shall be processed within thirty (30) days of submission and placed in seniority order with those of others who have similarly filed a request to the same position at the location. The Appointing Authority or designee shall provide the employee submitting a request for transfer with an acknowledgment of receipt of the transfer request. Employee requests shall be kept on file at the location through June 30 of each fiscal year or removed earlier at the request of the employee. At the request of the CCPOA Chapter President, the location of employee transfer files will be furnished to the Chapter President.
- C. The State agrees to fill vacancies in the CO, YCO, MTA and YCC classifications by either lateral transfers, list appointments, reinstatements, permanent full-time appointments from the academy, or offering full-time appointments from the academy, or offering full-time employment to PIEs. In the interest of facilitating lateral transfers, three (3) of every ten (10) vacancies filled in the CO, YCO, MTA and YCC classifications must be via lateral transfers. This shall not preclude filling of vacancies at a higher ratio than specified. Offers to fill by lateral transfers will be made on a seniority basis consistent with B. above. A reconciliation of the lateral transfers will be made six (6) months after ratification of the MOU and every six (6) months thereafter with each local Chapter President and the Appointing Authority.
- D. When lateral transfer is the means being used to fill a vacant position, the most senior employee with a request to transfer on file at that location shall be transferred provided that (1) the employee is not currently under investigation for misbehavior which could lead to adverse action, (2) has not had an adverse action in the last three (3) years and (3)

has not had an overall substandard performance evaluation in the preceding 12 months.

- E. A PIE may submit a lateral transfer package using the process described in this Article provided the employee has successfully completed probation, is not currently under investigation, and does not have a pending adverse action. Selection of PIEs is at the discretion of the Appointing Authority.
- F. If the State chooses to fill vacant positions by transfers, but has specified the need to fill positions based on special skills, abilities or aptitudes, paragraph C. and D. above need not apply.
- G. Those employees who obtained employee-requested transfer under the provisions of this section shall not be eligible to utilize the provisions of this section for a period of one (1) year from the effective date of such transfer unless the employee has demonstrated a hardship that did not exist at the time of the initial transfer.
- H. This procedure may be superseded in favor of an employee requesting a transfer based on a bona fide hardship. If the matter is contested, the Appointing Authority or designee shall explain the basis for the waiving of this section to CCPOA's local Chief Job Steward or designee and/or CCPOA's representative.
- I. Travel Time Allowance: Upon request, the State may authorize an employee to take a reasonable amount of vacation, PLP, CTO, or holiday time off between transfers from one (1) institution to another where the transfer requires the employee to move his/her residence. Such requests will not be unreasonably denied, by the receiving institution.

12.05 Voluntary Overtime By Seniority

- A. Employees in Bargaining Unit 6 shall be assigned voluntary overtime by seniority except where precluded by operational needs of the departments or in emergency situations. Existing caps on voluntary overtime shall continue; where they do not exist, reasonable caps may be negotiated locally by the parties. There shall be no yearly caps. All

other existing rules and policies regarding voluntary overtime continue to remain in effect.

- B. In CDC institutions, COs shall not be eligible to accept an overtime assignment when he/she has worked ten (10) overtime shifts (80 hours) within the 7k work period.

When all employees signed up for a voluntary overtime shift meet or exceed the above overtime limits, the voluntary overtime list will be utilized, by seniority, prior to ordering over. Where this section does not abridge a local agreement, the local agreement shall be left intact. Where local caps are higher than the limits in this section, the local agreement shall be opened in order to insure compliance. Any issue within the local caps agreement that does not deal with the limit of time worked shall only be opened by mutual agreement.

- C. Each Appointing Authority or designee will establish a means by which a Bargaining Unit 6 employee may sign up for an overtime shift. The order of call for voluntary overtime shall normally be from the voluntary overtime roster. However, if the overtime assignment becomes available two (2) hours or less prior to the start time of the overtime assignment, the assignment will be offered to the most senior employee whose name appears on the voluntary overtime roster and who is currently on duty.
- D. Overtime at camps and community-based programs shall be on a rotational basis.
- E. In addition to the above within CYA, overtime under this provision shall be offered by seniority by classification. When there are no volunteers on the appropriate list within the classification, the Department shall use the following options in descending order:
 1. Use the volunteers from an appropriate classification (i.e., Youth Correctional Counselors can work for YCOs and vice versa);
 2. Use the involuntary overtime provisions; or
 3. Take necessary action to ensure adequate coverage.

- F. Existing institutional sign-up procedures and policies in effect during the terms of this MOU will not be changed without local negotiations.
- G. When an outside employer engages COs to work for a project on departmental grounds, the employees will be hired on an overtime basis pursuant to this section, or be placed on special assignment to work, and their positions filled behind with a PIE or on an overtime basis pursuant to this section, except if the position is not normally filled behind.
- H. When it is determined a violation of this section has occurred, the "wronged" employee shall be entitled to four (4) hours pay at time and one-half.

12.06 Involuntary Overtime By Inverse Seniority

- A. Employees in Bargaining Unit 6 shall be assigned involuntary overtime on a rotating basis by inverse seniority except when precluded by operational needs of the departments or in emergency situations. Specifically excluded from this section are camps and other CDC community-based programs.
- B. In the departments, the junior seventy percent (70%) of the employees assigned overtime in a particular classification shall only be assigned involuntary overtime twice during a monthly pay period before the senior remaining thirty percent (30%) of the employees are required to work involuntary overtime. If after the junior seventy percent (70%) have been worked twice in any monthly pay period and the senior thirty percent (30%) once in that same monthly pay period, then the junior seventy percent (70%) shall be required to work again.
- C. Normally employees will not be assigned involuntary overtime on their regular day off (RDO). For the purposes of this section, an employee's RDO begins immediately after the completion of their normal shift before the RDO.
- D. The departments will make reasonable efforts to canvass on-duty employee volunteers prior to the implementation of this contract section.

12.07 Personnel Preferred Post Assignment (PPPA) for Correctional Officers and MTA (CDC/DMH)

A. Methods

1. There shall be seventy percent (70%) of the qualifying CO and MTA (CDC/DMH) post assignments at each CDC Institution assigned by seniority. These Personnel Preferred Post Assignments (PPPA) will be distributed among the watches and RDOs in the same proportion as their percentage of the total number of qualifying posts. The break point will be .6 of the total number of qualifying posts. For example: 32 jobs (70%= 22.4; 30%=9.6). Therefore, ten (10) jobs will be management assignments, twenty-two (22) jobs will be PPPA.
2. Time For Implementation

All institutions will implement a continuous bid process as outlined in subsection E. (CONTINUOUS BID PROCESS)

- a. New implementation will follow the implementation time lines set forth in this procedure. However, if the implementation dates change, the time-frames will continue to be adhered to.
- b. All institutions shall conduct a bid to incorporate changes of this procedure. For MTA (CDC/DMH) this process shall begin within thirty (30) days after ratification of this MOU. For Correctional Officers the bid process shall be conducted so that all job changes are effective no later than the first Monday of November 2002.
- c. Implementation for new institutions: Within eighteen (18) months of activation (receipt of inmates) all new institutions will begin the implementation process for PPPA.

3. Definitions

- a. **Bid Period:** Employees may bid as otherwise described in this agreement during the bid period. Each "bid period" shall be three calendar years (except that the first bid period shall end December 31, 2004). A Realignment of Posts process will be used at the outset of each new bid period.
- b. **Realignment of Posts:** A Realignment of Posts follows a re-determination by the Appointing Authority or designee and the local chapter representative about the number and specific posts which will be considered "qualifying posts" available for bid.
- c. **Qualifying Post:** Any authorized post listed on the Master Assignment Roster after it has been reconciled with the Post Assignment Schedule and the Governor's Budget, except: The total post count equivalent to the Institution's Vacancy Plan (IVP). The following posts may be exempted from the PPPA bid process, but will be included in the count for the purpose of establishing the 70/30 calculation: (1) total number of established transportation posts at the CO level; (2) total number of Investigative Services Unit (ISU) posts at the CO level; and, (3) total number of In-Service Training (IST)/Armory posts at the CO level.
 - (1) Camps shall retain their current agreements regarding post assignments.
- d. **70/30 Split:** Seventy (70%) percent represents the percentage of qualifying posts that shall be available for bid otherwise known as "Personnel Preferred Post Assignments" (PPPA). Thirty (30%) percent represents the percentage of qualifying posts that shall not be sub-

ject to bid. The representative number of PPPAs at each institution will be determined by establishing an equitable distribution of qualifying posts by area, watch and RDO. An "equitable distribution" is as close to a 70/30 representation in each of these areas, in keeping with operational needs.

Upon completion of the 70/30 split, a reconciliation shall be completed to insure the institution's overall representation is within plus or minus two (2) positions.

4. Bid Process

- a. PPPA will consist of two (2) processes. One process consists of the bid as outlined in subsection C. IMPLEMENTATION.
- b. The continuous bid process is outlined in subsection E. CONTINUOUS BID PROCESS. The continuous bid process will be for the purpose of filling PPPA vacancies on a continual basis as they arise throughout the bid period.

B. ELIGIBILITY

1. Participation in the PPPA system is limited to eligible employees. An eligible employee:
 - a. Must be a permanent, full-time CO or MTA (CDC/DMH). Apprentices are excluded.
 - b. Must be permanently assigned to and working at the institution. Eligible employees may participate only in their institution's PPPAs. There shall be no inter-institution bidding assignments by personal preference.

Eligible employees who laterally transfer will be permitted to participate in the continuous bid process.
 - c. In order to participate and maintain the rights and privileges defined throughout

this procedure, the employee must maintain an overall standard performance rating as identified in Section 9.01.

- (1) Upon activation of a newly established institution, previous year employee performance evaluations will not be considered for the purposes of eligibility in the PPPA process.
- d. An employee successfully bidding to a PPPA who does not meet the qualifications (firearms, side-handle baton, chemical agents) for such post, must meet all qualifications, specified in this procedure, prior to the date of assignment to the PPPA. If the employee is not qualified for the PPPA, on the initial date of assignment, the employee will be assigned at management's discretion and allowed to participate in the continuous bid process. The vacated PPPA will be subject to the continuous bid process.
- (1) For Correctional Officers, management shall be responsible to ensure that training for all qualifications are available through In-Service Training. Employees shall be responsible for scheduling and attendance.
 - (2) If the failure to qualify is based upon unavailability of training, the employee will be placed in a non-qualifying post in the same watch, RDOs with similar start/stop times. The PPPA will temporarily revert to management until such time that the employee qualifies and is placed back into the PPPA.
 - (3) Once the training has been provided, and if the employee qualifies, the employee shall be placed in the PPPA. If the employee is not successful in qualifying, they shall be

assigned at management's discretion. The vacated PPPA shall be subject to the continuous bid process.

- (4) In order to be retained in a PPPA armed post, employees must maintain current weapons qualification. Failure to maintain quarterly qualifications in compliance with departmental policy will result in the employee being assigned at management's discretion to an unarmed post. An otherwise eligible employee may participate in the continuous bid process. Removal of the employee does not preclude the employee from being subject to other action in accordance with departmental policy.
- e. For activation of a newly established institution, an employee may be precluded, in writing, from participating in the PPPA bid process to specific assignment areas as determined by the Appointing Authority. This preclusion must be based upon:
- (1) An employee who has an adverse personnel action which relates to the employee's job performance including, but not limited to:
 - (a) Inattentiveness on the job
 - (b) Insubordination
 - (c) Excessive force toward an inmate, ward, or parolee
 - (2) The preclusion will not be based upon an adverse personnel action for:
 - (a) Sick leave abuse, etc.
 - (b) Off-duty conduct, etc.
 - (c) The adverse personnel action must have occurred twelve (12) calendar months preced-

ing the onset of the bid process (i.e., the third Monday in November).

An employee receiving a performance related adverse action that may have a greater impact related to a specific assignment area (i.e., Ad Seg, community crews, Security Housing Units, entrance gates, etc.), may be excluded by the Appointing Authority from bidding to the specific assignment area for one (1) bid period. (Refer to subsection H.14.)

- f. An otherwise eligible employee absent from the worksite during the bid process for such reasons as NDI, Workers' Compensation, leave of absence, annual military leave, etc., may participate in the PPPA bid process. Employees who are successful in obtaining a bid post must assume the duties of such post within one year of posting of the bid results. Until such time as the employee occupies the post, it temporarily reverts to the conditional bid process.

In the event the employee is unable to assume the duties within one year, the employee will be placed in a post at management's discretion.

- g. Failure of the employee to complete a PPPA bid will result in placing the employee in a post, at management's discretion, without regard to watch, RDOs or start/stop times.

C. IMPLEMENTATION

- 1. At the first meeting of the local Joint Labor/Management Committee, the total number of institutional posts available for PPPA shall be seventy percent (70%) of the total authorized posts listed on the Master Assignment Roster, as defined in subsection A.3.c. The remaining thirty percent (30%) shall be designated as management posts.

a. November

- (1) On the first Monday in November the Personnel Assignment Office at each institution will post an updated seniority roster. Employees alleging errors in the computation of seniority dates may file a complaint to the Personnel Assignment Lieutenant. If unresolved, the employee may submit to the Appointing Authority for second level of review with resolution required within fourteen (14) days of the posting of the seniority roster. The second level shall be the final level of review in the complaint process. Errors in favor of the employee will result in the adjustment of the employee's seniority date at their institution.
- (2) The local Joint Labor/Management Committee at each institution shall meet to determine and agree which posts will be management posts and which posts will be PPPAs. Such determinations must be completed no later than the first Monday in November.
- (3) Only those PPPAs which cannot be agreed on by the local Joint Labor/Management Committee at each institution will be elevated to the Joint Labor/Management Headquarters Committee through the headquarters Labor Relations Branch.
- (4) On the second Monday in November, an institutional memorandum will be published by the Personnel Assignment Lieutenant, advising staff of the following:
 - (a) The date PPPA bid forms will be made available and the lo-

cations where the forms can be obtained.

- (b) The date PPPA bid forms must be returned to the Personnel Assignment Office.
 - (c) Location(s) of PPPAs open for bid and Master Assignment Rosters will be available for staff review.
 - (d) Employees who laterally transfer on or before the first Monday in November will be permitted to bid.
- (5) On the second Monday in November, the Personnel Assignment Office at each institution will publish a listing of PPPAs available for bid. This list shall be made available in locations previously specified.
 - (6) On the third Monday of November, PPPA bid forms will be made available at locations previously specified. A standardized PPPA bid form will be utilized at all locations for selection of PPPAs.
 - (7) Completed PPPA bid forms must be submitted to the Personnel Assignment Office, unless otherwise designated at the local level. These bids must be submitted on or before close of business on the second Monday of December.
 - (8) At the time the employee submits the PPPA bid form, it will be date stamped and a copy given to the employee. The original will be retained in the Personnel Assignment Office.
 - (9) The watch designation for those PPPAs with multiple watch reliefs

and posts requiring quarterly weapon qualifications will be noted on the listings of available PPPAs.

- (10) Eligible employees bidding to a vacation relief (VR) PPPA shall be assigned as follows:
 - (a) For the purposes of PPPA, all vacation relief PPPAs will be considered second watch.
 - (b) The most senior employee will be permitted to select the vacation slots of the employee's choosing for the duration of the bid period. The second most senior person will be permitted to select vacation slots from those remaining, etc.
 - (c) In the event a vacation is canceled, the PPPA VR employee will replace the employee who is substituted for the original occupant.
 - (d) In the event a cancellation is not filled or a vacation slot is not available, the PPPA VR employee will be assigned at management's discretion until the employee's next scheduled vacation coverage.
- (11) Eligible employees may bid on any number of PPPAs.
- (12) Upon request from the Chapter President, the institution may establish a walk-up bid process. Any disputes regarding this process must be resolved at the local level.

b. December

- (1) Beginning the first Monday of December, the Personnel Assignment Office shall have up to twenty-one

(21) calendar days to determine the employee's placement into the PPPA of their selection.

c. January

- (1) No later than the first Monday of January, the Personnel Assignment Office shall publish the listing of employees who were successful in their bid. Time period for qualifications for PPPAs begins as specified in subsection B.1.d.
- (2) At the time of publishing, a thirty (30) day window will begin to allow for error correction. Employees who feel they were placed into a PPPA in error will have fourteen (14) calendar days to dispute any errors. Management must respond within ten (10) calendar days in writing to accomplish any adjustments necessary.
- (3) The Personnel Assignment Office shall publish movement sheet(s) reflecting assignment changes. The assignment changes may occur as a single process or as locally agreed, may be phased-in by watch, based upon the following schedule:
 - (a) Second Watch: Published on the second Monday of February with an effective date of fourteen (14) calendar days from publication.
 - (b) Third Watch: Published on the third Monday of February with an effective date of fourteen (14) calendar days from publication.
 - (c) First Watch: Published on the second Monday of March with

an effective date of fourteen (14) calendar days from publication. Employees successful in bidding to a PPPA must meet qualifications as specified in subsection B.1.d.

D. TEN PERCENT RULE

This section does NOT apply to those employees subject to adverse action or substandard performance appraisals.

1. In those instances when it becomes apparent an employee does not possess the knowledge, skills, aptitude, or ability to perform at an acceptable standard in the PPPA to which the employee has bid, a job change memorandum documenting the reasons for reassignment will be prepared by the immediate supervisor and attached to a job change request.

This document must be approved by the employee's second line supervisor and section manager prior to being forwarded to the Personnel Assignment Office. The approved job change memorandum shall be maintained by the Personnel Assignment Lieutenant and filed in accordance with existing procedures regarding the archiving of all other job change requests and the employee shall be provided a copy of the job change memorandum. Management may then reassign the employee as follows:

- a. The reassignment must be completed within sixty (60) days of the date the employee assumed assignment to the post. The time an employee is absent from the post is not counted toward the sixty (60) days.
- b. The number of these reassignments may not exceed ten percent (10%) of the total PPPA count based on seniority. The Personnel Assignment Lieutenant shall be responsible for maintaining an accu-

rate count of reassignments made under the Ten Percent Rule.

- c. In the event assignment changes are necessary (within the ten percent [10%] factor allowed), the person being moved from that assignment shall be given a job change into an assignment with the same RDOs and substantially similar start and stop times.
- d. If the employee disagrees with the reasons for the removal from the PPPA, the employee can grieve the change, within twenty-one (21) calendar days of notification, directly to the Appointing Authority. This grievance must be heard, and a written response provided, by the Appointing Authority within fourteen (14) calendar days. The grievance may not be appealed beyond the Appointing Authority. The filing of a grievance shall not postpone any such removal.

E. CONTINUOUS BID PROCESS

1. Statement of Purpose

The Continuous Bid Process is to allow employees to continue to fill vacant PPPA's, by seniority, once the initial process has been implemented.

2. Implementation

- a. Vacant PPPAs will be posted on the first Monday of each month. Any eligible Correctional Officer will be allowed to bid including those already in a PPPA.
- b. All assignment for those who were successful in achieving an available PPPA, the results will be posted by the fourth Monday of each month. All job changes will have an effective date of not more than fourteen (14) calendar days from the date of the posting results.
- c. This posting and bid "window" will be a

minimum of ten (10) calendar days, with no bids being accepted after the close of business on the second Friday after the initial posting.

- d. Subsequent to the initial bid, an otherwise eligible officer may participate in the continuous bid process up to five times during the bid period. Bids due to deactivations or changes to a post's RDOs or start/stop times shall not count towards this cap. Bids due to removal for cause, 10 percent rule, performance evaluations or adverse actions shall only be counted against the cap for a maximum of two bids.

F. CONDITIONAL BIDS

The Conditional Bid Process will be the process in which PPPAs are filled on a temporary basis. Once it is determined that a PPPA could be temporarily vacant for more than thirty (30) calendar days, the PPPA will be posted for a "conditional bid". The conditional bid would only be in effect until the original bidder returns to assume the PPPA within the following time frames. An employee displaced from a conditional bid post may participate in the continuous bid process, or will be assigned at management's discretion without regard to watch, RDOs, or start/stop times:

1. All vacancies with the exception of Military Leave or Union Officers:

These employees would be subject to a one (1) year time limitation before the conditional status of the post expires. The employee in the job could remain in said post. The Appointing Authority can extend this time on a case by case basis.

2. Military Leave:

In the event an employee is ordered to active military duty, these employees would be subject to length of the bid period before the conditional status expires. The employee in the

job could remain in said post. The Appointing Authority can extend this time on a case by case basis.

3. Union Officers:

All employees subject to being placed in to a post utilizing "super seniority" will submit a bid form based upon their seniority. Once this process has been completed Union Officials who are designated by CCPOA to fill Chapter President/Chief Job Steward posts based upon "super seniority" will be assigned to those designated posts upon their request. Should a union official assume the designated post utilizing "super seniority", they would remain in said job until he/she is un-elected or the Chapter President designates a different Chief Job Steward. At this time, the employee would return to the position originally bid by their seniority. During the time that the employee is in a post based upon "super seniority", their seniority bid post will be offered as a conditional bid subject to the length of the bid period.

G. RE-EVALUATION

On or about June 30, 2004 and no later than July 31, 2004, or upon request of either party, the Joint Labor/Management Committee will be convened to discuss and evaluate the processes and parameters established for the Continuous and Conditional bid processes as defined in sections E and F. The Joint Labor/Management Committee may make any adjustment to the process deemed necessary prior to next bid period.

H. MAINTENANCE

After the initial PPPAs have been made, the following steps will be adhered to regarding maintenance of the process:

1. If a PPPA becomes vacant, the PPPA will be filled through the continuous bid process. Unless specifically authorized by the Bargaining Unit 6 MOU these procedures or local mutual

agreement, the designation of a particular post as a PPPA cannot be altered in any fashion without fulfilling the notice requirements of Section 27.01 of the Unit 6 MOU.

2. Employees displaced from a PPPA as a result of a deactivation will be placed in an assignment with the same RDOs if available, and substantially similar start/stop times.
3. Upon activation, all activated posts will be subject to subsection A. METHODS, of this procedure. Newly designated PPPAs will be subject to the continuous bid process.
4. Upon written request of an employee to vacate a PPPA, management may, at its discretion, approve the employee's movement to a management position. Such movement will be without regard to watch, RDOs or start/stop times.
5. An employee shall be permitted to rebid to the same PPPA. Should the employee be successful in their bid attempt, the employee will be subject to all provisions of this procedure as if assigned for the first time.
6. Employees shall not be permitted to remain in any PPPA in a high stress area, commensurate with the provisions outlined in DOM Section 33010.30.2, unless exempted by the Appointing Authority. The employee may rebid for a PPPA in a high stress area after one (1) year in a non high stress assignment.
7. If after the bid process has occurred the RDOs and start/stop times attached to a post are significantly changed, the affected employee may choose to remain in the post; and/or participate in the continuous bid process.
8. An employee may not be removed from a PPPA based upon the issuance of a LOI.
9. An employee may be temporarily removed from a PPPA pending a personnel investigation/EEO investigation, but will be assigned to substantially similar start/stop times and

RDOs. Once the investigation has been concluded and if the charges have not been substantiated, the employees may be returned to their PPPA.

10. Any PPPA not bid during the bid period by an eligible employee shall temporarily revert to management, and be subject to the continuous bid process.
11. For purposes of expressing a personnel preference, the Chapter President/Chief Job Steward(s) shall be given "super" seniority in order to select a PPPA. When an employee is removed from his/her position as a Chief Job Steward they will be subject to the guidelines of the Conditional Bid Process.
12. Upon completion of the Apprenticeship period, an otherwise eligible employee, may participate in the PPPA continuous bid process.
13. Unless otherwise allowed by this procedure, once an employee has successfully been assigned to a PPPA, the employee may only be moved involuntarily for cause. As used in this context, cause is NOT interpreted as adverse in nature or substandard for purposes of a performance appraisal. The supervisor must document the specific reasons for removing the employee from the PPPA and provide a copy to the employee. The employee must then be placed in an assignment with the same RDOs and substantially similar start/stop times. The vacated PPPA will be subject to the continuous bid process.
If the employee disagrees with the reasons for the removal from the PPPA, the employee can grieve the change, within twenty-one (21) calendar days of notification, directly to the Appointing Authority. This grievance must be heard, and a written response provided, by the Appointing Authority within fourteen (14) calendar days. The grievance may not be appealed beyond the Appointing Authority. The grievance shall not postpone any such re-

removal for cause.

14. If an employee is to be removed from a PPPA, as a result of an adverse action, the removal will be upon the effective date of the adverse action related to job performance (upon the conclusion of the *Skelly* hearing process and/or time frames associated with that process). Such movement will be to the same watch, without regard to RDOs or start/stop times. The employee will not be eligible to participate in the PPPA process for one (1) year period. The vacated PPPA will be subject to the continuous bid process. The Appointing Authority may exclude the employee from bidding to a specific assignment area for the remainder of the bid period and subsequent bid period.
15. In reference to subsection B.1.c., an employee may be removed from the PPPA upon receipt of the final copy of a substandard performance evaluation. Such movement will be to a post with substantially similar start/stop times. The vacated PPPA will revert to the continuous bid process. The employee will not be permitted to participate in the PPPA process for a one (1) year period.

I. DISPUTES

All disputes concerning PPPA issues, that are unable to be resolved at the local level shall be directed to the Joint Labor/Management Committee for final resolution, as the final level of review. The Joint Labor/Management Committee shall be comprised with equal representation of three (3) persons appointed by the Director of Corrections and CCPOA, respectively. Disputes will be resolved by majority vote.

12.08 Layoff and Reemployment

- A. Whenever it is necessary because of a lack of work or funds, or whenever it is advisable in the interest of the economy to reduce the number of permanent and/or probationary employees in the Depart-

ments of Corrections, Youth Authority and Mental Health, the State may lay off employees pursuant to this section and DPA/SPB Law and Rules which are not superseded by this section.

B. Order of Layoff

Layoff shall be made in order of seniority pursuant to Government Code Sections 19997.2 through 19997.7 and applicable DPA rules except as superseded by this MOU. Seniority scores shall be determined pursuant to Section 12.01 of this MOU. In determining seniority scores, one (1) point shall be allowed for each qualifying monthly pay period of full-time state service in Unit 6, regardless of when such service occurred. A pay period in which a full-time employee works eleven (11) or more days will be considered a qualifying pay period, except that when an absence from state service resulting from a temporary or permanent separation for more than eleven (11) consecutive work days falls within two (2) consecutive qualifying pay periods, the second pay period shall be disqualified.

C. Employees compensated on a monthly basis shall be notified in writing thirty (30) calendar days in advance of the effective date of the layoff. Where the notices are mailed, the beginning of the thirty (30) calendar day period will be determined by the postmark of the notice. Notice of the layoff shall be sent to CCPOA. The reason for the proposed layoff, the anticipated classifications affected, the number of employees in each class, the estimated number of surplus employees in each classification, and the proposed effective date of the layoff, will be clearly stated in the layoff notice sent to CCPOA and the employee.

D. Transfer or Demotion in Lieu of Layoff

The State may offer affected employees a transfer or a demotion, in lieu of layoff, to another position deemed appropriate by the Department, pursuant to Government Code Section 19997.8 through 19997.10 and applicable DPA Rules. If an employee refuses a transfer or demotion, the employee may be laid off from state service.

- E. Whenever the State determines it necessary to lay off employees, the State shall Meet and Confer in good faith with CCPOA regarding the impact of said layoff(s) and alternatives to the layoff(s). The State and CCPOA shall meet in good faith to explore alternatives to laying off employees such as, but not limited to, voluntary reduced work time, retraining, early retirement, job sharing, and unpaid leaves of absence.
- F. In accordance with Government Code Section 19997.11 and 19997.12, the State shall establish a reemployment list by class for all employees who are laid off. Such lists shall take precedence over all other types of employment lists for the classes in which the employees are laid off. Employees shall be certified from department or subdivision reemployment lists in accordance with Section 19056 of the Government Code.
- G. An appeal of any portion of this layoff provision shall solely be through the procedures established in Government Code Section 19997.14 and shall not be subject to the grievance and arbitration Article of this MOU.

ARTICLE XIII HEALTH AND WELFARE

13.01 Health Benefit Plan

A. Program Description

Health Benefits

1. Contribution Amounts

- a. From July 1, 2001 through December 31, 2001, the State agrees to pay the following contribution for health benefits. To be eligible for this contribution, an employee must positively enroll in a health plan administered or approved by PERS.

- (1) The State shall pay up to \$168.69 per month for coverage of an eligible employee.

- (2) The State shall pay up to \$373.69 per month for coverage of an eligible employee plus one (1) dependent.
 - (3) The State shall pay up to \$509.69 per month for coverage of an employee plus two (2) or more dependents.
- b. From January 1, 2002 through December 31, 2002, the State agrees to pay the following contribution for health benefits. To be eligible for this contribution, an employee must positively enroll in a health plan administered or approved by PERS.
- (1) The State shall pay up to \$176.69 per month for coverage of an eligible employee.
 - (2) The State shall pay up to \$389.69 per month for coverage of an eligible employee plus one (1) dependent.
 - (3) The State shall pay up to \$530.69 per month for coverage of an employee plus two (2) or more dependents.
- c. From January 1, 2003, the State agrees to pay the following contribution for health benefits. To be eligible for this contribution, an employee must positively enroll in a health plan administered or approved by PERS.
- (1) The State shall pay up to \$176.69 per month for coverage on an eligible employee, plus 2/3 of the January 1, 2003 CalPERS HMO, single-party (employee only) weighted average premium increase.
 - (2) The State shall pay up to \$389.69 per month for coverage of an eli-

gible employee plus one dependent, plus 2/3 of the January 1, 2003 CalPERS HMO, two-party (employee plus one dependent) weighted average premium increase.

- (3) The State shall pay up to \$530.69 per month for coverage of an employee plus two or more dependents, plus 2/3 of the January 1, 2003 CalPERS HMO, family (employee plus two or more dependents) weighted average premium increase.

2. Employee Eligibility

- a. For purposes of this section, "eligible employee" shall be defined by the Public Employees' Medical and Hospital Care Act.

b. Permanent Intermittent Employees

- (1) Permanent Intermittent Employees (PIEs) will qualify to receive health benefits the first day of the pay period following graduation from the academies of CDC and CYA. PIEs will have 60 days to enroll. This coverage is to be applied to the control period that the graduation date is in; and the eligibility continues through the following control period. Thereafter, PIEs must work a minimum of four hundred eighty (480) hours in each control period as established by PERS to continue coverage, pursuant to Government Code Section 22822.

3. Family Member Eligibility

- a. For purposes of this section, "eligible family member" shall be defined by the Public Employees' Medical and Hospital Care Act and includes domestic part-

ners that have been certified with the Secretary of State's office in accordance with AB 26 (Chapter 588, Statutes of 1999).

13.02 Dental/Vision Erisa Trust

A. Dental Contribution

Effective July 1, 2001, the State agrees to provide CCPOA the net sum of \$44.33 per month per eligible employee for the duration of this agreement to provide a dental benefit through the CCPOA Benefit Trust Fund.

1. The State shall pay \$44.33 per month for coverage of an eligible employee.
2. The State shall pay \$44.33 per month for coverage of an eligible employee plus one dependent.
3. The State shall pay \$44.33 per month for coverage of an eligible employee plus two dependents.

a. Employee Eligibility

Employee eligibility for dental benefits will be the same as that prescribed for health benefits under Section 13.01 subsections 2a, 2b.

b. Family Member Eligibility

Family member eligibility for dental benefits will be the same as that prescribed for health benefits under Section 13.01 subsection 3a.

c. Coverage During First 12 Months of Employment

Employees appointed into State service who meet the above eligibility criteria, will not be eligible for enrollment in the Union-sponsored fee-for-service plan until they have maintained enrollment in the Union-sponsored prepaid plan for twelve (12) consecutive months. However, if no prepaid plan is available within

a 35-mile radius of the employee's residence or an eligible family member resides in another service area, the employee will be allowed to enroll in the union's fee-for-service plan.

B. Vision Contribution

Effective July 1, 2001, the State will provide the sum of \$8.10 or the negotiated rate for all employees, whichever is less, per eligible employee to provide a vision benefit through the CCPOA Benefit Trust Fund.

1. Employee Eligibility

Employee eligibility for vision benefits will be the same as that prescribed for health benefits under Section 13.01 subsections 2a, 2b.

2. Family Member Eligibility

Family eligibility for vision benefits will be the same as that prescribed for health benefits under Section 13.01 subsection 3a.

C. Permanent Intermittent Employees

Qualifying PIEs: PIEs will qualify to receive dental and vision benefits the first day of the pay period following graduation from the academies of CDC and CYA. PIEs will have 60 days to enroll. This coverage is to be applied to the controlled period that the graduation date is in; and the eligibility continues through the following control period. Thereafter, PIEs must work a minimum of four hundred eighty (480) hours in each control period, as established by PERS, to continue coverage, pursuant to Government Code Section 22822.

The employee will be required to pay any premium amount for the CCPOA sponsored dental and/or vision plan benefit through the CCPOA Benefit Trust Fund, in excess of the State's contribution.

CCPOA shall hold the State of California harmless for any legal actions that may arise from CCPOA's administration of the dental/vision trusts.

13.03 Employee Assistance Program

- A. The State recognizes that alcohol, drug abuse and stress may adversely affect job performance and are treatable conditions. The intent of this section is to assist an employee's voluntary efforts to receive treatment or counseling on a variety of substance-related or stress-related problems so as to retain or recover his/her value as an employee. As a means of correcting job performance problems, the State will normally refer employees who need assistance to obtain treatment or counseling on substance-related or stress-related problems, such as marital, family, emotional, financial, medical, prescription drug, legal or other personal problems. This is intended solely as a referral system.
- B. In an effort to keep records concerning an employee's referral and/or treatment for substance-related or stress-related problems confidential, such records shall not be included in the employee's personnel file.
- C. The State shall continue to provide confidential professional counseling benefits to all employees and their dependents, at the same level of benefits, including the same confidentiality protections as are presently provided employees and dependents. Up to seven (7) sessions per problem type per contract year shall be made available at no cost to the employee. There shall be no charge to employees or family members except for extended counseling (beyond the seven [7] sessions per problem type per contract year) which, if needed, is to be specifically and personally arranged between the employee and the counselor.
- D. If an employee desires counseling and wishes to maintain **total confidentiality**, he/she should call the independent Employee Assistance Program (EAP) vendor directly or CCPOA for assistance. The independent EAP vendor's number is **(800) 632-7422**. If this number for some reason has changed and/or is no longer in service, please be sure to call your local CCPOA office for the current provider number. CCPOA's numbers are **(800) 821-6443** and **(916) 372-6060** for its Northern office;

(800) 832-1415 and **(559) 431-5390** for its Central office; **(800) 221-7397** and **(909) 980-6376** for its Southern office; **(800) 468-0342** and **(760) 342-5514** for its Indio office; and **(888) 592-3213** and **(661) 328-0695** for its Bakersfield office.

- E. Should an employee contact the local EAP Coordinator for help, the EAP records concerning the employee's problems are considered confidential and shall not be included in the employee's personnel file. The local EAP Coordinator shall not be a Peace Officer employee.
- F. The State and CCPOA shall form a Joint Labor/Management Committee to study common avenues of approach in preventing substance abuse problems among employees.
- G. The DPA and CCPOA shall engage in Labor/Management discussions to study the feasibility of integrating the benefits of the Employee Assistance Program with the health benefits plan administered by CCPOA.

13.04 Flexible Benefit Program

- A. The State agrees to provide a Flexible Benefits Program under Section 125 and related Sections 129, 213(d), and 105(b) of the Internal Revenue Code. These sections allow the employee to participate in DEPCARE and/or Health Care Reimbursement Account. All participants in the FlexElect Program shall be subject to all applicable Federal statute and related administrative provisions adopted by DPA. All eligible employees must work one-half () time or more and have permanent status or if a limited-term or TAU appointment, must have mandatory return rights to a permanent position.
- B. Employees may enroll in the Flexible Benefits Program and participate in all of the options with the exception of the cash option in lieu of dental insurance.
- C. PIEs may only participate in the pre-tax premium and/or the cash option for medical insurance. PIEs choosing the pre-tax premium must qualify for

State medical and/or dental benefits. PIEs choosing the cash option will qualify if they work at least one-half () time, have an appointment for more than six (6) months, and receive credit for a minimum of four hundred eighty (480) paid hours within the six (6) month control period of January 1 through June 30 of the plan year in which they are enrolled.

This section is not grievable or arbitrable.

13.05 Long-Term Care Insurance Plans

Employees in classes assigned to Bargaining Unit 6 are eligible to enroll in the Long-Term Care Insurance Program offered by PERS. The employee's spouse, parents, and the spouse's parents are also currently eligible to enroll in the plans, subject to the underwriting criteria specified in the plan.

The long-term care insurance premiums and the administrative cost to the Controller's Office shall be fully paid by the employee and are subject to payroll deductions.

Nothing herein prevents PERS from altering or modifying the terms of the plan or premiums at any time.

13.06 Industrial Disability Leave

- A. For periods of disability commencing on or after January 1, 1993, eligible employees shall receive IDL payments equivalent to full net pay for the first twenty-two (22) work days after the date of the reported injury.
- B. In the event that the disability exceeds twenty-two (22) work days, the employee will receive sixty-six and two-thirds percent (66 %) of gross pay from the 23rd work day of disability until the end of the 52nd week of disability. No IDL or payments shall be allowed after two (2) years from the first day (i.e., date) of disability.
- C. The employee may elect to supplement payment from the 23rd work day with accrued leave credits including annual leave, vacation, sick leave, or compensating time off (CTO) in the amount necessary to match, but not exceed, full net pay. Full net pay is defined as the net pay the employee

would have received if he/she had been working and not on disability. Partial supplementation will be allowed, but fractions of less than one (1) hour will not be permitted. Once the level of supplementation is selected, it may be decreased to accommodate a declining leave balance but it may not be increased. Reductions to supplementation amounts will be made on a prospective basis only.

- D. Temporary Disability (TD) with supplementation, as provided for in Government Code Section 19863, will no longer be available to any state employee who is a member of either PERS or STRS retirement system during the first fifty-two (52) weeks, after the first date of disability, within a two (2) year period. Any employee who is already receiving disability payments on the effective date of this provision will be notified and given thirty (30) days to make a voluntary, but irrevocable, change to the new benefit for the remainder of his/her eligibility for IDL.
- E. If the employee remains disabled after the IDL benefit is exhausted, then the employee will be eligible to receive TD benefits as provided for in Government Code Section 19863, except that no employee will be allowed to supplement TD payments in an amount which exceeds the employee's full net pay as defined above.
- F. In the event that an employee is determined to be "permanent and stationary" by his/her physician before the IDL benefit is exhausted, but is unable to return to work, he/she must agree to participate in a vocational rehabilitation program. Refusing to participate will result in immediate suspension of the IDL benefit.
- G. All appeals of an employee's denial of IDL benefits shall only follow the procedures in the Government Code and Title 2. All disputes relating to an employee's denial of benefits are not grievable or arbitrable. This does not change either party's contractual rights which are not related to an individual's denial of benefits.

13.07 Alternate Pre-Retirement Death Benefit
The parties agree to allow for a pre-retirement death benefit as found in the applicable Government Codes.

13.08 Member Retirement Contribution
Rate for Peace Officers

- A. Member contributions to PERS shall be based on eight percent (8%) of the compensation in excess of eight hundred sixty-three (\$863) dollars per month for employees who are in the Peace Officer/Firefighter (PO/FF) member category. This contribution rate shall become effective April 1, 1995.
- B. Effective the beginning of the pay period following legislative ratification of this collective bargaining agreement, Unit 6 PO/FF members shall have their employee retirement contribution rate reduced from 8% of compensation in excess of eight hundred sixty-three (\$863) dollars per month to 5.5% of compensation in excess of eight hundred sixty-three (\$863) dollars per month.
- C. Effective July 1, 2002, Unit 6 PO/FF members shall have their employee retirement contribution rate reduced from 5.5% of compensation in excess of eight hundred sixty-three (\$863) dollars per month to 3% of compensation in excess of eight hundred sixty-three (\$863) dollars per month.
- D. Effective July 1, 2003, the employee's retirement contribution rate shall be restored to levels in effect on August 30, 2001.
- E. The State employer will continue to ensure that pension benefits are properly funded in accordance with generally accepted actuarial practices. In accordance with the provisions of the June 20, 2001 communication to DPA from CalPERS' Actuarial & Employer Services Division, effective July 1, 2003, the State Employer's CalPERS retirement contribution rate shall incorporate the impact resulting from the temporary reduction in the employee retirement contribution rate. As indicated in the above-referenced letter, "10% of the net unamortized actuarial loss shall be amortized each year". However, if CalPERS Board of Administration alters the amortization schedule referenced above

in a manner that accelerates the employer payment obligation, either party to this agreement may declare this section of the MOU, and all obligations set forth herein, to be null and void. In the event this agreement becomes null and void, the employee retirement contribution rate shall be restored to levels in effect on August 30, 2001 and the parties shall be obligated to immediately meet and confer in good faith to discuss alternative provisions.

13.09 Survivors' Benefits

The State agrees to cover Bargaining Unit 6 Peace Officers with the Fifth Level of the 1959 Survivors' Benefits at no cost above the \$2 existing rate.

- A. Employees in Unit 6 who are members of PERS will be covered under the Fifth Level of the 1959 Survivors' Benefits which provides a death benefit in the form of a monthly allowance to the eligible survivor in the event of death before retirement. This benefit will be payable to eligible survivors of current employees who are not covered by Social Security and whose death occurs on or after the effective date of the MOU for this section.
- B. The contribution for employees covered under this new level of benefits will be two dollars (\$2) per month. The State will contribute any difference required to provide the survivors' benefits.
- C. The survivors' benefits are detailed in the following schedule:
 - 1. A spouse who has the care of two (2) or more eligible children, or three (3) or more eligible children not in the care of the spouse \$1,800;
 - 2. A spouse with one (1) eligible child, or two (2) eligible children not in the care of the spouse \$1,500;
 - 3. One (1) eligible child not in the care of the spouse; or the spouse, who had no eligible children at the time of the employee's death, upon reaching age sixty-two (62) \$750.

- D. When an active Bargaining Unit 6 employee on the payroll dies due to an illness or injury which was not incurred in the line of duty, a request may be made to the Appointing Authority to allow employees to donate annual leave, vacation, holiday, personal leave or excess time to the leave bank of the deceased employee. This time shall be cashed out to provide direct financial assistance to the person otherwise entitled to receive the value of the deceased employee's leave balance. The maximum limit of contributions/compensation shall not exceed \$50,000. Donations will only be accepted for 30 days following the approval of the request.

13.10 Rural Healthcare Equity Program (RHCEP)

- A. Effective July 1, 2001, the State shall continue the Rural Healthcare Equity Program for Bargaining Unit 6 members, which may be administered in conjunction with a similar program for state employees in other bargaining units, for excluded employees, and for annuitants. DPA shall administer any fund involving Bargaining Unit 6 members.
- B. The parties agree that in those areas/counties which CalPERS has defined as "rural" because no CalPERS HMO plan is available for enrollment in the area, Unit 6 members who are enrolled in a CalPERS-approved PPO plan shall be eligible for the Rural Healthcare Equity Program. Unit 6 members enrolled in a CalPERS-approved HMO plan, including an HMO plan offered by the CCPOA Health Benefit Trust, will not be eligible for the Rural Healthcare Equity Program; therefore, no monthly payment would be made into the Rural Healthcare Equity Program account as otherwise provided in this section and applicable statutes.
- C. The program shall operate in the following fashion:
 - 1. The State shall contribute \$1,500 per year on behalf of each bargaining unit member (employee) who lives in a defined rural area (except for those enrolled in an HMO or CCPOA

Health Benefit Trust), as more definitely described in Government Code section (GC) 22825.01. For Bargaining Unit 6 members, payments into the account shall be on a monthly basis. For permanent employees, as in the "Medical Reimbursement Account" situation, the employee does not have to wait for reimbursement of covered medical expenses until the full amount has been deposited.

2. As to any employee who enters state service or leaves state service during a fiscal year, contributions for such employee shall be made on a pro rata basis. A similar computation shall be used for anyone entering or leaving the bargaining unit (e.g., promotion in mid-fiscal year).
3. The money shall be available for use as defined in GC section 22825.01.
4. Pursuant to GC section 22825.01, the Rural Healthcare Equity Program will be established with a separate account for Bargaining Unit 6 members, as one of several similar accounts.
5. Each Unit 6 employee who is not enrolled in an HMO or CCPOA Health Benefit Trust and who is otherwise eligible, shall be able to utilize up to \$1,500 per year, pursuant to GC section 22825.01, but with the exceptions for greater utilization hereafter noted. The pro-rata limitation pursuant to paragraph C(2) is applicable here.
6. If an employee does not utilize the complete \$1,500 pursuant to the procedures and limitations described in GC section 22825.01, then the unused monies shall be put in a "same year pool". That same year pool shall be utilized to pay those who have incurred health care expenses in excess of the \$1,500, but again according to the procedures and limitations in the GC section 22825.01. The monies in the same year pool would be distributed at the end, or even soon after, each fiscal year to that group of employees who

had expenses in excess of \$1,500 in the relevant fiscal year. Those monies shall be distributed on a pro tanto (pro rata) basis.

- a. Any employee not in Bargaining Unit 6 all year shall receive credit under this paragraph utilizing the same pro rata formula as in paragraph C(2) above.
 - b. If an employee is entitled to less than \$25.00 under this paragraph, the money shall instead go into next year's fund pursuant to paragraph 7 hereafter.
7. If monies still remain after a distribution to such employees (i.e., all employees who spent more than \$1,500 as provided in GC section 22825.01 were completely reimbursed), then those surplus monies shall be rolled over into the next fiscal year's funds available for distribution to employees whose expenses pursuant to GC section 22825.01 exceed \$1,500 in such subsequent year. Similar "rollovers" would occur in any years where all employees were completely reimbursed (or had payments made on their behalf) pursuant to GC 22825.01 and monies still remained in the pool.
- D. The State and CCPOA agree that the RHCEP premium reimbursement described in Government Code section 22825.01(f)(1) shall be provided on a monthly basis for eligible Unit 6 members beginning 90 days after ratification of this agreement by both parties, or as soon as possible thereafter. The premium reimbursement and the statutory claims reimbursement shall not exceed the agreed upon amount of \$1,500, per individual, each fiscal year. Eligible expenses exceeding \$1,500 will be applied to the secondary reimbursement process as described in this section.
- E. When implemented, the monthly reimbursement process described in paragraph D above will only be applicable to those eligible participants where the employer contribution and the monthly RHCEP reimbursement combined, do not exceed the

monthly premium of the lowest cost, CalPERS self-funded PPO.

13.11 Benefit Trust Fund Contributions

- A. The State shall contribute a mutually agreed upon amount to the CCPOA Benefit Trust Fund (BTF) for an increased vision benefit. This payment shall be given to the BTF on or before July 30 of each year in order to continue the increased vision benefit. The monies will be solely for plan members who are also members of Bargaining Unit 6.
- B. No later than July 30 of each year, the State shall contribute a mutually agreed upon amount to the CCPOA Benefit Trust Fund (BTF) to provide eligible members an offset to an increase in benefit premiums and/or reduction of premiums for programs offered by the BTF.
- C. The State shall contribute a mutually agreed upon amount each year to the CCPOA Benefit Trust Fund (BTF) for an increased death benefit to \$20,000.
- D. The BTF is a "Trust" established pursuant to and governed by, federal statute, the Employee Retirement Income and Security Act of 1974 (ERISA). The monies will be used solely for the benefit of the BTF's beneficiaries and pursuant to said federal statute and the BTF Plan Document.
- E. CCPOA shall provide the State a copy of the BTF's previous calendar year's audited financial statements and a copy of the most recent CalPERS audit, by July 30 of each year.

ARTICLE XIV ALLOWANCES AND REIMBURSEMENTS

14.01 Business and Travel Expenses

The State agrees to reimburse employees for actual, necessary and appropriate business expenses and travel expenses incurred 50 miles or more from home and headquarters, in accordance with existing DPA rules and set forth below. Lodging and/or meals provided by the state or included in hotel expenses or conference fees or in transportation costs such as airline tickets or

otherwise provided shall not be claimed for reimbursement. Snacks and continental breakfasts such as rolls, juice and coffee are not considered to be meals. Each item of expenses of \$25 or more requires a receipt; receipts may be required for items of expense that are less than \$25. When receipts are not required to be submitted with the claim, it is the employee's responsibility to maintain receipts and records of their actual expenses, and make them available for audit upon request by their department, state control agencies and/or the Internal Revenue Service. Each State agency shall determine the necessity for and method of travel.

A. Meals/Incidentals. Meal expenses for breakfast, lunch and dinner will be reimbursed in the amount of actual expenses up to the maximums. Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of the actual expense. The term "incidentals" includes but is not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for service, such as for porters and baggage carriers. It does not include taxicab fares, lodging taxes or the costs of telegrams or telephone calls.

1. Rates. Actual meal/incidental expenses incurred will be reimbursed in accordance with the maximum rates and time frame requirements outlined below.

Breakfast	Up to	\$ 6.00	
Lunch	Up to	\$10.00	
Dinner	Up to	\$18.00	
Incidentals	Up to	\$ 6.00	(Every full 24 hours of travel)
Total		\$ 40.00	

2. Time-frames. For continuous short-term travel of more than 24 hours but less than 31 days, the employee will be reimbursed for actual costs up to the maximum for each meal, incidental, and lodging expense for each complete 24 hours of travel, beginning with the traveler's time of departure and return as follows:

- a. On the fractional day of travel at the beginning of a trip of more than 24 hours:

- Trip begins at or before 6 am
breakfast may be claimed

- Trip begins at or before 11 am
lunch may be claimed

- Trip begins at or before 5 pm
dinner may be claimed

- b. On the fractional day of travel at the end of a trip of more than 24 hours:

- Trip ends at or after 8 am
breakfast may be claimed

- Trip ends at or after 2 pm
lunch may be claimed

- Trip ends at or after 7 pm
dinner may be claimed

If the fractional day includes an overnight stay, receipted lodging expenses may be claimed or reimbursed more than once on any given date or during any 24-hour period.

For continuous travel of less than 24 hours, the employee will be reimbursed for actual expenses up to the maximum as follows:

- Travel begins at or before 6 am and ends at or after 9 am:

- Breakfast may be claimed.

- Travel begins at or before 4 pm and ends at or after 7 pm:

- Dinner may be claimed.

- If the trip extends overnight:

- Receipted lodging may be claimed.

- No lunch or incidentals may be claimed on a trip of less than 24 hours.

- B. Lodging. All lodging reimbursement requires a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general pub-

lic. No lodging will be reimbursed without a valid commercial lodging establishment receipt.

1. Regular State Business Travel:

- a. Statewide, in all California locations not listed in b or c below, for receipted lodging while on travel status to conduct state business, actual lodging up to \$84.00 plus applicable taxes.
- b. When employees are required to do business and obtain lodging in the counties of Los Angeles and San Diego, actual lodging up to \$110 plus applicable taxes.
- c. When employees are required to do business and obtain lodging in the counties of Alameda, San Francisco, San Mateo and Santa Clara, reimbursement will be for actual receipted lodging to a maximum of \$140 plus applicable taxes.

2. State Sponsored Conferences or Conventions:

- a. For receipted lodging while attending state sponsored conferences and conventions, when the lodging is contracted by the state sponsor for the event, and the appointing authority has granted prior approval for attendance and lodging at the contracted rate and establishment.

(1) Statewide, with a lodging receipt:
Actual lodging up to \$110 plus applicable taxes.

b. Non-State Sponsored Conferences or Conventions:

(1) For receipted lodging while attending Non-State sponsored conferences and conventions, when the lodging is contracted by the sponsor for the event, and the appointing authority has granted prior approval for attendance and lodg-

ing at the contracted rate and establishment.

- (2) Statewide, with the lodging receipt: Actual lodging when approved in advance by the appointing authority.

Reimbursement of lodging expenses in excess of specified amounts, excluding taxes require advance written approval from DPA. DPA may delegate approval authority to departmental appointing powers or increase the lodging maximum rate for the geographical area and period of time deemed necessary to meet the needs of the State. An employee may not claim lodging, meal or incidental expenses within 50 miles of his/her home or headquarters.

C. Long-term Travel: Actual expenses for long term meals and receipted lodging will be reimbursed when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.

1. Full Long-term Travel: In order to qualify for full long-term travel reimbursement, the employee on long-term field assignment must meet the following criteria:

- The employee continues to maintain a permanent residence at the primary headquarters, and
- The permanent residence is occupied by the employee's dependents, or
- The permanent residence is maintained at a net expense to the employee exceeding \$200 per month.

The employee on full long-term travel who is living at the long-term location may claim either:

- a. Reimbursement for actual individual expense, substantiated by receipts, for lodging, water, sewer, gas and electricity, up to a maximum of \$1130 per calendar month while on the long-term assignment, and actual expenses up to \$10.00 for meals and incidentals, for each period of 12 to 24 hours and up to \$5.00 for actual meals and incidentals for each period of less than 12 hours at the long-term location, or
 - b. Long-term subsistence rates of \$24.00 for actual meals and incidentals and \$24.00 for receipted lodging for travel of 12 hours up to 24 hours; either \$24.00 for actual meals or \$24.00 for receipted lodging for travel less than 12 hours when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.
- 2. An employee on long-term field assignment who does not maintain a separate residence in the headquarters area may claim long-term subsistence rates of up to \$12.00 for actual meals and incidentals and \$12.00 for receipted lodging for travel of 12 hours up to 24 hours at the long-term location; either \$12.00 for actual meals or \$12.00 for receipted lodging for travel less than 12 hours at the long-term location.
- D. Out-of-State Travel: For short-term out-of-state travel, State employees will be reimbursed actual lodging, supported by a receipt, and will be reimbursed for actual meal and incidental expenses in accordance with above. Failure to furnish lodging receipts will limit reimbursement to the meal/incidental rate above. Long-term out-of-state travel will be reimbursed in accordance with the provisions of Long-term Travel above.
- E. Out of Country Travel: For short-term out of country travel, State employees will be reimbursed actual lodging, substantiated by a receipt, and will

be reimbursed actual meals and incidentals up to the maximums published in column B of the Maximum Travel per Diem Allowances for Foreign Areas, Section 925, U.S. Department of State Standardized Regulations and the meal/incidental breakdown in Federal Travel Regulation Chapter 301, Travel Allowances, Appendix B. Long-term Out of Country travel will be reimbursed in accordance with the provisions of Long-term travel above, or as determined by DPA. Subsistence shall be paid in accordance with procedures prescribed by the Department of Personnel Administration. It is the responsibility of the individual employee to maintain receipts for their actual meal expenses.

- F. Transportation. Transportation expenses include, but are not limited to airplane, train, bus, and taxi fares, rental cars, parking, mileage reimbursement and tolls that are reasonably and necessarily incurred as a result of conducting State business. Each State agency shall determine the method of and necessity for travel. Transportation will be accomplished and reimbursed in accordance with the best interest of the State. An employee who chooses and is approved to use an alternate method of transportation will be reimbursed only for the method that reflects the best interest of the State.

- 1. Mileage Reimbursement

- a. When an employee is authorized by his/her appointing authority or designee to operate a privately owned vehicle on State business the employee will be allowed to claim and be reimbursed 34 cents per mile. Mileage reimbursement includes all expenses related to the use, and maintenance of the vehicle, including but not limited to gasoline, up-keep, wear and tear, tires, and all insurance including liability, collision and comprehensive coverage; breakdowns, towing and any repairs, and any additional personal expenses that may be incurred by an in-

dividual as a result of mechanical breakdown or collision.

- b. When an employee is required to report to an alternative work location, the employee may be reimbursed for the number of miles driven in excess of his/her normal commute.
2. Specialized Vehicles - Employees who must operate a motor vehicle on official State business and who, because of a physical disability, may operate only specially equipped or modified vehicles may claim from 34 up to 37 cents per mile, with certification. Supervisors who approve claims pursuant to this Subsection have the responsibility of determining the need for the use of such vehicles.
3. Private Aircraft Mileage - When an employee is authorized by his/her department, reimbursement for the use of the employee's privately owned aircraft on State business shall be made at the rate of 50 cents per statute mile. Pilot qualifications and insurance requirements will be maintained in accordance with DPA rule 599.628.1 and the State Office of Risk and Insurance Management.
4. Mileage to/from a common carrier - When the employee's use of a privately owned vehicle is authorized for travel to or from a common carrier terminal, and the employee's vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less, while the employee occupies the vehicle. Exception to "whichever is less": if the employee begins travel one hour or more before he normally leaves his home, or ends travel one hour or more after the end of the work day or travel occurs on a regularly scheduled day off, mileage may be computed from/to his/her residence.

G. Receipts. Receipts or vouchers shall be submitted for every item of expense of \$25 or more. In addition, receipts are required for every item of transportation and business expense incurred as a result of conducting State business except for actual expenses as follows:

1. Railroad and bus fares of less than \$25 when travel is wholly within the State of California.
2. Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10.00 or less for each continuous period of parking or each separate transportation expense noted in this item.
3. Telephone, telegraph, tax or other business charges related to State business of \$5.00 or less.
4. In the absence of a receipt, reimbursement will be limited to the non-receipted amount above.
5. Reimbursement will be claimed only for the actual and necessary expenses noted above. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

14.02 Overtime Meal Benefits and Allowances

A. Overtime meal allowances are granted when an employee is required to work in excess of two (2) hours past their normal work day. If the employee is required to work for more extended periods of time, he/she may be allowed to gain an additional meal allowance for each additional six (6) hour period. No more than three (3) overtime meal allowances will be claimed during any twenty-four (24) hour period. Overtime must be through the approved procedure.

- B. Employees shall be provided an overtime meal ticket with the date of issue and time recorded on the meal ticket. For reimbursement purposes, the value of the first and third overtime meal allowances issued during any twenty-four (24) hour period shall be \$6 without receipts; and the value of the second meal ticket issued during overtime shall be \$6 without receipts effective January 1, 2000. Employees issued meal tickets may receive reimbursement for the meal ticket by attaching the meal ticket to a State Form 262 Travel Expense Claim. Employees not issued meal tickets need only state on Form 262 what date and times they worked the overtime and earned the overtime meals. The form must be submitted by no later than July 7th for meal tickets issued in the prior fiscal year.
- C. The State shall issue the meal ticket on the day in which it is earned.
- D. The value of the meal ticket at the institution's snack bar or dining room shall be established by management after consulting with the CCPOA local chapter, but will be sufficient to purchase a complete hot meal. This may be higher than the reimbursement figure contained in paragraph B. above.
- E. If an employee chooses to use the meal ticket at the employees' snack bar or dining room the employee must use it within ninety (90) days from the end of the fiscal year in which it was issued.
- F. If, during the term of the MOU, the rates for non-represented employees increase, the proportionate adjustments will be made to this provision for Unit 6.
- G. The provision of this section becomes effective upon ratification by the Legislature and the Union.
- H. When an employee is assigned to an out-of-class assignment, the value of the overtime meal allowance shall be that of the position worked, if it is higher than that of an Unit 6 meal ticket.

14.03 Moving and Relocation Expenses

Whenever an employee is reasonably required by the State to change his or her place of residence, the State shall reimburse the employee for approved items in accordance with the lodging, meal and incidental rates and time frames established in Section 14.01, and in accordance with existing requirements, time frames and administrative rules and regulations for reimbursement of relocation expenses that apply to excluded employees.

14.04 Uniform/Uniform Accessories Replacement Allowance

- A. The parties agree that it is in the best interest of all concerned for employees who are required by the State to provide and wear uniforms and uniform accessories, to maintain those uniforms and accessories in a clean and neat condition. To this end, so that employees shall appear at the worksite in uniforms/uniform accessories which are neat, clean and in good repair at all times, the State will provide a uniform/uniform accessories replacement allowance.
- B. Except for MTAs, when the State requires a uniform and uniform accessories to be worn and when the conditions above are met, the State will provide a uniform/uniform accessories replacement allowance determined by 1., 2., or 3., below:
 - 1. A permanent employee required to wear a uniform and uniform accessories on a full-time basis shall receive a uniform allowance of \$530 per year, to be paid annually.
 - 2. A permanent employee required to wear a uniform and uniform accessories on less than a full-time basis the uniform allowance under this subsection shall be \$305 per year.
 - 3. If a permanent full-time employee works fifty percent (50%) or more of the contract year, in uniform, said employee shall be paid the full amount required in paragraph B.1. above. If an employee works less than fifty percent (50%) of the contract year, in uniform, said employee shall be paid the full amount stated

in B.2. above.

4. If an employee, who otherwise meets the conditions in B.1. or B.2. above, promotes or transfers out of the uniform class or otherwise leaves said uniform class, he/she shall receive a prorated share of the annual uniform allowance for which he/she is qualified.
- C. "Uniform" means outer garments as defined by management which are required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from the design or fashion of the general public. This definition includes items that serve to identify the person, agency, functions performed, position or time in service. "Uniform accessories" means items which supplement or add to the usefulness of the uniform and which are necessary while carrying out the duties and responsibilities of the position. This definition includes such things as belts, key holders, whistles, baton rings, flashlights, etc.
1. Whenever a Bargaining Unit 6 employee is authorized to wear an approved jumpsuit, the employee will be responsible for the purchase and maintenance of the required jumpsuit. In CDC and CYA, CO's and YCO's are permitted to wear the departmentally approved jumpsuit in all non-public contact assignments or posts.
- D. The State shall provide eligible employees an allowance for the initial purchase of uniform and uniform accessories required as a condition of employment, upon the successful completion of their probationary period.
- E. CYA YCOs, and all Camp COs shall wear uniforms/style, color and design as determined by CYA, but with CYA shoulder patches and state-issued departmental badge. The purpose of this section is for the ready identification and safety of YCOs and Camp COs in the field.
- F. This uniform allowance shall be a separate check apart from the employee's normal check and shall

not be included for purposes of computing benefits (including, but not limited to, PERS calculations) and/or additional compensation. This section shall be effective upon enactment of legislation which clearly exempts this provision of the definition of "compensation" contained in Government Code Section 20022. The annual reimbursement period is November 1 to October 31 of the following year. Employees shall receive their allowance no later than December 15th of each year.

- G. All other state laws, rules and departmental policies regarding uniform allowance shall remain in effect.
- H. Subsequent to the allowance issued upon successful completion of probation, PIEs in a uniform class who work one thousand forty (1,040) hours or more shall receive the full uniform allowance. All others will be computed by the existing laws and rules.
- I. The State agrees to continue in its uniform policies the use of the present alternative headgear with the regular uniform. This policy shall include the wearing of alternate headgear in tower positions and inmate work crew supervision.
- J. The State agrees to promptly advise new employees as to the typical weather conditions they may be exposed to, and to advise employees what type of clothing to keep stored in their personal vehicles in the event the employee is unexpectedly assigned to a job that would expose the employee to inclement weather.

In the event the employee is unexpectedly reassigned and needs to retrieve the clothing from the personal vehicle parked on the grounds, the employee will be allowed to use state time to obtain the clothing.

- K. MTAs
 1. **Uniform Pants:** The color and style of these pants shall be determined by the departmental uniform advisory committee.
 2. **Jacket:** The State shall permit MTAs to wear the departmental three quarter length, four-

pocket parka, if and when approved, or wind-breaker with appropriate departmental insignia, cloth badge and caduceus patch, at the employee's option and expense.

3. **MTA Uniform Allowance Amount:** A permanent MTA shall be reimbursed \$305 annually for purchase of the uniform approved by the Departments (e.g., smocks).

4. **MTA Uniform Payment Dates:** MTAs shall receive their initial full uniform payment no later than thirty (30) calendar days following successful completion of their probationary period. Thereafter, they shall receive their annual payment no later than thirty (30) calendar days from January 1.

L. There shall be no uniform inspections of employees until such time as all Departments have met the guidelines of DPA rule 599.729 and the uniform allowances have been adjusted. Despite suspension of the uniform inspections, employees shall comply with the uniform requirements of their assigned post.

Note: Employees completing probationary periods of less than twelve (12) months receive the full allowance; however, they do not begin earning subsequent uniform allowance until they have worked a total of twelve (12) qualifying pay periods. For example: An employee who completes a six (6) month probation on March 31, must work six (6) additional qualifying pay periods (April-September) to satisfy the full allowance paid at the completion of probation. The reimbursement for the remainder of the calendar year is for the three (3) month period October-December.

M. The uniform survey required by DPA shall include the following:

1. A survey of providers of correctional peace officer uniforms as well as uniform accessories regarding the fair market value of the uniforms and accessories;

2. The survey will be done geographically, i.e., at least one uniform provider in every town

and county where a prison or youth authority facility is located will be surveyed regarding their cost of the items listed in A.1. above.

3. In large urban and suburban areas, e.g., Sacramento, the Los Angeles basin, San Francisco, San Diego, and Vacaville areas, at least three uniform providers will be surveyed.

14.05 Badges

- A. The State shall provide a badge for each CDC employee having Peace Officer status. CYA and DMH agree that badges issued on a permanent basis shall be comparable in size and quality to those now issued by CDC.
- B. The State agrees that an optional belt badge may be purchased by Field Parole Agents subject to the procedures established by the State. All other Bargaining Unit 6 Peace Officers may purchase up to two (2) additional badges, either a wallet or dome badge, at their own expense.
- C. Badge size, design, and circumstances specifying badge use and purchase will be determined by the State.
- D. When the Unit 6 Peace Officer retires from state service, the CDC/CYA Peace Officer will be provided a flat badge in retired status in an appropriate case with a clear slot for the also presented retiree identification. Both departments shall be responsible for ensuring that an appropriate retired status designation is affixed to the badge. If a Unit 6 Peace Officer retires and relinquishes the optional badge to the Department, that department shall reimburse the Peace Officer for the optional badge at the current, fair market value.

CYA shall be allowed to exhaust its present stock of dome badges before implementing this section with the flat badge.

- E. When the Unit 6 Peace Officer separates from state service, for other than retirement purposes, the Peace Officer shall relinquish the provided badge to the Appointing Authority's designee. The separating Peace Officer shall relinquish any optional

badge he/she may have, and the State shall reimburse the separating Peace Officer for the optional badge at the current, fair market value.

- F. CYA Field PAs, YCOs, Transportation Officers and Camp COs in the CYA will be issued badges by CYA. CYA Field PAs shall be issued two (2) badges (domed and wallet) by CYA.
- G. Correctional Counselors shall be allowed to wear a belt badge while on duty.
- H. When the State determines that a badge becomes so worn that it becomes difficult to read the badge number or its other significant markings, the State shall refurbish the badge at no cost to the employee.

14.06 Replacement of Damaged Personal Clothing and/or Articles

- A. An employee shall exercise reasonable choice in and care of their personal clothing and/or articles when attending to their assigned duties and responsibilities.
- B. When an employee's personal clothing and/or articles, which are necessarily worn or used by the employee and required for work performance, are damaged by wards, inmates or clients who are under the control of the State, so that said clothing and/or articles are unacceptable for public view, and the damage occurs through no wrongful act of neglect on the part of the employee, the State shall reimburse the employee for the clothing or article based on a reasonable fair market value of the item(s).
- C. Damage due simply to normal wear during the course of work shall not be compensable by the State.

14.07 Commute Program

- A. Employees working in areas served by mass transit, including rail, bus, or other commercial transportation licensed for public conveyance shall be eligible for a seventy-five percent (75%) discount on public transit passes sold by State agencies up

to a maximum of \$65 per month. Employees who purchase public transit passes on their own shall be eligible for a 75 percent (75%) reimbursement up to a maximum of \$65 per month. This shall not be considered compensation for purposes of retirement contributions. The State may establish and implement procedures and eligibility criteria for the administration of this benefit including required receipts and certification of expenses.

- B. Employees riding in vanpools shall be eligible for a 75 percent (75%) reimbursement of the monthly fee up to a maximum of \$65 per month. In lieu of the van pool rider reimbursement, the State shall provide \$100 per month to each State employee who is the primary vanpool driver, meets the eligibility criteria, and complies with program procedures as developed by the State for primary vanpool drivers. This shall not be considered compensation for purposes of retirement. A vanpool is defined as a group of seven or more people who commute together in a vehicle (State or non-State) specifically designed to carry an appropriate number of passengers. The State may establish and implement procedures and eligibility criteria for the administration of this benefit.
- C. Employees headquartered out of State shall receive reimbursement for qualified public transportation and vanpool expenses for 75 percent (75%) of the cost up to a maximum of \$65 per month or in the case of the primary van pool driver, the \$100 per month rate. The appointing power may establish and implement procedures regarding the certification of expenses.

ARTICLE XV SALARIES

15.01 Salaries

A. General Salary Increase

In order to recruit and retain highly qualified employees, Unit 6 employees will receive, during the term of this agreement, salary increases in total compensation on specific dates and based on a law enforcement comparative methodology mutually agreed to by the parties. The specific dates of the salary increases shall be: July 1, 2003; July 1, 2004; July 1, 2005; and July 1, 2006.

B. Salary Ranges

1. CO and YCO

COs (WY50/9662) and YCOs (WU90/9579) will be appointed to the appropriate alternate ranges as follows:

- a. **Range 1:** This hourly apprenticeship range shall apply to COs while attending the basic academy who do not meet the criteria for payment in Range B, Range C, Range J or Range K.
- b. **Range A:** This apprenticeship range shall apply to COs and YCOs while attending the basic academy established by the departments, who do not meet the criteria for payment in Range B, Range C, Range J or Range K.
- c. **Range B:** This apprenticeship range shall apply to employees who have graduated from or completed the appropriate basic academy established by the departments, who do not meet the criteria for payment in Range C, Range J or Range K.

Upon movement to Range B from Range 1 or Range A, employees shall receive the minimum salary rate. Upon satisfactory progress in completing requirements of the apprenticeship program established for the classification, employees are eligible to receive one (1)

step five percent (5%) apprenticeship increases effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

NOTE: To document the one (1) step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the Merit Salary Adjustment (MSA) process.

- d. **Range C:** This journey-person range shall apply to employees who have satisfactorily completed the apprenticeship program for the employee's classification and who do not meet the criteria for payment in Range K.

Upon movement to Range C from Range B or Range J employees shall receive the minimum salary rate or a one (1) step five percent (5%) increase, whichever is higher and shall receive a new merit salary adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range C, employees shall receive merit salary adjustments in accordance with BU 6 MOU until the maximum of the range is reached.

- e. **Range J.** Effective October 1, 1998, this apprenticeship range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 168 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period.
- f. **Range K.** Effective October 1, 1998, this journey person range shall apply to incumbents who meet criteria for payment at Range

C under Alternate Range Criteria 168 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU 6 MOU.

- (1) This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period.
- (2) Upon movement to Range K from Range C, employees shall receive a one-step (5%) increase and shall retain their merit salary adjustment anniversary date.
- (3) Upon movement to Range K from Range J employees shall receive the minimum salary rate and shall receive a new merit salary adjustment anniversary date.
- (4) Thereafter, every twelve (12) qualifying pay periods, employees shall receive merit salary adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.
- (5) When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range C with one-step (5%) decreased from their Range K salary rate and shall retain their merit salary adjustment anniversary date. Salary Ranges 1, A, B, and C may be used individually to make salary comparisons for discretionary actions between classes. Salary Range C shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Correctional Officer (CO) or Youth Correctional Officer (YCO). Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19.

2. Youth Correctional Counselor

Youth Correctional Counselors (WU65/9581) will be appointed to the appropriate alternate ranges as follows:

- a. **Range A:** This apprenticeship range shall apply to employees while attending the basic academy established by the Department and who do not meet the criteria for payment in Range B, Range C, Range J or Range K.
- b. **Range B:** This apprenticeship range shall apply to employees who have graduated from the basic academy established by the Department and who do not meet the criteria for payment in Range C, Range J or Range K.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one (1) step five percent (5%) increase, whichever is higher, and shall receive a new merit salary adjustment anniversary date. Upon satisfactory progress in completing requirements of the apprenticeship program established for the classification, employees are eligible to receive one (1) step five percent (5%) apprenticeship increases effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

NOTE: To document the one (1) step five percent (5%) apprenticeship increases, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the Merit Salary Adjustment (MSA) process.

- c. **Range C:** This journey person range shall apply to employees who have satisfactorily completed twenty-four (24) months

in Range B or Range J and the apprenticeship program for the employee's classification and who do not meet the criteria for payment in Range K.

Upon movement to Range C from Range B or Range J employees shall receive the minimum salary rate or a one (1) step five percent (5%) increase, whichever is higher and shall receive a new merit salary adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range C, employees shall receive merit salary adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.

- d. **Range J.** Effective October 1, 1998, this apprenticeship range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 170 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period.
- e. **Range K.** Effective October 1, 1998, this journey person range shall apply to incumbents who meet criteria for payment at Range C under Alternate Range Criteria 170 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period.

3. Correctional Counselor I and PA I

Correctional Counselors I (XS40/9904); PAs I, Adult Parole (XE70/9765); and PAs I, CYA (XC80/9701) will be appointed to the appropriate alternate ranges as follows:

- a. **Range A:** This apprenticeship range shall apply to employees hired on or after October 1, 1992, who do not meet the criteria for payment in Range B, Range J or Range K.

Upon entry to this range, the employee shall normally receive the minimum salary rate or a one (1) step five percent (5%) increase, whichever is higher. Upon satisfactory progress in completing requirements of the apprenticeship program established for that classification, employees are eligible to receive a one (1) step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one (1) step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. Effective January 1, 1998, this increase is subject to the Merit Salary Adjustment (MSA) process.

- b. **Range B:** This journey-person range shall apply to employees hired on or after October 1, 1992, who have satisfactorily completed twenty-four (24) months of service in Range A and the apprenticeship program for the employee's classification.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one (1) step five percent (5%) increase, whichever is higher and

shall receive a new Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.

- c. **Range J.** Effective November 1, 1998, this apprenticeship range shall apply to employees hired on or after October 1, 1992 who do meet the criteria for payment at Range A under Alternate Range Criteria 329 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period.
 - (1) Upon movement to Range J from Range A, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, employees are eligible to receive a one-step (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.
 - (2) When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A with one-step (5%) decreased from their Range J salary rate and shall retain their Merit Salary Adjustment anniversary date.
- d. **Range K.** Effective November 1, 1998, this journeyman range shall apply to incumbents who meet the criteria for

payment at Range B under Alternate Range Criteria 329 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period.

- (1) Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.
- (2) Upon movement to Range K from Range J employees shall receive the minimum salary rate or one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.
- (3) When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date.

Employees INITIALLY appointed on or after October 1, 1992 to the classification of Correctional Counse-

lor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall NOT be eligible for appointment nor subsequent movement to Ranges W, X, L or M.

Employees INITIALLY appointed PRIOR to October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall have permissive reinstatement eligibility only to Ranges W, X, L and M.

- e. **Range W:** This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do not meet the criteria for payment in Range X, Range L or Range M.
- f. **Range L.** Effective November 1, 1998, this range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do meet the criteria for payment at Range W under Alternate Range Criteria 329 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period.

Upon movement to Range L from Range W, employees shall receive a one-step (5%) increase and shall retain their salary adjustment anniversary date.

When employees are no longer eligible for payment under the provisions of Range L, they shall be placed in Range W with one-step (5%) decrease from their Range L salary rate and shall retain their salary adjustment anniversary date.

- g. **Range X:** This range shall apply to employees hired to the above classifications PRIOR to October 1, 1992, who have

satisfactorily completed twelve (12) months' experience in California State service in the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority.

Upon movement to Range X from Range W, employees shall receive the minimum salary rate or a one (1) step five percent (5%) increase, whichever is higher. Thereafter, every twelve (12) qualifying pay periods after movement to Range X, employees shall receive Merit Salary Adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.

- h. **Range M.** Effective November 1, 1998, this range shall apply to incumbents who meet the criteria for payment at Range X under Alternate Range Criteria 329 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period.
 - (1) Upon movement to Range M from Range X, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.
 - (2) Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step (5%) increase, whichever is

higher, and shall receive a new Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range M, employees shall receive Merit Salary Adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.

- (3) When employees are no longer eligible for payment under the provisions of Range M, they shall be placed in Range X with one-step (5%) decreased from their Range M salary rate and shall retain their Merit Salary Adjustment anniversary date.
- i. Salary Ranges A, B, W, and X may be used individually to make comparisons for discretionary actions between classes. Salary Ranges B and X shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Parole Agent I, Adult Parole (PA I, AP); or Correctional Counselor I (CC I), or Parole Agent I, Youth Authority. Salary Ranges J, K, L, and M shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19.

4. **Firefighter, Correctional Institution**

Firefighters, Correctional Institution (VZ38/9001) will be appointed to the appropriate alternate ranges as follows:

- a. **Range A:** This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J, Range K, Range L or Range M.

Upon appointment to this range, employees are eligible to receive a one (1) step five percent (5%) apprenticeship increase effective the first day of the

monthly pay period following every twelve (12) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one (1) step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the Merit Salary Adjustment process.

- b. **Range B:** This journeyperson range shall apply to employees who have completed twenty-four (24) months of service in Range A, or Range J, or Range L and the apprenticeship program for the employee's classification and who do not meet the criteria for payment in Range K or Range M.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one (1) step five percent (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.

- c. **Range J.** Effective October 1, 1998, this apprenticeship range shall apply to incumbents who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period; or

d. **Range L.** Effective October 1, 1998 this apprenticeship range shall apply to full-time incumbents who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of 216 hours in a recurring 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU 6 MOU.

- (1) Upon movement to Range J from Range A, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.
- (2) Upon movement to Range L from Range A, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.
- (3) Thereafter, employees are eligible to receive a one-step (5%) apprenticeship increase effective the first day of the monthly pay period following every twelve (12) qualifying pay periods thereafter until the maximum of the range is reached. Qualifying pay periods include time served in Range A, if applicable.

NOTE: To document the one-step (5%) apprenticeship increase, the State Controller's Office shall treat the increase as an MSA in order to automate the increase. This increase is subject to the MSA process.

When employees are no longer eligible for payment under the provisions of Range J or Range L they shall be placed in Range A with a one-step (5%) decrease from their Range J or Range L salary rate and shall retain their Merit Salary Adjustment anniversary date.

- e. **Range K.** Effective October 1, 1998, this journeyman range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168¹ hours in a 28 consecutive day work period; or
 - (1) Upon movement to Range K from Range B employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.
 - (2) Upon movement to Range K from Range J employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date. Upon movement to Range M from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

- f. **Range M.** Effective October 1, 1998, this journeyman range shall apply to full-time incumbents who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of 216 hours in a recurring 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to Section 17.02 of the BU 6 MOU.
 - (1) Upon movement to Range M from Range L, employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

- (2) Thereafter, every twelve (12) qualifying pay periods after movement to Range K or Range M, employees shall receive Merit Salary Adjustments in accordance with the BU 6 MOU until the maximum of the range is reached. Qualifying pay periods include time served in Range B, if applicable.
- (3) When employees are no longer eligible for payment under the provisions of Range K or Range M, they shall be placed in Range B with one-step (5%) decreased from their Range K or Range M salary rate and shall retain their Merit Salary Adjustment anniversary date.

Salary Ranges A and B may be used individually to make salary comparisons for discretionary actions between classes. Salary Range B shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Firefighter, Correctional Institution (FF, CI). Salary Ranges J, K, L and M shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19.

5. **MTA, Correctional Facility**

MTAs, Correctional Facility (WZ25/8217) Medical Technical Assistant (Psychiatric) (WZ26/8221) shall be appointed to the appropriate alternate ranges as follows:

- a. **Range A:** This range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.
- b. **Range B:** This range shall apply to employees who have satisfactorily completed twelve (12) months in Range A and who do not meet the criteria for payment to Range K.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one (1) step (five percent [5%]) increase, whichever is higher. Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with of the BU 6 MOU until the maximum of the range is reached.

- c. **Range J:** Effective October 1, 1998, this apprenticeship range shall apply to the incumbents who meet criteria for payment at Range A under Alternate Range Criteria 290 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 168 hours in a 28 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive the minimum salary rate and shall retain their Merit Salary Adjustment anniversary date.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A at the minimum salary rate and shall retain their Merit Salary Adjustment anniversary date.

- d. **Range K:** Effective October 1, 1998, this journey person range shall apply to the incumbents who meet criteria for payment at Range B under Alternate Range Criteria 290 and who are required to work a minimum of 168¹ hours in a recurring 28 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU 6 MOU. This alternate range repre-

sents full compensation for all hours worked up to 168 hours in a 28 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Upon movement to Range K from Range J, employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Rank K, employees shall receive performance salary adjustments in accordance with the BU 6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date.

Salary Ranges A and B may be used individually to make salary comparisons for discretionary actions between classes. Salary Range B shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Medical Technical Assistant, Correctional Facility (MTA, CF), Medical Technical Assistant, Psychiatric, or Casework Specialist, Youth Authority. Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19.

Upon movement in the same class to the same alternate range:

The employee shall move to the same alternate range and retain his/her salary

rate and salary adjustment anniversary date. Example: MTA, CF, Range J to MTA, CF, Range J.

Upon movement to another RO6 class with exactly the same alternate range:

To determine the new ("to") appointment salary rate, Range J and Range K employees will move from the appropriate rate in Range A or Range B by reducing the based-on salary rate by one step (5%). Apply the appropriate salary rule application to this reduced rate (other special pays and/or pay differentials, etc., may come into play).

The salary adjustment anniversary date is unaffected by this process. However, the anniversary date for Ranges A and J is subject to the RO6 apprenticeship provisions and are not governed by the Department of Personnel Administration anniversary rules. The new ("to") anniversary date is established based on the provisions of the new ("to") class, if applicable.

- C. **PERMISSIVE** reinstatement to state service after a permanent break in service into CO, YCO, and Youth Correctional Counselor classifications:
 - 1. Employees who had a prior appointment in Range 1 or Range A of CO who have NOT graduated from or completed the basic academy who are **permissively** reinstating to state service after a permanent break in service to the classification of CO shall only be eligible for appointment to Range 1.
 - 2. Employees who had a prior appointment in Range A of YCO or Youth Correctional Counselor who have NOT graduated from or completed the basic academy and site orientation who are **permissively** reinstating after a permanent break in state service to the classification of YCO or Youth Correctional

Counselor shall only be eligible for appointment to Range A.

As part of the Appointing Authority's review of the employee's eligibility for an incentive increase under the salary ranges, the local apprenticeship committee shall advise the Appointing Authority if the employee is meeting the requirements of the apprenticeship program. This does not preclude the Appointing Authority from considering other performance factors in approving or denying the incentive increase.

If the apprentice desires to appeal the Warden's decision, the apprentice shall appeal to DPA within thirty (30) calendar days after receipt of the Warden's written decision. DPA shall respond to the apprentice within twenty (20) calendar days after receipt of the appeal.

If the apprentice is not satisfied with DPA's written decision, the apprentice may request CCPOA to appeal the decision, on the apprentice's behalf, within fifteen (15) calendar days of receipt of DPA's decision. The arbitration process shall follow the rules of the MOU Article VI.

Footnote 1.

Effective at the beginning of the first work period following July 1, 2004, the 168 hour range criteria shall be reduced to 164 hours as provided for in Section 11.11.

15.02 Recruitment Incentive

- A. In recognition of recruitment and retention problems, the parties agree that the State shall provide a \$175 per month housing stipend for all employees employed at San Quentin (SQ), and the Correctional Training Facility (CTF).
- B. Effective July 1, 1999, the State shall provide a \$175 per month housing stipend for all employees employed at Salinas Valley State Prison (SVSP).
- C. This housing stipend shall be part of the employee's normal check for permanent full-time and perma-

ment part-time employees, but shall not be included for purposes of computing benefits (including, but not limited to, PERS calculations) and/or additional compensation. In terms of withholding for tax purposes, this stipend shall be subject to the same withholding rules as the normal checks. The housing stipend shall be applicable for each full pay period of employment at the eligible facilities or offices.

- D. In order to receive this housing stipend, an employee must make a commitment to stay at the eligible facilities or offices through June 30 of each eligible year.
- E. The parties agree to reopen this section in regard to new facilities and/or institutions.
- F. When CDC believes a recruitment or retention problem exists in a specific parole unit they agree to request that DPA authorize a plus adjustment for the affected unit.
- G. Employees on IDL shall continue to receive this stipend.

15.03 Merit Salary Adjustments (MSA)

- A. Employees who are not paid at the maximum step of the salary range for their classification shall receive annual Merit Salary Adjustments (MSA) in accordance with Government Code Section 19832 and applicable Department of Personnel Administration (DPA) rules.
- B. A Merit Salary Adjustment shall occur effective on the first of the monthly pay period next following completion of:
 - 1. Twelve months of qualifying service after (a) appointment; or (b) the employee's last MSA; or (c) the employee's last special in-grade salary adjustment; or (d) movement between classes which resulted in a salary increase of one or more steps, or (e) as provided in subsection B (2).
 - 2. The number of months of qualifying service as provided by DPA after movement between

classes which resulted in a salary increase of less than one step as provided in DPA Rule 599.683.

- C. Employees shall be informed in writing that their MSA is being denied ten (10) working days prior to what would have been the effective date of the MSA along with a written explanation of the reason why.
- D. The provisions of this section do not apply to salary ranges that are subject to the "apprentice increase" process stated in Section 15.01 (e.g., Range B/J for Correctional Officer/Youth Correctional Officer and Youth Correctional Counselor).
- E. Employees who are certified as successful job performers shall receive their Merit Salary Adjustment (MSA). Successful job performance shall be based on the latest performance evaluation on file as of the date of the pay increase. If no performance report is on file, the employee shall be deemed to have been performing successfully and shall receive his/her MSA. Employees who are denied their MSA may be reconsidered for the MSA at any future time, but at least every three (3) months. An employee whose MSA is denied under this section may grieve the denial under the procedure described below up to the mini-arb procedure process described in Section 6.13. Grounds for the grievance shall be limited to the following:
 - 1. Failure to receive a performance appraisal during the one (1) year period prior to the employee's MSA, in which case the arbitrator shall direct that the employee receive the MSA.
 - 2. Clear and compelling disparity between the Appointing Authority or designee's failure to grant the MSA and the employee's performance.
 - 3. Circumstances clearly and substantially indicating that the Appointing Authority or designee's denial of the MSA was determined by factors other than the employee's job performance.

15.04 Employer-Paid Retirement Contributions

The purpose of this Article is to implement the provisions contained in Section 414(h)(2) of the Internal Revenue Code concerning the tax treatment of employee retirement contributions paid by the State of California on behalf of employees in the bargaining unit. Pursuant to Section 414(h)(2) contributions to a pension plan, although designated under the plan as employee contributions, when paid by the employer in lieu of contributions by the employee, under circumstances in which the employee does not have the option of choosing to receive the contributed amounts directly instead of having them paid by the employer, may be excluded from the gross income of the employee until these amounts are distributed or made available to the employee.

Implementation of Section 414(h)(2) is accomplished through a reduction in wages pursuant to the provisions of this Article.

A. DEFINITIONS

Unless the context otherwise requires, the definitions in this Article govern the construction of this Article.

1. "Employees." The term "employees" shall mean those employees of the State of California in Bargaining Unit 6 who make employee contributions to the PERS retirement system.
2. "Employee Contributions." The term "employee contributions" shall mean those contributions to the PERS retirement system which are deducted from the salary of employees and credited to individual employees' accounts.
3. "Employer." The term "employer" shall mean the State of California.
4. "Gross Income." The term "gross income" shall mean the total compensation paid to employees in Bargaining Unit 6 by the State of California as defined in the Internal Revenue

Code, and rules and regulations established by the Internal Revenue Code.

5. "Retirement System." The term "retirement system" shall mean the PERS retirement system as made applicable to the State of California under the provisions of the Public Employees' Retirement Law (California Government Code Section 20000, et. seq.).
6. "Wages." The term "wages" shall mean the compensation prescribed in this MOU.

B. PICK UP OF EMPLOYEE CONTRIBUTIONS

1. Pursuant to the provisions of this MOU, the employer shall make employee contributions on behalf of employees, and such contributions shall be treated as employer contributions in determining tax treatment under the Internal Revenue Code of the United States. Such contributions are being made by the employer in lieu of employee contributions.
2. Employee contributions made under paragraph A. of this Section shall be paid from the same source of funds as used in paying the wages to affected employees.
3. Employee contributions made by the employer under paragraph A. of this Section shall be treated for all purposes other than taxation in the same manner and to the same extent as employee contributions made prior to the effective date of this MOU.
4. The employee does not have the option to receive the employee contributed amounts paid pursuant to this MOU directly instead of having them paid to the retirement system.

C. WAGE ADJUSTMENT

Notwithstanding any provision in this MOU to the contrary, the wages of employees shall be reduced by the amount of employee contributions made by the employer pursuant to the provisions hereof.

D. LIMITATIONS TO OPERABILITY

This Section shall be operative only as long as the State of California pick-up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.

E. NON-ARBITRABILITY

The parties agree that no provisions of this Section shall be deemed to be arbitrable under the grievance and arbitration procedure contained in this MOU.

15.05 Flight Pay

- A. An employee who is required to fly on noncommercial aircraft for an average of four (4) hours flight time per month, shall receive payment of \$165 per month in addition to his/her base salary for that pay period. Effective July 1, 2003, this differential shall be \$165 or the equivalent of 3.6% of the top step of the salary range for the Correctional Officer classification, whichever is greater.
- B. Employees who qualify for flight pay shall also receive \$110 annually for insurance for flying on non-commercial carriers.

15.06 Bilingual/Sign Language Pay

An employee, certified "bilingual" or sign linguist, who is required to utilize his/her bilingual/sign language skills, shall receive a \$100 per month bilingual/sign language pay differential. Payment shall commence after certification and utilization of these skills on the first pay period in which the employee was certified by the Board as being bilingual or sign linguist.

- A. Bilingual/sign language pay of \$100 per month shall be paid to employees utilized by the State to interpret or translate either verbal or written communications to and from a foreign language.
- B. An employee is entitled to receive bilingual/sign language pay provided that employee has passed the State's bilingual/sign language proficiency examination and has been required by a supervisor

to use these skills on a continuing basis. Use of bilingual/sign language skills includes any combination of conversational, interpretational, or translation in a second language or related activities performed with the specific bilingual/sign language transactions.

- C. The position or post held by the employee is irrelevant to the employee's entitlement to bilingual/sign language pay status.
- D. The bilingual/sign language pay program is to be administered in accordance with DPA Rules and Regulations.

15.07 Physical Fitness Incentive Pay

- A. Effective July 1, 2002, all Bargaining Unit 6 employees with less than 60 qualifying pay periods in the bargaining unit shall receive a flat rate of \$65 per pay period for successfully completing the physical fitness exam.

Effective upon ratification of this agreement by both parties all Bargaining Unit 6 employees with 60 qualifying pay periods or more in the unit shall receive a flat rate of \$100 per pay period for successfully completing the physical fitness test. Effective July 1, 2002, the \$100 flat rate for all Bargaining Unit 6 employees with 60 qualifying pay periods or more in the unit shall be increased to \$130 per pay period for successfully completing the physical fitness exam.

For the purposes of this section, a qualifying pay period is defined as 11 days of work or more for full time employees, and 88 hours of work or more for Permanent Intermittent Employees(PIE) in a pay period. Should a PIE have worked 88 or more qualifying hours in any of the 60 qualifying pay periods prior to the effective date of this MOU, each of these pay periods shall count as a qualifying pay period for purposes of determining the employee's eligibility for Physical Fitness Incentive Pay (PFIP). This paragraph shall not apply to employees who currently receive PFIP.

- B. The following list of fitness tests in effect until July 1, 2002 shall constitute the Physical Fitness Program: The Illinois Agility Run Test, The Vertical Jump Test, The Flexibility Sit and Reach Test or Sit-ups, and the Three-minute Step Test. In administering the Three minute Step Test, the participant shall sit down immediately after the three (3) minutes of stepping. A sixty (60) second heart rate is to be counted starting sixty (60) seconds after the participant sits down.
- C. If the employee fails the fitness test in effect until July 1, 2002 the first time, the employee shall be allowed sixty (60) days in which to successfully pass the physical fitness program. This incentive pay shall not be retroactive for those employees who fail the exam the first time.
- D. This physical fitness incentive pay shall be a part of the employee's normal check for permanent full-time and permanent part-time employees, but shall not be included for purposes of computing benefits (including, but not limited to, PERS calculations) and/or additional compensation. In terms of withholding for tax purposes, this stipend shall be subject to the same withholding rules as normal checks.
- E. The State and CCPOA shall Meet and Confer over the development of an alternate form or new form of the physical fitness program or if both parties agree to increase the number or frequency of testing dates.
- F. If an employee has missed a scheduled test either through scheduled vacation, injury and/or family illness, that employee will be allowed to take the examination at the next scheduled date.
- G. The physical exam that is taken beginning July 1, 2002 shall be annual.

15.08 Night Shift Differential/Weekend
Differential

- A. Employees who work four (4) or more hours of a scheduled work shift falling between 6 p.m. and 6

a.m., and who are in a class listed below, shall receive a 50 cents shift pay differential per hour.

Class Title	Class	Schem
Correctional Counselor I	9904	XS40
Correctional Officer	9662	WY50
Youth Correctional Officer	9579	WU90
Medical Technical Assistant CF	8217	WZ25
Youth Correctional Counselor	9581	WU65
Firefighter, CI	9001	VZ38

- B. Employees who work four (4) or more hours of a scheduled shift on either a Saturday or a Sunday, and who are listed in the class above, shall receive 65 cents pay differential per hour for their scheduled weekend work. This will be an additional 15 cents per hour to any other shift differential already paid, and 65 cents per hour for second watch employees.

15.09 K-9 Duty Compensation and Overtime

- A. The State agrees to compensate canine officers for routine time spent for canine care outside the regular work schedule at the prevailing federal or state minimum hourly rate per hour, whichever is greater. The parties further agree that routine daily canine care generally requires up to sixteen (16) hours each pay period beyond an officer's regular work schedule. This daily "routine" K-9 care will be compensated based on the prevailing federal or state (whichever is greater) minimum hourly wage at time-and-one-half hourly rate. The officer is only pre-approved for up to sixteen (16) hours per pay period. The officer will submit this overtime via the daily timekeeping process and it will be in addition to any other regular overtime the officer may have worked.

If an officer needs to exceed the maximum daily routine care time allotment noted in A. above, the officer must obtain his/her supervisor's approval prior to exceeding the maximum. The officer must justify the need to exceed the maximum in writing.

- B. Daily routine care performed outside the regular work hours consists of various tasks such as feed-

ing, grooming, medicating, exercising the dog(s), performing incidental maintenance training, spraying for pest control in the area, and preparing and cleaning the living space for the dog(s).

- C. As long as the officer has K-9 responsibility even when they are on sick leave, vacation, or other approved leave, they may accrue up to thirty (30) minutes per day of daily routine care as noted in A. above.
- D. The employer will pay for food and veterinary care for the dog(s) and miscellaneous incidentals for dog care such as brushes, detergents, soaps, flea control products, and pest control sprays.
- E. The employer will pay the officer at his or her regular overtime rate of pay for extra duties such as emergency veterinary care, outside the normal work schedule or any duties assigned by management, such as, searches, pre-approved non-routine training and all other dog-related matters not specifically enumerated in paragraph B. above.
- F. Management retains the right to call an officer and their dog to duty at anytime outside their regular work schedule. On such occasions, the employer will pay the officer, if applicable, in accordance with existing "callback" rules.
- G. The State prohibits canine officers from performing any work while traveling to or from the institution or worksite with the dog. If the officer must travel to an "other than normal" worksite, the State will compensate the officer for any increase in travel time in accordance with prevailing travel rules. The State may require the officer and the dog to travel only during regular work hours.
- H. The State reserves the right to discontinue the use of canine units, or to provide for their total care and maintenance at the institution.
- I. A K-9 officer is required to obtain a certification that he or she has received the required dog handler training.

15.10 401 (k) Plan

Employees in Unit 6 are to be included in the State of California, DPA's 401 (k) Deferred Compensation Program.

DEFERRED COMPENSATION

The State of California will have two (2) voluntary deferred compensation programs under Sections 457 and 401 (k) of the IRS Code.

The IRS has approved the State's 1985 request for a 401 (k) program. A single state plan paralleling the 457 will be provided to employees.

The 401 (k) is a currently qualified trust, which is subject to the 1986 and 1987 tax code revisions. As a result it will be, at least initially, more advantageous for those earning less than \$66,000 per year, subject to COLA.

401 (k) programs hold in trust employees' money while the 457 holds State money in trust for the employee.

Currently, the 401 (k) has the following provisions which differ from the 457:

- Allows for a loan provision whereby an employee can borrow against his/her fund;
- Allows IRAs to be rolled into the 401 (k) fund or out of 401 (k) into an IRA without first taxing;
- Allows for a five (5) year forward averaging when the funds are drawn out;
- Allows for a maximum contribution which increases each year by the increase in the national CPI rate.

Penalizes persons earning over \$66,000 by reverting contribution for taxing purposes if the plan's ratio of contribution by higher paid employees substantially exceeds lower paid.

IRS changes may make the 401 (k) program unattractive in the future. As a result, the State intends to offer the same investments to both the 457 and 401 (k) participants to assure both funds earn maximum interest. If the 401 (k) must be eliminated in later years, employee funds will be protected.

15.11 Salary Definitions.

For the purpose of salary actions affecting employees, the following definitions shall apply.

- A. "Salary range" is the minimum and maximum rate currently authorized for the class.
- B. "Step" is a five percent (5%) differential above or below a salary rate, rounded to the nearest dollar.
- C. "Rate" for employees compensated on a monthly basis is any one of the full dollar amounts found within the salary range and, for employees compensated on a daily or hourly basis, any one of the dollar and cents amounts found within the salary range.
- D. "Range differential" is the difference between the maximum rate of two (2) salary ranges of the pay plan.
- E. "Substantially the same salary range" is a salary range with the maximum salary rate the same as or less than two (2) steps higher or lower than the maximum salary rate of another salary range.
- F. "Higher salary range" is a salary range with the maximum salary rate at least two (2) steps higher than the maximum salary rate of another salary range.
- G. "Lower salary range" is a salary range with the maximum salary rate at least two (2) steps lower than the maximum salary rate of another salary range.
- H. Under paragraph B., one step higher is calculated by multiplying the rate by 1.05 (rounded) (e.g., $\$2,300 \times 1.05 = \$2,415.00$ [rounded to $\$2,415$]). One (1) step lower is calculated by dividing the rate by 1.05 (rounded) (e.g., $\$2,415$ divided by 1.05 = $\$2,300.00$ [rounded to $\$2,300$]).
- I. Under paragraphs E., F., and G., two (2) steps higher is calculated by multiplying the rate by 1.05 (rounded) and then multiplying the result by 1.05 (rounded) (e.g., $\$2,300 \times 1.05 = \$2,415.00$ [rounded to $\$2,415$]; $\$2,415 \times 1.05 = \$2,535.75$ [rounded to $\$2,536$]). Two (2) steps lower is calculated by di-

viding the rate by 1.05 (rounded) and then dividing the result by 1.05 (rounded) (e.g., \$2,536 divided by 1.05 = \$2,415.2381 [rounded to \$2,415]; \$2,415 divided by 1.05 = \$2,300.00 [rounded to \$2,300]). This method is referred to as the Universal Salary Schedule calculation.

Unless otherwise provided by SPB, the lowest salary range currently authorized for the class is used to make salary comparisons between classes. Any rate falling within the salary range for a class may be used to accomplish appropriate step differentials in movements between classes and salary ranges.

15.12 Overpayments/Payroll Errors (Accounts Receivable)

- A. This provision applies when the State determines that an overpayment has been made to an employee. "Overpayment" is defined as cash or time off that has been overpaid, regardless of the reason.
- B. When an employee is overpaid or owes the State money, the employee shall be given reasonable individual notice in writing prior to the State establishing an accounts receivable. Employees assigned to camp positions will be provided written notice of any overpayment. This notice will be sent certified mail/return receipt requested.
- C. If an overpayment occurs, reimbursement shall be made to the State through one (1) of the following methods:
 1. First, in cash payment(s) mutually agreed to by the employee and the State; or
 2. Installments through payroll deduction to cover the same number of pay periods in which they are accrued, provided the full amount is recovered in one (1) year or less. Where over-payments have continued for more than one (1) year, full payment may be required by the State through payroll deductions over the period of one (1) year. In those cases involving large accounts receivables,

longer periods of replacement may be agreed to; or,

3. Upon employee request, the overpayment shall be satisfied by use of leave credits, excluding sick leave.
- D. In any event, the maximum part of the aggregate disposable earnings of an individual for any pay period which may be subject to garnishment may not exceed twenty-five percent (25%) of his/her disposable earnings for the pay period. The term "garnishment" means any legal or equitable procedure (including, but not limited to, tax payments, child support payments, spousal support payments, earnings withholding orders, and accounts receivable) through which the earnings of any individual are required to be withheld for payment of any debt.
 - E. If an employee who was given an advance, signed a waiver and should have reasonably known that the overpayment occurred, the schedule of repayment may be determined by the State, and will not be subject to paragraphs C. above and H. below.
 - F. An employee whose employment is terminated prior to full repayment of the amount owed shall have withheld from any money owing the employee, upon termination, an amount sufficient to provide full repayment. If the final amount owed to the employee is insufficient to provide full reimbursement to the State, the State shall have the right to exercise any and all other legal means to recover the additional amount owed.
 - G. No provision of this section shall supersede the current procedure for the correction or repayment of errors or other losses directed by third parties covering areas such as insurance, retirement, social security, court ordered payments or disability pay.
 - H. The State agrees to hold CCPOA harmless with respect to reasonable legal expenditures, costs and/or judgments.

- I. If the employee believes an overpayment did not occur, or that the repayment schedule is not equitable, he/she may appeal by grievance at the second level within ten (10) work days of the notice of overpayment. No action shall be taken to establish an "accounts receivable," if a grievance has been filed, until after the Department has responded to the grievance at the third level.
- J. In CDC, if an accounts receivable is established because an employee has failed to submit a completed "998" pursuant to the 998A Agreement (see Sideletter #4), the employee may file a grievance at the second level of review. If the grievance is not resolved, the grievance may be appealed to arbitration under the mini-arb process pursuant to Article VI of this MOU. The arbitrator may order the reversal of the accounts receivable if he/she finds there are mitigating circumstances for failure to submit the 998A, or if the State fails to follow the correct process as outlined in the Agreement.
- K. No administrative action shall be taken by the State to recover an overpayment unless the action is initiated within three (3) years from the date of the overpayment.

15.13 Recruitment -- Avenal, Ironwood, Chuckawalla Valley, Calipatria, and Centinela State Prisons

- A. Employees who are employed at Avenal, Ironwood, or Chuckawalla Valley State Prisons, CDC, for twelve (12) consecutive qualifying pay periods, shall be eligible for a recruitment and retention bonus of \$2,400, payable thirty (30) days following the completion of the twelve (12) consecutive qualifying pay periods.
- B. If an employee voluntarily terminates, transfers, or is discharged prior to completing twelve (12) consecutive pay periods at Avenal, Ironwood, or Chuckawalla Valley State Prisons, there will be no pro rata payment for those months at either facility.
- C. If an employee is mandatorily transferred by the Department, he/she shall be eligible for a pro rata share for those months served.

- D. If an employee promotes to a different facility, or department other than Avenal, Ironwood, or Chuckawalla Valley State Prison, prior to completion of the twelve (12) consecutive qualifying pay periods, there shall be no pro rata of this recruitment and retention bonus. After completing the twelve (12) consecutive qualifying pay periods, an employee who promotes within the Department will be entitled to a pro rata share of the existing retention bonus.
- E. Part-time and intermittent employees shall receive a pro rata share of the annual recruitment and retention differential based on the total number of hours worked, excluding overtime, during the twelve (12) consecutive qualifying pay periods.
- F. Annual recruitment and retention payments shall not be considered as compensation for purposes of retirement contributions.
- G. If the State plans to make any changes to this section prior to the expiration of the MOU, they shall Meet and Confer with CCPOA over the impact of such change.
- H. Employees on IDL shall continue to receive this stipend.
- I. If an employee is granted a leave of absence, the employee will not accrue time towards the twelve (12) qualifying pay periods, but the employee shall not be required to start the calculation of the twelve (12) qualifying pay periods all over. For example, if an employee has worked four (4) months at a qualifying institution, and then takes six (6) months maternity leave, the employee will have only eight (8) additional qualifying pay periods before receiving the initial payment of \$2,400.
- J. There shall be a Joint Labor/Management Committee to study how to convert the \$2,400 per year bonus into a monthly stipend. This committee shall render its findings by June 30, 1998. Upon completion of the study, the parties may agree to reopen this section.

- K. Effective May 1, 1998, employees at Calipatria State Prison, CDC, who are employed for two (2) consecutive qualifying pay periods (May and June 1998), shall be eligible for a recruitment and retention bonus of \$400, payable thirty (30) days following the completion of the June 1998 pay period.
- L. Effective July 1, 1998, employees who are employed at Calipatria State Prison, CDC, for twelve (12) consecutive qualifying pay periods shall be eligible for a recruitment and retention bonus of \$2,400, payable thirty (30) days following the completion of the twelve (12) consecutive qualifying pay periods. The provisions of B. through I. above shall apply.
- M. Effective July 1, 1999, employees who are employed at Centinela State Prison, CDC, for twelve (12) consecutive qualifying pay periods shall be eligible for a recruitment and retention bonus of \$2,400, payable thirty (30) days following the completion of the twelve (12) consecutive qualifying pay periods. The provisions of B. through I. above shall apply.

15.14 Personal Leave Program

Employees shall retain their personal leave balances from the Personal Leave Program (PLP) established under Section 16.13 of the 1992-1995 MOU. Employees may continue to request use of PLP credits in accordance with departmental policies for requesting the use of vacation.

Fifty percent (50%) of the personal leave balance described in Section 16.13 of the 1992-1995 MOU accrued by the employee, is not subject to State-initiated buyback without prior approval of the employee.

15.15 Senior Peace Officer Pay Differential

- A. Effective upon ratification of this MOU, employees meeting the service criteria listed below, shall be eligible to receive the corresponding pay differential listed below:

17 & 18 years in Bargaining Unit 6	1%
19 years in Bargaining Unit 6	2%
20 years in Bargaining Unit 6	3%

21 years in Bargaining Unit 6	4%
22, 23 & 24 years in Bargaining Unit 6 ...	5%
25 years in Bargaining Unit 6	7%

B. Effective July 1, 2003, employees meeting the service criteria listed below, shall be eligible to receive the corresponding pay differential listed below:

17 years in Bargaining Unit 6	1 %
18 years in Bargaining Unit 6	2 %
19 years in Bargaining Unit 6	3 %
20 years in Bargaining Unit 6	4 %
21 years in Bargaining Unit 6	5 %
22, 23 & 24 years in Bargaining Unit 6 ..	6 %
25 years in Bargaining Unit 6	8 %

C. For purposes of determining eligibility, all time spent in Bargaining Unit 6 or related non-represented classes shall count, as long as the employee is in the bargaining unit at the time eligibility for the pay differential is approved.

D. The above percentages are non-cumulative; i.e., an employee who has been in Bargaining Unit 6 for twenty (20) years is eligible for a pay differential of four percent (4 %) above base salary, not the cumulative total of years 17, 18, 19 and 20 (e.g., ten percent [10 %]).

15.16 CO Cadet Pay

A. The rate of pay for CO Cadets, while attending all training at the Basic Correctional Officer Academy (BCOA) shall be as described in Section 15.01 B. CO Cadets who are appointed to Range B or Range C of the CO classification while attending the BCOA, will be paid their appointed hourly rate of pay and one and one-half (1) overtime rate. Shift differential pay, and other special pay provided for in the Unit 6 MOU shall not apply to, or be included with this pay program for CO Cadets.

B. CO Cadets, while attending all training at the BCOA, shall work a scheduled forty (40) hour Monday through Sunday work week. Days off during the BCOA may vary according to the scheduled curriculum. CO Cadets will be scheduled a minimum of six hundred forty (640) hours of training,

education, and instruction during the sixteen (16) week BCOA.

- C. Upon successful graduation from the BCOA, employees will receive eight (8) hours of holiday credit for each holiday that occurred during their tenure at the BCOA. The recorded holiday credit will be considered full compensation for holidays that occurred while attending the BCOA.
- D. The Department will make every reasonable effort to provide warrant release dates similar to other employees.
- E. If and when the structure or length of the BCOA is altered, the parties agree to reopen this section and Meet and Confer regarding the impact of any change.

15.17 Educational Incentive Pay

- A. The State agrees to pay a differential of \$100 per qualifying pay period for COs, YCOs and Firefighters who have attained either an associate of arts degree from an accredited college or university, sixty (60) semester units from an accredited college or university or the equivalent quarter units, or a bachelors degree or higher from an accredited college or university. Effective July 1, 2003, this differential shall be \$100 or the equivalent of 2.2 % of the top step of the salary range for the Correctional Officer classification, whichever is greater.
- B. The State agrees to pay \$100 per qualifying pay period for MTAs who have attained a bachelors degree in Nursing, or in a related health care field, or who have attained an associate of arts degree in criminal justice. Effective July 1, 2003, this differential shall be \$100 or the equivalent of 2.2% of the top step of the salary range for the Correctional Officer classification, whichever is greater. MTAs who are not already licensed as a registered nurse shall be eligible for a \$1,500 bonus upon attainment of a registered nurse license. This bonus shall not be considered compensation for purposes of retirement.

- C. The State agrees to pay a differential of \$100 per qualifying pay period to Youth Correctional Counselors, Community Services Consultants, PAs and Correctional Counselors who have attained a masters degree from an accredited college or university. Effective July 1, 2003, this differential shall be \$100 or the equivalent of 2.2% of the top step of the salary range for the Correctional Officer classification, whichever is greater.
- D. PIEs must work eighty-eight (88) hours in a pay period to receive the full differential described in this section, and any hours under eighty-eight (88) shall not receive a pro-rated amount of this differential.

15.18 Defined Contribution Plan (POFF II)

- A. Effective October 1, 1998, the State employer agrees to make a contribution to the State Peace Officers' and Firefighters' Defined Contribution Plan, as described in Section 22960 of the Government Code. The contribution shall be two percent (2%) of each eligible union member's base pay. This contribution shall continue to be made, at the rate specified in this section, in the event the terms of this contract expire, until a new contract is reached.
- B. Employees appointed to the classifications of COs, YCOs and Youth Correctional Counselors shall not be eligible to receive the above contribution until after graduation from the academy and appointment to Range B.
- C. PIEs shall not be eligible for this deduction until they obtain eligibility for PERS contributions pursuant to PERS regulations. PIEs shall receive the two percent (2%) contribution after completion of each qualifying pay period of one hundred sixty (160) hours.

15.19 7K Compensation

- A. The State agrees to maintain alternate ranges for the classifications subject to the provisions of the FLSA 7K provision. These alternate ranges shall be five percent (5%) above the existing ranges for the identified classes except for Range 1 for CO

and Range A for YCO and Youth Correctional Counselor. When Unit 6 employees in a 7K salary range promote to a non-represented classification, the salary range used for purposes of determining their new rate of pay shall be their present 7K range.

- B. Based upon successful ratification of this MOU, the following will be effective on the first shift October 31, 1999, at CYA and on the first shift November 1, 1999, at CDC:
1. Each employee shall be required to work thirteen (13) established twenty-eight (28) day work periods. Wages will be paid in twelve (12) equal monthly pay warrants on the last working day of the State pay period. Each pay warrant will represent one-twelfth (1/12) of the employee's annual wage. Hours exceeding those specified in section 11.11 for an employee's twenty-eight (28) day work period shall be considered overtime and will be paid at the time and one-half rate.
 2. The State agrees that the work period hours will be tracked. There will no longer be excess hours accrual/debit based on the number of hours worked in the State pay period.
 3. Failure to work the required hours during any work period will result in a deficit for which the employee must charge leave credits (other than sick leave) or dock if no leave credits are available or if the absence is unapproved. The leave credit usage or dock will occur during the State pay period in which the twenty-eight (28) day work period ends.
 4. If employed for less than a full State pay period (i.e., mid-month appointments, separations), the employee will be compensated for only those days and hours actually employed in the State pay period. That compensation shall be based on the monthly rate of pay divided by one hundred sixty-eight (168) hours (in a twenty-one [21] day State pay period) or one hundred seventy-six (176) hours (in a twenty-two [22] day State pay period).

- C. PIEs working in institutional-based classifications identified in Section 11.11 shall receive pre and post work activity compensation up to four point five (4.5) hours per State pay period based on the following:

Hours Worked	Compensation (Hours)
0 - 10.9	0
11 - 30.9	1.0
31 - 50.9	1.5
51 - 70.9	2.0
71 - 90.9	2.5
91 - 110.9	3.0
111 - 130.9	3.5
131 - 150.9	4.0
151 +	4.5

- D. Effective October 30, 1999, in CYA and on October 31, 1999, in CDC all excess time balances will be retained on the employee's leave balances to be utilized in a similar fashion as other leave.

15.20 Tax Deferral of Lump Sum Leave Cash Out Upon Separation

- A. To the extent permitted by federal and state law, effective January 1, 2002 (or no later than four months following ratification of this agreement by both parties) employees who separate from State service who are otherwise eligible to cash out their vacation and/or annual leave balance, may ask the State to tax defer and transfer a designated monthly amount from their cash payment into their existing 457 and/or 401k plan offered through the State's Savings Plus Program (SPP).
- B. If an employee does not have an existing 457 and/or 401k plan account, he/she must enroll in the SPP and become a participant in one or both plans no less than 60 days prior to his/her date of separation.
- C. Such transfers are subject to and contingent upon all statutes, laws, rules and regulations authorizing such transfers including those governing the amount of annual deferrals.

- D. Employees electing to make such a transfer shall bear full tax liability, if any, for the leave transferred (e.g., "over-defers" exceeding the limitation on annual deferrals).
- E. Implementation, continuation and administration of this section is expressly subject to and contingent upon compliance with the SPP's governing Plan document (which may at the State's discretion be amended from time to time), and applicable federal and state laws, rules and regulations.
- F. Disputes arising under this section of the MOU shall not be subject to the grievance and arbitration provision of this agreement.

ARTICLE XVI
GENERAL MISCELLANEOUS — ALL
CLASSIFICATIONS

16.01 Employee Suggestions

The State employer encourages employees to share their ideas with the management of Unit 6. These ideas should be submitted to management in writing through the normal chain of command.

16.02 Gun Lockers and State Firing Ranges

- A. The State agrees to construct and install gun lockers at its CDC/CYA institutions for the storage of Unit 6 Peace Officer employees' off-duty weapons. The locations of the lockers shall be at management's determination, but the State agrees to meet with CCPOA for its input regarding the construction and installation of the gun lockers at any given facility.
- B. Each facility with a departmentally-approved handgun firing range and certified Range Master available shall provide, at no cost to the facility or department, reasonable access to that range in accordance with the following:
 - 1. Only those persons who, pursuant to the provisions of Penal Code Section 830.5(c), are permitted to carry a firearm while off duty or who have from the employee appointing Di-

rector or chairperson written verification of such authorization, shall be allowed under the conditions stipulated in these rules to qualify with their off-duty weapon utilizing a departmental firing range.

2. A "Guide to Off-Duty Weapon Qualification Range Access" explaining the range access procedure shall be prepared by the facility and made available upon the request of those persons who are eligible to use the range. The guide shall include, but not be limited to:
 - a. The name and telephone number of the person or position to contact regarding use of the range for off-duty weapon qualification.
 - b. A minimum of two (2) scheduled sessions per month, plus any additional days and times that the sessions on the range will be regularly scheduled, for off-duty weapon qualification.
 - c. The specific procedures as to how an eligible person shall participate in, and if necessary schedule, an off-duty weapon qualification session.
 - d. Any restrictions on the type or color of clothing which may be worn at the range on institutional property.
 - e. Any restrictions on and/or requirements for transporting the person's weapon and ammunition to a range on institution property.
 - f. To what facility office and by when the \$9 fee must be paid to participants in a qualification session. The parties shall meet in February of each year to review the fees paid for range use and modify the costs as appropriate.
3. Off-duty weapon qualification is accomplished during the officer's own time on a voluntary basis. Each person retains the right to use any other public or private facility to

qualify with his/her privately-owned off-duty weapon as provided in Penal Code Section 830.5 (d). Nothing in these rules shall be construed as a requirement that any person must utilize a departmental facility to qualify with their privately-owned off-duty weapon. Access to departmental ranges is conditionally provided to those persons specified in subsection B.1. above as a means to qualify with their privately-owned off-duty weapon.

4. Any scheduled qualification session may be canceled due to inclement weather or the lack of participants to cover the costs for providing the session. If a session is canceled, the facility shall not be required to schedule a make-up session and all fees paid by the participants for that canceled session shall be returned to them.
5. Off-Duty Weapon Qualification Requirements and Restrictions:
 - a. Each off-duty weapon qualification participant shall repay a user fee for each use of the range to qualify (i.e., one course of fire session) which covers the expense of one weapon qualification session, the target, the Range Master's salary and the officer's use of the range.
 - b. Each participant shall have with him/her a valid identification card or other appropriate documentation which verifies his/her eligibility to participate in the qualification session.
 - c. Each participant shall provide his/her own ammunition necessary for qualification. The only type of ammunition which may be used for a qualification session shall be:
 - (1) Loaded or reloaded by a factory, including factory wadcutters.
 - (2) Standard loads; no "magnum" loads.

- (3) Standard or hollow-point bullets; no shot, plastic, cap and ball, or other variation of bullets.
- d. Each participant shall provide his/her own off-duty weapon and a strong-side hip holster. The only type of weapons which may be used for qualification sessions shall be:
 - (1) Double action on the first round; no single action revolver.
 - (2) Revolver or semi-automatic pistol; no single shot pistol, shot gun or rifle.
 - (3) From .22 to .45 caliber (includes 9mm).
- e. Range Masters shall be currently State-certified and employed at the same institution as the range unless authorized by the Warden or designee of the institution that has the range. Also, a Range Master shall be able to identify the safe handling of both revolvers and semi-automatic pistols.
- f. Each participant shall sign a document acknowledging that they have:
 - (1) Read and understand Penal Code Sections 171b, 171c, 171d, 171e, 197, 198, 198.5, 246, 417 through 417.8, 830.5, 4574, 12000 through 12034, and 12590 relating to the possession and use of a weapon while off duty.
 - (2) Read and understand that, pursuant to Penal Code Sections 830.5 and 12031, carrying a concealed weapon without maintaining the quarterly qualification is both a crime punishable as a misdemeanor and good cause for suspending or revoking the right to carry a weapon off duty.

- (3) Received material on the facility's range rules, and received material approved by CPOST on firearms safety and home safety rules.
- g. To qualify for certification, each participant shall be required, using the B-27 type target, to complete the below course of fire with a score of no less than twenty-six (26) hits out of a possible thirty-six (36) hits on or within the seven (7) ring of the target while demonstrating safe handling of the weapon at all times:
- (1) Hip level, strong hand or both hands, at three (3) yards distance from the target; starting with six (6) rounds loaded in the weapon; the participant shall have thirty (30) seconds within which to fire the six (6) rounds then reload (speed loaders permitted) and fire six (6) more rounds (a total of twelve [12] rounds) at the target.
 - (2) Instinctive shooting (not using the weapon's sights), chin level, strong hand or both hands, at seven (7) yards distance from the target; starting with six (6) rounds loaded in the weapon; the participant shall have thirty (30) seconds within which to fire the six (6) rounds then reload (speed loaders permitted) and fire six (6) more rounds (a total of twelve [12] rounds) at the target.
 - (3) Using sights, strong hand or both hands, at fifteen (15) yards distance from the target; starting with six (6) rounds loaded in the weapon; the participant shall have forty-five (45) seconds within which to fire the six (6) rounds then reload (speed loaders permitted) and fire six (6) more

rounds (a total of twelve [12] rounds) at the target.

- (4) Scores shall be calculated by counting the number of hits scored on and within the seven (7) ring of the target. A round which touches or breaks the outer seven (7) ring line shall be scored as a hit. A round that does not strike the scoring area shall not be counted.
 - h. While at the range, every participant shall follow the facility's range rules and all instructions of the Range Master. The Range Master may at any time order a participant to leave either the firing line or the range for the safety of persons.
6. Off-Duty Weapons Qualification Records:
- a. Facilities shall maintain on file for a period of six (6) months the documents signed by the participants and the participant's official weapon qualification score sheet indicating the participant's score and, when applicable, the reason for his/her failure to qualify.
 - b. The facility shall provide each participant who qualifies as required an official card certified by the Range Master which indicates the participant's name, the date and location of qualification and his/her quarterly qualification requirements were completed on that date.
7. Peace officers may cross departmental and institutional lines to exercise their rights under this section. For example, a YCO at NYCRC can use the range at Folsom; a Youth Correctional Counselor could use the range at Mule Creek State Prison.

16.03 Early Intervention Program/Work Injuries

- A. CDC and CYA, in conjunction with CCPOA and other recognized employee bargaining unit repre-

sentative associations are initiating a voluntary Early Intervention program within the Workers' Compensation field at every Unit 6 institution, facility, camp and parole region. Early Intervention seeks to insure, before it becomes necessary to engage an attorney, that interested employees involved in Workers' Compensation cases are fully informed of available options by an authorized, independent Early Intervention Counselor and are evaluated by the services of a mutually-agreed upon, independent medical panel to assist in expeditiously reaching timely decisions regarding compensability for qualifying employees. Important to this program is the fact that the Early Intervention counselors, the medical panel, and the rehabilitation counselors are picked by the departments in conjunction with CCPOA and the other recognized employee representative associations. Additionally, a primary goal of the Early Intervention program is to assist, if possible, expedited return to work of the injured employee; using where applicable, such concepts as, but not limited to, temporary limited-duty assignments; the employee being provided, if necessary, with special equipment; or job-site modification; or the retraining of the employee, and the provision of an alternate job in the same department or another state department.

If you desire further information regarding this program, you may call CCPOA's "Early Intervention Coordinator" at (800) 821-6443, or call your local CCPOA office, or contact the State's "Return to Work Coordinator" at your worksite. Additionally, CCPOA should have a local, institutional or parole region, Job Steward designated as an Early Intervention ombudsman who hopefully can help you.

- B. The State will conduct no meetings of local selection committees to choose additional Early Intervention counselors without a prior written notice to CCPOA's main office in Sacramento. Such notice will be provided at least fourteen (14) calendar days in advance of the proposed date. The parties shall then select a mutually satisfactory date for said selection committee to convene on.

- C. Disputes regarding this section shall be grievable only up to the Department Director or designee, which shall constitute an exhaustion of administrative remedies.

16.04 CDC and CYA Smoking Policies

Please refer to Appendix Item #14.

16.05 Post Orders/Duty Statements

Upon request, the local CCPOA chapter will be provided access to existing post orders/duty statements for review, and may make recommendations for changes to the Appointing Authority or designee.

16.06 Institutional Vacancy Plan

- A. The hiring authority at all CDC institutions will continue to operate under a standardized institutional vacancy plan (IVP) for Correctional Officer positions. To the extent that circumstances change (e.g., activations and deactivations) at an institution the appointing authority (or designee) shall notice CCPOA for purposes of meeting and agreeing upon a change to the institution's vacancy plan.
- B. Vacancies identified in the IVPs are allocated from positions in the State budget for relief-for-relief, posts and partial posts to be held vacant on a permanent basis.
- C. The number of Correctional Officer vacancies identified by CDC institutions for inclusion in their IVP shall not be more than 5% average on a statewide basis (plus the total number of Correctional Officer sick leave positions) by January 1, 2005. On this date, there shall be no vacation or holiday relief on the IVP. In the interim, the following progression of activation of PY's from the IVPs statewide will take place:
 - 1. Within sixty (60) days after ratification of the MOU, two-hundred (200) vacation/holiday PY's from the IVPs will be activated on a statewide basis. The funding for the activation of these PY's will be accomplished by utilizing the funding approved from the Under Bud-

geted Leave BCP for fiscal year 2001/02. Within thirty (30) days of ratification of this MOU, and on going as necessary, the CDC and CCPOA will meet to determine the distribution of the vacation and holiday posts to be activated.

2. Effective January 1, 2003, an additional one hundred (100) vacation/holiday PY's will be activated on a statewide basis from the IVP.
 3. Effective January 1, 2004 an additional one hundred (100) vacation/holiday PY's will be activated on a statewide basis from the IVP.
 4. Effective January 1, 2005, all remaining vacation/holiday PY's on the IVPs will be activated on a statewide basis. Additionally, all post coverage for vacation and holiday relief will be restored to the 1.64 formula level for post assignments, inclusive of those posts which were activated in Section C.1 above.
- D. The State agrees that it will not hold any budgeted Correctional Officer positions vacant for purposes of generating salary savings, unless the positions are identified in an institutional vacancy plan. CCPOA recognizes that salary savings may, however, result as a by-product of the State's inability to recruit and train new Correctional Officers for positions that are not identified for salary savings purposes in the IVPs. CCPOA therefore agrees that under these circumstances the actual vacancy rate may be higher than otherwise stated in subsection C above for IVPs.
- E. Each institution's appointing authority (or designee) and the local CCPOA chapter president (or designee) shall meet at least annually to review and reaffirm in writing their agreement for the upcoming year as it relates to the contents of the IVP. This meeting normally shall be completed on or about September 1 of each year.
- F. The hiring authority at all CDC institutions will establish a standardized institutional vacancy plan.

- G. Disputes concerning this section shall first be brought to the attention of the local Warden, or designee, within ten (10) calendar days of having knowledge of the alleged violation. After the face-to-face meeting with the Warden, the Warden will respond to the local Chapter President within ten (10) calendar days. If not satisfied with the Warden's response, the matter may be appealed to the Regional Administrator within five (5) calendar days of receipt of the response.
- H. The Regional Administrator shall review all appeals at a monthly meeting, if requested by the Union. The Regional Administrator shall respond to the Union within ten (10) calendar days following the meeting. If not satisfied with the decision of the Regional Administrator, the Union may appeal to the Chief Deputy Director of Operations within five (5) calendar days of receipt of the response. The Chief Deputy Director of Operations shall review the appeal and respond to the Union within ten (10) calendar days of receipt of the appeal by the local Union.

If not satisfied with the decision of the Chief Deputy Director, the Union may appeal to the Director within ten (10) calendar days of receipt of the response. This is the final level of review. The Director has the right to determine the remedy should there be a determination that a violation has occurred.

The established time lines may be extended by mutual agreement of the parties.

- I. The percentage in the IVP is computed by taking the authorized budgeted CO position count minus the budgeted CO sick leave positions and multiplying the difference by the percentage of the IVP outlined in subsection C.1 through C.4.
- J. Separate and apart from the institutional vacancy plan, management may reassign staff when post workload has been temporarily eliminated (e.g., when there are no inmates in the community hospital, staff may be reassigned to avoid overtime).

- K. Operational needs of the institution may require the Appointing Authority to alter the vacancy plan. Should this occur, management will meet and come to an agreement with the local Bargaining Unit 6 Chapter President.

16.07 CYA, CDC and DMH Information Documentation

- A. The State agrees to provide CCPOA with the following information when such information is necessary and relevant to CCPOA's duty to represent Unit 6 employees in CDC/DMH/CYA under this MOU:
 - 1. The current Post Assignment Schedule (PAS, or its equivalent), complete with summary page(s), i.e., summary part A, B, and C.
 - 2. The current Master Assignment Roster (MAR or its equivalent).
 - 3. The Post Assignment Schedule "legend" (or its equivalent).
- B. The State agrees that such information is necessary and relevant in the following circumstances:
 - 1. When necessary for CCPOA to carry out a Meet and Confer obligation incurred under the terms of this MOU.
 - 2. When necessary to monitor compliance with specific sections of this MOU, and existing local agreements.
- C. The State agrees to provide this information in a timely manner, (for example, the information will be provided in enough time prior to a Meet and Confer or other contractual obligation for the local Unit 6 leadership to verify the document[s] validity).
- D. CCPOA agrees that the State is not obligated to provide a copy of the above in each and every instance as long as the most recent information provided to CCPOA is current. CCPOA agrees that it is prohibited from misusing requests for information to delay the completion of any Meet and Confer obligation under this MOU.

- E. The State agrees that, in keeping with the PERB Decision No. S-CE-730-S, it may be necessary to provide additional documentation that would allow CCPOA to reconcile the PAS and MAR with the most recent Governor's Budget.
- F. Alleged violations of this section may be appealed to arbitration after the third step of the grievance procedure. The arbitrator shall adhere to PERB Decision No. S-CE-730-S and other relevant precedent in determining whether information requested and/or provided under this section is necessary and relevant.

16.08 Work and Family Labor/Management Committee

- A. The parties agree to establish one statewide permanent joint labor/management committee on work and family. The committee shall serve in an advisory capacity to the Departments of Personnel Administration's Work and Family Program. Work and family related activities that the Committee will engage in include sponsoring research, reviewing existing programs and policies, recommending new programs and policies, initiating marketing efforts, and evaluation of the effectiveness of initiatives implemented by the Work and Family Program. Such work and family programs and policies may include, but are not limited to childcare, elder care, family leave, flexibility in the workplace, and a variety of other family-friendly programs and policies.
- B. The committee shall be comprised of an equal number of management and union representatives. The Union recognizes that membership on the committee may also include any or all other union's representing State employees. The committee shall have co-chairpersons, one representing management and one representing labor. The union shall have one representative.
- C. The parties agree the union representatives shall attend committee meetings without loss of compensation. The co-chairpersons may determine that subcommittees are necessary or preparatory

work other than at committee meetings is necessary. If this occur, the management co-chairperson may request that additional release time be granted for this purpose.

- D. The committee shall meet regularly and shall begin meeting after the ratification of this contract.
- E. The \$5 million dollars established in the Work and Family Fund shall be administered by the Department of Personnel Administration. Amounts to be allocated and expended annually from the fund shall be determined by the Department of Personnel Administration and the committee.

ARTICLE XVII INSTITUTIONAL FIREFIGHTERS

17.01 Firefighter Training

- A. The State shall ensure Firefighters are trained and certified in the following areas:
 - 1. Firefighter I
 - 2. Extinguisher Inspection and Servicing
 - 3. CPR and Advanced First Aid
 - 4. Driver Operator I and II
 - 5. Hazardous Materials First Responder/and the annual update training
 - 6. Fire Prevention II
 - 7. Fire Prevention 1-A and 1-B
 - 8. Firefighter II
 - 9. Fire Investigation 1-A and 1-B
 - 10. Rescue Systems I and, when appropriate, Rescue Systems II
 - 11. Fire Command 1-A and 1-B
- B. The training and certification shall be provided by an instructor recognized by the State Board of Fire Services to complete certification. CPR and Advanced First Aid shall be instructed by an American Red Cross or American Heart Association certified instructor.
- C. New or existing employees who have received certification in any of the courses listed in 1 through 11 above will not be required to take the course work if exempted by the Firefighter LAS or CPOST.

17.02 Firefighter Hours of Work and Compensation

- A. The regular work schedule for full-time 7K exempt Firefighters on twenty-four (24) hour shifts employed by CDC as of March 17, 2002, shall be one hundred and ninety-two (192) hours in a twenty-eight (28) day work period beginning March 18, 2002.
- B. The regular work schedule for full-time 7K exempt Firefighters on twenty-four (24) hour shifts hired by CDC beginning on or after March 18, 2002, shall be two hundred sixteen (216) hours in a twenty-eight (28) day work period beginning March 18, 2002. These firefighters' monthly salary includes the straight time portion of overtime worked between two hundred and twelve (212) and two hundred and sixteen (216) for each work period. These firefighters will also receive a supplemental warrant for the remaining half-time due for overtime worked between two hundred and twelve (212) and two hundred and sixteen (216) hours for each work period.
- C. Overtime shall be calculated at the end of each twenty-eight (28) day work period, the first of which shall begin at 0800 hours on March 18, 2002. Base pay and any applicable salary differentials shall continue to be paid on a pay period basis.
- D. Each institution shall develop a Firefighter schedule which reflects the 7K exemption provided under the Fair Labor Standards Act, except NCWF, SATF, SVSP, and Lancaster. Each Firefighter will be notified by his or her institution that he/she has been placed in the 7K exemption waiver. Firefighter employees will not be moved in and out of the 7K exemption waiver to avoid overtime payment.
- E. All full-time 7K exempt Firefighters employed by CDC as of March 18, 2002 shall be normally scheduled eight (8) twenty-four (24) hour shifts per work period beginning March 18, 2002, except Firefighters at NCWF, SATF, SVSP, and Lancaster. All full-time 7K exempt Firefighters hired by CDC beginning on or after March 18, 2002, shall normally be scheduled nine (9) twenty-four (24) hour

shifts per work period, except at NCWF, SATF, SVSP, and Lancaster. The Firefighters at NCWF, SATF, SVSP, and Lancaster shall be scheduled as 7K exempt as described in Section 11.11.

F. The method of calculating the hourly wage for twenty-four (24) hour shift Firefighters is as follows:

1. Base salary per month \div 192 or 216 = straight time
hours hourly rate of pay
depending on
the employee's
date of hire
2. Straight time hourly rate \times 1.5 = overtime hourly
rate of pay
3. Straight time hourly rate \div 2 = half-time rate
of pay

Note: Appropriate premium/supplemental pay shall be included in the above formula to determine FLSA overtime rates.

17.03 Firefighter Emergency Response Vehicles

CDC agrees to re-evaluate the operating condition of each emergency response vehicle used for transporting injured employees. The Department may upgrade the vehicles if it is determined by management that the vehicle will be utilized outside the institutional grounds.

17.04 Firefighter Safety Equipment

The Department shall provide CDC Firefighter employees, who are assigned to firefighting duties, safety equipment as specified in General Industrial Safety Orders, Title 8, Article 10.1., Personal Clothing and Equipment for Firefighters. Additionally, CDC shall equip its Firefighters with helmet lights. CDC agrees that each firefighter will be issued handcuffs and chemical agents consistent with Section 7.05 B.

17.05 Firefighter Training Committee

The State and CCPOA agree to establish a four (4) person committee, made up of two (2) management employees and two (2) rank and file employees, for the purpose of evaluating Firefighter training. The committees shall meet quarterly and union members will par-

participate without loss of compensation. The committee shall also review the adequacies of the training requirements in 17.01 and may mutually agree to change that section based on their review.

Any changes made as a result of this committee is only valid with the approval/signatures of both CCPOA Chief of Labor and the DPA Labor Representative to Unit 6.

17.06 Firefighter License Renewal

The Department will reimburse Firefighters who are required by the State to maintain any certification or license. If an employee is required by the Appointing Authority to test during his/her off-duty hours, the employee shall be compensated for actual hours worked.

17.07 Firefighter Classification Name Change

The DPA and the Departments agree to support and present to the State Personnel Board a classification proposal to change the name of the Firefighter, Correctional Institution classification from its current name to Fire Captain, Correctional Institution.

Within ninety days of adoption of the change, the State shall provide all Firefighters with new badges reflecting the name change.

17.08 Firefighter Physical Fitness

- A. The employer shall furnish one (1) hour for approved exercise activities during normal working hours for each 7K exempt Firefighter, except during emergency assignment or during full day training programs.
- B. Employees will utilize physical fitness equipment presently provided by each institution.
- C. The Fire Chief has the authority to schedule the exercise period.

17.09 Firefighter Facilities

In facilities where Unit 6 Firefighters are required to sleep, the State and CCPOA recognize the need for separate male and female sleeping quarters. CDC will continue to take this into consideration as it develops and spends its capital outlay budget monies.

17.10 Firefighter Vacation Leave

A. Accrual for Firefighters Covered By Section 11.11 (NCWF, SATF, SVSP and Lancaster)

Employees working a twenty-eight (28) day, 7K work period as provided in Section 11.11 shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying pay periods, employees covered by this section shall receive a one (1) time vacation credit of forty-eight (48) hours. Thereafter, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

B. Accrual for Firefighters Not Covered By Section 11.11

1. For Firefighters on 216 Hour Work Period:

7K exempt employees on a two hundred sixteen (216) hour 7K work period shall be entitled to annual vacation leave with pay, except those who have served less than six (6) months of service. On the first day of the monthly pay period following the completion of six (6) qualifying pay periods, employees covered by this section shall receive a one (1) time vacation credit of sixty (60) hours. Thereafter, for each additional qualifying monthly pay period, the employee shall accrue vacation credit as follows:

7 months to 3 years	10 hours per month
37 months to 10 years	13 hours per month
121 months to 15 years	16 hours per month
181 months to 20 years	17 hours per month
241 months and over	18 hours per month

2. For Firefighters on 192 Hour Work Period:

7K exempt employees on a one hundred ninety-two (192) hour 7K work period shall be entitled to annual vacation leave with pay, except those who have served less than six (6) months of service. On the first day of the monthly pay period following the completion of six (6) qualifying pay periods, employees covered by this section shall receive a one (1) time vacation credit of fifty-four (54) hours. Thereafter, for each additional qualifying monthly pay period, the employee shall accrue vacation credit as follows:

7 months to 3 years	9 hours per month
37 months to 10 years	12 hours per month
121 months to 15 years	14 hours per month
181 months to 20 years	15 hours per month
241 months and over	17 hours per month

C. If an employee does not use all of the vacation that he/she has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year to a maximum of six hundred forty (640) hours or eighteen (18) shifts.

D. Converting Hours Accrued

1. When a Section 11.11 7K exempt Firefighter is changed to a Section 17.02 7K exempt Firefighter, his/her accrued vacation leave shall be multiplied by 1.2. for Firefighters working two hundred sixteen (216) hours in a work period or 1.1 for Firefighters working one hundred ninety-two (192) hours in a work period.

2. When a Section 17.02 7K exempt Firefighter is changed to a Section 11.11 7K exempt Firefighter, his/her accrued vacation leave shall be multiplied by .83, for Firefighters working two hundred sixteen (216) hours in a work period, or .88 for Firefighters working one hundred ninety-two (192) hours in a work period, and rounded to the nearest whole number.

17.11 Firefighter Sick Leave

- A. CDC 7K exempt Firefighters on twenty-four (24) hour shifts shall accrue twelve (12) hours of credit for sick leave with pay on the first day of the monthly pay period following completion of each qualifying period of continuous service.
- B. CDC 7K exempt Firefighters identified in Section 11.11 shall accrue eight (8) hours of credit for sick leave with pay on the first day of the monthly pay period following completion of each qualifying pay period, subject to the provisions in Section 10.02 B.
- C. Sick leave may be taken in thirty (30) minute increments.
- D. When a CDC Section 11.11 7K exempt Firefighter is changed to being a CDC Section 17.02 7K exempt Firefighter, the Firefighter's then-accrued hours of credit for sick leave shall be multiplied by 1.5.

When a Firefighter is changed from being a Section 17.02 7K exempt Firefighter to a Section 11.11 7K exempt Firefighter, his/her accrued hours of credit for sick leave shall be multiplied by .67.

- E. A Firefighter, who has no sick leave usage or AWOLs/LWOPs in a twelve (12) consecutive month period will receive a commendation for his/her excellence in the area of "attendance."
- F. Sick leave usage shall be subject to the provisions in Section 10.02 (B) and (C).

17.12 Firefighter Holidays

- A. All permanent full-time Section 17.02 7K exempt Firefighters shall be credited with the following paid holiday credits per fiscal year in lieu of those holidays contained in Article X, Section 10.11:
 - 1. Twenty-eight (28) hours holiday credit effective July 1.
 - 2. Twenty-eight (28) hours holiday credit effective October 1.
 - 3. Twenty-eight (28) hours holiday credit effective January 1.
 - 4. Twenty-eight (28) hours holiday credit effective April 1.

- B. All holiday credits must be taken in one (1) hour increments.
- C. The Appointing Authority or designee may require five (5) calendar days advance notice before a holiday is taken and may deny use subject to operational needs or an emergency. When an employee is denied use of a holiday, the Appointing Authority or designee may allow the employee to reschedule the holiday.
- D. Accrued holiday credits are not subject to the state-initiated buy-back without prior approval of the employee.

17.13 Firefighter Continuous Hours of Work
Correctional Institutional Firefighters are exempted from the "Continuous Hours of Work" Section 11.03. In any event, Firefighters shall not work any regularly scheduled shift in excess of twenty-four (24) hours. However, this does not exclude Firefighters from working in the case of an emergency. This section does not prohibit an approved swap.

17.14 Training Enhancement

- A. The State and CCPOA agree that they will together recommend to the CPOST that the mandated courses listed in paragraph 17.01 be included in the Firefighter Apprenticeship Program.
- B. Upon completion of training and certification in the courses listed in paragraph 17.01 above, and as determined by the State, CDC Firefighters may be provided the following training by the State:
 - 1. Fire Management 1
 - 2. Fire Instructor 1-A and 1-B
 - 3. Auto Extrication

17.15 Firefighter Annual Leave Accrual Rate

- A. Firefighters may elect to enroll in the Annual Leave Program outlined in Section 10.18 of this MOU. The following are the accrual rates for 7K exempt Firefighters on twenty-four (24) hour shifts.

B. Full-time 7K exempt Firefighters employed by CDC who work nine (9) twenty-four (24) hour shifts, totaling 216 hours in a work period, opting to enroll in the Annual Leave Program shall be subject to the following accrual rate:

7 months to 3 years	14 hours per month
37 months to 10 years	18 hours per month
121 months to 15 years	20 hours per month
181 months to 20 years	22 hours per month
241 months and over	23 hours per month

C. When a Section 11.11 7K exempt Firefighter is changed to a Section 17.02 7K exempt firefighter, his/her accrued annual leave shall be multiplied by 1.2. When a Section 17.02 7K exempt Firefighter is changed to a Section 11.11 7K Firefighter, his/her accrued annual leave shall be multiplied by .83 and rounded to the nearest whole number.

D. Full-time 7K exempt Firefighters employed by CDC who work eight (8) twenty-four (24) hour shifts, totaling 192 hours in a work period, opting to enroll in the Annual Leave program outlined in Section 10.18 of this MOU shall be subject to the following accrual rate:

7 months to 3 years	13 hours per month
37 months to 10 years	17 hours per month
121 months to 15 years	19 hours per month
181 months to 20 years	20 hours per month
241 months and over	21 hours per month

E. When a Section 11.11 7K exempt Firefighter is changed to a Section 17.02 7K exempt Firefighter, his/her accrued annual leave shall be multiplied by 1.1. When a Section 17.02 7K exempt Firefighter is changed to a Section 11.11 7K Firefighter, his/her accrued annual leave shall be multiplied by .90 and rounded to the nearest whole number.

ARTICLE XVIII CYA FIELD PAROLES

18.01 CYA Field PA Safety Equipment and Procedures

- A. The Department shall provide or otherwise make available to Field PAs necessary safety equipment. This equipment shall include handcuffs, chemical agents, and distinguishable clothing. At the individual PA's request, subject to the mandatory arming policies of the Department, this shall also include department-issued weapons, ammunition carriers, holsters, handcuff cases and waist chains. Employees issued safety equipment will be required to comply with the policies, rules and directions of the department.
- B. Each PA assigned a State-owned vehicle shall also be assigned standard emergency equipment which includes such things as flashlight (all future-purchased flashlights shall be a metal "mag" type light with dead-man switch), first-aid kit, blanket, reflectors, jumper cables, and CPR masks with a one-way valve.
- C. The safety equipment at each parole unit shall include two (2) full sets of restraint gear.
- D. HIV-infected parolee:
 - 1. The State will make available to all parole unit offices, department approved protective clothing to be used as needed by PAs upon request. Disposable protective clothing will include a fluid-resistant coverall, eye-shield/goggle, latex gloves, disposable paper mask and any other protective equipment deemed appropriate by the Department.
 - 2. The Department will continue to provide PAs updated information regarding departmental policy and procedures and other information concerning the handling of HIV-infected inmates and parolees.
- E. The State will provide each PA in the Department with an appropriately sized protective vest/soft body armor. All newly-purchased vests shall mini-

mally be able to stop a 9mm bullet. Each PA shall adhere to the rules, policies, and directives of the State in the use, carrying, wearing and maintenance of the individually-assigned protective vest/soft body armor. Protective vests shall be checked annually, during safety equipment inspections.

- F. The State shall provide each PA a "ready bag" suitable for storing the individually-assigned protective equipment.
- G. The Department agrees to provide each PA with a cellular/two-way radio telephone.
- H. Each Department PA hired before January 1, 1988, may choose to not carry the departmentally-authorized weapon, the optional, personal 9mm semi-automatic pistol or .38 caliber revolver. All Agents hired after January 1, 1988, shall carry either the departmentally-issued weapon, a personal, departmentally-approved 9mm, semi-automatic pistol, or a personal, departmentally-approved .38 caliber revolver, and ammunition. CYA agrees to replace all departmentally issued .38 caliber revolvers with a 9mm semi-automatic weapon, the type to be determined by management. The phase out period for the .38 caliber revolver will take place over the life of the contract. An Agent wishing to carry a personal, departmentally-approved semi-automatic pistol or revolver may continue to be authorized as stated in the MOU and Parole Services Manual.
- I. An Agent wishing to carry a personal, departmentally-approved 9mm semi-automatic pistol, or a personal, departmentally-authorized .38 caliber revolver must comply with Section 18.02 and departmental policy. Additionally, the Agent shall adhere to the rules, policies and directives of the Department in the use, carrying, wearing and maintenance of the personal 9mm or personal .38 caliber weapon. These weapons may only be carried in the properly designated holster(s) which have been approved by the Department. The Agent shall also carry only departmentally-issued ammunition. Participation in this program is voluntary. (See Appendix Item #5)

- J. PAs shall be allowed to use ranges pursuant to Section 18.02, for off-duty practice with either the State-issued weapon, the Agent's own 9mm weapon, or the Agent's own .38 caliber revolver.
- K. The Department shall develop protocols for handling hazardous waste, and adequately train each PA in the protocol. The State shall provide each PA with a portable hazardous waste disposable unit that would be carried in the PA's vehicle, and on the PA's person during the searches. Additionally, each PA unit shall have hazardous waste disposal "containers" for dirty needles and urinalysis samples.

18.02 CYA Field PA Training

- A. All personnel subject to PC 832 training shall successfully complete the weapons qualifications course mandated at the PA Academy.

Standards shall be consistent with the Penal Code and include quarterly range requalification/familiarity requirements pursuant to departmental policy and CPOST guidelines.

- B. The Agent shall be allowed to drive his/her State vehicle to and from any range training, and be allowed to transport his/her personally owned, departmentally-approved 9mm semi-automatic pistol or .38 caliber pistol.
- C. Voluntary 9mm/.38 Caliber Program:
 - 1. PAs may choose to carry a weapon from the departmentally-approved list of personal weapons. An Agent wishing to carry a 9mm or .38 caliber pistol may do so only after having successfully completed CPOST approved departmental instruction course. The Agent shall adhere to the rules, policies and directives of the Department in the use, carrying, wearing and maintenance of the weapon. This weapon may only be carried in the departmentally-approved holster(s).
 - 2. The agent shall attend the prescribed initial training program on his/her own time. Subsequent range training shall be on State time,

but shall not cause the State to incur over-time costs. All subsequent attempts by the agent to re-qualify, after each routine quarterly requalification try — or other training ordered by the Range Master — shall be on the agent's own time.

3. The Department shall be required to provide the agent departmentally- approved ammunition necessary to initially qualify on the optional weapon. The Department will provide ammunition for required requalification.
 4. The agent shall carry only departmentally-issued ammunition for on-duty use of the weapon.
- D. Working within budgetary and workload constraints, crisis intervention, self-defense, arrest procedures, and drug detection and identification training shall be provided annually.
- E. Should the employee fail to qualify on the first attempt, the employee shall be provided an opportunity to re-qualify as soon as possible. Any PA who fails to achieve a qualifying score within the quarter will surrender the firearm to the Regional Administrator or designee. If a PA, who as a condition of employment is issued a firearm, does not qualify within thirty (30) calendar days of the end of the calendar quarter in which he/she had failed, the PA shall be placed on leave without pay for no longer than two (2) months until said PA qualifies. Failure to qualify during this period of time will result in the PA being separated from State service pursuant to Government Code Section 19585, or other applicable Government Code section(s). However, the employee shall receive at least seven (7) days' written notice of separation from State service if personally served, and at least ten (10) days' written notice, if served by mail.

18.03 CYA Field PA, YOPB Board Coordinating PA and Community Service Consultant Work Hours

- A. The normal work schedule for CYA Field PAs, YOPB Board Coordinating PA, and Community Service

Consultant shall be one hundred sixty-eight (168) hours in a twenty-eight (28) day work period. Normally, the work period schedule shall reflect a four (4) day or five (5) day work sequence with traditional weekend days as RDOs. The above-referenced classes shall submit to the supervisor for approval a work period schedule, seven (7) work days prior to the beginning of each work/pay period, based on existing practices. Any changes in the work schedules, excluding emergencies, will require prior supervisory approval. There shall be no arbitrary denial of a submitted work schedule. If a work schedule is denied, the supervisor shall state, in writing, the reason for the denial.

The above referenced classes will advise their supervisor of emergency changes no later than the next work day. If the above-referenced classes do not submit a monthly work schedule, the supervisor shall schedule his/her work hours. The schedule shall reflect those hours of work needed to provide the necessary level of service for such concerns as classification, parolee/inmate contact, programs, custody, and other routine or special assignments appropriate to the above-referenced classifications and responsibilities.

- B. All CYA Field PAs, YOPB Board Coordinating PA's, and Community Service Consultants may schedule at least one (1) four-ten-forty (4/10/40) work week per period.

18.04 CYA Field PA Workload

- A. Cases that go into custody or on to missing status should have case count credit calculated at 1.0 after 30 days.
- B. Administrative caseloads will not be assigned to the case carrying Parole Agents. Telephonic contact for this caseload shall not routinely be handled by the Parole Agents. Emergency/crisis situations (e.g. violations) may be distributed on a rotational basis to case carriers currently below caseload maximum. However, immediate emergency/crisis situations may be assigned to the OD.

- C. In covering cases for Agents who are out on extended sick leave, high service/high risk cases will be equitably distributed to other PAs within the Parole unit. Agents receiving redistributed cases will not exceed the case credit maximum. The remaining cases will be placed on an administrative caseload.
- D. All Field Parole offices will routinely receive facsimile notification of Field PA vacancies (existing and/or newly created). Vacancies filled by management due to hardship or employee right of return will be designated on the notice form.
- E. CCPOA will be provided by January 1, 2002 or sooner the policy and procedures created to increase the cooperative efforts between Institutions and Camps Branch and Parole Services and Community Corrections Branch concerning housing for parole violators.
- F. Once a supervisor approves deviations from case-work standards, an office audit shall not be cause for an agent to receive discipline whether formal or informal.
- G. Only Sex Offender and Mental Health PA II Specialists will service and supervise Sex Offender and Mental Health cases. Training for those staff shall occur within six (6) months of assignment to service those specific cases.

Routine backup shall not be assigned to the PA Is. However, the cases that are stabilized may be re-assigned to a PA I. Should these cases assigned to the PA I significantly impact the PA's workload, the agent may then request a meeting with their supervisor(s). As a result of the meeting the supervisor may:

1. Reduce workload by lowering service contact level on appropriate Case Management case(s).
2. Redistribute case to an administrative caseload.
3. Reassign the case back to the PAII Specialist through the crisis case staffing process.

H. Management agrees that student interns will not independently have case supervision responsibilities. Student interns may only assist case carrying PAs in the performance of the agent's duties under the direct supervision of the agent/supervisor.

PAs who regularly perform the following assignments will not be given case credits beyond 52:

- 1) Special programs; i.e., Academic programs; Parenting, Drug Abuse and Counseling, etc.
- 2) Institution Pre-Parole Classes
- 3) Gang Information Coordinator
- 4) Public Speaking/Job Fairs
- 5) Any and all additional parolee self-help groups, educational programs and/or community public relation projects.

These assignments shall be made by the following progressive procedure:

- 1) Announce the need for a volunteer at staff meeting
- 2) Approach Agents individually to **determine** interest
- 3) Assign an Agent with the understanding that they can decline
- 4) Make the assignment to the least senior Agent in the office who is not already carrying a secondary assignment.

Management agrees to free up PA time on their OD day by 1) developing uniform prioritized parole office clerical telephone answering procedures (rather than routinely sending most incoming calls to the OD).

PS&CC General Policy

To the extent possible, PA caseloads shall be balanced. Toward this end, Supervising or Assistant Supervising PAs will schedule caseload assessments during routine case conferences no less than quarterly. The following caseload assessment procedure will be utilized in maintenance of parole unit workload balance.

Step #1 Determine the total number of each case “type” and multiply that number by the case type “multiplier.”

Case Type Count x Multiplier = Case Type Credit Total

Step #2 Add all case type credit totals for the caseload “case credit” total.

“x” Case Type Count x Multiplier = Case Type Credit Total

“y” Case Type Count x Multiplier = Case Type Credit Total

“z” Case Type Count x Multiplier = Case Type Credit Total

Total Caseload Credit (52, + or -5)

The assigned multiplier value for each case type is determined through dividing the standard or “base” caseload of 52 by the approved number of cases per caseload for that type of case (e.g., the EEPRP multiplier value is 3.5, or 52/15). Case count and multiplier values for designated case types are identified in the following table.

Case Type	Case Count	Multiplier
Intensive Re-Entry	15	3.50
EEPRP	15	3.50
Specialized (PA II)	30	1.75
Case Management/ Z Cases	52 (base)	1.00
Substance Abuse Cases/GSP Pure Caseload	30	1.75

The procedure allows for mixing of differing types of cases (e.g., Specialized PA II) and cases assigned to programs with reduced case count assignment levels (e.g., EEPRP). In establishing and maintaining caseload equity, a deviation from the base 52 of plus or minus five (5) “cases” is acceptable, in consideration of periodic parole unit case count fluctuations and operational requirements.

Only PA II Specialists will receive 1.75 multiplier credit for CYA commitment cases designated “specialized.” When other case types are included in a PA II Specialist

caseload, the multiplier credit assigned those case types will be granted (see example Caseload No. 2).

Quarterly caseload reconciliation may include one or more of the following adjustments:

Provide overtime in accordance with PSM 2040 and Article 11.11 of the Collective Bargaining Agreement between the State and CCPOA. Any changes to 11.11 shall be reflected/applicable to the Agreement.

Fill vacant positions and/or new positions in a timely manner.

Reduce workload by reclassifying appropriate cases from Intensive Re-entry to Case Management so that "case count" is 57 or less. (LEAD and EEPRP Program cases may not be reclassified.)

Reduce workload by lowering service/contract contact level on appropriate Case Management cases. (This action does not impact "case count" reduction, but may be the only short term option available in remote "Resident Agent" locations.)

Redistribute cases to an administrative caseload (when the case carrying Agents are at caseload maximum) in the following order: Institutional Escapees, INScases, Missing, Minimum Service Designated or In-Custody cases, Case Management cases, within parole unit, preferably at appropriate casework transaction points.

EQUITABLE CASELOAD EXAMPLES

	Case Type	Cases	Multiplier Case	Credit
Caseload #1	Intensive Re-Entry	5	3.50	17.5
	EEPRP	2	3.50	7.0
	Case Management	28	1.00	28.0
			Total	52.5
Caseload #2	Intensive Re-Entry	5	3.50	17.5
	Specialized (PA II)	20	1.75	35.0
			Total	52.5

Caseload #3	Intensive Re-Entry	7	3.50	24.5
	EEPRP	6	3.50	21.0
	Case Management	6	1.00	6.0
	Z-Case	1	1.00	1.0
			Total	52.5

ARTICLE XIX CDC PAROLE AGENTS

19.01 CDC PA Safety Equipment and Procedures

- A. The Department shall provide or otherwise make available to Parole Agents (PA), subject to the mandatory arming policy of the department, necessary safety equipment which includes, but is not limited to: handcuffs, chemical agents, distinguishable clothing, departmentally-issued weapons, ammunition carriers, holster, handcuff cases, waist chains, leg irons, "mag" type flash light with dead-man's switch, first-aid kit, shooting trauma kit and CPR masks with a one-way valve.

The Department will establish a joint labor/management committee comprised of an equal number of representatives to research the feasibility of expandable baton use by Parole Agents. If research supports the use of expandable batons by Parole Agents, the Department shall pursue through fiscal augmentation request, the acquisition of expandable batons. This committee will be established within sixty (60) days of ratification of the MOU.

- B. The State will provide each Parole Agent in CDC with an appropriately-sized protective soft body armor. All vests shall minimally be a Level 3A vest.
- C. Each Parole Agent assigned a state-owned vehicle shall also be assigned the following standard emergency equipment: fire extinguisher, reflectors, and jumper cables.
- D. Parolee Transportation from custody facilities. The parties agree that two (2) or more Agents may be utilized when safety concerns or other circumstances are present. Disputes regarding the staff-

ing ratios will be first discussed with the immediate supervisor for resolution. If the parties do not agree with the first level response, then the issue may be brought to the attention of the District Administrator for immediate response.

Adjustments will be made when possible to avoid having PAs transport the above-referenced parolee on weekends or holidays.

The Department of Corrections will develop a process that will advise the PA of any and all immediate health concerns regarding the parolee, so that appropriate safety measures can be implemented (i.e., TB, Hepatitis, Bloodborne Pathogens).

Mechanical restraints may be utilized by the PA, within departmental guidelines, for the transport of these parolees.

The PA will be provided a safe and secure full-size vehicle for this transport. The options available to the PA in obtaining the full-size vehicle include, but are not limited to, renting a vehicle, utilizing a caged car, and a pool car.

E. Parolees with Infectious Diseases:

1. The State will make available to all PAs, departmentally-approved disposable protective clothing kit to be used as needed. The disposable protective clothing kit will include a fluid-resistant coverall, eye-shield/goggle, latex gloves, disposable paper mask, TB masks and any other protective equipment deemed appropriate by the Department.
2. The Department will continue to provide PAs updated information regarding departmental policy and procedures and other information concerning the handling of infectious inmates and parolees.
3. The Department will provide to each parole unit, and update as needed, a listing of the designated CDC Chief Medical Officers for each institution.
4. The Department shall develop protocols for handling biohazardous material and ad-

equately train each PA in the protocol. The State shall provide each PA with a bloodborne pathogen cleanup kit that would be carried in the PA's vehicle. Additionally, each parole unit/complex, CCRC, shall have biohazardous material disposal "containers."

- F. The State shall provide each PA a "ready bag" suitable for storing the individually-assigned protective equipment. The State shall provide a gun locker and/or secured storage locker at the PA's worksite.
- G. In order to meet the short-term and long-term communication needs of PAs, the State shall establish a Telecommunications Committee, which shall meet as needed, but at least on a quarterly basis to explore and identify the options for acquiring an integrated system of mobile communication devices and capabilities. This joint labor/management committee will be comprised of equal numbers of representatives.
- H. The Department agrees, in principle, to the provision of a radio or and/or cellular telephone to each PA. The Department shall provide at least four (4) portable hand-held radios or cellular telephones for each parole unit. During fiscal year 2001-2002, the Department shall allocate adequate funds to purchase 500 hand-held radios. The purchase and distribution of radios will be determined by the Telecommunications Committee. The order to purchase 500 radios will be completed within sixty (60) days of the recommendation by the Telecommunications Committee. Upon receipt of the radios appropriately inventoried and programmed, distribution and familiarization will occur within ninety (90) days to enhance the existing minimum standard of four (4) hand-held radios or cellular telephones assigned to each parole unit.

19.02 CDC PA Training

- A. Each CDC PA hired before January 1, 1988, may elect to be a non-armed Agent. All Agents hired after January 1, 1988, shall be armed. Optionally and mandatorily armed agents shall carry either the departmentally issued weapon, or a personal,

departmentally-approved semi-automatic pistol, and ammunition.

1. The departmentally-approved weapon will be a semi-automatic pistol.
 2. Those Agents currently approved to carry the .38 caliber revolver, either departmentally-issued or personal departmentally-approved, will continue to do so until those Agents opt to carry the departmentally-issued semi-automatic pistol.
- B. An Agent wishing to carry a personal, departmentally-approved semi-automatic pistol, may do so only after successfully completing CPOST approved departmental instruction course. The Department will authorize at the Parole Agent's expense, the ability to purchase and install Smith & Wesson approved options, i.e., night sights, adjustable sights, aftermarket stocks (grips) and factory authorized or approved modifications for accuracy and/or ease of use. The Agent shall adhere to the rules, policies and directives of the Department in the use, wearing and maintenance of the weapon. Participation in this program is voluntary. Prior to participation the PA must sign the "Participation Agreement." (See Appendix Item #4)
- C. This weapon may only be carried in properly designated holster(s) or fanny pack which have been approved by the Department.
- D. The Agent shall attend the prescribed initial optional weapons training program on State time.
1. The Agent shall be allowed to drive his/her state vehicle to and from any range training, and be allowed to transport his/her personally-owned, departmentally-approved weapon.
 2. The Department shall provide the Agent departmentally-approved ammunition necessary to initially qualify on the optional weapon and for quarterly requalifications.
 3. The Agent shall carry only departmentally-issued ammunition for on-duty use of the weapon.

- E. PAs shall be allowed to use CDC ranges and/or permit/licensed private or public ranges for off-duty practice with either the state-issued weapon, or the Agent's personal, departmentally-approved weapon. Ammunition and/or permit/licensed private range fees will be incurred by the PA.
- F. Should the employee fail to qualify on the first attempt, the employee shall be provided an opportunity to re-qualify as soon as possible. Any PA who fails to achieve a qualifying score within the quarter will surrender the state-issued firearm to the Regional Parole Administrator or designee. If a PA, who as a condition of employment is issued a firearm, does not qualify within thirty (30) calendar days of the end of the calendar quarter in which he/she had failed, the PA shall be placed on leave without pay for no longer than sixty (60) calendar days until said PA qualifies. Failure to qualify during this period of time will result in the PA being separated from state service pursuant to Government Code Section 19585, or other applicable Government Code section(s). However, the employee shall receive at least seven (7) calendar days' written notice of separation from state service, if personally served, and at least ten (10) calendar days' written notice, if served by mail.
- G. Parole Agents shall participate in the Parole Agent Safety and Tactical Training (PAST) pursuant to the Agreement reached between the parties on May 30, 2001. Parole Agents in LEIU and OSAP are exempt from the roll-out time frames referenced in this Agreement.

19.03 CDC PA Work Week

- A. Parole Agents (excluding PAL Agents)

The normal work schedule for CDC PAs shall be a four (4) or five (5) day work week, as dictated by the workload, and approved by the supervisor in accordance with paragraph D. below. The Agent may schedule, with supervisory approval, other than an eight (8) or ten (10) hour day. The work week shall start on Monday and end on Sunday.

PAs may elect the daily start and stop times, with the exception of the Officer of the Day duty.

Work hours, subject to supervisor approval, will be scheduled between 6:00 a.m. and 10:00 p.m., except as emergency and operational needs dictate. The work day may include, at an employee's discretion, no meal break, or an optional one (1) hour, or one-half ($\frac{1}{2}$) hour meal break which shall occur approximately in the middle of the work day.

- B. No work will be routinely scheduled between the hours of 10:00 p.m. and 6:00 a.m. Each work day will be a minimum of at least four (4) work hours and a maximum not to exceed twelve (12) work hours, except as emergency and operational needs dictate.
- C. Work schedules shall include a minimum of four (4) evenings per month. These mandated evenings shall be in the field, except if previously waived by the supervisor. This waiver will be the exception rather than the norm. These mandated evenings each month will be worked until at least 7:00 p.m. **This shall not prohibit Agents from scheduling additional voluntary evenings.**
- D. Each PA shall submit a proposed work schedule to the supervisor for each month at least seven (7) calendar days, but no more than fourteen (14) calendar days, prior to the beginning of the scheduled month for supervisory approval. The State shall develop and standardize a work schedule form to be utilized statewide. The schedule will represent all work hours which shall include all work days, weekend work, evening work, days off, Officer of the Day duties, four (4) hours of 7K activity, and other special assigned responsibilities.

The supervisor shall ensure that all Agents comply with the scheduling requirements of the contract and the meeting of operational needs. The supervisor shall approve the work schedule at least three (3) days prior to the scheduled month, unless it can be documented that the scheduled work hours as submitted would be detrimental to the needs of the office or would hinder the PA in the performance

of his/her duties and responsibilities. **This documentation shall be provided if requested by the employee.** If the PA does not submit a monthly work schedule, the supervisor will assign the work schedule.

During the scheduled month, the supervisor may occasionally adjust the work hours based on operational needs with written justification to the PA. This adjustment shall not be intended to avoid the assignment of overtime. PA requested changes in the work schedules, excluding emergencies, will require prior supervisory approval. PAs will advise the supervisor of emergency changes no later than the next work day.

- E. Recognizing the need for representatives from local enforcement agencies to contact PAs during non-scheduled work hours and days about parolee/inmates assigned to their supervision, PAs shall have their home telephone or contact number on file with all local law enforcement agencies in the geographical area covered by the PA's assigned unit. A state contracted answering service will comply with the above needs.
- F. Should a PA need to respond in person to such calls, the Agent shall receive a minimum of four (4) hours call-back and shall be compensated in accordance with other provisions of this MOU.
- G. Travel Time:
 - 1. Office days: When a PA has an "officer of the day duty" or when he/she has to go to the office at the beginning of his/her shift, the Agent shall be paid beginning at the time of arrival at the office, unless that agent began his/her workday in the field.
 - 2. Field days: When the PA leaves his/her home and travels to a field contact, hours of work shall start on the arrival of the Agent at the field contact location. If it takes longer to travel from the PA's home to the field contact location than the amount of time it takes the PA to travel from his/her home to the office, then

the PA's work time shall start at the interval of time the PA usually uses to get to work.

3. Emergencies or call-back: If the PA is requested to respond to an emergency or suffers any other work before arriving at the office, field contact location, or traveling for the period of time it usually takes to get to the office, the PA's work day shall start at the moment he/she suffers work.
4. The Department shall enforce the forty (40) mile resident limit for all PAs with a home storage permit, except for the following counties: San Mateo, San Francisco, Monterey, Alameda, Santa Clara and Los Angeles will have a sixty-five (65) mile resident limit.

Parole Agents will not be administratively transferred more than forty (40) miles from their residence.

- H. Agents may work as two (2) person team(s) with prior supervisory approval.
- I. The Department shall attempt to provide reasonable advance notice of scheduled mandatory training.

19.04 CDC PA Standby

- A. Standby is defined as an assignment whereby a PA must remain physically and geographically able to respond when contacted by telephone or electronic paging device. The assignment shall be in addition to the Agent's normal work schedule.

The State will determine when and where standby assignments and back-up Agents' assignments will be made. The Parole Agent will be notified in writing at least three (3) working days prior to the start of the standby assignment. Operational needs may prevent the State from notifying the Parole Agent of the standby assignment three (3) working days prior to the assignment, however, the Parole Agent shall be notified in writing prior to the start of the standby assignment.

- B. Any time a PA is on standby, he/she shall receive two (2) hours of compensation per day (straight time pay).

19.05 CDC PA Caseload Audits

- A. PA IIIs will complete all audits/roster reconciliations. The person performing the audit must, within ten (10) work days of the completion of the audit, provide to that PA a written summary of the audit. This will include deficiencies, requirements that are waived as a result of excessive caseload, and all departmentally-recognized absences, and those areas that the PA is performing to expectations or higher.
- B. Grievances under this section may be grieved according to Article VI of this MOU but shall only be arbitrable under the mini-arb process described in Section 6.13.
- C. This provision shall only apply to P&CSD PAs.

19.06 CDC PA Workload

- A. All PAs I and II shall have full workload responsibilities and shall perform all duties specified as part of their regular assignment. The workload responsibilities of case-carrying PAs are specified in Appendix Item #8.
- B. On the first of each month, the unit supervisor will use the unit workload summary to review the workload assigned. Within a parole unit, the range in workload points will not exceed twenty (20) points between agents. Effective January 1, 2001, the standard Agent workload is one hundred sixty-eight (168) points; Parole Agent II one hundred twenty-six (126) points. Effective July 1, 2001, the standard workload for Parole Agent I will be one hundred sixty-two (162) points, Parole Agent II one hundred twenty-two (122) points; effective July 1, 2002, the standard workload for Parole Agent I will be one hundred sixty (160) points, Parole Agent II one hundred twenty (120) points; effective July 1, 2003, the standard workload for Parole Agent I will be one hundred fifty-eight (158) points, Parole Agent II one hundred nineteen (119) points; effec-

tive July 1, 2004, the Parole Agent I standard workload will be one hundred fifty-four (154) points, Parole Agent II one hundred sixteen (116) points.

On the tenth (10th) and twentieth (20th) of each month, the workload adjustments will be completed. If it is not possible to reduce the Agent's workload by reclassifying or transferring cases, the supervisor shall provide workload adjustments in writing by:

1. Modifying case supervision specifications; or
2. Authorizing paid overtime; or
3. A combination of the above.

It is clearly understood that the State has discretion to determine which of the above options to select. Within a parole unit, the range in workload points will not exceed twenty (20) points between agents.

- C. If workload adjustments have not occurred under the provision of paragraph B., CCPOA may file a grievance directly to Step 2 of the grievance process. If the Agent is not satisfied with the grievance response, the grievance may be filed at mini-arb under the provisions of Section 6.13 of Article VI of this MOU. Should CCPOA request the payment of overtime, any arbitrator's award shall be limited to actual hours worked by the employee to accomplish work in the work period(s). This shall not preclude payment for other ordered overtime.
- D. Additional work/special assignments outside of the Agent's caseload such as, speakers bureau, special assignments or caseload coverage due to sick/vacation leave may be given to any Agent. If the additional work/special assignments are given to an Agent whose workload exceeds the standard workload, the Agent will be authorized an hour for each point over the standard workload. If any Agent is below the standard workload, and is given additional duties, the agent will be authorized a point for each hour and will be compensated for actual hours worked in the work period(s) pursuant to the Fair Labor Standards Act (FLSA).

- E. The PA II Specialist, will be assigned seventy-five percent (75%) of the average Agent workload in the unit, regardless of supervision classification. If the additional work/administrative assignments are given to a Parole Agent II whose workload exceeds the standard workload, the Parole Agent II will be authorized an hour for each point over the standard workload. The remaining twenty-five percent (25%) of available time in a work period will be administrative duties. The twenty-five percent (25%) of the administrative duties may include, but will not be limited to the following: case reviews, sign reports, assignment of RPSs, TIRs, transfers, balance the workload summaries, serve as the lead training agent, and attend meetings. Hours worked in an administrative capacity that exceed twenty-five percent (25%) in a work period shall entitle the Parole Agent II to hours worked under FLSA.

The following responsibilities cannot be delegated to PA II Specialists: employee grievances, employee evaluations, adverse actions, letters of instruction, performance reports. This provision shall not be circumvented by calling the Parole Agent by another title such as: "Agent in Charge" or "Lead Agent."

- F. This section will expire July 1, 2004.

19.07 CDC PA's Use of State Vehicles

Assigned state vehicles for home storage for all CDC PAs I, II and Parole Service Associates (PSA) assigned to institution-based revocation units, gang coordinators, jail liaison duties, INS/Deport Units, non-case carrying re-entry duties, Interstate Unit, Regional/Parole Headquarters, administrative or special assignments shall be subject to local agreements in each region.

- A. State vehicles may be made available for those parole staff at their work locations for use during the scheduled work day. A parole staff person, with prior supervisory approval, may be permitted temporary overnight home storage of a state vehicle based on workload or operational needs.

- B. PAs, with prior supervisory approval, may be authorized to use their private vehicle and be reimbursed for mileage.
- C. Specially funded programs which provide state vehicles for PAs I and II are excluded from this provision.
- D. State vehicles assigned to PAs shall have adequate trunk space to accommodate safety equipment. Depending on the availability of a vehicle with adequate trunk space, PAs currently assigned flexible fuel vehicles shall have the option of exchanging them.
- E. PAs will not be held liable for safety equipment stored in the passenger compartment of the flexible fuel vehicle that does not provide adequate storage space.

ARTICLE XX CORRECTIONAL COUNSELORS

20.01 Correctional Counselor Work Hours

- A. The normal work schedule for Correctional Counselors shall be either a four (4) day or five (5) day work week, Monday through Friday up to a maximum of twelve (12) hours per day. The Counselor may deviate from the normal work days or hours with prior supervisory approval.
- B. Each Correctional Counselor shall submit a work schedule to the supervisor for each work period at least seven (7) calendar days, but no more than fourteen (14) calendar days, prior to the beginning of each work period. Schedules must reflect a total of one hundred sixty-eight (168) hours for the twenty-eight (28) day work period. In submitting his/her schedule for supervisory approval, each Correctional Counselor will propose whether or not he/she will take a lunch break during the period of time which is covered by that schedule. The supervisor shall approve the work schedule at least three (3) days prior to the scheduled work period, provided it meets the Correctional Counselor's duties, responsibilities and institutional need, and

the definition of a normal work schedule as identified in paragraph A. above. If a requested work schedule is denied, the reasons for the denial will be given to the employee in writing. All denials must be based on case circumstances specific to a counselor's duties rather than "blanket denials." If the Counselor does not submit a work schedule, the supervisor will assign the work schedule.

- C. Current daytime schedules will be maintained unless deviation therefrom is mutually agreed to by the supervisor and employee. The institution may require Correctional Counselors, excluding camp counselors, working a given unit (on a non-overtime basis) to work up to one (1) evening per week (up to 8:30 p.m.) based on legitimate institutional program needs. Evening work is defined as those hours worked after 6:00 p.m. None of this precludes scheduled or unscheduled overtime work.
- D. The supervisor may occasionally require a work schedule change for events that were not originally foreseen when the work schedule was originally submitted. This might occasionally include evening work or a weekend day based on legitimate institutional program needs. The supervisor shall give a seven (7) calendar day prior notice for this temporary change.
- E. Employee-requested changes in the work schedule will require supervisory approval.

20.02 Correctional Counselor Workload

- A. CDC shall provide equitable workload assignments for all Correctional Counselors within an institution. The status of Correctional Counselor workload assignments shall be monitored by management, and appropriate steps will be taken to balance the workload. Management shall authorize overtime, when necessary, or a reasonable accommodation will be made to avoid unrealistic work expectations. The Correctional Counselor I can request an accommodation in writing, and the Department has seven (7) calendar days to respond in writing. Management will reasonably accommodate by re-scheduling his/her normal duties at another time,

reassigning the duties to another Correctional Counselor, or authorizing overtime when a need exists.

Correctional Counselors utilized for short-term acting assignments which preclude them from performing their full range of normal duties shall be reasonably accommodated by rescheduling the normal duties at another time, reassigning the duties to another Correctional Counselor, or authorizing overtime when a critical need exists.

- B. The State shall fill vacant positions and/or new positions in a timely manner.
- C. In order to increase inmate access to counselors, Correctional Counselors shall be able to ducat inmates for classification and other related casework subject to administrative approval.

20.03 Post and Bid by Seniority for Correctional Counselor I

- A. There shall be seventy percent (70%) of each institution's budgeted CC-I positions assigned by Unit 6 seniority. Once a CC-I successfully bids for a seniority assignment, he/she shall not be eligible to bid again for a twelve (12) month period. An employee who bids to a lock-up unit cannot remain longer that two (2) years without a management waiver.
- B. In order to remain in the seniority position of choice, the employee must maintain a satisfactory level of performance.
 - 1. Once a bid position becomes vacant, if there is no interest in the vacant "seniority" position, management shall fill the assignment by existing rules, policies and practices. For those positions retained by management, existing rules, policies, and practices, with regard to filling vacancies, shall remain in effect.
 - 2. Nothing in this section shall diminish management's right to carry out departmental goals and objectives nor interfere with management's rights to meet operational

needs. The afore-stated will not be done in an arbitrary or capricious manner.

3. Employees who laterally transfer may bid on any vacant seniority position.
 4. After an employee completes the apprenticeship program, s/he can bid on any vacant seniority position.
- C. When an employee requests, local management may approve an exemption to the time frames in paragraph A. above. This will only be done on an exception basis.
- D. A legitimate reason to change a seniority bid would be if the CC-I bid position became a special needs unit requiring specific knowledge, skills, and training for casework.
1. The local Chief Job Steward and the affected employee must be notified in writing prior to the change as to the specific reasons for the change. The bid employee will have the first right of refusal for special training to do the special needs casework; therefore, no change would be necessary.
 2. The affected employee may either: (a) remain in the position, (b) bid to a vacant seniority bid position, or (c) request placement and be placed in a management position. If the affected employee accepts the management position, then the bid position reverts to management until the employee returns to another bid position.
- E. Upon initial implementation, the Warden/hiring authority and the Chapter President will meet and come to an agreement on the positions available for bid.
1. The bid forms will be available by March 1, 2002.
 2. The bid forms are due to management by March 31, 2002.
 3. Job changes will be posted by April 15, 2002.

F. Disputes

All disputes concerning PPPA issues that cannot be resolved by local levels shall be directed to the Joint Labor/Management Committee.

- G. No later than April 15, 2002, all facilities will have completed the post and bid process for CC-Is.

ARTICLE XXI MEDICAL TECHNICAL ASSISTANTS

21.01 CDC MTA Survey

- A. Ninety (90) days after ratification of this MOU by both parties, the parties agree to Meet and Confer over the impact of the changes in wages, hours and working conditions brought about by the completed MTA survey, in accordance with Section 27.01.

21.02 MTA (CDC) Training Program

A. **MTA Minimum Qualifications:**

1. CDC may recruit prospective MTAs while they are attending LVN or RN school, or have graduated from such a school or course, provided the prospective MTA successfully obtains an LVN/RN license and completes one (1) year of work experience rendering patient or nursing care (accumulated part-time work may be used to meet this one (1) year requirement) prior to employment.
2. This section does not negate the ability of the Department to hire eligible prospective employees from the military who have not yet obtained an LVN/RN license. Such persons, if hired, will still have the requisite six (6) months in which to obtain the LVN or RN license. If they obtain the LVN or RN license within the first six (6) months of employment, they must then complete all the other training requirements imposed by this section or CPOST.

- B. All present and future MTAs in CDC will be afforded an opportunity to receive I.V. Therapy Certifica-

tion training, on a voluntary basis. MTAs in CDC may accomplish the I.V. Therapy Certification on Official Business time or Continuing Education time.

- C. Any MTA who fails to obtain the I.V. Therapy Certificate within the allotted time period, may request CPOST for a time extension. Failure to obtain the certificate within the time as set by CPOST will result in the MTA repaying the cost of the course to the Department.
- D. Within sixty (60) days of ratification of this MOU, the State and CCPOA shall meet to develop and MTA's new employee orientation which shall include eighty (80) hours of formalized training specific to the duties of the class. The one year work requirement in A.1. above shall be waived upon implementation of the new orientation.

21.03 MTA (DMH) Program

A. **MTA Minimum Qualifications:**

- 1. DMH may recruit prospective MTAs while they are attending LVN/RN, or Psychiatric Technician (PT) school, or have graduated from such a school or course, provided that the prospective MTA successfully obtains an LVN/RN/PT license and completes one (1) year of work experience rendering patient or nursing care (accumulated part-time work may be used to meet this one [1] year requirement) prior to employment.
- 2. This section does not negate the ability of the Department to hire eligible prospective employees from the military who have not yet obtained an LVN/RN/PT license. Such persons, if hired, will still have the requisite six (6) months in which to obtain the LVN/RN or PT license. If they obtain the LVN/RN or PT license within the first six (6) months of employment, they must then complete all the other training requirements imposed by this section or CPOST.

- B. DMH agrees to afford all MTAs the Psychiatric Technician Licensure Program on a voluntary basis. This training program must be approved by CPOST prior to being offered to MTAs.
- C. DMH may provide some or all of the PT training during normal work hours. (To the extent this is not possible, the training will be afforded during the off-duty time of the MTA apprentices. Off-duty training afforded to MTA apprentices will be on their own time without pay.)
- D. DMH agrees to assist in adjusting work schedules for MTA apprentices in order to accommodate any "related and supplemental" training requirements.
- E. Within sixty (60) days of ratification of this MOU, the State and CCPOA shall meet to develop an MTA's new employee orientation which shall include eighty (80) hours formalized training specific to the duties of the class. The one-year work requirement in A1 above shall be waived upon implementation of the new orientation.

21.04 MTA (CYA) Program

A. **MTA Minimum Qualifications:**

1. CYA may recruit prospective MTAs while they are attending LVN/RN school, or have graduated from such a school or course, provided that the prospective MTA successfully obtains an LVN/RN license and either obtains a certificate or completes one (1) year of work experience rendering patient or nursing care (accumulated part-time work may be used to meet this one [1] year requirement) prior to employment.
2. This section does not negate the ability of the Department to hire eligible prospective employees from the military who have not yet obtained an LVN/RN license. Such persons, if hired, will still have the requisite six (6) months in which to obtain the LVN/RN license. If they obtain the LVN/RN license within the first six (6) months of employment, they must then complete all the other training requirements imposed by this section or CPOST.

- B. All existing LVN-MTAs will be afforded an opportunity to obtain an RN license on a voluntary basis. The Department will prepay for an RN licensure course through the New York State Regents or an equivalent program acceptable to the RN Licensing Board at the MTA's option and departmental approval. This will be afforded to all MTAs who do not currently possess an RN license and will subsidize the thirty (30) unit course at an approximate cost of up to \$3,200 per MTA. If the MTA fails to complete the course, they will be expected to repay the entire cost of the course.
- C. CYA agrees to assist in adjusting work schedules for MTAs who are assigned rotating, irregular shifts (i.e., VR, PIE) in order to accommodate any testing requirement of the New York State Regents course or equivalent, and the National Council Licensure Examination. The Department also agrees to assist in adjusting work schedules to facilitate completion of required courses.
- D. All MTAs who were or will be hired from military service will continue to be afforded six (6) months in which to obtain an LVN license. In the event that an MTA hired from the military can successfully challenge the RN Board and obtain licensure, they will be exempt from the RN training course as contained in this MOU.
 - 1. All prospective LVN-MTAs will be afforded the New York Regents RN course or equivalent program, on a voluntary basis, as provided in this MOU.
 - 2. It is not the intent of CYA to eliminate the use of the MTA classification. All efforts will be made to recruit additional MTAs to fill existing and future MTA vacancies. These MTAs may have an RN license at their time of hire. RN licensed MTA posts will be maintained as a Peace Officer class of Bargaining Unit 6 and will be filled with MTAs. Should CYA choose to eliminate the use of the classification in the future, notice will be issued in accordance with section 27.01.

- E. Implementation: The RN training course will commence as soon as economically feasible after January 1, 1998.
- F. If CYA establishes CTCs, CCPOA and CYA agree to re-open this section of the MOU in accordance with Section 27.01.
- G. Within sixty (60) days of ratification of this MOU, the State and CCPOA shall meet to and develop an MTA's new employee orientation which shall include eighty (80) hours of formalized training specific to the duties of the class. The one-year work requirement in A.1. above shall be waived upon implementation of the new orientation.

21.05 MTA Certification and License Renewal

- A. CDC, CYA and DMH agree to reimburse MTAs for the actual costs of renewing their professional license(s) and certification(s). Nothing in this section shall be construed to relieve MTAs of any requirement to maintain professional licenses, certificates, registrations, etc.
 - 1. Any MTA who fails to obtain and maintain the required licensure or certificate(s) will be immediately placed on Leave of Absence Without Pay.
 - 2. CYA agrees to only reimburse its MTAs for either the LVN or RN license, not both. Once a CYA MTA has obtained an RN license, the Department will only reimburse the MTA for the RN license.
 - 3. DMH agrees to reimburse its MTAs for either the LVN or PT license. Once an MTA has obtained a PT license, DMH will reimburse that MTA a minimum of \$90.
 - 4. CDC agrees to reimburse its MTAs for either an LVN or RN license, but not both. If an MTA already has an RN license, that will be the license/renewal for which the Department will reimburse the MTA.

- B. Each Department agrees to reimburse MTAs who, with prior approval of the Appointing Authority, have incurred expenses as a result of satisfactorily completing continuing education courses approved by the Department and required to maintain a current licensure and/or recertification and continuing education requirements. Such reimbursement shall be limited to tuition and/or registration fees and cost of course-required books.
- C. Each department will assure that at least sixteen (16) hours of continuing education courses shall be made available to each MTA per fiscal year. Unless sufficient continuing education courses are provided by the Department, MTAs shall be granted reasonable time off, not to exceed twenty-four (24) hours per fiscal year, without loss of regular pay, to attend continuing education courses scheduled during their normal working hours.

21.06 MTA Post and Bid (PPPA)

All provisions of Section 12.07 will apply to the MTA classifications with the following exceptions:

- A. All positions will be subject to the PPPA process with the exception of seven positions at CMF which are: one (1) surgical MTA, four (4) dialysis MTAs and two (2) transportation MTAs.
- B. The Health Care Services Division will designate a supervisor at each institution to be the person responsible for the administration of the PPPA process for MTAs.
- C. Within sixty (60) days of ratification of this MOU, all institutions shall complete the PPPA process (implementation) and all related job changes. CMF, CSP-COR, CIM and CMC will be given an additional thirty (30) days to complete the implementation of PPPA.

ARTICLE XXII
CYA INSTITUTIONAL PAROLE AGENTS/
CASEWORK SPECIALISTS

22.01 CYA IPA and Casework Specialist
Work Hours

- A. The normal work schedule for Institutional Parole Agent (IPA) and Casework Specialist shall be one hundred sixty-eight (168) hours in a twenty-eight (28) day work period. Normally the work period schedule will reflect a four (4) or five (5) day work sequence with traditional weekend days as RDOs. Each IPA and Casework Specialist shall submit to the supervisor for approval a monthly work period schedule, seven (7) work days prior to the beginning of each work period. All IPAs and Casework Specialists may schedule one (1) Late-night shift per work period schedule, which shall end no later than 7PM. Any changes in the work schedules, excluding emergencies, will require prior supervisory approval. IPAs and Casework Specialists will advise the supervisor of emergency changes no later than the next work day. If the IPA or Casework Specialist does not submit a work period schedule, the supervisor shall schedule his/her work hours. The schedule shall reflect those hours of work needed to provide the necessary level of service for such concerns as classification, ward/inmate contact, programs, custody and other routine or special assignments appropriate to the IPA and Casework Specialist classification and responsibilities.
- B. All IPAs and Casework Specialists may schedule at least one (1) four-ten-forty (4/10/40) work week per month.
- C. As part of the monthly scheduling, IPAs and Casework Specialists may request their workday be scheduled without a meal break or, may schedule a meal break varying from thirty (30) minutes to one (1) hour subject to the requirements outlined in A. There shall be no arbitrary denial of a submitted work schedule. If a work schedule is denied, the supervisor shall state, in writing, the reason for the denial.

- D. Consistent with local commute plans, Casework Specialists may telecommute two (2) work days per month provided the individual has no case backlog. No individual on an alternate work schedule may telecommute. A telecommuting schedule is subject to the requirements outlined in A.

22.02 CYA IPA and Casework Specialist Orientation

The Institutions and Camps Branch will provide orientation training course for IPAs and Casework Specialists in Section 4000 of the Institutions and Camps Branch Manual.

22.03 CYA IPA and Casework Specialist Workload

- A. The State shall continue to use budgetary staffing ratios for IPAs as established by the Legislature, which ranges from one hundred to one (100:1) down to fifty to one (50:1) wards/inmates per IPA depending upon the housing unit and/or program to which the IPA is assigned. IPAs shall, with prior approval from the supervisor, handle excess workload assignments on an overtime basis.
- B. Casework assigned to Casework Specialists shall be made in a consistent and equitable manner based on institutional needs.
- C. The State shall fill vacant positions and/or new positions in an expeditious and timely manner.

ARTICLE XXIII TRANSPORTATION UNITS

23.01 CDC/CYA Transporting Officer Hours

- A. Any employee assigned to transport inmates shall be compensated for all hours during which he/she is performing assigned duties. When on an overnight trip of eight (8) hours or more, a reasonable amount of time, not to exceed one-half () hour, will be allowed to travel from the worksite to a motel.
- B. When on an overnight trip of eight (8) hours or more, the employee shall be allowed a full eight (8) hours between shifts.

ARTICLE XXIV
CYA YOUTH CORRECTIONAL
COUNSELORS AND
YOUTH CORRECTIONAL OFFICERS

24.01 CYA Living Unit

The existing practice concerning hand-held radios shall continue at each facility/institution.

- A. Each living unit will be assigned at least two (2) hand-held radios, with the necessary charging equipment.
- B. The State will arrange to have enough radios available so that during each movement away from a living unit the Youth Correctional Counselor assigned to that movement can be issued a hand-held radio.

24.02 Youth Correctional Counselor/Shift
Duties

Employees shall receive Post Orders and Duty Statements annually at the time of performance appraisal.

24.03 Youth Correctional Counselor Workload

- A. The Youth Correctional Counselor caseload will normally be eleven (11) wards. Youth Correctional Counselors shall, with prior approval from the supervisor, handle excess workload and caseload assignments on an overtime basis.
- B. Youth Correctional Counselor Workload:
 - 1. CYA will establish a casework plan for each institution with Youth Correctional Counselors (YCC) which includes a formal casework schedule, identification of formalized casework responsibilities, a process for weekly verification of casework time, and definition of casework roles for the YCC, Senior Youth Correctional Counselor (SYCC), and IPA.
 - 2. Each institution, by living unit, will establish a monthly small group and casework schedule for each YCC. It is understood the amount of casework time relief may vary based on the

level of formalized casework required during a given month.

3. YCC casework will be prioritized at all institutions and camps operated by CYA. There are many potential casework priorities. Each YCC and his/her SYCC have a responsibility to discuss and evaluate specific casework priorities on a weekly basis. If there are any doubts on priority, the SYCC will make a final prioritization of specified casework assignments.
 - a. Orientation
 - (1) Workload
 - (2) Special Program Needs
 - b. Case Reports
 - (1) M-Case Reports where applicable
 - (a) File Maintenance
 - (b) Counseling Chrono
 - (c) File Review
 - (d) Behavior Reports
 - (e) Program Credits
 - (2) YOPB Board Reports
 - (3) Annual Reports
 - (a) File Maintenance (Unit)
 - (b) Counseling Chrono
 - (c) File Review
 - (d) Behavior Reports
 - (e) Program Credits
 - (4) Parole Planning
 - (5) Transfer Summaries
 - (6) ICC Report
 - (a) ICC Forms
 - (7) Special Contracts/Reports (option by institution)
 - (8) Design for Living Requirements where applicable

- c. Formal Counseling (Individual/Small/ Large Group)
 - (1) Commitment Offense and Victim Awareness
 - (2) Counseling Chronos
 - (3) Small Group Documentation — Individual, Small & Large Group Counseling
 - (4) Behavior Reports
 - (5) Living Unit Log
 - d. Case Conference Meeting
 - (1) Case Conference Staff Feedback Form
 - e. WEPD
 - f. Camp Eligibility
 - g. Program Placement
4. SYCC will provide a daily schedule of preassigned casework and small group time for the living unit.
 5. It will be the SYCC's responsibility to provide the YCC with sufficient opportunity to use the assigned casework and small group time to complete his/her formalized casework.
 6. YCCs and SYCCs will meet to discuss casework needs and modify the schedules monthly. By the 25th day of each calendar month, the IPA and SYCC must inform each YCC who provides casework to the PA, what reports and other casework are due between zero and thirty (0-30) calendar days from the beginning of the upcoming calendar month and what reports and other casework are due between thirty-one (31) and sixty (60) calendar days from the beginning of the upcoming calendar month. The YCC will provide the SYCC with an estimate of how much casework time the YCC needs during the next month.

7. Using a negotiated format, the YCC will verify his/her ability to use casework time on a daily basis. A Casework Verification Form (CVF), is an example of such a verification sheet.
 8. On a weekly basis, the SYCC will assess the availability of casework time for the YCCs. Regardless of the reason for the lost time, all lost time is to be replaced within two (2) calendar weeks or ten (10) work days.
 9. The appropriate Treatment Team Supervisor (TTS) will review the assignment and availability of casework every two (2) weeks as recorded on the CVF. The TTS will monitor the effort to provide an equitable distribution of casework time and, where available and necessary, casework relief coverage to all YCCs.
 10. Each Superintendent will provide, upon request, the local CCPOA Chapter President or a designee, copies of the CVF, living unit schedules, and negotiated assignment and verification sheets to substantiate the allocation of formalized casework time. These documents shall be maintained for a period of one (1) year, and made available to the Chief Job Steward to copy in cases of dispute.
 11. The parties agree to establish local Forms Management Committees to review the paperwork currently required as part of the YCC's overall casework responsibilities. They will make every effort to ensure the casework process is efficient and timely.
- C. For casework purposes, YCCs will be permitted to hold back or have brought to them wards who are assigned in school and trade. Since casework is an integral part of the CYA program, casework will be considered part of the CYA's educational and rehabilitative program.

The Program Manager will monitor all hold-backs or callbacks to ensure that they do not impact on required attendance or the function of any work/trade program. The Program Manager will not arbitrarily and capriciously withhold approval.

- D. It is recognized that a committee is currently evaluating the staffing patterns for the living units. Should that committee's recommendations impact this section, the parties agree to re-open this section.

24.04 CYA Staffing/Ward Population

CYA agrees that institutional population will be distributed and balanced in a manner that will provide for optimum staff and ward safety while maintaining a full range of program services given operational needs and constraints. For purposes of counting posts, the first watch YCO(s) do/does not count as a post and SYCCs, absent regular day off relief, are considered in post. However, effective July 1, 2002 and continuing each July 1 for the life of the MOU, the CYA agrees to phase in the equivalent of 56 YCC's (this includes YCO's and Clinic living Units) PY's for the purpose of adding SYCC's (this includes Clinic living unit Sergeants) Regular Day Off (RDO) relief into the posting pattern. The 56 PY's are in addition to any existing SYCC's RDO relief. CYA agrees to phase in the SYCC's RDO relief in equal numbers with priority given in the following order: Open Dorm Living Units, SMP's, Clinics, Drug Programs, Single Room Living Units, all other programs. For the purpose of counting posts, as the SYCC's RDO relief is activated, it shall be considered part of the posting pattern.

- A. CYA agrees that open dorms shall be staffed in the following manner:

Population	Open Dorm Living Units
50 (§12.08(c): 46 - 55)	5 Post
60 (§12.08(c): 56 - 65)	6 Post
70 (§12.08(c): 66 - 75)	6 Post
80 (§12.08(c): 76 - 85)	7 Post
90 (§12.08(c): 86 - 95)	8 Post
100 (§12.08(c): 96 - 105)	9 Post

- B. The Youth Authority agrees that housing units containing individual rooms shall be staffed in the following manner:

Population	Single Room Living Units
50 (§12.08(c): 46 - 55)	4 Post
60 (§12.08(c): 56 - 65)	5 Post
70 (§12.08(c): 66 - 75)	6 Post
80 (§12.08(c): 76 - 85)	7 Post
90 (§12.08(c): 86 - 95)	7 Post
100 (§12.08(c): 96 - 105)	8 Post

- C. In order to enhance safety, CYA agrees to place wards on living units in a manner which maximizes YCC posting patterns and is based on the wards age and individual program needs. To this extent, management agrees not to assign incoming wards to a unit that is at the break point of 65 in open dorms and 85 in single rooms until all units of like age and/or programming are at the same break point. However, should a ward pose such a safety concern, such as, a threat or/and assault on staff or a safety concern to other wards or self, management may place such a ward(s) in a manner, which is safer and more secure for staff and wards. It is not the intent of the Department to contravene A. and B. above. CYA will not use "sleepers," "wards in transition," "contract wards" or any other device to artificially lower the population on any living unit. To this end to ensure harmonious labor relations, the CYA agrees, if so requested by the local Chapter President, that the Daily Movement Sheet as well as any other population, movement justification and/or ward accountability documents(s) shall be provided (in a timely manner), to satisfy that the ward placement and movement is being accomplished to enhance safety and is not being done in an arbitrary and or capricious manner. Grievances filed by CCPOA citing that wards are being placed in an arbitrary and/or capricious manner may be elevated through the mini-arbitration process. When CYA lists a ward on a living unit roster, that ward is on the living unit population for purposes of YCC posting. Wards on court furlough statues are not on living unit rosters for

purposes of this section. For living unit count increases beyond those illustrated within 24.04 A and 24.04 B, the methodology of increases by increments of ten (10) shall be continued for the purposes of adding additional YCC/YCO Post(s) to relevant units(s).

- D. CYA agrees to notice and Meet and Confer with CCPOA over the impact of overcrowding as it relates to the utilization of nontraditional living areas for the housing of wards. This will also include meeting and conferring over the impact of overcrowding when any housing unit experiences overcrowding of one hundred ninety percent (190%) or more.
- E. If management violates this section, the employee(s) on the overtime by seniority list who was/were eligible for the post assignment(s) will be awarded six (6) hours of overtime (nine [9] hours pay).
- F. CYA agrees that the minimum staffing will be 5 posts for an Open Dorm Living Unit and 4 posts for Single Room Living Unit. In the event that the Department of Finance or the Legislature impose a significant budget reduction, CYA retains the right to modify the staffing levels described in this section and will provide appropriate notice to CCPOA and will Meet and Confer with CCPOA.
- G. CYA agrees to Meet and Confer with CCPOA within ninety (90) days of the ratification of this MOU to establish post patterns for all staff assigned to institution-based camps. The scope of this Meet and Confer shall also include post assignment schedules, post orders, YCC caseload assignments and PIE scheduling. (See Appendix Item #12) It is recognized that a committee is currently evaluating the staffing patterns for the living units. Should that committee recommendations impact this section, the parties agree to re-open this section.

24.05 Post and Bid by Seniority for YCCs

- A. There shall be seventy percent (70%) of the YCC assignments in CYA allotted according to seniority. Once a YCC successfully bids for a seniority

assignment, he/she shall not be eligible to bid again for a twelve (12) month period. An employee who bids to a lock-up unit cannot remain longer than two (2) years without a management waiver. Staff bidding to the Intensive Treatment Programs, Sex Offender Programs (SOP) and Special Counseling Programs (SCP) shall make a commitment of at least two years.

- B. In order to remain in the shift assignment of choice, the senior employee must maintain a satisfactory level of performance.

If there is no interest in the vacant "seniority" shift assignment, management shall fill the assignment by existing rules, policies, and practices. For those shift assignments retained by management, existing rules, policies, and practices, with regard to filling vacancies, shall remain in effect.

Management shall have the discretion to review and re-designate the selected shift assignments. Nothing in this section shall diminish management's right to carry out departmental goals and objectives nor interfere with management's rights to meet operational needs in making shift assignments. The afore-stated will not be done in an arbitrary or capricious manner.

CYA agrees not to alter existing "day off" patterns, unless the Chapter President and the Appointing Authority mutually agree to do so.

- C. If the local CCPOA Chief Job Steward is a YCC, the Department will hold one (1) seniority second watch assignment with Saturdays and Sundays off vacant for that Chief Job Steward or the Chief Job Steward may use "super seniority" to bid upon any available post. In the event the Chief Job Steward uses "super seniority" to bid upon an available post, the second watch assignment with Saturdays and Sundays off held vacant will revert to conditional bid.
- D. When an employee requests, local management may approve an exemption to the time frames in paragraph A. above. This will only be done on an exception basis.

- E. In the event the employer has a legitimate reason to change a seniority bid, the following will occur:
 - 1. The local Chief Job Steward and the impacted employee must be notified in writing prior to the change as to the specific reasons for the change.
 - 2. The impacted employee may either: (a) remain in the position, (b) bid to a vacant seniority bid position, or (c) request placement and be placed in a management position with the same RDOs and substantially similar start and stop times as the employee's original bid position. In this latter case, the employee may not remain in the management position longer than twelve (12) months without prior management approval.
- F. No later than April 1, 2002, all facilities with the ITP, SOP, SCP units will have completed the post and bid implementation process for YCCs.

24.06 YCC Voluntary Demotion

YCCs shall be able to apply for vacant YCO positions within their institution/facility consistent with the seniority provisions contained in this MOU. Demotion to YCO shall be effective on the date the YCC is awarded the YCO post.

24.07 CYA Incident Debriefing

Designated management or supervisory staff will interview affected staff immediately following the settling of any major incident or disturbance within one and one-half (1 1/2) hours of the incident, and no later than the end of the shift. The purpose of this interview will be to assess whether the affected staff has undergone any negative impact. If, in the supervisor's opinion, the affected staff has undergone a negative impact, it will be the responsibility of the designated manager or supervisor to refer that employee to the appropriate agency, or provider of the necessary services.

24.08 PIE Usage Behind YCCs

When a PIE is assigned YCC casework relief, supervisory staff should not be permitted to use the PIE to be relieved from their (the supervisor's) duties.

24.09 Post Assignment by Seniority for YCOs

- A. There shall be seventy percent (70%) of the YCO post assignments in CYA allotted according to seniority. Once a YCO successfully bids for a seniority assignment, he/she shall not be eligible to bid again for a twelve (12) month period of time.
- B. In order to remain in the post assignment of choice, the senior employee must maintain a satisfactory level of performance.

If there is no interest in the vacant "seniority" post assignment, management shall fill the assignment by existing rules, policies, and practices. For those post assignments retained by management, existing rules, policies, and practices, with regard to filling vacancies, shall remain in effect.

Management shall have the discretion to review and re-designate the selected post assignments. Nothing in this section shall diminish management's right to carry out departmental goals and objectives nor interfere with management's rights to meet operational needs in making post assignments. The afore-stated will not be done in an arbitrary or capricious manner.

CYA agrees not to alter existing "day off" patterns, unless the local Chapter President and the Appointing Authority mutually agree to do so.

- C. If the local CCPOA Chief Job Steward is a YCO, the Department will hold one (1) seniority second watch assignment with Saturdays and Sundays off vacant for that Chief Job Steward or the Chief Job Steward may use "super seniority" to bid upon any available post. In the event the Chief Job Steward uses "super seniority" to bid upon an available post, the second watch assignment with Saturdays and Sundays off held vacant will revert to conditional bid.
- D. In the event the employer has a legitimate reason to change a seniority bid, the following will occur:
 - 1. The local Chief Job Steward and the impacted employee must be notified in writing prior to the change as to the specific reasons for the change.

2. The impacted employee may either: (a) remain in the position, (b) bid to a vacant seniority bid position, or (c) request placement and be placed in a management position with the same RDOs and substantially similar start and stop times as the employee's original bid position. In this latter case, the employee may not remain in the management position longer than twelve (12) months without prior management approval.

24.10 Ward Medication

- A. CYA agrees to pursue funding to eliminate all direct or indirect dispensing of medication by YCOs or YCCs.
- B. Until such funding is appropriated, the Department will continue to implement unit dose packaging and delivery where available and will assure that medication is properly packaged and labeled in every setting.
- C. CYA/CCPOA agree to form a quarterly working committee to oversee the unit dose delivery system and resolve any problems until an alternate system is implemented.

ARTICLE XXV CAMPS

25.01 CDC/CYA Camp Files

- A. The State will provide a copy of an employee's personnel file via the US Postal Service mail process upon his/her request.
- B. The State will ensure that the supervisory file will be maintained at the camp to which the employee is currently assigned. These files will be maintained in a central location under lock and key and accessible to the employee at his/her request.

25.02 CDC Continuous Hours of Work/Dead Time/Emergencies

- A. Section 11.03 shall not apply to camp officers during emergencies. Once an officer has returned to

the camp from an extended emergency (three [3] days and over), the officer shall be afforded one (1) hour to complete all paperwork and clean and repack equipment in order to be ready for the next fire. If, at that point, the officer has put in sixteen (16) or more continuous hours of work, the Department representative shall ask the officer if he/she is able to complete the officer's shift. If not, the officer shall be allowed to go home and have at least an eight (8) hour break. If the officer feels that the officer can complete that shift, the officer shall be allowed to do so and then be allowed the eight (8) hour break.

- B. In the event that an employee has been involuntarily ordered over and works more than sixteen (16) hours in camp, the employee will be given an eight (8) hour break. If the eight (8) hour break extends into the employee's next regularly scheduled shift, the employee shall receive paid administrative time off for the hours of the break that extended into the shift.

ARTICLE XXVI PERMANENT INTERMITTENT APPOINTMENTS

26.01 Permanent Intermittent Appointments

- A. A Permanent Intermittent appointment is an appointment in which the employee is to work periodically or for a fluctuating portion of the full-time work schedule. A Permanent Intermittent Employee (PIE) may work up to two thousand (2,000) hours in any calendar year.

The number of hours and schedule of work shall be determined based upon the operational needs of each department. The State will make every effort to offer each PIE, not otherwise employed by the State, an average of one hundred (100) hours of work per pay period provided that work is available and the employee is ready, willing, and able to work as needed. The employer is not obligated to offer any hours to a PIE who holds or secures a full-time appointment with any State agency.

- B. Each department may establish an exclusive pool of PIEs based upon operational need.
 - 1. Each department will endeavor to provide PIEs reasonable advance notice of their work schedule.
- C. Availability to Work
 - 1. Except in camp settings, PIEs must be available to work all available shifts.
 - 2. PIEs may be assigned regular days off, to a specific watch or area, except by local agreement or when an institutional need arises.
 - 3. In CDC, work assignments will be offered to PIEs based on an alphabetical rotational basis.
 - 4. In CDC, PIEs may be assigned to a post in two (2) week increments. PIEs assigned to these posts will be rotated using the continuous alphabetical listing every two (2) weeks.
 - 5. In CDC, once a PIE accepts work or refuses to work, or contact with the employee was unsuccessful, the employee will not be offered another assignment until his/her name reappears on the alphabetical rotation list.
 - 6. Any refusal to work other than for reasons of verified illness (self or family), jury duty, or military obligations constitutes a waiver.
 - 7. Definitions:
 - a. Contact: Verbal contact with the PIE or other adult living at the PIE's address, a page, or message left on voice mail or an answering machine.
 - b. Waiver: Verbal refusal by the employee to work when offered a work assignment. Failure to respond to an electronic page, voice mail message, or answering machine message does not constitute a waiver.
 - 8. Only three (3) waivers in a twelve (12) month period are permitted. The fourth waiver to ac-

cept a work assignment within a twelve (12) month period may result in non-punitive termination proceedings.

D. Nonavailability

1. Upon request, the Appointing Authority may grant a PIE a period of nonavailability not to exceed twelve (12) months during which the employee shall not be charged with a waiver. Nonavailability may be granted based on the employee's enrollment in an educational program or hardship based on a documented family health care problem.
2. Approved nonavailability status may impact the hours of work available to the employee.
3. The period of nonavailability may be revoked based on operational needs.
4. An employee on nonavailability status who files for unemployment insurance benefits shall be immediately removed from such status.

E. The Appointing Authority or designee may grant a PIE limited availability.

F. A PIE earns one (1) "qualifying pay period" for every one hundred sixty (160) hours of paid employment in a monthly pay period or accumulated pay periods. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated. When an employee has a break in service or changes to full-time, any combination of time worked which does not equal one (1) qualifying pay period of full-time service shall not be counted or accumulated.

G. Retirement

A PIE qualifies for retirement membership after working one thousand (1,000) hours in a fiscal year (July 1 through June 30). All hours paid in a pay period are credited toward retirement membership eligibility.

After accruing one thousand (1,000) hours in a fiscal year, a portion of each employee's monthly pay

is deducted and put into the retirement fund. In addition, the State contributes an amount on an employee's behalf each month according to a formula.

- H. Each department will establish a date by which its PIEs shall receive their regular pay.
- I. All remaining conditions of employment that relate to the employee shall be administered in accordance with applicable rules and regulations, unless modified by this MOU.
- J. Change in Time Base to Full-Time
 - 1. To be considered for a change in time base, the PIE must:
 - a. Be eligible for a change in time base pursuant to SPB Rule 277, or be reachable on the CO eligibility list; **and**
 - b. Have a satisfactory performance evaluation for the prior six (6) month period or term of service, whichever is shortest. Satisfactory performance is an overall average of standard or above on the employee's most recent performance evaluation.
 - 2. Once eligibility is determined, appointments to full-time positions will be made in accordance with Bargaining Unit 6 Institutional Seniority. Tie breakers shall be made in the following order:
 - a. Total Bargaining Unit 6 Seniority;
 - b. Score on CO Eligibility List;
 - c. Last four digits of the Social Security Number (ascending order).
- K. The number of PIEs in the classification of CO at each institution in CDC as a general rule, will not exceed twelve percent (12%) of the institutions' budgetarily-authorized CO position count. The cap may be exceeded, upon discussion with the local CCPOA Chapter President due to the following:

1. Change in status is requested by employee in writing and approved by the Appointing Authority to go from Permanent Full-Time to Permanent Intermittent.
2. When a PIE has requested in writing and has been approved by the Appointing Authority to work less than the full number of hours available to all PIEs at the institution. This exception applies when the employee works less than one hundred (100) hours.
3. Where the institution is authorized to conduct an activity or program and has been funded for said activity or program in lieu of PYs. In most instances this would be a temporary situation pending submittal and approval of a Budget Change Proposal.
4. Assignment of PIEs from the Academy when: (a) the PIE was not requested by the Appointing Authority, or (b) the PIE was requested but the need for the PIE no longer exists.
5. Where a deactivation has occurred resulting in an overage of Permanent Full-Time Employees.
6. A PIE who has declined an offer of full-time employment may not be included as an exception as it applies to K. 1., and K. 4., above.

No PIE shall be subject to an involuntary transfer or lay-off as a result of implementation of this section.

Where the cap has been exceeded and the reason for it no longer exists, the institution will meet with the local CCPOA Chapter President to discuss a plan to return to the authorized level.

Disputes concerning this section shall first be brought to the attention of the Warden or designee within ten (10) calendar days of having knowledge of the alleged violation. After a face-to-face meeting with the Warden, the Warden will respond to the local Chapter President within ten (10) calendar days.

If not satisfied with the Warden's response, the matter may be appealed to the Regional Administrator within five (5) calendar days of receipt of the response. The

Regional Administrator shall review all appeals at a monthly meeting, if requested by the Union. Otherwise, the Regional Administrator shall respond to the Union within ten (10) calendar days of receipt of the appeal.

If not satisfied with the response of the Regional Administrator, the Union may appeal to the Director as the final level of appeal via the Chief Deputy Director within ten (10) calendar days of receipt of the response. The Director has the right to determine the remedy should there be a determination that a violation has occurred.

The established timelines may be extended by mutual agreement of the parties.

Any modification of the statewide cap in this section is subject to the notification process in accordance with Section 27.01, Entire Agreement.

26.02 Minimum Work Time for Intermittent Employees

- A. When an intermittent employee is offered an assignment of less than four (4) hours, the employee may decline the assignment without the refusal being counted as a waiver under Section 26.01. Employees declining an assignment shall maintain their position on the hire list.
- B. Anytime an intermittent is ordered to work, the employee shall be credited with a minimum of four (4) hours of work. For the purposes of this section, "ordered to work" is defined as any offer of work that, if declined, would constitute a waiver under Section 26.01 of the MOU.

ARTICLE XXVII APPLICATION AND DURATION

27.01 Entire Agreement

- A. This Agreement sets forth the full and entire understanding of the parties regarding the matters contained herein and any other prior or existing understandings or agreements by the parties, whether formal or informal regarding any such matters are hereby superseded. Except as provided

in this Agreement, it is agreed and understood that each party to this Agreement voluntarily waives its rights to negotiate with respect to any matter raised in negotiations or covered in this Agreement, for the duration of the Agreement.

With respect to other matters within scope of negotiations, negotiations may be required during the term of this Agreement as provided in Subsection B. below.

- B. The parties agree that the provisions of this subsection shall apply only to matters which are not covered in this Agreement.

The parties recognize that during the term of this Agreement, it may be necessary for the State to make changes in areas within the scope of negotiations. Where the State finds it necessary to make such changes, the State shall notify CCPOA of the proposed change thirty (30) days prior to its proposed implementation.

The parties shall undertake negotiations regarding the impact of such changes on the employees in Unit 6 where all three (3) of the following exist:

1. Where such changes would affect the working conditions of a significant number of employees in Unit 6;
2. Where the subject matter of the change is within scope of representation pursuant to the Ralph C. Dills Act; and
3. Where CCPOA requests to negotiate with the State.

Any agreement resulting from such negotiations shall be executed in writing and shall become an addendum to this Agreement. If the parties are in disagreement as to whether a proposed change is subject to this subsection, such disagreement may be submitted to the arbitration procedure for resolution. The arbitrator's decision shall be binding. In the event negotiations on the proposed change are undertaken, any impasse which arises may be submitted to mediation pursuant to Section 3518 of the Ralph C. Dills Act.

Unless otherwise provided herein, or unless changed by mutual agreement, there shall be no diminution of existing wage rates and substantial monetary employee benefits during the term of this Agreement. Provided, however, the parties agree to Meet and Confer over alternatives to layoff and/or other unforeseen economic crises.

27.02 Application of Agreement

Consistent with the Preamble to this Agreement, it is mutually agreed by both parties that all agreements reached in this MOU shall not be arbitrarily, capriciously, discriminatorily or unreasonably applied or denied.

27.03 Term

- A. Unless a specific provision provides for a different effective date, the terms of this Contract shall go into effect the pay period following ratification by the union and the legislature, and shall remain in full force and effect through and including July 2, 2006.
- B. The parties agree on March 1, 2003, to reopen the contract to negotiate the following provisions:
 - 1. Section 13.01 - Health Benefit Plan and 13.02 - Dental/Vision ERISA Trust.
 - 2. Section 14.04 - Uniform/Uniform Accessories Replacement Allowance, and
 - 3. Section 14.01 - Business and Travel.

The Union reserves the right to reopen negotiations after March 1, 2006.

APPENDIX

APPENDIX ITEM #1 — ADDENDUM TO 6.07 B.

SUPERVISOR'S INFORMAL GRIEVANCE WORKSHEET

Grievance Log No.: _____

Date Received: _____

Date Discussed With Employee: _____

Date Copy Given to Employee: _____

THE FOLLOWING TO BE COMPLETED BY THE EMPLOYEE:

Employee's Name: _____

Institution/Facility: _____

Grievance Issue (Summarize):

Grievance Remedy Requested:

THE FOLLOWING TO BE COMPLETED BY THE SUPERVISOR:

(Check one and describe)

_____ A. I have been able to resolve this matter by taking the following action:

_____ B. I have been able to partially resolve this matter by taking the following action:

_____ C. I have been unable to resolve this matter due to the following reasons:

Supervisor's Name: _____

Date: _____

PROCESSING INSTRUCTIONS:

If the grievance is resolved, no written documentation is necessary. If the grievance is not resolved, the supervisor must complete this worksheet and give a copy to the employee within seven (7) calendar days.

Please attach supporting documentation if necessary.

APPENDIX ITEM #2 — ADDENDUM TO SECTION 6.08 C.

MASTER LIST OF INSTITUTIONS FOR NUMBERING OF GRIEVANCES

Upon the filing of the written grievance, the institution shall assign the grievance a number in the following fashion: The year (e.g., 92 for the year 1992) - a letter symbolizing the appropriate CCPOA office (e.g., Avenal would assign a "C" for CCPOA's Central Office in Fresno) - the institution or parole region by number (see the attached number assignments) - and the number of the grievance at that institution in order of filing (e.g., the first grievance filed at that institution would be assigned #1, the second grievance filed at that institution would be assigned #2). For example, the first written grievance filed at Avenal State Prison in 1992 would be assigned the following number: 92-C-1-1. This same number shall follow the grievance throughout the grievance and arbitration process.

CDC:

- #1 AVENAL
- #2 CCC
- #3 CCI
- #4 CCWF (Madera)
- #5 VSPW
- #6 CIM (Chino)
- #7 CIW
- #8 CMC
- #9 CMF
- #10 CRC
- #11 CTF (Soledad)
- #12 CVSP
- #13 CENTINELA
- #14 CALIPATRIA
- #15 PVSP
- #16 CORCORAN

- #17 DVI
- #18 NKSP
- #19 FOLSOM
- #20 LA-1
- #21 LANCASTER
- #22 MTA
- #23 MULE CREEK
- #24 NCWF
- #25 PATTON
- #26 PELICAN BAY
- #27 ROCK MOUNTAIN
- #28 SCC
- #29 SAN QUENTIN
- #30 SOLANO
- #31 WASCO
- #32 IRONWOOD
- #33 RICHARD A. McGEE CORRECTIONAL
TRAINING CENTER
- #34 HDSP
- #35 SACRAMENTO
- #36 SALINAS VALLEY
- #37 SATF (CORCORAN II)
- #38 DELANO II

PAROLES/CDC:

- #40 REGION I
- #41 REGION II
- #42 REGION III
- #43 REGION IV
- #44 PA ACADEMY

CYA:

- #50 NACYCF* (CHAD)
- #51 DWNYCF* (DEWITT NELSON)
- #52 KHYCDATF* (KARL HOLTON)
- #53 FCNYCF (FRED C. NELLES)
- #54 NYCRCC (NRCC)
- #55 OHCYCF* (O.H. CLOSE)
- #56 EPdRYCF (PASO ROBLES)
- #57 PYCF (PRESTON)
- #58 SYCRCC (SRCC)
- #59 VYCF (VENTURA)
- #60 HGSYCF (YTS)
- #61 YATC

* Represents NCYCC (NCYC) Complex

CYA FIELD PAROLES:

#71 NORTHERN REGION

#72 SOUTHERN REGION

CAMPS:

#73 CDC CAMPS

#74 CYA CAMPS

MISCELLANEOUS:

#75 YOPB

#76 BOARD OF PRISON TERMS

#77 DMH

#78 CCPOA (STATEWIDE)

HUB:

#79 NORTHERN REGION

#80 CENTRAL REGION

#81 SOUTHERN REGION

#82 CYA CENTRAL OFFICE

#83 CDC CENTRAL OFFICE

N CCPOA NORTHERN OFFICE

C CCPOA CENTRAL OFFICE

S CCPOA SOUTHERN OFFICE

APPENDIX ITEM #3 — ADDENDUM TO
SECTION 9.13 C.4.

NIDA Privacy Guidelines:

1. Procedures for collecting urine specimens shall allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided, as further described in this paragraph.
2. For purposes of this part, the following circumstances are the exclusive grounds constituting a reason to believe that the individual may alter or substitute the specimen:
 - i) The employee has presented a urine specimen that falls outside the normal temperature range (32.5-37.7°C/90.5°-99.8°F), and
 - (A) The employee declines to provide a measurement of oral body temperature, as provided in paragraph (f)(14) of the part; or

- (B) Oral body temperature varies by more than 1°C/1.8°F from the temperature of the specimen.
- ii) The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2g/L.
- iii) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.); or
- iv) The employee has previously been determined to have used a controlled substance without medical authorization and the particular test was being conducted under a DOT agency regulation providing for follow-up testing upon or after return to service.

APPENDIX ITEM #4 — ADDENDUM TO SECTION 19.02 B.

CDC
PARTICIPATION AGREEMENT
SEMI-AUTOMATIC PISTOL PROGRAM

I, the undersigned, do hereby acknowledge that I have read and agree to abide by the following conditions pertaining to my participation in the Semi-Automatic Pistol Program:

1. I understand that participation in the Program is voluntary.

Agent's Initials

2. I understand that I will not be authorized to carry the personally-owned semi-automatic pistol on duty until I have successfully completed instruction provided by the Department and I have qualified on the firing range.

Agent's Initials

3. I agree that if I choose to carry the personally-owned semi-automatic pistol, I will do so only as demonstrated during the approved instruction course, only in a properly designated holster which has been approved by the Department and which is securely affixed to my person.

Agent's Initials

4. I understand that I will be allowed to participate in the Program with the personally-owned semi-automatic pistol so long as the pistol has a de-cock lever/safety lever and is double action on the first shot.

Agent's Initials

5. I agree to register with the Department (all) the personally-owned semi-automatic pistols I intend to utilize under this Program prior to my participation in the Program.

Agent's Initials

6. I agree to permit the Department to inspect my personally-owned semi-automatic pistol prior to having the weapon repaired or modified and further agree to have the weapon reinspected by the Department after said repair or modifications.

Agent's Initials

7. I agree to permit the Department to inspect my weapon on the range prior to each qualification or more frequently if the Range Master/supervisor deems it necessary. This may include temporary relinquishment of the weapon to the Department for further inspection, at the Department's option.

Agent's Initials

8. I agree to carry only that ammunition authorized by the Department while participating in this Program.

Agent's Initials

9. I understand that I will be required to maintain a qualifying score during quarterly qualifications with the personally-owned semi-automatic pistol throughout the period of time of my participating in this Program.

Agent's Initials

10. I agree to abide by all safety standards developed by the Department relating to the use of the personally-owned semi-automatic pistol and all other related departmental firearms policies.

Agent's Initials

11. I agree to complete any and all questionnaires submitted to me regarding the personally-owned semi-automatic pistol during my participation in the Program.

Agent's Initials

12. I understand that at the conclusion of my participation in this Program or upon my no longer being a PA, neither the State nor the Department will be under any obligation to reimburse me for any expenses incurred during the course of the Program.

Agent's Initials

13. I understand that I must purchase, at my own expense, the firearm, two (2) additional ammunition magazines (if a semi-automatic pistol is used), a departmentally-approved holster and ammunition

pouches necessary for participation in this Program. I further agree to maintain the weapon according to factory specifications and that the weapon is not to be modified or altered in any manner except for specialized grips or grip adapters or changes necessary for left-handed shooters.

Agent's Initials

14. I understand that failure to conform to the conditions outlined herein will result in my removal from the Program and could result in disciplinary action.

Agent's Initials

15. I understand that by signing this document I am agreeing to hold the State harmless against any claims made of any nature and against any suit initiated against the State arising from my off-duty use of said weapon.

Agent's Initials

16. I understand that, under California Penal Code, Section 830.5, the Director or his designee may deny or revoke, for good cause, my right to carry a firearm off- duty.

Agent's Initials

Supervisor Reviewing: _____
Date: _____

NAME: _____
(Last) (First) (MI)

Badge #: _____ Parole Region: _____

Signature: _____ Date: _____

Weapon Model _____ Serial #: _____
Weapon Model _____ Serial #: _____
Weapon Model _____ Serial #: _____

APPENDIX ITEM #5 — ADDENDUM TO
SECTION 18.01

CYA
PARTICIPATION AGREEMENT
9mm SEMI-AUTOMATIC PISTOL PROGRAM
& .38 CALIBER REVOLVER PROGRAM

I, the undersigned, do hereby acknowledge that I have read and agree to abide by the following conditions pertaining to my participation in the 9mm Semi-Automatic Pistol Program or .38 Caliber Revolver Program:

1. I understand that participation in the Program is voluntary.

Agent's Initials

2. I understand that I will not be authorized to carry the personally-owned 9mm semi-automatic pistol or personally-owned .38 caliber revolver on duty until I have successfully completed instruction provided by the Department and I have qualified on the firing range.

Agent's Initials

3. I agree that if I choose to carry the personally-owned 9mm semi-automatic pistol or the personally-owned .38 caliber revolver, I will do so only as demonstrated during the approved instruction course, only in a properly designated holster which has been approved by the Department and which is securely affixed to my person.

Agent's Initials

- 4 a. I understand that I will be allowed to participate in the Program with the personally-owned 9mm semi-automatic pistol so long as the pistol has a de-cock lever/safety lever and is double action on the first shot.

Agent's Initials

- 4 b. I understand that I will be allowed to participate in the Program with the personally-owned .38 caliber revolver listed below.

Agent's Initials

Smith & Wesson Models 60 or 64
(non-uniformed, on-duty)

5. I agree to register with the Department (all) the personally-owned 9mm semi-automatic pistols and personally-owned .38 caliber revolvers I intend to utilize under this Program prior to my participation in the Program.

Agent's Initials

6. I agree to permit the Department to inspect my personally-owned 9mm semi-automatic pistol or personally-owned .38 caliber revolver prior to having the weapon repaired or modified and further agree to have the weapon reinspected by the Department after said repair or modifications.

Agent's Initials

7. I agree to permit the Department to inspect my weapon on the range prior to each qualification or more frequently if the Range Master/supervisor deems it necessary. This may include temporary relinquishment of the weapon to the Department for further inspection at the Department's option.

Agent's Initials

8. I agree to carry only that ammunition authorized by the Department while participating in this Program.

Agent's Initials

9. I understand that I will be required to maintain a qualifying score during quarterly qualifications with the personally-owned 9mm semi-automatic pistol or personally-owned .38 caliber revolver, throughout the period of time of my participating in this Program.

Agent's Initials

10. I agree to abide by all safety standards developed by the Department relating to the use of the personally-owned 9mm semi-automatic pistol or personally-owned .38 caliber revolver, and all other related departmental firearms policies.

Agent's Initials

11. I agree to complete any and all questionnaires submitted to me regarding the personally-owned 9mm semi-automatic pistol or personally-owned .38 caliber revolver, during my participation in the Program.

Agent's Initials

12. I understand that at the conclusion of my participation in this Program or upon my no longer being a PA, neither the State nor the Department will be under any obligation to reimburse me for any expenses incurred during the course of the Program.

Agent's Initials

13. I understand that I must purchase, at my own expense, the firearm, two (2) additional ammunition magazines (if a 9mm, semi-automatic pistol is used), a departmentally-approved holster and ammunition pouches necessary for participation in this Program. I further agree to maintain the weapon according to factory specifications and that the weapon is not to be modified or altered in any manner except for specialized grips or grip adapters or changes necessary for left-handed shooters.

Agent's Initials

14. I understand that failure to conform to the conditions outlined herein will result in my removal from the Program and could result in disciplinary action.

Agent's Initials

15. I understand that by signing this document I am agreeing to hold the State harmless against any claims made of any nature and against any suit initiated against the State arising from my off-duty use of said weapon.

Agent's Initials

16. I understand that, under California Penal Code, Section 830.5, the Director or his designee may deny or revoke, for good cause, my right to carry a firearm off- duty.

Agent's Initials

Supervisor Reviewing: _____
Date: _____

NAME: _____
(Last) (First) (MI)

Badge #: _____ Parole Region: _____

Signature: _____ Date: _____

Weapon Model _____ Serial #: _____

Weapon Model _____ Serial #: _____

Weapon Model _____ Serial #: _____

APPENDIX ITEM #6 — ADDENDUM TO SECTION 9.13

DPA RULES/TITLE 2, ARTICLE 29 Article 29, Substance Abuse

599.960. General Policy

- (a) It is the purpose of this Article to help ensure that the State workplace is free from the effects of drug and alcohol abuse. These provisions shall be in addition to and shall not be construed as a required prerequisite to or as replacing, limiting or setting standards for any other types of provisions available under law to serve this purpose, including employee assistance, adverse action and medical examination.
- (b) Consistent with Government Code Section 19572 and Governor's Executive Order D-58-86, no state employee who is on duty or on standby for duty shall:
1. Use, possess, or be under the influence of illegal or unauthorized drugs or other illegal mind-altering substances; or
 2. Use or be under the influence of alcohol to any extent that would impede the employee's ability to perform his or her duties safely and effectively.

- (c) Employees serving in sensitive positions shall be subject to drug and alcohol testing, hereinafter referred to as substance testing, as provided in this Article when there is reasonable suspicion that the employee has violated subsection (b). In addition, when such an employee has already been found in violation of subsection (b) through the adverse action or medical examination processes under the Civil Service Act (Government Code Section 19253.5; Government Code Sections 19570-19593), as a result of substance testing under this article, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or returning to State employment. Unless otherwise provided in the settlement of an adverse action the period for this testing shall not exceed one (1) year.
- (d) No employee shall perform duties which, because of drugs taken under a legal prescription, the employee cannot perform without posing a threat to the health or safety of the employee or others. Employees whose job performance is so restricted may be subject to reassignment, medical examination or other actions specified by applicable statutes and regulations.

NOTE: Authority cited: Sections 19815.4(d), 19816 and 19820, Government Code. Reference: Section 19261, Government Code.

HISTORY: 1. New section filed 9-7-88; operative 10-7-88 (Register 88, No. 38)

599.961. Sensitive Positions.

- (a) For the purposes of this Article, sensitive positions are Peace Officer positions, as defined by Section 830 of the Penal Code, and other positions in which drug or alcohol affected performance could clearly endanger the health and safety of others. These other positions have the following general characteristics:
 - 1. Their duties involve a greater than normal level of trust, responsibility for or impact on the health and safety of others; and

2. Errors in judgment, inattentiveness or diminished coordination, dexterity or composure while performing their duties could clearly result in mistakes that would endanger the health and safety of others; and
 3. Employees in these positions work with such independence, or, perform such tasks that it cannot be safely assumed that mistakes such as those described in 2. could be prevented by a supervisor or another employee.
- (b) Filled positions shall be identified as sensitive through the following process:
1. Subject to DPA approval, each Appointing Authority shall identify the positions under his/her jurisdiction that meet the standards in (a).
 2. The employees serving in the identified positions and, where applicable, their union representatives, shall receive an initial notice that the position has been identified as sensitive and shall be given thirty (30) days to respond.
 3. After considering responses to the initial notice and meeting with employee representatives as required by the Ralph C. Dills Act (Government Code Sections 3512-3524), DPA shall issue a final notice to the employees serving in the positions that have been identified as sensitive. This notice shall include a description of the provisions of this Article. Existing practices in this area shall not change for any position until sixty (60) days after the final notice concerning it is issued.
- (c) Vacant positions shall be identified as sensitive through the procedures specified in (b), including those procedures involving employee organizations, except that the employee notification provisions as stated in (b)2. and (b)3. shall not apply.
- (d) Once a position has been designated sensitive, the Appointing Authority shall take measures to reasonably and likely ensure that future appointees to it are aware that it is sensitive and are informed of the provisions of this Article.

NOTE: Authority cited: Sections 19815.4(d), 19816 and 19820, Government Code. Reference: Section 19261, Government Code.

HISTORY: 1. New section filed 9-7-88; operative 10-7-88 (Register 88, No. 38).

599.962. Reasonable Suspicion.

- (a) Reasonable suspicion is the good faith belief based on specific articulable facts or evidence that an employee may have violated the policy prescribed in section 599.960(b) and that substance testing could reveal evidence related to that violation.
- (b) For the purposes of this Article, reasonable suspicion will exist only after the Appointing Authority or his/her designee has considered the facts and/or evidence in the particular case and agrees that they constitute a finding of reasonable suspicion. A designee shall be an individual other than the suspected employee's immediate supervisor and other than the person who made the initial observation leading to the question of reasonable suspicion. The designee shall be a person who is authorized to act for the Appointing Authority in carrying out this Article and who is thoroughly familiar with its provisions and procedures.
- (c) After it has been confirmed by the designee the facts and/or evidence upon which the reasonable suspicion is based shall be documented in writing. A copy of this shall be given to the affected employee.

NOTE: Authority cited: Sections 19815.4(d), 19816 and 19820, Government Code. Reference: Section 19261, Government Code.

HISTORY: 1. New section filed 9-7-88; operative 10-7-88 (Register 88, No. 38).

599.963. Testing Process and Standards.

Substance testing under this Article shall comply with the following standards and procedures:

- (a) The drug testing process shall be one that is scientifically proven to be at least as accurate and valid as urinalysis using an immunoassay screening test, with all positive screening results being

confirmed utilizing gas chromatography/mass spectrometry before a sample is considered positive. The alcohol testing process shall be one that is scientifically proven to be at least as accurate and valid as (1) urinalysis using an enzymatic assay screening test, with all positive screening results being confirmed using gas chromatography before a sample is considered positive or (2) breath sample testing using breath alcohol analyzing instruments which meet the State Department of Health Services standards specified in Title 17, Group 8, Article 7 of the California Code of Regulations.

- (b) Substances to be tested for shall include the following:
1. Amphetamines and Methamphetamines
 2. Cocaine
 3. Marijuana/Cannabinoids (THC)
 4. Opiates (narcotics)
 5. Phencyclidine (PCP)
 6. Barbiturates
 7. Benzodiazepines
 8. Methaqualone
 9. Alcohol

In addition, with the approval of the Department, testing may be conducted for other controlled substances when the Appointing Authority reasonably suspects the use of other substances.

- (c) After consulting with expert staff of the laboratory or laboratories selected to perform the testing under this Article, the Department shall set test cut-off levels that will identify positive test samples while minimizing false positive test results.
- (d) Test samples will be collected in a clinical setting such as a laboratory collection station, doctor's office, hospital or clinic or in another setting approved by the Department on the basis that it provides for at least an equally secure and professional collection process. The Department shall specify procedures to ensure that true samples are obtained.

- (e) The Department shall specify measures to ensure that a strict chain of custody is maintained for the sample from the time it is taken, through the testing process, to its final disposition.
- (f) Drug tests shall be performed by a commercial laboratory selected based on its meeting standards that are the same as those used by the National Institute on Drug Abuse (NIDA) to certify laboratories engaged in urine drug testing for federal agencies (Mandatory Guidelines for Federal Workplace Drug Testing Program, Federal Register, Vol. 53, No. 69) or those used by the College of American Pathologists (CAP) to accredit laboratories for forensic urine drug testing (Standards for Accreditation, Forensic Urine Drug Testing Laboratories, College of American Pathologists).

NOTE: Authority cited: Sections 19815.4(d), 19816 and 19820, Government Code. Reference: Section 19261, Government Code.

HISTORY: 1. New section filed 9-7-88; operative 10-7-88 (Register 88, No. 38).

599.964. Employee Rights.

- (a) Employees suspected of violating the policy prescribed in section 599.960 shall be entitled to representation during any interrogative interviews with the affected employee that could lead to a decision by the Appointing Authority to take adverse action against the employee, regardless of whether these interviews occur before or after the sample is taken. Employees shall also be entitled to representation in any discussions with the Medical Review Officer that occur under section 599.965.
- (b) The sample collection process shall include the opportunity for the employee to provide information about factors other than illegal drug use, such as taking legally prescribed medication, that could cause a positive test result. At the employee's option, this information may be submitted in a sealed envelope to be opened only by the Medical Review Officer if the test result is positive.

- (c) The employee shall receive a full copy of any test results and related documentation of the testing process.
- (d) All confirmed positive samples shall be retained by the testing laboratory in secure frozen storage for one (1) year following the test or until the sample is no longer needed for appeal proceedings or litigation, whichever is longer. At the employee's request and expense the sample may be retested by that laboratory or another laboratory of the employee's choice.

NOTE: Authority cited: Sections 19815.4(d), 19816 and 19820, Government Code. Reference: Section 19261, Government Code.

HISTORY: 1. New section filed 9-7-88; operative 10-7-88 (Register 88, No. 38).

599.965. Medical Review Officer.

Each Appointing Authority shall designate one or more Medical Review Officers, who shall be licensed physicians, to receive test results from the laboratory. Upon receiving results, the Medical Review Officer shall:

- (a) Review the results and determine if the standards and procedures required by this Article have been followed.
- (b) For positive results interview the affected employee to determine if factors other than illegal drug use may have caused the result.
- (c) Consider any assertions by the affected employee of irregularities in the sample collection and testing process.
- (d) Based on the above, provide a written explanation of the test results to the Appointing Authority or his/her designee. The employee shall also receive a copy of this explanation.

NOTE: Authority cited: Sections 19815.4(d), 19816 and 19820, Government Code. Reference: Section 19261, Government Code.

HISTORY: 1. New Section filed 9-7-88; operative 10-7-88 (Register 88, No. 38).

599.966. Records; Confidentiality.

As prescribed by the Director, each Appointing Authority shall maintain records of the circumstances and results of any employee testing under this Article. These records, and any other information pertaining to an employee's drug or alcohol test, shall be considered confidential and shall be released only to:

- (a) The employee who was tested or other individuals designated in writing by that employee.
- (b) The Appointing Authority's Medical Review Officer.
- (c) DPA as needed for the effective administration of the Article.
- (d) Individuals who need the records or information to:
 1. Properly supervise or assign the employee.
 2. Determine, or assist in determining, what action the Appointing Authority should take in response to the test results.
 3. Respond to appeals or litigation arising from the drug test or related actions.

NOTE: Authority cited: Sections 19815.4(d), 19816 and 19820, Government Code. Reference: Section 19261, Government Code.

HISTORY: 1. New section filed 9-7-88; operative 10-7-88 (Register 88, No. 38).

APPENDIX ITEM #7 — ADDENDUM TO
SECTION 10.17

Note: The Government Code sections listed in this appendix were current as of the date of publication of this MOU. Check the specific Government Code section to ensure that the legislature has not amended the code.

GOVERNMENT CODE

TITLE 2. Government of the State of California

DIVISION 5. Personnel

PART 2. State Civil Service

CHAPTER 11. Military Service

ARTICLE 1. General

Cal Gov Code § 19770 (2001)

§ 19770. Governing provisions;

Responsibility of particular agencies; Definitions

- (a) This part, rather than provisions of the Military and Veterans Code, governs leave for military service, rights and benefits accrued during that service, and reinstatement after that service, for executive branch employees. Both the State Personnel Board and the Department of Personnel Administration have responsibilities for carrying out certain provisions of this chapter as provided in subdivision (b).
- (b) The State Personnel Board is responsible for the provisions of this chapter pertaining to civil service examinations, list eligibility, appointments, reinstatements, probationary periods, and status. The Department of Personnel Administration is responsible for the provisions of this chapter on eligibility for military leave and the effect of these leaves on the employee's salary, vacation, sick leave, and seniority.
- (c) For the purposes of this chapter:
 - (1) "Employee" means that term as defined by subdivision (d) of Section 19815.
 - (2) "Civil service employee" means an employee legally holding a position in the state civil service.
 - (3) "Exempt employee" means an employee who is exempt from the state civil service by Sec-

tion 4 of Article VII of the California Constitution.

ARTICLE 2. Military Leave of Absence

§ 19771. Grant of long-term and short-term leaves

Upon presentation of a copy of orders for active duty in the armed forces, the National Guard, or the Naval Militia, the appointing power shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed four years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

§ 19772. "Short-term military leave" and "long-term military leave"

"Short-term military leave" means a leave for six months or less. "Long-term military leave" means a leave of over six months.

ARTICLE 3. Pay and Benefits

§ 19775. Employee granted long-term leave; Right to receive compensation for initial period of active duty

An employee who is granted a long-term military leave of absence and who for a period of not less than one year immediately prior to the effective date active duty begins has had continuous state service as defined by Department of Personnel Administration rule which is not broken by a permanent separation shall be entitled to receive his or her salary or compensation for the first 30 calendar days of active duty served during the absence.

§ 19775.1. Short-term or emergency leave; Right to receive compensation

An employee who is granted a short-term military leave of absence for active military duty, but not for inactive duty, including, but not limited to, scheduled reserve drill periods, and who for a period of not less than one year immediately prior to the effective date of active duty has had continuous state service as defined by

Department of Personnel Administration rule that is not broken by a permanent separation, or who has had continuous state service immediately prior to the effective date of active duty not broken by a permanent separation and sufficient recognized military service that need not be contiguous to equal one year shall be entitled to receive his or her salary or compensation for the first 30 calendar days of active duty served during the absence.

An employee who is granted emergency military leave under Section 19773, shall receive his or her salary or compensation as a state employee while going to, engaging in, and returning from the duty. The employee shall not receive his or her salary or compensation for more than 30 days each time he or she is granted the emergency military leave.

§ 19775.15. Entitlement to benefits for Iraq-Kuwait active duty

- (a) In addition to the benefits provided pursuant to Sections 19775 and 19775.1, an employee who, as a member of the California National Guard or a United States military reserve organization, is called into active duty as a result of the Iraq-Kuwait crisis on or after August 2, 1990, shall have the benefits provided for in subdivision (b).
- (b) Any employee to which subdivision (a) applies, while on active duty, shall, with respect to active duty served on or after August 2, 1990, receive from the state, for a period not to exceed 180 calendar days, as part of his or her compensation both of the following:
 - (1) The difference between the amount of his or her military pay and allowances and the amount the employee would have received as a state employee as determined by the Department of Personnel Administration, including any merit raises which would otherwise have been granted during the time the individual was on active duty.
 - (2) All benefits which he or she would have received had he or she not been called to active duty unless the benefits are prohibited or limited by vendor contracts.

- (c) Any individual receiving compensation pursuant to subdivision (b) who does not return to state service within 60 days of being released from active duty shall have that compensation treated as a loan payable with interest at the rate earned on the Pooled Money Investment Account. This subdivision shall not apply to compensation received pursuant to Section 19775.
- (d) This section shall not apply to any active duty served voluntarily after the close of the Iraq-Kuwait crisis.

§ 19775.16. Bosnia crisis active duty

- (a) In addition to the benefits provided pursuant to Sections 19775 and 19775.1, an employee who, as a member of the California National Guard or a United States military reserve organization, is called into active duty as a result of the Bosnia crisis on or after November 21, 1995, shall have the benefits provided for in subdivision (b).
- (b) Any employee to which subdivision (a) applies, while on active duty, shall, with respect to active duty served on or after November 21, 1995, as a result of the Bosnia crisis, receive from the state, for a period not to exceed 180 calendar days, as part of his or her compensation both of the following:
 - (1) The difference between the amount of his or her military pay and allowances and the amount the employee would have received as a state employee as determined by the Department of Personnel Administration, including any merit raises that would otherwise have been granted during the time the individual was on active duty.
 - (2) All benefits that he or she would have received had he or she not been called to active duty unless the benefits are prohibited or limited by vendor contracts.
- (c) Any individual receiving compensation pursuant to subdivision (b) who does not return to state service within 60 days of being released from active

duty shall have that compensation treated as a loan payable with interest at the rate earned on the Pooled Money Investment Account. This subdivision shall not apply to compensation received pursuant to Section 19775.

- (d) This section shall not apply to any active duty served voluntarily after the close of the Bosnia crisis.
- (e) Benefits provided under paragraph (1) of subdivision (b) shall only be provided to an employee who was not eligible to participate in the federal Ready Reserve Mobilization Income Insurance Program (*10 U.S.C. Sec. 12521 et seq.*) or a successor federal program that, in the determination of the Director of Personnel Administration, is substantively similar to the federal Ready Reserve Mobilization Income Insurance Program. For an employee eligible to participate in the federal Ready Reserve Mobilization Income Insurance Program or a successor program, and whose monthly salary as a state employee was higher than the sum of his or her military pay and allowances and the maximum allowable benefit under the federal Ready Reserve Mobilization Income Insurance Program or a successor program, the employee shall receive the amount payable under paragraph (1) of subdivision (b), but that amount shall be reduced by the maximum allowable benefit under the federal Ready Reserve Mobilization Income Insurance Program or a successor program. For individuals who elected the federal Ready Reserve Mobilization Income Insurance Program, the state shall reimburse for the cost of the insurance premium for the period of time on active duty, not to exceed 180 calendar days.

§ 19775.17. Active duty benefits

- (a) In addition to the benefits provided pursuant to Sections 19775 and 19775.1, a state employee who, as a member of the California National Guard or a United States military reserve organization, is ordered to active duty by Presidential determination that it is necessary to augment the active forces for any operational mission, or when in time of na-

tional emergency declared by the President or otherwise authorized by law, shall have the benefits provided for in subdivision (b).

- (b) Any state employee to which subdivision (a) applies, while on active duty, shall receive from the state, for the duration of the event as authorized pursuant to Sections 12302 and 12304 of Title 10 of the United States Code, but not to exceed 180 calendar days, as part of his or her compensation both of the following:
 - (1) The difference between the amount of his or her military pay and allowances and the amount the employee would have received as a state employee, including any merit raises that would otherwise have been granted during the time the individual was on active duty. The amount an employee, as defined in Section 18526, would have received as a state employee, including any merit raises that would otherwise have been granted during the time the individual was on active duty, shall be determined by the Department of Personnel Administration.
 - (2) All benefits that he or she would have received had he or she not served on active duty unless the benefits are prohibited or limited by vendor contracts.
- (c) Any individual receiving compensation pursuant to subdivision (b) who does not reinstate to state service following active duty, shall have that compensation treated as a loan payable with interest at the rate earned on the Pooled Money Investment Account. This subdivision shall not apply to compensation received pursuant to Section 19775.
- (d) Benefits provided under paragraph (1) of subdivision (b) shall only be provided to a state employee who was not eligible to participate in a federally sponsored income protection program for National Guard personnel or military reserve personnel, or both, called into active duty, as determined by the Department of Personnel Administration. For a state employee eligible to participate in a federally

sponsored income protection program, and whose monthly salary as a state employee was higher than the sum of his or her military pay and allowances and the maximum allowable benefit under the federally sponsored income protection program, the state employee shall receive the amount payable under paragraph (1) of subdivision (b), but that amount shall be reduced by the maximum allowable benefit under the federally sponsored income protection program. For individuals who elected the federally sponsored income protection program, the state shall reimburse for the cost of the insurance premium for the period of time on active duty, not to exceed 180 calendar days.

- (e) For purposes of this section, "state employee" means an employee as defined in Section 18526 or an officer or employee of the legislative, executive, or judicial department of the state.
- (f) This section shall not apply to any state employee entitled to additional compensation or benefits pursuant to Section 19775.16 of this code, or Section 395.08 of the Military and Veterans Code.

§ 19775.2. Maximum period of pay during fiscal year

Pay under the provisions of Sections 19775 and 19775.1, excluding emergency military leave pay provisions, shall not exceed 30 calendar days in any one fiscal year. The beginning date of active duty shall determine the fiscal year in which the pay is accumulated when the period of active duty extends into another fiscal year.

§ 19775.3. Entitlement of employee, granted short-term or emergency military leave, to civil service status, rights, and benefits

An employee who meets the conditions under Sections 19775 or 19775.1, or who is granted an emergency military leave shall receive the same vacation, sick leave, and other civil service status, rights and benefits as though he or she had remained in his or her position and not been on military leave except that his or her probationary period shall be extended by the length of

the absence, and no more than six months of leave credits shall be granted.

§ 19775.4. Retention of name on employment list

Except as provided in Section 19781, a person in recognized military service whose name was high enough on an employment list to be available for certification for possible permanent appointment to a position while he or she was in the armed forces of the United States shall retain his or her place on the list for three years following the date of his or her release from military service or until six months after the termination of the state military emergency, whichever is the earlier, provided, that a name shall not be retained on a list for longer than eight years after the list is established. The name of a person whose eligibility is retained under the provisions of this section beyond the time other names are removed from a list pursuant to Section 18901 shall be certified ahead of the names of persons on more recently prepared lists, except that the name shall be removed from the list if he or she refuses or has refused to accept appointment to a permanent position after certification thereto subsequent to his or her release from the armed forces.

Notwithstanding Section 19770, this section shall also be applicable to persons who are not civil service employees and were on active military duty because of the Iraq-Kuwait crisis.

§ 19775.5. Certification of name and appointment to fill vacancy

Any person in recognized military service, whose name appears on a promotional list, or general reemployment list, appointment from which would accord permanent status, and is retained on such list subject to Section 19775.4, shall have his name certified to fill any vacancy which may occur during the period his name is so retained on such list. The appointing power may appoint him to fill the position to take effect upon his reinstatement under the provisions of Sections 19780 and 19782. Any person in recognized military service, whose name appears on a subdivisional or departmental reemploy-

ment list and is retained on such list subject to Section 19775.4 shall have his name certified to fill any vacancy which may occur during the period his name is so retained on such list. The appointing power shall appoint him to fill the vacant position to take effect upon his reinstatement under the provisions of Sections 19780 and 19782.

§ 19775.6. Time spent on military leave;
Determination as to time spent in state
service; Layoff seniority credits

Time spent on military leave, including rehabilitation afforded by the United States or the state following recognized military service by any person having an absolute right to be restored to his or her former position, shall be considered as time spent in state service for the purpose of computing state service for a higher rate of vacation credit, other benefits accruing on the basis of state service, and rights to merit salary adjustments at the time of return to state service.

A veteran who was reinstated from military leave shall receive layoff seniority credits for the time spent on the leave on the same basis as if it were service in the employee's former position .

§ 19775.7. Allowance of opportunity to
complete procedural requirement for
appointment to higher position

Whenever a state employee is certified for appointment to a higher position by a department before entering military service and the department has requested his service, but was unable to complete any procedural requirement for such appointment by reason of entry into recognized military service and is eligible for reinstatement pursuant to Section 19780, he shall be afforded an opportunity to complete the necessary requirement for such appointment immediately upon return to state service and if completed satisfactorily shall be considered as having been appointed as of the earliest date of appointment appearing on the certificate of eligibles and shall be considered as having been on military leave from such position.

§ 19775.8. Rights of person unable to complete all portions of open or promotional examination because of entry into military service

Except as provided in Section 19781, when any person successfully completes part of an open or promotional examination but is unable to complete all portions thereof because of entry into recognized military service, the board shall arrange for him to take such uncompleted portion of the examination, providing application is made not later than six months after his release from military service. Such right to complete an examination shall not continue for longer than five years after the date of the examination.

If the applicant passes the examination, his name shall be placed on the eligible list that resulted from the original examination as the list stands at the time his name is placed thereon, provided if his rating is sufficiently high for his name to have been included on a certification to a permanent position while he was in the military service had his name been on the list when originally established, his eligibility shall be established, notwithstanding the removal of names from the original list, pursuant to Section 18901. He shall retain his place on such list for three years from the termination of his service with the armed forces. A name thus retained on a list beyond the time other names are removed from the list, pursuant to Section 18901, shall be removed if the person refuses to accept appointment to a permanent position after certification thereto subsequent to his discharge from the armed forces.

§ 19775.9. Right to take examination held while applicant was on military leave;
Eligibility list

An individual on military leave from either a state civil service position held under duration appointment, a position held under an exempt appointment but included in the state civil service prior to his release from military service, or a position in any federal or other public agency, the functions of which were transferred to the state prior to his release from military service, who would be eligible for reinstatement or restoration to his position pursuant to Sections 19780 and 19782, shall be

permitted to take any regular examination held while he was in the military service, or on military leave, for the class in which he had such appointment and for which he had the minimum qualifications required of applicants when the examination originally was given, within five years of the date of the original examination. The board shall arrange for him to take the identical examination if application is made not later than six months after his release from military service or six months after the effective date thereof, whichever is later. If the applicant passes the examination, his name shall be placed on the eligible list that resulted from the original examination as the list stands at the time his name is placed thereon. If his rating is sufficiently high for his name to have been included on a certification to a permanent position while he was in the military service had his name been on the list when originally established, his eligibility shall be established, notwithstanding the removal of names from the original list pursuant to Section 18901. He shall retain his place on such list for three years from the termination of his service with the armed forces or one year from the date such eligibility is established, whichever is later, if his rating is sufficiently high for his name to have been included on a certification to a permanent position while he was in recognized military service had his name been on the list when originally established. A name thus retained on a list, beyond the time other names are removed from the list pursuant to the provisions of Section 18901, shall be removed if the person refuses to accept appointment to a permanent position after certification thereto subsequent to his discharge from the armed forces.

§ 19776. Promotional examination and list;
Eligibility to take

If a promotional examination was held while an employee was on military leave that he or she would otherwise have been entitled to take, the employee shall be eligible to take the identical promotional examination within five years of the date of the original examination. The board shall arrange for him or her to take the examination within a reasonable time, provided application is made not later than six months after his or her reinstatement from military leave. If the employee qualifies in the examination, his or her name shall be placed on

the open and promotional list that resulted from the original examination, as the list stands at the time his or her name is placed thereon. If his or her rating is sufficiently high for his or her name to have been included on a certification to a permanent position while he or she was in the military service had his or her name been on the list when originally established, his or her eligibility shall be established, notwithstanding the removal of names from the original list pursuant to Section 18901. He or she shall retain his place on the list for three years from the termination of his or her service with the armed forces or one year from the date the eligibility is established, whichever is later. A name thus retained on a list, beyond the time other names are removed from the list pursuant to Section 18901, shall be removed if the person refuses to accept appointment to a permanent position after certification thereto subsequent to his or her discharge from the armed forces, or if he or she resigns from state service.

ARTICLE 4. Reinstatement After Military Service

§ 19780. Right of employees returning to state service after military service to be reinstated

Except as provided in Section 19781, a permanent, probationary, or exempt employee who begins active duty within 90 calendar days from the effective date of his or her long-term military leave or within 10 calendar days from the effective date of his or her short-term or emergency military leave and who returns to state service within six months after termination of military service under his or her long-term military leave or within 10 days after termination of military service under his or her short-term or emergency military leave shall be reinstated to his or her former position. Reinstatement to an employee's former exempt position under this section or Section 19783 shall reestablish the employee's tenure and civil service reinstatement rights, if any, as they existed immediately prior to his or her military leave pursuant to this section or resignation pursuant to Section 19783. For the purpose of this section any period of rehabilitation afforded by the United States or the state following active duty shall be considered as mili-

tary service and termination of the state military emergency by the Governor shall be considered termination of military service.

§ 19781. [Section repealed 1996.]

§ 19782. Reinstatement of limited-term or temporary employee

A limited-term employee or temporary employee who begins active duty within 10 days from the effective date of his or her military leave and who returns to state service within 10 days after termination of military service or 30 days after any rehabilitation afforded by the United States or the state following the military service, shall be reinstated to the position and civil service status that he or she held on the effective date of leave, if the position has not expired or been abolished. In those instances, the employee is separated in the same manner he or she would have been separated had he or she not been in the military service.

§ 19783. Reinstatement of permanent, probationary, or exempt employee resigning to enter military service

A permanent, probationary, or exempt employee who resigns from state service for the purpose of entering the recognized military service and begins active duty and returns to state service within the same time limits and conditions as provided in Section 19780 shall be reinstated to his or her former position. The employee shall not receive the rights and benefits provided under Sections 19775, 19775.1, and 19775.3.

§ 19784. Necessary separations following reinstatement

Upon reinstatement of a person under the provisions of Sections 19780 and 19783, any necessary separations shall be effected under the provisions of this part governing layoff and demotion.

§ 19785. Reinstatement when employee's previous function transferred or abolished

A civil service employee who is entitled to reinstatement under Section 19780 or 19782 shall be considered as a person serving in state civil service under

Section 19050.9 when a function in which he or she was serving when he or she entered military service is transferred to another state agency and shall be reinstated in the other agency or shall be eligible for reemployment subject to Article 2 (commencing with Section 19997) of Chapter 7 of Part 2.6 if the function of the state agency is abolished pursuant to law.

§ 19786. Hearing and determination as to reinstated employee's ability to fill position; Transfer or layoff; Reinstatement

- (a) When a civil service employee has been reinstated after military service in accordance with Section 19780, and any question arises relative to his or her ability or inability for any reason arising out of the military service to perform the duties of the position to which he or she has been reinstated, the board shall, upon the request of the appointing power or of the employee, hear the matter and may on its own motion or at the request of either party take any and all necessary testimony of every nature necessary to a decision on the question.
- (b) If the board finds that the employee is not able for any reason arising out of the military service to carry out the usual duties of the position he or she then holds, it shall order the employee placed in a position in which the board finds he or she is capable of performing the duties in the same class or a comparable class in the same or any other state department, bureau, board, commission, or office under this part and the rules of the board covering transfer of an employee from a position under the jurisdiction of one appointing power to a position under the jurisdiction of another appointing power, without the consent of the appointing powers, where a vacancy may be made available to him or her under this part and the rules of the board, but in no event shall the transfer constitute a promotion within the meaning of this part and the rules of the board.
- (c) (1) If a layoff is made necessary to place a civil service employee in a position in the same class

or a comparable class in accordance with this section, the layoff shall be made under Section 19997.3, provided that no civil service employee who was employed prior to September 16, 1940, shall be laid off as a result of the placing of an employee in the same class or a comparable class under this section.

(2) Notwithstanding paragraph (1), this paragraph shall apply to state employees in State Bargaining Unit 5, 6, or 8. If a layoff is made necessary to place a civil service employee in a position in the same class or a comparable class in accordance with this section, the layoff shall be made under Section 19997.3.

(d) The board may order the civil service employee reinstated to the department, bureau, board, commission, or office from which he or she was transferred either upon request of the employee or the appointing power from which transferred. The reinstatement may be made after a hearing as provided in this section if the board finds that the employee is at the time of the hearing able to perform the duties of the position.

§ 19786.2. [Section repealed 1999.]

HISTORY: Added Stats 1998 ch 91 § 26 (SB 1501), effective July 3, 1998. Repealed Stats 1999 ch 446 § 36 (AB 1013), effective September 21, 1999. The repealed section related to reinstatement after military service for certain employees.

APPENDIX ITEM #8 — ADDENDUM TO SECTION 19.06 — REGARDING CDC PA WORKLOAD

A. The Parole Division's system for determining workload for case carrying PAs assigns each felon and non-felon case a point value dependent upon its classification as follows:

- (1) Minimum Supervision Cases (M/S) - 1 point each
- (2) Control Services Cases (C/S) - 2 points each
- (3) High Control (H/C) High Service (H/S) Cases - 3 points each

- (4) High Risk Sex Offender (HRSO) - 40 Cases each
- (5) Second Striker Program (2nd -Striker) 40 Cases each
- (6) Enhanced Outpatient Program (EOP) - 40 Cases each
- (7) EOP's and Second Strikers are 5 points when combined with a non-specialized caseload
- (8) High Service (HS) Civil Addicts (N#) - 3 points each
Control Service (CS) Civil Addicts (N#)- 2 points each
- (9) Transfer Investigation Reports - 1 point

Utilizing the above-referenced values, the standard workload for a case carrying agent will be as follows: High Risk Sex Offender (HRSO) caseload will be supervised at 40 to 1 on specialized caseloads only. Second Striker and Enhanced Outpatient Program cases will be supervised at 40 to 1 on specialized caseloads except where these numbers cannot be met.

Effective January 1, 2001, the standard Agent workload is one hundred sixty-eight (168) points, Parole Agent II, one hundred twenty-six (126) points. Effective July 1, 2001, the standard workload for Parole Agent I will be one hundred sixty two (162) points, Parole Agent II one hundred twenty-two (122): effective July 1, 2002, the standard workload for Parole Agent I will be one hundred sixty (160) points. Parole Agent II one hundred twenty (120) points: effective July 1, 2003, the standard workload for Parole Agent I will be one hundred fifty-eight (158) points, Parole Agent II one hundred nineteen (119) points: effective July 1, 2004, the Parole Agent I standard workload will be one hundred fifty-four (154) points, Parole Agent II one hundred sixteen (116) points. When the agent's workload exceeds the standard workload, the supervisor will complete all workload adjustments by the tenth (10th) and twentieth (20th) of each month. When it is not possible to reduce the Agent's workload by reclassifying or transferring cases, the supervisor shall provide workload adjustments in writing by:

- (1) Modifying case supervision specifications: or
- (2) Authorizing paid overtime: or
- (3) A combination of the above.

It is clearly understood that the State has discretion to determine which of the above options to select. Within the parole unit, the range in workload points will not exceed twenty (20) points between agents.

B. The Release Program Study and the Parole Assessment Form shall be used to classify a case into the appropriate supervision category. The Agent of Record (AOR) will prepare a parole plan as specified in DOM section 81020.15 and in accordance with policy. Any exception to the following must be approved in advance by the unit supervisor.

- (1) High Control (H/C) and High Service Cases H/S: Effective July 1, 2001, the following minimum contact requirements will apply to these cases:
 - (a) HC and HS parolees will be seen face-to-face by the first working day following release from custody. The initial interview will be conducted no later than the third working day following release.
 - (b) Each month there will be two (2) face-to-face contacts, one of which will be at the parolee's residence. The other contact will be at the Agent's discretion. The first face-to-face residential contact for these cases must be within six (6) work days following initial release or parole revocation release.
 - (c) There will be two collateral contacts per quarter.
 - (d) For felons, if anti-narcotic testing applies, the testing schedule will be one (1) per month. Tests will be observed when possible. The test will be random and will be recorded in the record of supervision. All positive tests will be recorded. This anti-narcotic testing criteria will apply for all

case categories that require anti-narcotic testing, with the exception of MS cases.

- (e) Cases in these categories will be reviewed at the end of thirty (30) days of parole, and, if retained, every ninety (90) days thereafter. Cases may be reduced by the unit supervisor to a C/S level when the high level of supervision is no longer deemed necessary and is in accordance with policy.
- (2) Effective July 1, 2001, the following contact requirements will apply to Control/Service Cases:
- (a) C/S cases will be seen face-to-face by the first working day following release from custody. The initial interview will be conducted no later than the third working day following release.
 - (b) Three (3) face-to-face contacts per quarter, with at least two (2) being at the parolee's residence. One (1) face-to-face contact at the parolee's residence within ten (10) work days following initial release or parole revocation release.
 - (c) Two (2) collateral contacts per quarter.
 - (d) For those parolees required to test, felon parolees will be tested twice every quarter; non-felon two times each thirty (30) days consistent with item "E.(2). Civil Addict Parolees/Releasees" below.
 - (e) C/S parolees who complete 180-days of satisfactory parole will automatically be assigned to Minimum Supervision. Exceptions to the automatic reduction will include the following cases: Penal Code 290, Penal Code 667.5, Penal Code 1192.7(c), Parole Outpatient Clinic, validated gang cases and high notoriety cases. These cases may be reduced with supervisor approval. Other cases may be maintained at the C/S level by

the unit supervisor via a case review. Cases may be reduced to M/S prior to the 180-day point by the unit supervisor in writing. Should a case with an ANT condition be reduced to M/S, the testing condition will be waived.

- (3) Effective July 1, 2001, the following contact requirements will apply to Minimum Supervision Cases:
 - (a) If initially paroled to M/S, the initial interview will be conducted within three (3) work days from release from custody.
 - (b) If initially paroled to M/S, one face-to-face contact at the parolee's residence, within thirty (30) calendar days of release. If the initial interview was conducted at the parolee's residence, then this requirement will be considered satisfied.
 - (c) When not initially paroled to M/S, one (1) face-to-face contact at parolee's residence within thirty (30) calendar days of assignment to M/S. If there has been a face-to-face contact at the parolee's residence within thirty (30) calendar days preceding the reclassification, this contact requirement is waived.
 - (d) The AOR will:
 - (i) Conduct one face-to-face or collateral contact every one hundred twenty (120) days. Monitor the parolee's activities via written monthly reports. Should the parolee fail to submit a report by the 5th of the month, AOR will attempt to contact the parolee. If unable to do so within ten (10) days, the AOR must conference case with the Unit Supervisor.
 - (ii) Obtain a CII Rap Sheet thirty (30) days prior to discharge review.

- (iii) Make one (1) face-to-face contact in the month prior to discharge review. If prior condition of parole, obtain ANT.
- (4) Effective upon the activation of each specialized caseload, the following contact requirements will apply. Specialized caseloads will be activated as Parole Agent positions are filled. High Risk Sex Offender (HRSO) caseload will be supervised at 40 to 1 on specialized caseloads only. Second Striker and Enhanced Outpatient Program cases will be supervised at 40 to 1 on specialized caseloads except where these numbers cannot be met. Second Striker, Enhanced Outpatient Program and High Risk Sex Offender cases will have the following contact requirements.
 - (a) These cases will be seen face-to-face by the first working day following release from custody, The initial interview will be conducted no later than the third working day following release.
 - (b) Each month there will be two (2) face-to-face contacts. Four of the face-to-face contacts per quarter must be in the parolee's residence. The first face-to-face residential contact for these cases must be within six (6) work days following initial release or parole revocation release.
 - (c) Collateral Contacts: Each month there will be two collateral contacts. One of the collateral contacts may be with the clinician/treatment provider, as applicable.
 - (d) Quarterly Meeting: face-to-face with individual having significant knowledge of parolee i.e. family member/significant others/case management team or law enforcement contacts.
 - (e) For felons, if anti-narcotic testing applies, the testing schedule will be one (1) per month. Tests will be observed when pos-

sible, The test will be random and will be recorded in the record of supervision. All positive tests will be recorded. This anti-narcotic testing criteria will apply for all case categories that require anti-narcotic testing, with exception of MS cases.

- (f) Cases in these categories will be reviewed at the end of thirty (30) days of parole, and if retained, every ninety (90) days thereafter.
- (5) High Risk Sex Offenders (HRSO) will have the following additional contact requirements:
 - (a) Relapse prevention to be provided by the AOR or clinician.
 - (b) Monthly law enforcement profile meetings will be conducted by the AOR.
- C. Transfer Investigation Request (TIR)/Interstate Investigations.
 - (1) When a Parole Agent submits a TIR, the agent will reduce the case by one (1) point on his roster. The Parole Agent that is assigned a TIR/Interstate Investigation will receive one (1) point on their unit workload summary to complete this task.
- D. Custody Cases
 - (1) Parole Agents will submit violation reports to the typing pool by the end of the sixth (6) working day following the placement of the parole hold. The calculation of the six (6) working days will begin on the first working day following the placement of the parole hold. Weekends and holidays are excluded as work days.
 - (2) Parolees/Parolees-at-Large (PAL) that are arrested out-of-state will receive the same point value on the date of their arrest and the placement of a parole hold/detainer as a parolee arrested in California. The parolee will return to his/her original point classification at the time of their arrest.

- (3) Custody Cases may be reduced to M/S at the point that the Board of Prison Terms (BPT) takes their final action. For cause, cases may remain at C/S with approval of the unit supervisor.
 - (4) While in custody, the AOR will:
 - a. Track court status and/or other changes monthly.
 - b. Communicate reporting instructions to parolees prior to release from custody.
- E. High Service Civil Addict Parolees/Releases: Effective July 1, 2001, the following contact requirements will apply to these cases:
- (1) Release Program Study. Parole Agents will complete the Release Program Study, (CDC Form 611 C) for Civil Addict cases. Agents assigned pre-parole cases shall receive one (1) workload point per case. The AOR will verify residence plans for all out-patient releases being released by at least a telephone call. AOR will investigate only those cases without resources or deemed to require investigation by the Unit Supervisor. Whenever residence plans are changed from the original release plans the new residence shall be verified by at least a telephone call.
 - (2) Supervision Requirements. Agents assigned to supervise civil addict cases shall receive three (3) workload points per case. These cases will be seen in the residence once per quarter. After 180-days of satisfactory parole supervision, the case will be reviewed for a reduction to Control Services (C/S) supervision with drug testing levels at two (2) times each calendar month. Civil addict cases will be reduced to MS Supervision upon the recommendation of the NAEA Board for discharge to the committing court. Anti-narcotic testing will be suspended.

- (3) Anti-Narcotic Testing. High Service (H/S) Civil Addicts will be tested weekly:
 - (a) Satellite testing sites are approved for Civil Addict testing specifications. Unit Office ODS are approved for testing civil addicts.
 - (4) Cases in jail awaiting NAEA action shall receive two (2) points. Cases returned to CRC shall receive no points.
 - (5) Early Discharge. Two (2) clean urinalysis tests are required prior to submission of an early discharge report.
 - (6) NAEA Board Hearings will be conducted telephonically statewide unless the Agent of Record is needed to appear as a witness.
- F. The parties agree that Parole Agents will provide accurate face sheets for data entry within five (5) work days of discovery of change. Monthly rosters will be submitted at the end of the month for data entry. Parole Agents are not required to enter the data in IPTS.
- G. The parties agree to continue the Policies and Procedures Committee in recognition of the increase in workload of PAs. The committee goals shall include, in part, the reduction/revision of forms, elimination of duplicative procedures, and to enhance uniform application of policy and procedures within the Parole and Community Services Division. The committee shall submit recommended changes of policies and procedures for incorporation into the Department Operations Manuals.
- H. The CDC PA workload specifications as defined in this Appendix are not arbitrable under Section 6.11 of this MOU.
- I. This section shall expire July 1, 2004.

APPENDIX ITEM #9 — WITNESS
ADMONISHMENT

STATE OF CALIFORNIA

DEPARTMENT OF CORRECTIONS
OFFICE OF INTERNAL AFFAIRS

**WITNESS ADMONISHMENT - ADMINISTRATIVE
INVESTIGATION**

CDC

Case Number:

Interviewer:

Title:

Witness:

Title:

Authorized by (DA/AG or prosecuting authority):

Start Time:

End Time:

Others Present:

The date is _____ and the time is _____. This is an administrative investigation into allegations of (*scope*) being conducted by the Office of Internal Affairs. You are not the subject of this investigation but have been identified exclusively as a witness.

This interview is being held at_____.

This inquiry is being tape recorded to preserve an accurate record of the issues being discussed.

The following individuals are present for this interview (*each individual is to identify him/herself on tape stating full name, job classification and place of employment*).

You are being ordered to cooperate fully in this investigation, and to make full, complete, and truthful statements. As such, you do not have the right to refuse to answer questions regarding your knowledge of information pertaining to the above allegations. **Your failure to answer any questions completely and**

accurately or any type of evasion, deception or intentional distortion of material facts on your part may constitute insubordination and may lead to disciplinary action up to and including termination.

As a result of your participation in this interview neither your statements nor any information or evidence gained as a result can be used against you in any criminal or administrative proceedings, including adverse action.

Further, the Department ensures that you will not receive any form of adverse action due to your involvement, conduct or failure to act in the events described in the scope of this investigation. You are entitled to a representative during this interview if requested. Your representative must be secured within a reasonable period of time so as not to delay the investigative process. You are entitled to tape record this interview. However, the tape-recorded copy of your interview will be kept in an envelope jointly sealed by participating parties and kept in the investigative file. The tape will be made available to you in advance of any subsequent interview regarding the same or related subjects, and will be provided to you on request after the investigation has been concluded.

Your representative may participate in the interview, may ask to have questions clarified, may suggest that you give more complete answers, may object to questions outside the announced scope of the investigatory interview, and may object to what they believe is harassment of you. However, your representative cannot impede the progress of the interview, nor can they direct you not to answer any of the questions asked of you.

Until the investigation is completed, you are directed not to discuss the information discussed during this interview with anyone other than your attorney or representative. A violation of this directive may be considered insubordination and could be cause for referral for disciplinary action up to and including dismissal.

Do you understand this admonishment and order? Do you have any questions?

Witness Signature _____ Date _____

Investigator's Signature _____ Date _____

STATE OF CALIFORNIA

DEPARTMENT OF CORRECTIONS
OFFICE OF INTERNAL AFFAIRS

**WITNESS ADMONISHMENT - ADMINISTRATIVE
INVESTIGATION**

CDC

Case Number:

Interviewer: _____ Title: _____

Witness: _____ Title: _____

Authorized by (DA/AG or prosecuting authority):

Start Time: _____ End Time: _____

Others Present:

The date is _____ and the time is _____. This is an administrative investigation into allegations of (*scope*) being conducted by the Office of Internal Affairs. You are not the subject of this investigation but have been identified exclusively as a witness.

This interview is being held at _____.

This inquiry is being tape recorded to preserve an accurate record of the issues being discussed.

The following individuals are present for this interview (*each individual is to identify him/herself on tape stating full name, job classification and place of employment*).

You are being ordered to cooperate fully in this investigation, and to make full, complete, and truthful statements. As such, you do not have the right to refuse to answer questions regarding your knowledge of information pertaining to the above allegations. **Your failure to answer any questions completely and accurately or any type of evasion, deception or intentional distortion of material facts on your part may constitute insubordination and may lead to disciplinary action up to and including termination.**

As a result of your participation in this interview neither your statements nor any information or evidence gained as a result can be used against you in any criminal or administrative proceedings, including adverse action.

Further, the Department ensures that you will not receive any form of adverse action due to your involvement, conduct or failure to act in the events described in the scope of this investigation. You are entitled to legal counsel during this interview if requested. Your legal counsel must be secured within a reasonable period of time so as not to delay the investigative process. You are entitled to tape record this interview. However, the tape-recorded copy of your interview will be kept in an envelope jointly sealed by participating parties and kept in the investigative file. The tape will be made available to you in advance of any subsequent interview regarding the same or related subjects, and will be provided to you on request after the investigation has been concluded.

Your representative may participate in the interview, may ask to have questions clarified, may suggest that you give more complete answers, may object to questions outside the announced scope of the investigatory interview, and may object to what they believe is harassment of you. However, your representative cannot impede the progress of the interview, nor can they direct you not to answer any of the questions asked of you.

Until the investigation is completed, you are directed not to discuss the information discussed during this in-

interview with anyone other than your legal counsel. A violation of this directive may be considered insubordination and could be cause for referral for disciplinary action up to and including dismissal.

Do you understand this admonishment and order? Do you have any questions?

Witness Signature _____ Date _____

Investigator's Signature _____ Date _____

APPENDIX ITEM #10 — ADDENDUM TO SECTION 13.01

HEALTH BENEFITS VESTING

Section 22825.3 is added to the Government Code to read:

Section 22825.3. Notwithstanding Sections 22825, 22825.1, and 22825.2, the following state employees who become state members after January 1, 1989, shall not receive any portion of the employer's contribution payable for annuitants (pursuant to Section 22825.1) unless those employees are credited with 10 years of state service as defined by this section, at time of retirement: (1) members who are excluded from the definition of state employee in subdivision (c) of Section 3513; (2) members employed by the executive branch of government who are not members of the civil service; and (3) members in state bargaining units for which a memorandum of understanding has been agreed to by the state employer and the recognized employee organization to become subject to this section. The percentage of employer contribution payable for post retirement health benefits for an employee subject to this section is based on the member's completed years of credited state service at retirement as shown in the following table:

Credited Years of Service	Percent of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

This section shall apply only to state employees who retire from service.

Benefits provided an employee by this section shall be applicable to all future state service.

For the purposes of this section, state service shall mean service rendered as an employee or officer (employed, appointed or elected) of the State for compensation. This section does not apply to employees of the California State University.

APPENDIX ITEM #11 — ADDENDUM TO SECTION 24.04

CCPOA and the State (in this case by and through CYA) have agreed to settle five (5) grievances. Those grievances are CCPOA ARB No. 30186 (DPA No. 90-3-06-0213), CCPOA ARB No. 30282 (DPA No. 93-06-0359), CCPOA ARB No. 30337 (DPA No. 96-06-0485), CCPOA ARB No. 30265 (DPA 93-06-0358) and CCPOA ARB No. 11900 (DPA No. Unknown). The parties enter this Settlement Agreement in the interest of labor relations and the saving of time, energy and legal costs.

The agreement of the parties is as follows:

1. The parties will immediately comply with and enforce Section 12.08 with the text described in Attachment A, on a statewide basis.
2. This Agreement will award liquidated damages for any future violations.

3. The term of this Agreement is from the moment it is signed by the attorneys for each party through June 30, 1996, or expiration of the successor Memorandum of Understanding to the 1992-1995 Memorandum of Understanding, whichever occurs later. Attachment A is hereby included as a "TA" in the current MOU negotiation process.
4. The parties recognize the difficulty in implementing a staffing agreement (posting formula) which was not incorporated into previous MOUs. The parties will meet at Ventura to implement this agreement within seven (7) days from the moment of signing this agreement by the attorneys for the parties.
5. The text of the new Section 12.08* is attached hereto as Attachment A and hereby incorporated herein by reference.
6. Immediately upon signing of this Agreement, all outstanding grievances citing 12.08* YCC posting violations arising from any previous MOU shall be returned to a third level grievance conference upon discovery by the parties. The parties agree that requests for 12.08* YCC posting shall have been resolved by this Agreement. Other contract violations or subsequent remedies sought by the grievant shall be addressed at this conference.

*(Refer to 1992-95 MOU)

APPENDIX ITEM #12 — ADDENDUM TO SECTION 7.07 INFECTIOUS DISEASES

CYA

REGARDING BLOODBORNE PATHOGENS

CCPOA and CYA have reached a complete and final agreement related to Bloodborne Pathogens. This Agreement is an addendum to the master agreement between the State of California and CCPOA which expires on June 30, 1995.

1. CYA agrees to complete initial infectious disease training for all staff no later than Janu-

ary 31, 1995. The last of the series of three (3) Hepatitis B vaccinations will be offered to employees by November 1, 1995.

2. CYA agrees that all medication prescribed to treat bloodborne pathogen infections will be administered/delivered by a licensed health care provider. Single (unit) dosage packaging will be utilized in those locations where delivery of medication by a licensed health care provider is not operationally feasible.
3. The State agrees to reimburse all employees for receipted, reasonable and necessary costs for the Hepatitis B vaccine series, limited to \$60, not reimbursed by their insurance carrier providing the expense occurred between January 1, 1993 and is prior to the implementation of the Hepatitis B vaccination series at their institution.
4. With the exception of lock-up units and medical units, management will not routinely require Unit 6 members to personally clean-up potentially infectious body fluid spills. When wards are used, they will be properly trained to clean-up potentially infectious body fluids prior to being utilized to clean-up such spills.

Ward clean-up crews will be limited to two wards per staff person and will be under direct supervision of staff from start to finish of the clean-up process.

The intent of this policy is to eliminate exposure to potentially infectious body fluids by ensuring the proper clean-up of body fluid spills.

5. CYA agrees that all employees' medical information on bloodborne pathogens will be stored in a secure location which is not accessible to wards, and which ensures confidentiality. Confidentiality for the purpose of this agreement means such confidentiality as required by the doctor-patient relationship but is not to exclude the normal administrative functions necessary for the workers compensation process.

6. CYA agrees to develop a statewide policy, which is adaptable to meet local site needs, that minimizes staff handling of ward razors. The policy will be shared with CCPOA Headquarters and the Local CCPOA Chapters for review and discussion, prior to implementation.

CYA agrees to pursue an official determination from Cal/OSHA regarding the definition of whether used razors are considered “contaminated sharp waste” and the proper method of disposal.

7. CYA agrees to handle, store, label, and dispose of all biohazardous waste, medical waste, and contaminated sharps (as defined in the Health and Safety Code 25080-25082), in accordance with applicable Health and Safety Codes and Cal/OSHA regulations.
8. The Department will maintain a “Communicable Disease List” at each facility, institution, camp, and parole office which contains a listing of ward/parolees diagnosed with a life threatening communicable disease (diseases reportable to local health authorities), and the necessary precaution to prevent exposure and infection. This list shall be readily accessible to all employees and volunteers, but inaccessible to wards/parolees. The Communicable Disease List shall be updated as changes occur.
9. CYA agrees that CCPOA Chief Job Stewards, Job Stewards, Field Representatives, Legal Staff, or Chief Administrative Officer (CAO), shall have the right to inspect the implementation of this bloodborne pathogen agreement of the Bloodborne Pathogen Exposure Control Plan. This inspection will include access via a tour by the Superintendent or his/her designee as to where safety equipment is stored, the proper marking for storage of equipment, a review of local training materials that may be used to update staff awareness, or any other relevant information.

10. CYA agrees that Bargaining Unit 6 staff will receive two (2) hours of infectious disease control training annually.
11. CYA recognizes human body fluids identified by the Center for Disease Control as potentially infectious materials. These body fluids include: blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood.
12. CYA agrees to provide employees who have been contaminated with a bloodborne pathogen the ability to wash the contaminated areas with soap and water at the worksite, per Cal/OSHA Section 5193(2)(F). CYA also agrees to provide the employee with a change of clothing to be determined by the institution/parole office. Nothing in this agreement will be construed to require the State to construct any new shower facilities.

Where immediate accessibility to hot water is not available, those areas of the institution, camp, field parole, or any other structure or work crew that is under the control of CYA will have antiseptic type towelettes for the cleansing of bodily fluid clean-up of a person.

Immediate for the purpose of this proposal means within five (5) minutes of accessibility to hot running water.

13. CYA agrees that each local site Administrator will develop policy for handling wards who deliberately expose staff to body fluids or other potentially infectious material. This policy should include placing the ward in a secure detention room and processing through the disciplinary procedure as a Level B disciplinary incident. The reason for this proposal is to help ensure compliance with rules and policies related to exposing individuals to potentially infectious body fluids. If for some reason the Level B charge is dropped or reduced to a Level A charge, the employee/victim will be informed of the reasons why.

14. CYA agrees to provide plastic face shields to Unit 6 members who work in high-risk areas, i.e., lockup units.
15. CYA agrees to provide CCPOA a list of the Department's health care staff charged with custodial responsibilities of employee medical files. When changes to this list occur, CCPOA will be provided an updated listing.
16. Each Field PA shall be given the following:
 - a) One (1) pair of gloves
 - b) One (1) Red Bag
 - c) One (1) twist tie
17. Each Field PA who is certified to administer CPR shall be provided with a CPR mask with a one-way valve per Cal/OSHA.
18. The State agrees to develop and provide a list of recommended cleaners/disinfectants which effectively kill bloodborne pathogens and a description of the situations in which each Agent is to be utilized. These recommendations will be updated as technology and products become available. Recommendations will be forwarded to all facilities and CCPOA headquarters.
19. CYA is committed to supporting and protecting staff from wards who would intentionally contaminate staff or other persons with body fluids capable of transmitting potentially fatal infectious disease.

CYA will take pro-active steps to ensure wards compliance with current laws related to incidents of wards' deliberately contaminating staff with potentially infectious body fluids. In cases where a ward intentionally contaminates a staff member with body fluids capable of transmitting a potentially fatal infectious disease, the local site administrator will review the incident with the intent to refer the case for prosecution under the appropriate applicable laws.

20. CYA agrees to develop and maintain a system, using Form YA 8.279 to track incidents of staff exposure to potentially infectious body fluids. This system will be in effect in all CYA facilities and such records will be maintained with the Chief of Medical Services.
21. CYA agrees to reimburse staff for a State Board of Control claim up to \$100 for their clothing that has been contaminated with infectious body fluids during the course of their duties and such clothing cannot be cleaned or is held for evidence. Reimbursement to the employee will be accomplished within forty-five (45) days from the date the claim is filed.

The employee will assist CYA in pursuing the claim through the State Board of Control.
22. CYA agrees to defer a job-related determination of bloodborne exposure or disease to the Chief of Medical Services or a licensed SCIF physician.
23. CYA agrees that no wards will be permitted in the immediate area where confidential HBV vaccinations are being administered.

CYA

TUBERCULOSIS CONTROL POLICY

CYA and CCPOA have reached a complete and final agreement related to application of the CYA Tuberculosis Control Policy. This Agreement is an addendum to the master agreement between the State of California and CCPOA which expires on June 30, 1995. This Agreement shall be effective upon signature.

- CCPOA and CYA agree that as a condition of employment, all employees will be required to submit annually to legally mandated TB testing, meeting the requirements outlined in Section 6006.5(b) of the Penal Code. The employee does have the option of going to his/her personal physician for completion of the certificate (YA 8.277) at no cost to the State, as outlined in Section 6006.5(e) of the Penal Code.

- CYA agrees to provide and post for employees, the current laws on staff TB Testing and other relevant information. This information will be provided/posted, where possible, prior to further TB testing.
- CYA agrees that when an employee tests positive for TB and the chest x-ray confirms that the employee is infectious, the Chief Medical Officer will refer the employee to his/her personal health care provider for further evaluation and appropriate treatment.
- Upon request, Bargaining Unit 6 employees may have their Tuberculosis screening chest x-rays sent to a personal healthcare provider. The normal consent/release forms shall be completed prior to any release of an employee's x-rays.
- To further clarify the procedures for the reading of Unit 6 members' x-rays, CYA agrees to follow accepted medical protocol for the reading of chest x-rays by a licensed Radiologist with written results.
- CYA agrees that when a Bargaining Unit 6 employee tests positive to a PPD skin test, followed by a confirming positive chest x-ray, the employee will be provided by the Chief Medical Officer or his/her designee SCIF form (3301), Employee's Claim for Workers' Compensation Benefits. CYA further agrees that the employee's immediate supervisor or the duty lieutenant will complete a Form YA 6.104, Supervisors Notification of Injury. Completion of Form 6.104 will generate a SCIF Form 3067 to be completed and processed.
- CYA agrees to defer a job-related determination of Tuberculosis exposure or disease to the Chief of Medical Services or a licensed SCIF physician and will not initially oppose a finding of job relatedness.
- CYA agrees to develop a Standard Comprehensive Training Format for contagious disease, and establish a joint labor/management committee to review and discuss the training plan. Bargaining

Unit 6 will have an equal number of members on the committee. The committee will meet to review and discuss the plan no later than April 8, 1994 and conclude discussions no later than April 15, 1994.

Any impact disputes unresolved by the committee will be addressed and settled by one each labor representative from CYA and CCPOA.

The training plan will be implemented for both Parole and Institutions and Camps.

- CYA agrees that each institution Superintendent and Parole Branch Administrator or his/her designee will meet locally with the CCPOA Chapter President or his/her designee and a representative of his/her choice to discuss local/Branch implementation of the generic Tuberculosis employee testing plan.

Appropriate official business time will be provided to the CCPOA representatives for these meetings.

- The duties and functions of the existing Health and Safety Committees shall be expanded to include the CAL/OSHA mandated review functions for infectious disease issues. The designated Contagious Disease Coordinators at each site shall be added to the membership of each Health and Safety Committee.

CCPOA may designate a representative to each Health and Safety Committee. The Chief of Medical Services will write an article for the CCPOA Peacekeeper on a quarterly basis to update and educate the CCPOA membership on infectious disease.

- CYA agrees that wards and/or parolees will not be permitted in the immediate area where they can observe or overhear employee TB testing.
 - A. All wards entering CYA from non-department facilities or parole violators, will receive a PPD skin test within 24 hours of arrival to a Reception Center/Clinic. A second PPD test will be administered to this ward group approximately twelve (12) weeks after their initial test.

- B. A receiving program institution shall, within 24 hours, administer a PPD skin test to each new arriving ward, including parole violators with a negative skin test history who have not been skin tested during the preceding forty-five (45) days. All wards with negative skin tests shall be tested at least annually thereafter unless, after review of medical information, the Chief of Medical Services alters the frequency of a ward's skin test.
- C. Wards accepted into the pre-camp program will have a new skin test administered as part of the pre-camp process, unless a PPD test was administered and read within thirty (30) days of the ward's arrival at a pre-camp program, or unless the Chief of Medical Services changes this policy based on analysis of ward skin testing data.
- D. Wards assigned to forestry camps shall be tested at least annually, unless after review of medical information, the Chief of Medical Services alters the frequency of a ward's skin test.
- E. Wards returning from overnight stays in a non-department facility, shall have a new PPD skin test administered within 24 hours of their return to any CYA facility and a second PPD test administered approximately 12 weeks later. The frequency of this test may vary based upon the Chief of Medical Services analysis of ward's skin testing history.
- F. To the degree possible, interdepartment overnight "in-transit" wards will be housed in institutional locations where exposure to the resident population is minimized.
- CYA agrees to initiate a contact investigation immediately, but no later than 24 hours, following the discovery of a confirmed contagious TB case (Class III). The contact investigation shall include all legally mandated TB testing/examinations that meet the requirements of Section 6006.5(b) P.C. of all identified potential exposed contacts (wards and staff) and/or medical evaluations of those with previously documented positive skin test results.

Repeat TB testing/examinations shall be administered in 90 days on all those with a negative skin test reading.

- CYA agrees that wards having contagious Tuberculosis (Class III) shall immediately be placed in respiratory isolation. If a negative pressure room is not available, the ward shall be transported, using necessary precautions, to an appropriate facility. Wards shall not be discharged from a negative pressure room without the Chief Medical Officer's authorization.

When the ward is housed in an institutional negative pressure room, the ward will not be permitted outside of that room, except for legitimate medical reason(s), as authorized by the Chief Medical Officer.

- CYA agrees that PAs involved in tuberculosis testing or evaluated at a CYA location will do so on State time and may use their assigned State vehicles. PAs who select to be tested by their personal physicians or at a county health department must do so on their own time and at their own expense.

PAs requiring follow-up medical evaluations are to contact the Chief Medical Officer at the CYA institution they initially tested at or at a location designated by the Chief of Medical Services.

- CYA will provide two (2) particulate masks to each field Transportation Officer and PA.
- Promptly upon a receipt of a request, a PA may review his/her medical file at CYA Headquarters location or the file will be confidentially forwarded to the employee's personal residence or to a designated personal physician.

Appropriate medical release procedures shall be followed in the delivery of the medical file.

- CYA agrees to follow Institutions and Camps Branch Policy Section 4150. Using the institutional case report and the YA 8.248 "Summary of Medical Record," the Supervising PA will inform the case-carrying PA of any necessary medical treat-

ment the parolee is to receive following parole. This is to include, but not limited to, treatment for tuberculosis or other contagious disease. Institutions/Camps will not send case reports (refer to Parole) unless the current YA 8.248 form is attached.

Ward treatment may require the PA to initiate follow-up medical services with the parolee. Follow-up does not require the PA to provide the parolee with medical supervision.

- CYA agrees that only a Licensed Health Care provider can administer and deliver all TB medication at each and every CYA Institution.

Camp locations will use the single unit dose system for delivery of TB medications for wards, that can legally be delivered by Youth Correctional Counselor or YCO.

- Per the TB policies and procedures manual, each Physician/Surgeon will be licensed by either the Medical Board of California and/or the Osteopathic Medical Board of California for the purpose of signing the (YA 8.277) TB Screening Certification Form or any other document which requires the signature of a licensed physician.
- All volunteers shall be required to furnish the Department with a certificate prior to assuming their volunteer duties that they have been examined and found to be free of TB in an infectious or contagious state.
- CYA agrees that Tuberculosis testing of all Bargaining Unit 6 members will be accomplished prior to July 30, 1994. CCPOA will be provided all Institutional and Parole testing schedules.

CDC

BLOODBORNE PATHOGEN CONTROL PLAN

This agreement represents the conclusion of negotiations regarding the above-referenced issue. This agreement will replace the previous Bloodborne Control Plan and the CDC HIV Mainline Policy. This agreement is an addendum to the current Bargaining Unit 6 (BU6) Memorandum of Understanding (MOU) between the CDC and CCPOA.

1. The State agrees that CCPOA will have a seat on every Exposure Control Committee.
2. The State agrees to provide to the CCPOA Chief of Labor, a copy of all directives regarding exposure control. The term "directives" includes all updates, deletions, or additions to the Exposure Control Plan, and any product recommendations or training modules. This does not alter the notice process as required in the BU6 MOU.
3. The State agrees to provide a list of cleaners and disinfectants which are registered with the EPA as effective against bloodborne pathogens. This list will be updated annually and a copy will be forwarded to all institutions and CCPOA headquarters. These cleaners/disinfectants will be used as required by the manufacturer and described on the label. Should no label or instructions be present, the cleaner/disinfectant will not be used.
4. The State agrees that each institution is responsible for implementation of the Bloodborne Pathogen Plan.

The State agrees that CCPOA Job Stewards, Chief Job Stewards, Field Representatives, Legal Staff and the Chief of Labor, shall have the right to inspect the implementation of the Bloodborne Pathogen agreement and the Bloodborne Pathogen Exposure Control Plan. With reasonable notice, this inspection will include access via tour as to where safety equipment is stored, the proper markings for said storage of equipment and review of local training material, and any other related material.

The State and CCPOA will meet locally and come to an agreement regarding the location and specific types of safety equipment provided at each institution. It is agreed that the ECC will be a part of this process. The agreements reached locally will become addendums to this agreement. At a minimum the agreements will include:

1. Face shields - provided in all high risk areas (e.g. SHU, PHU, Ad Seg., and Ad Seg Overflows).

2. Signs to advise employees to take universal precautions - in areas which house identified HIV infected inmates.
3. PPE kits - the number and location to be locally agreed upon.
4. Sharps Containers - provided in each housing unit and locally agreed upon work areas.
5. Eye Wash Stations/eye wash flushing solution - the number and location to be locally agreed upon.
6. Clean-up Kits - the number and location to be locally negotiated.

The ECC will ensure an annual audit of the above materials is conducted. The audit will confirm that the items/materials are in stock, located and labeled in a manner acceptable by the ECC. Should the audit reveal that the items/materials are not in stock, or located and labeled in the correct manner, the State will provide the items/materials and ensure that they are properly located and labeled. The results of the audit will be provided to CCPOA.

5. The State agrees to provide an ample supply of appropriate CPR valves or protective CPR implements in every housing unit or designated work area.
6. The State agrees that any BU6 member's medical information in the possession of the CDC medical staff, excluding x-rays, will be stored in the employee's medical file. The medical file will be stored in a locked file in the CMO's office. If space does not accommodate in the CMO's office, as near the CMO's office as possible.
7. The State agrees that if any Parole Agent requests to see his/her medical file, a request for medical information shall be forwarded to the custodian of the medical files. The employee's medical file will be copied and mailed to the employee's residence or physician, if requested.

8. The CDC agrees to provide Personal Protective Equipment (PPE) for BU6 members. The PPE kit will contain at a minimum the following:
 - 10 mm latex gloves
 - liquid- impervious jumpsuits, with hood and booties
 - goggles
 - mask

As the technology changes and improvements to the kit are available, CDC will provide the most up-to-date- and safe equipment in the kits.

The location of the PPE will be determined through discussions with local CCPOA representatives and institution management.

9. In the event that BU6 members must supervise the clean-up of body fluid spills, the following procedures must be adhered to:
 - there will be only two individuals per staff supervisor,
 - said individuals performing the clean-up must be fully trained in bloodborne pathogen clean-up procedures,
 - said individuals must be under the supervision from inception to completion of the clean-up of the spill including the disposal of the bio-hazardous waste.
10. The State agrees to provide a sufficient number of the PPE kits for all employees assigned to State-wide transportation vehicles. Additionally, the State will provide at a minimum, two clean-up kits for each vehicle used in inmate transportation.
11. To comply with California Health and Safety Code Section 199.99, any BU6 staff member who works in those areas containing an identified HIV infected inmate, whether it be in the housing unit or work area, shall have access to the weekly updated list of known HIV positive inmates.
12. Per the California Code of Regulations, Title 8, section 5193, all BU6 classification employees will be

advised of the need for and availability of the Hepatitis vaccination series within ten (10) days of the date of initial assignment. The definition of initial assignment may include time spent at the Academy.

Employees will be reminded to complete their vaccination series via the same mechanism that advises all employees of the annual TB test.

13. If the Hepatitis vaccine is not available to be provided at the institution/facility for 30 days or more, the CDC agrees to reimburse the BU6 employee for receipted costs not covered by their insurance carrier, not to exceed \$150.00 in total for the series. If the vaccine is available to be provided at the institution/facility, and the BU6 employee chooses to receive it from his/her own physician, the employee will be responsible for all costs incurred.
14. The State agrees that the ECC will meet and review exposures to bloodborne pathogens on a quarterly basis. A schedule of these meetings will be prepared annually and forwarded to the CCPOA ECC member. If there is a need to reschedule in a quarter, a notice will be published in the IST bulletin 30 days prior to the rescheduled date. Minutes will be taken and a copy provided to the CCPOA ECC member within 30 calendar days after the committee has met.
15. The State agrees to purchase, stock, and supply and make readily available to all BU6 employees only those Personal Protective Jumpsuits which are impervious to liquid penetration. The State agrees that in conjunction with the local chapters of CCPOA, management at the institutions/facilities will test current supplies of Personal Protective Jumpsuits to ensure that the jumpsuits are impervious to penetration by liquids.
16. The State agrees to provide BU6 employees who have been contaminated with a possible bloodborne pathogen the ability to shower at the worksite. The State also agrees to provide the employee who is returning to work with a change of appropriate clothing to be determined by the insti-

tution or facility. Nothing in this agreement will be construed to require the State to construct any new shower facilities.

17. The State agrees that no BU6 MTA will be required to administer an injection utilizing a needle without a needle guard. All MTAs will be trained on the use of needle guard needles.
18. Any BU6 member that comes in contact with human body fluid identified by the Center for Disease Control or recognized in Proposition 96 will be evaluated by appropriately licensed and trained medical staff. The medical evaluation will take priority over the gathering of evidence, report writing and other non-emergency issues or duties. The requirement to fill out paperwork or receive paperwork relating to the incident will not delay the employee from seeking off-site medical care. Any BU6 employee who wishes will be allowed to seek off-site medical treatment without delay.
19. The State agrees to provide an "Employee Fact Sheet", per the Bloodborne Pathogen control Policy and Procedures, to every BU6 member exposed to potential bloodborne pathogens, regardless of the significance of the exposure.
20. The State agrees that the following procedures are to be adhered to for the access and/or release of employee's medical files and/or medical information:
 - The medical information will be accessible to a licensed health care professional or designee, IE: CMO secretary.
 - Any non-licensed health care professional requesting access and/or medical information will be required to provide a signed Medical Release of Information form from the affected employee.
21. The State agrees that no BU6 employee will enter into an area contaminated with body fluids unless he/she is clothed in Personal Protective Equipment appropriate to the situation.
22. It is agreed that clean-up kits will not be used on crime scene situations until approved by institu-

tion supervisors or managers. Clean-up kits will contain at the minimum the following items:

- 10mm gloves
- fluid absorbing material
- disposable bag for used absorbent material
- scoop
- bio-hazardous materials disposal bag
- hand wash solution or towelettes
- germicidal cleaner and deodorant
- mouthwash
- liquid impervious jumpsuits with hood and booties
- face shield/goggles

23. CDC Management agrees that the Chief Medical Officer will exempt any BU6 employee that has been potentially exposed to body fluids, and who wishes to request non-consensual HIV testing, from the two day window to request testing if that employee is on RDO during those two days. The union agrees that the employee will make the request for non-consensual testing immediately upon return from the RDO.

24. Within sixty (60) days of the signing of this agreement, the State will develop policies and procedures regarding the collection and preservation of evidence specific to a "gassing" incident. Following the rules regarding the collection of evidence, a sample of the unidentified substance will be collected and sent to a State lab for identification. The State will provide annual training on the collection and preservation of evidence.

The State will notice CCPOA per BU6 MOU section 27.01 when the new policies and procedures are completed.

25. The State agrees to develop and publish a policy specific to the women's institutions regarding the disposal or laundering of items contaminated with body fluids.

26. Every Parole Unit will have the same clean up kit provided for the Parole vehicles. Potentially infectious spills will be cleaned up using the universal

precautions and cleaning procedures contained in the Bloodborne Pathogen Plan. At a minimum, the clean up kit will include:

- 10 mm gloves
 - fluid absorbing material
 - disposal bag for used absorbent material
 - scoop
 - bio-hazardous materials disposal bag
 - hand wash solution or towelettes
 - germicidal cleaner/deodorant
27. The State agrees that routinely the clean up of body fluid contamination in a Parole Unit will rest first with the source of the contamination.
 28. The Department will make available mirrors appropriate to the search situation. The location and type of mirror will be determined by the local State/CCPOA Committee.
 29. All medical files for Transportation Officers will be retained at their respective transportation hub in or near the CMO's office, in a locked cabinet.
 30. A garment which has been contaminated with a potential bloodborne pathogen and not retained for criminal prosecution will be cleaned at Department expense and returned to the employee within thirty (30) calendar days of the incident.
 31. CDC management agrees that if determined medically appropriate by a physician, it will offer to administer the first dose if anti-viral medications are not available from the non-CDC emergency room, 30 day provider, or private physician.
 32. Following a potential exposure to a bloodborne pathogen, the BU6 member will immediately be told by the Warden, AOD, or Watch Commander if the medical staff have evidence indicating that the inmate has HIV or any other communicable disease, such as Hepatitis B or C.
 33. If a garment has been contaminated with a potential bloodborne pathogen, and retained as evidence for criminal prosecution, the BU6 employee will be reimbursed by the institution for the cost of the garment within sixty (60) days of the incident.

34. It is recognized and understood that the definition of "sharps" includes all disposable razors and as such, will be disposed of in sharps containers located in all housing units. BU6 employees will not normally be required to handle used razors.
35. All BU6 employees will receive annual training on all bloodborne pathogens. This training will be structured classroom training taught by a Health Care Services trained instructor and will include but not be limited to: clean-up of body fluid spills procedures, use of universal precautions, basic HIV and Hepatitis information, proper use and disposal of PPE, and procedures followed in the event of exposure to body fluids.
36. The State agrees to provide clean-up kits for each Parole Agent vehicle.
37. The State agrees to provide a means to secure urine specimen bottles in Parole Agent vehicles.
38. The State agrees to develop and distribute a policy regarding the professional cleaning of Parole Agent vehicles which have been contaminated with body fluids.
39. Any BU6 staff assigned to a Community Correctional Facility who are exposed to a bloodborne pathogen, will be sent/self transport, within two hours of exposure, to the nearest emergency room, 30 day treater or designated physician, for evaluation and treatment. The exposed staff member will immediately notify the Supervisor that an exposure has occurred and inform the Supervisor of transport to the ER. Reports and documentation of the exposure incident will be completed as soon as possible following treatment.
40. The State will conduct an annual audit of local Emergency rooms and 30 Day Providers to ensure the availability of prophylactic medications.
41. Whenever an employee has an unprotected contact with bodily fluids, the employee shall be entitled to counseling. This counseling shall be done in a confidential manner and shall include at least, information on the potential for bloodborne patho-

gen exposure, testing options, and precautions to be taken by the employee in the event transmission has occurred. The employee shall be entitled to post-trauma services.

42. The State agrees that transportation teams and officers assigned to outside hospitals, clinics and infirmaries will be specifically advised as to the appropriate universal precaution to take when dealing with an inmate who has an infectious disease. This knowledge of the specific universal precaution will be passed on to relief shifts as they take over responsibility for either transportation or watching inmates housed in one of the above-mentioned areas.
43. The State agrees that if, at a future date, the U.S. Public Health Services Guidelines recommend routine booster dose(s) of Hepatitis B vaccine, such booster dose(s) shall be made available to BU6 employees.
44. The parties agree to re-open this Agreement to address bloodborne pathogen issues at camps.
45. The parties mutually agree that this Agreement will be referred to as the Bloodborne Pathogen Agreement. Negotiations will begin as soon as possible on a separate agreement regarding infectious diseases.

CDC TUBERCULOSIS TESTING

This Agreement represents the conclusion to negotiations concerning employee Tuberculosis testing. This Agreement is an addendum to the master agreement between the State of California and CCPOA which expires on June 30, 1995. This Agreement shall be effective upon signature.

1. CDC agrees that TB testing of Unit 6 members will be accomplished prior to February 1, 1994. CDC agrees that TB testing of Unit 6 members assigned to P&CSD will be accomplished prior to February 28, 1994.

2. CDC agrees that each institution will meet locally with the CCPOA Chapter Presidents. These discussions will deal with each institution's plan for TB Testing.

These discussions will permit input from the local chapter. Any agreed upon plans should be shared with the local membership.

3. Prior to staff TB testing, CDC agrees to notify all employees of their legal obligations under Senate Bill 910 (Calderon). Notification will be provided by paycheck stuffers, posters and any other means appropriate. Copies of all notification materials will be provided to CCPOA headquarters.
4. CDC agrees to distribute self-education materials on TB prevention and practices to all employees prior to staff testing. These materials will contain a self-test and a contact person for further questions. The self-test will be completed and returned by each employee prior to TB testing. Each employee will receive one hour of IST credit for completing the self-test.
5. CDC agrees that for those employees who opt to have the TB testing and evaluation performed at the worksite or designated location, it will occur on State time. For employees who choose to see their private physician, the test and evaluation will be on the employees' own time.
6. CDC agrees that no inmates will be involved in any phase of chest x-rays for Bargaining Unit 6 staff.
7. CDC agrees that all Bargaining Unit 6 chest x-rays will be stored in a secured area to ensure confidentiality. This secured area may be in the CMO's office, or other appropriate place.
8. CDC agrees to develop a procedure to ensure notification to the parole unit of the parolee's TB status and current medications prior to his/her release. This will be completed within 45 days from date of agreement.
9. To further clarify the procedures for the reading of Unit 6 members' x-rays, CDC agrees to follow ac-

cepted medical protocol for the reading of chest x-rays.

10. CDC agrees to initiate a case contact investigation within three work days of knowledge of a source case.
11. CDC agrees that it will not routinely oppose a finding of job-relatedness for employees who manifest TB infection or disease.
12. CDC agrees to provide SCIF Form 3301 to all Bargaining Unit 6 employees immediately upon testing positive to his/her PPD and upon receipt of said 3301, complete and submit SCIF Form 3067 as required by the Labor Code.
13. CDC agrees that no inmates/parolees will be allowed in any area where TB testing and evaluation of employees is occurring.
14. CDC agrees that no employee will receive a Notice of Adverse Action prior to receiving counseling about the employee's responsibilities under the staff TB testing law (SB 910). The employee will have a right to representation at this counseling and this counseling will occur immediately, or as soon as possible thereafter, after the employee's refusal to comply with any requirements of SB 910. In any case, the counseling will occur prior to the initiation of any part of the investigative process.
15. CDC agrees that the only CMO permitted to override an employee's personal physician certification that the employee is free of infectious TB is the CMO of the Public Health Section.
16. CDC agrees to establish guidelines for use by medical staff when counseling employees. The guidelines will include a list of prohibitions regarding the questioning of employees concerning their personal life style.

CDC agrees to provide CCPOA headquarters with a copy prior to issuance.

17. CDC agrees that no Unit 6 member will be tested or evaluated for TB infection or disease more frequently than required by law or official regulation,

unless there is a reasonable medical justification for the test/evaluation.

Prior to any such test/evaluation (other than the required testing), CDC agrees to give written notice to the affected employees and the CCPOA local Chapter President. If a group of employees is to be tested/evaluated, a copy of this letter to the Chapter President will also be sent to CCPOA headquarters to the attention of the Chief Administrative Officer. This notice will state the reason(s) for the test/evaluation. This notice is an information sharing process and not to be considered as defined under Section 19.01 of the current MOU.

If CCPOA has a problem or concern as to the testing, the employer agrees to meet with CCPOA concerning their concerns.

18. CDC agrees that all information generated for TB staff testing on employees, except chest x-rays will be stored in the employees medical file and that file will be stored in a secured location that is inaccessible to inmates.
19. CDC agrees that if any PA requests to see his/her medical file, a request of medical information request shall be forwarded to the custodian of the P&CSD medical files. The employee's medical file will be copied and mailed to the employee's personal residence or physician, if requested.
20. CDC agrees to furnish protective equipment deemed appropriate by the Department to PAs for use when handling parolee TB cases.

This equipment will be available for storage in PA's car and in unit offices/complex.

21. CDC agrees that the following procedures are to be adhered to for the access and/or release of employee's medical files/medical information:
 1. Medical information will only be accessible to a licensed health care professional or designee, i.e., CMO's secretary.
 2. Any non-licensed health care professional requesting access and/or medical information

will be required to provide a signed medical release of information form from the affected employee.

22. CDC agrees that once an inmate is identified to have infectious TB, that inmate will, as soon as possible, be appropriately housed in a negative air flow cell. If no such cell is available, the inmate will be transported to an appropriate facility. CDC also agrees that once an inmate is identified to have infectious TB, that employees will immediately be informed to take universal precautions.
23. CDC agrees that transportation teams will be specifically advised as to the appropriate respiratory precautions to take when dealing with an inmate who is identified with an infectious airborne disease.
24. CDC agrees that for the testing of all Unit 6 PAs, that this testing will be done on state time. CDC further agrees that PAs, while on the state clock, will be allowed to use their state-issued vehicle for transportation to any test site. It is further agreed that in the event that a PA chooses to have an x-ray at a CDC institution, the parole administrator will be responsible for the scheduling of said test, as well as providing the opportunity for the PA to have this x-ray performed on state time.
25. If an employee so requests, his/her chest x-ray will be sent to the employee's personal physician for a second reading. The normal procedures and protocols for the mailing and sharing of x-rays will be followed.

CDC
HIV POSITIVE MAINLINE POLICY

This Agreement represents the full and complete agreement between CCPOA and the CDC regarding the HIV positive mainline policy. This Agreement is a separate agreement between the State of California and CCPOA covering Bargaining Unit 6 and shall be effective upon approval and signature of the appropriate DPA Labor Relations Officer and will expire on the same date as a successor to the 1989-91 Memorandum of Understanding.

1. CDC agrees to provide Protective Personal Equipment (PPE) for Unit 6 members who come into contact with identified HIV positive infected inmates.

The PPE kit will contain, at a minimum the following:

1. 10 mm latex gloves
2. body-fluid-resistant jump suit with:
 - a. hood
 - b. booties
 - c. suit
3. goggles
4. mask

As the technology changes and improvements to this kit are available, CDC will provide the most up-to-date and safe equipment in these kits.

Mouthwash, eyewash and medical face shield with appropriate head apparatus will be provided separately.

The location of the PPE, including the mouthwash, eyewash and medical face shield, will be discussed at the local level between CCPOA and the appropriate institution management. These discussions will be designed to deal with the storage of these kits within housing units and other areas of the institution in which HIV positive inmates have access.

2. CDC administration will provide cleanup kits for each housing unit, tier, dormitory, and any work areas in which HIV positive inmates may be assigned. Supervisors will be responsible for maintaining the supply of additional cleanup kits at the central location to be locally discussed between CCPOA and institution management. Cleanup kits will contain at the minimum the following items:
 1. 10 mm latex gloves
 2. body-fluid absorbing material
 3. disposable bag for used absorbent material
 4. scoop
 5. red infectious disease bag for disposal of all articles in kit

6. hand wash solution or towelettes (germicide type)
7. germicidal cleaner and deodorant

Additionally, common areas of the institution such as visiting, dining room, and yards will also have a substantial number of these cleanup kits.

In the event inmates are used to clean up body fluid spills, the following procedures must be adhered to:

1. there should be only two inmates per staff supervisor
2. said inmates must be fully trained under SB-198
3. said inmates must be under direct supervision from conception to completion of the clean up of the body fluid spill through the disposal of the bio-hazardous waste

As the technology changes and improvements to this kit are available, CDC will provide the most up-to-date and safe equipment in these kits.

The cleanup kits will not be used on crime scene situations until approved by institution supervisors or managers.

3. CDC administration agrees to provide for all inmate transportation vehicles a sufficient number of the PPE kits for all employees assigned to the vehicle. Additionally, CDC will provide at a minimum two cleanup kits for each vehicle used in inmate transportation.

On CDC buses, these numbers will increase appropriately for the number of staff assigned on a bus.

4. Signs shall be placed at strategic locations throughout institutions housing identified HIV infected inmates to advise employees to take universal precautions in compliance with Health and Safety Code Section 199.99. Any Unit 6 staff who work in those areas containing an identified HIV infected inmate, whether it be in the housing unit or work area, shall have access to the weekly up-

dated list of known HIV positive inmates as stated in Health and Safety Code Section 199.99.

5. Whenever an employee has an unprotected contact with bodily fluids, the employee shall be entitled to counseling. This counseling shall be done in a confidential manner and shall include at least information on the potential for HIV exposure, testing options, and precautions to be taken by the employee in the event transmission has occurred. The employee also shall be entitled to post-trauma services.
6. CDC administration will provide a minimum of two (2) hours training of initial HIV positive formal IST class to twelve (12) institutions which are now implementing the HIV positive mainline agreement. This training will consist of:
 - a. One hour of instruction — video and live — hands-on at least in the following: “Basic AIDS 101”; precautions to be used in daily work activities to avoid exposure to HIV; hands-on dealing with identified HIV positive infected inmates; and, laws governing involuntary HIV positive anti-body testing of inmates (Health and Safety Code Section 199.95 et al).
 - b. One hour of instruction—video and live on at least in the following: Universal precautions; use of Personal Protective Equipment (PPE), including practice in putting on, taking off, and disposal of PPE; use of body fluid cleanup kits, including a demonstration of use; proper body and cell search; and, what to do in the event of exposure to body fluids.
 - c. The training materials will consist of the modules developed and used at CMF and or other appropriate materials as approved by the Department and reviewed by CCPOA.
 - d. For CMF, CIW, CIM, CMC, San Quentin and Corcoran, this training will be provided as an annual refresher. This training will be given to each of these institutions thirty (30) days after implementation of this new program.

- e. For CRC, CCWF, CCI, RJD, DVI, and WSP, this training will be given prior to implementation of the HIV positive housing policy and as a refresher course thereafter annually.

This training will be made mandatory and standardized for academy department-wide use subject to approval of CCPOA and the Joint Apprenticeship Committee.

7. CDC administration agrees to participate in an information sharing program with CCPOA wherein the Chief Medical Officer (CDC) will prepare on a quarterly basis an informational article and send said article to the Peacekeeper. This Article will detail the scientific advances in the area of HIV research. This Article will further provide information on the most up-to-date means in which correctional staff can use common sense and appropriate safety equipment to protect them from exposure to the HIV virus.

CDC further agrees that this Article can also be a means by which new and up-to-date information concerning infectious diseases in general is distributed to the bargaining unit membership.

8. CDC agrees that every officer, MTA, and Correctional Counselor who comes into contact with an identified HIV positive infected inmate will be issued to the above-named COs an appropriate supply of 10 mm latex gloves and the appropriate carrying equipment.

At the institutions that are new to the HIV positive infected inmates policy, this supplying of the latex gloves and appropriate carrying equipment will be done at the training the Unit 6 staff receive prior to the activation of this program. At the institutions which are carrying on their HIV positive housing policy, this issuance will occur as the local dialogue directs.

It is the responsibility of the supervisors at these institutions to maintain and assure that each CO has an appropriate supply of latex gloves available. The availability and location of these gloves will be worked out during the local dialogue.

9. CDC agrees that known HIV positive inmates will be tested with the Purified Protein Derivative once a year. Secondly, because of the nature of the inmates' illness, the Department will chest X-ray at least once a year each identified HIV positive inmate.
10. CDC agrees that transportation teams and officers assigned to outside hospitals, clinics and infirmaries will be specifically advised as to the appropriate universal precaution to take when dealing with an inmate who has an infectious disease. This knowledge of the specific universal precaution will be passed on to relief shifts as they take over responsibility for either transportation or watching inmates housed in one of the above-mentioned areas.
11. CDC agrees that as the negotiations on other infectious diseases take place, issues related to the HIV positive Mainline housing of inmates table may cause the HIV positive negotiated agreement to be amended.

These amendments would be the result of Tentative Agreement reached at the Infectious Disease Negotiations.

12. With advance notice of no more than twenty-four (24) hours, CDC agrees that CCPOA, Chief Job Stewards, Job Stewards, Field Representatives, Legal Staff, or Chief Administrative Officer, have the right to inspect the implementation of this HIV positive housing policy. This inspection will include access via a tour as to where safety equipment is stored, the proper markings for said storage of equipment, and a review of local training materials that may be used to update staff's awareness of this serious problem.
13. CDC agrees that at each institution housing known HIV positive infected inmates, they will develop a procedure that deals with the emergency care, transportation and other life-saving techniques to cover the HIV positive infected inmates when in need.

This will include specific requirements as to who is responsible for the administering of life support practices; to include CPR, breathing enhancers, and other medical procedures to help in life-threatening situations.

Once this local policy is developed through meetings with the local chapter, it will be incorporated into the training for the new institutions in the HIV positive housing project.

For those institutions which already house known HIV positive inmates and have said support system developed, in the refresher training given these procedures will be enunciated.

Chapter Presidents at the impacted institutions are encouraged to review the policies that are developed, and at the new institutions work with the local administration in developing said policies.

APPENDIX ITEM #13 — ADDENDUM TO SECTION 11.11

CDC 28 Day Work Periods

2001

07/09/01	-	08/05/01
08/06/01	-	09/02/01
09/03/01	-	09/30/01
10/1/01	-	10/28/01
10/29/01	-	11/25/01
11/26/01	-	12/23/01

2002

12/24/01	-	1/20/02
01/21/02	-	02/17/02
02/18/02	-	03/17/02
03/18/02	-	04/14/02
04/15/02	-	05/12/02
05/13/02	-	06/09/02
06/10/02	-	07/07/02
07/08/02	-	08/04/02
08/05/02	-	09/01/02
09/02/02	-	09/29/02
09/30/02	-	10/27/02
10/28/02	-	11/24/02
11/25/02	-	12/22/02

2003

12/23/02	-	1/19/03
1/20/02	-	01/20/01
02/17/03	-	03/16/03
03/17/03	-	04/13/03
04/14/03	-	05/11/03
05/12/03	-	06/08/03
06/09/03	-	07/06/03
07/07/03	-	08/03/03
08/04/03	-	08/31/03
09/01/03	-	09/28/03
09/29/03	-	10/26/03
10/27/03	-	11/23/03
11/24/03	-	12/21/03

2004

12/22/03	-	01/18/04
01/19/04	-	02/15/04
02/16/04	-	03/14/04
03/15/04	-	04/11/04
04/12/04	-	05/09/04
05/10/04	-	06/06/04
06/07/04	-	07/04/04
07/05/04	-	08/01/04
08/02/04	-	08/29/04
08/30/04	-	09/26/04
09/27/04	-	10/24/04
10/25/04	-	11/21/04
11/22/04	-	12/19/04

2005

12/20/04	-	01/16/05
01/17/05	-	02/13/05
02/14/05	-	03/13/05
03/14/05	-	04/10/05
04/11/05	-	05/08/05
05/09/05	-	06/05/05
06/06/05	-	07/03/05
07/04/05	-	07/31/05
08/01/05	-	08/28/05
08/29/05	-	09/25/05
09/26/05	-	10/23/05
10/24/05	-	11/20/05
11/21/05	-	12/18/05

2006

12/19/05	-	01/15/06
01/16/06	-	02/12/06
02/13/06	-	03/12/06
03/13/06	-	04/09/06
04/10/06	-	05/07/06
05/08/06	-	06/04/06
06/05/06	-	07/02/06
07/03/06	-	07/30/06
07/31/06	-	08/27/06
08/28/06	-	09/24/06
09/25/06	-	10/22/06
10/23/06	-	11/19/06
11/20/06	-	12/17/06

CYA 28 Day Work Periods

2001

07/08/01	-	08/04/01
08/05/01	-	09/01/01
09/02/01	-	09/29/01
09/30/01	-	10/27/01
10/28/01	-	11/24/01
11/25/01	-	12/22/01

2002

12/23/01	-	01/19/02
01/20/02	-	02/16/02
02/17/02	-	03/16/02
03/17/02	-	04/13/02
04/14/02	-	05/11/02
05/12/02	-	06/08/02
06/09/02	-	07/06/02
07/07/02	-	08/03/02
08/04/02	-	08/31/02
09/01/02	-	09/28/02
09/29/02	-	10/26/02
10/27/02	-	11/23/02
11/24/02	-	12/21/02

2003

12/22/02	-	1/18/03
01/19/03	-	02/15/03
02/16/03	-	03/15/03

03/16/03	-	04/12/03
04/13/03	-	05/10/03
05/11/03	-	06/07/03
06/08/03	-	07/05/03
07/06/03	-	08/02/03
08/03/03	-	08/30/03
08/31/03	-	09/27/03
09/28/03	-	10/25/03
10/26/03	-	11/22/03
11/23/03	-	12/20/03

2004

12/21/03	-	01/17/04
01/18/04	-	02/14/04
02/15/04	-	03/13/04
03/14/04	-	04/10/04
04/11/04	-	05/08/04
05/09/04	-	06/05/04
06/06/04	-	07/03/04
07/04/04	-	07/31/04
08/01/04	-	08/28/04
08/29/04	-	09/25/04
09/26/04	-	10/23/04
10/24/04	-	11/20/04
11/21/04	-	12/18/04

2005

12/19/04	-	01/15/05
01/16/05	-	02/12/05
02/13/05	-	03/12/05
03/13/05	-	04/09/05
04/10/05	-	05/07/05
05/08/05	-	06/05/05
06/05/05	-	07/02/05
07/03/05	-	07/30/05
07/31/05	-	08/27/05
08/28/05	-	09/24/05
09/25/05	-	10/22/05
10/23/05	-	11/19/05
11/20/05	-	12/17/05

2006

12/18/05	-	01/14/06
01/15/06	-	02/11/06
02/12/06	-	03/11/06
03/12/06	-	04/08/06

04/09/06	-	05/06/06
05/07/06	-	06/03/06
06/04/06	-	07/01/06
07/02/06	-	07/29/06
07/30/06	-	08/26/06
08/27/06	-	09/23/06
09/24/06	-	10/21/06
10/22/06	-	11/18/06
11/19/06	-	12/16/06

APPENDIX ITEM #14 — ADDENDUM TO SECTION 16.04

CDC
SMOKING POLICY

This Agreement represents the full and complete understanding of the parties at the conclusion of the negotiations completed on November 29, 1993 regarding CDC's implementation of the Administrative Bulletin - Smoking Policy.

1. The State will post "No Smoking" signs in the outside areas where smoking is prohibited.
2. In the event legislation is introduced to ban tobacco products for the inmates, the Department agrees to duly consider supporting such a bill.
3. It is the intent and expectation of the Department and CCPOA that effective Corrective Action will be taken prior to any Adverse Personnel Action (APA) for violation of the Department's smoking policy.

Therefore, as part of the State's process of progressive discipline, an employee who violates the Department's AB on smoking policy will be offered the opportunity to receive medical treatment and/or counseling for smoking cessation.

This offer will be made prior to any referral for APA for the employee's first documented violation (i.e., Employee Counseling Record or LOI). Other means of effecting corrective action shall be evaluated and documented; including, but not limited to, an assignment which will allow the employee access to a smoking area.

Additionally, this offer only applies to the first documented violation of the smoking policy itself, i.e., Willful Disobedience/smoking in an unauthorized area. However, in the event the employee's behavior warrants charges of Insubordination, Discourteous Treatment of the Public, Other Failure of Good Behavior, etc. or it is the employee's second violation of the smoking policy, he/she may be subject to APA.

If the employee requests a change in job assignment to facilitate the corrective action, and the Department cannot grant the change within 21 calendar days of the employee's request, then the employee will be given a written explanation as to the reason(s) why his/her reassignment request cannot be granted.

After the first opportunity for medical treatment or counseling, APA will not be held in abeyance for subsequent violations.

In those geographical areas where the Employee Assistance Program (EAP) cannot provide the required service (smoking cessation programs) and the employee's medical insurance does not cover such services, then In-Service Training (IST) funds will be made available to reimburse the employee for fees paid for a cessation program. The maximum reimbursement shall be fifty dollars. If the smoking cessation program is only offered during the employee's normal working hours, Holiday Time Off (HTO) or vacation time shall be granted so the employee may attend the smoking cessation program.

4. The Department agrees to include smoking cessation in the IST programs. The Department will ensure that all instructors of the smoking cessation programs are vendor qualified, e.g. American Lung Association, Cancer Society.
5. Bachelor Officers' Quarters at the institutions, will be considered "Primary Place of Residence" for employees when the employee becomes a tenant by "paying rent" for use of such facilities. Nothing in this agreement may be construed as a waiver of

any rights or privileges under existing DPA rules relating to moving, relocation or per diem and the Unit 6 Memorandum of Understanding, Article XIV, Section 14.01.

6. The Department will issue a letter (memorandum) emphasizing the Department's commitment and intent to enforce the guidelines outlined in the AB. This memorandum will be signed by the Director.
7. The Department agrees that all inmates will only be allowed to smoke tobacco products on prison yards and, except for safety and security considerations, some yards may be designated no smoking, e.g., administrative segregation, security housing units.
8. The Department agrees to develop enforcement policies and procedures regarding inmate visitors and members of the public for violation of the Department's smoking policy.
9. The Department agrees not to punitively job change smokers into a job assignment where they do not have the ability to smoke.
10. Prior to enforcing the AB regarding the Department's smoking policy, each local administration will present the new smoking policies and procedures in On-the-Job training classes. These classes will include the details to this negotiated agreement and the AB, as they relate to employee expectations for compliance and enforcement of the smoking ban.
11. CCPOA will be allowed to review the Unit's Disciplinary logs and the institution's Register of Institution Violations, upon request. Additionally, upon request, copies will be provided the local CCPOA representative.
12. The parties agree that the term "building" means indoor, enclosed areas. Breezeways such as 270/180 design (for example the breezeway at New Folsom that separates the Level IV yard and the Level III yard) are not considered a building.
13. The following is to clarify the recently issued CDC's smoking policy which prohibits smoking in state-

owned or leased buildings; within five feet of entrances and exits of such buildings or space; and in state-owned or leased passenger vehicles. The smoking policy does not prohibit Parole and Community Services Division employees from utilizing other designated smoking areas within a leased building or complex where employee access to the smoking area is not restricted by other tenants within the building.

This Agreement represents the full and complete agreement of the parties regarding the implementation of the Department's Administrative Bulletin - Smoking Policy.

SIDELETTERS

SIDELETTER #1 — REGARDING “DROP”

During the term of this Agreement, the parties agree to study Deferred Retirement Option Programs (DROP).

SIDELETTER #2 — REGARDING SECTION 9.01 — PROBATIONARY PERIODS

The State shall not institute a two (2) year probationary period for the term of this agreement.

SIDELETTER #3 — REGARDING SECTION 9.13 D.3.d. – SUBSTANCE ABUSE

The State employer agrees to meet with CCPOA to receive their input in developing various forms to be used in the Drug Testing Program.

SIDELETTER #4 — REGARDING 10.02 AND 15.12 — 998 AGREEMENT

The STD Form 634, Time Worked Report, will no longer be used at CDC and the CDC Form 998A will be used in its place.

- Employees whose attendance is captured by the PPAS system will be issued on payday a computer generated CDC Form 998A, attached to their pay warrant for each pay period. Employees will submit the fully executed form, including any supporting documentation necessary, to the PPAS Timekeeper by payday or no later than close of business the third working day of the following pay period. An employee is only required to post and submit the CDC form 998A to the PPAS Timekeeper when the employee has used any of the following leave credits:

Bereavement Leave*	Catastrophic Time Recipient
Extended Military Leave*	Jury Duty*
Military Leave*	Non-Industrial Leave
Sick Leave (Self)	Sick Leave (Death)*
Sick Leave (Family)	Subpoenaed Witness**
On Workers Compensation	Any other Leave Credits used in Lieu of sick leave

* Must include supporting document with the CDC Form 998A

** Only for non-party or non-State subpoenaed witness

The computer generated CDC Form 998A will display only the last four digits of the employee's social security number.

- Employees whose attendance is not captured on the PPAS, such as Correctional Counselor Is and IIs (Spec), MTAs, and Firefighters are required to manually complete a CDC Form 998A for all leave credits used and/or for all additional hours worked during the pay period. Employees will submit the fully executed form to Personnel by payday or no later than close of business the third working day of the following pay period. Upon inclusion of a new classification into the PPAS system, employees will comply with the agreement outlined for the automated CDC Form 998A.
- In instances where the employee fails to comply with the requirements outlined above, the CDC may initiate the Accounts Receivable procedures outlined in Section 15.12, Overpayment/Payroll Errors, of the Bargaining Unit 6 Memorandum of Understanding on or after the fifth working day of the new pay period.
- It is agreed that when employees have insufficient leave credits to cover an absence, CDC may charge off the leave in the following order without prior notification to the employee:

Insufficient Sick Leave	Holiday, Vacation, PLP, Excess, then Dock
Insufficient Vacation	Holiday, PLP, Excess, then Dock
Insufficient Holiday	Vacation, PLP, Excess, then Dock
Insufficient Excess	Holiday, Vacation, PLP, then Dock

CDC will provide a post notification to the employee informing them of the leave deduction.

- It is agreed that if in the future any problems arise regarding the implementation of the CDC 998A, the bargaining table will reconvene in order to bring resolution to the problem.

SIDELETTER #5- REGARDING SECTION 27.01 - ENTIRE AGREEMENT

All existing agreements negotiated pursuant to the Entire Agreement clause of previous MOU's (27.01 or 19.01), or pursuant to the Ralph C. Dills Act, are made a part of this MOU. If the provisions of any existing agreement are inconsistent with this MOU, this MOU supercedes the inconsistent provisions.

SIDELETTER #6 - REGARDING SECTION 15.17 — EDUCATIONAL INCENTIVE

The parties agree that should CPOST develop intermediate and/or advanced CPOST certificates during the term of this Agreement, the State and CCPOA will reopen this Agreement to Meet and Confer over the application of the educational incentive relating to the CPOST certificate.

SIDELETTER #7 - REGARDING SECTION 16.02 - GUN LOCKERS AND STATE FIRING RANGES

It is understood between the parties that the course of fire for the off-duty weapons qualification is subject to change by CPOST without a Meet and Confer between the parties.

SIDELETTER #8 - REGARDING SECTION 27.01
— NOTICE REQUIREMENTS

The CDC and CCPOA agree that the Meet and Confer process has at times been viewed as cumbersome and inefficient. In an effort to modify this perception, the CDC and CCPOA agree to the following:

During the term of the MOU, in the event the CDC finds it necessary to make changes in areas within the scope of negotiations, and also believes that it has a business necessity to expedite the standard procedure for noticing CCPOA of such changes, or believes that the proposed change will have a diminimus impact on employees in Unit 6, then the CDC may notify CCPOA and request a waiver of the thirty-day notice requirement and/or the necessity to Meet and Confer over the proposed change.

CCPOA is cognizant of the need of the CDC to move quickly to implementation in some circumstances. Further, CCPOA is cognizant of the need to avoid unnecessary or excessive meetings on diminimus matters. On implementation of this procedure, some of the possible outcomes could be: Waiver of the right to Meet and Confer; deferral to local negotiations, or waiver for implementation, but Meet and Confer over impact. The potential flexibility inherent in these procedures will meet the needs of the CDC and CCPOA.

The CDC Chief of Labor Relations or the CDC Assistant Chief of Labor Relations will contact the CCPOA representative, as described below, and provide the following information regarding the proposed change: The nature of the proposed change, location of the proposed change, the proposed implementation date for such change, and an explanation why the proposed change is appropriate for notice under this Agreement.

CCPOA agrees to provide to CDC a prioritized list of CCPOA employees to whom telephonic notice may be conveyed under this procedure. The CDC agrees to provide notice to the highest listed individual who is available to take the call. This telephonic contact must then be confirmed in writing by both the CDC and CCPOA.

This expedited procedure does not apply to matters covered by the MOU.

SIDELETTER #9 - REGARDING EXPEDITED ARBITRATION FOR ALLEGED VIOLATION OF SECTION 27.01

The Settlement Agreement between CCPOA, DPA and CDC, dated January 7, 1990, regarding expedited arbitration for alleged violations of Section 19.01, shall be extended through the term of this Agreement pursuant to paragraph 8 of Arbitrator Kathy Kelly's Award.

SIDELETTER #10 - REGARDING SECTION 27.01 — BARGAINING REQUIREMENTS — ENTIRE AGREEMENT

Once the State has noticed CCPOA pursuant to the Entire Agreement clause of the MOU (Section 27.01) and has fulfilled any reasonable CCPOA request for information, which is relevant to the issue noticed, the State and CCPOA agree to mutually engage in good faith bargaining for at least a thirty (30) day period of time. This, in part, means each side will Meet and Confer as often as necessary to potentially reach agreement. Both sides agree to work extended hours if necessary. If after the expiration of the thirty (30) day calendar period, the parties have failed to come to an agreement, the State may unilaterally implement the proposed change, including any items tentatively agreed upon up to that point in bargaining, without engaging in the Dills Act impasse procedures. Unilateral implementation does not mean that the parties cannot continue meeting and conferring through to agreement, if possible.

If the State believes CCPOA's information request to be unreasonable, or if CCPOA believes the State's response to an information request to be unreasonable, the "grieved party" may request to meet with the appropriate departmental Chief Deputy Director in an effort to resolve the problem. If the problem remains unresolved, either party may request the intervention of the Youth and Adult Correctional Agency Secretary or Undersecretary, who shall determine the issue.

If either party believes the other party to be engaged in bad faith bargaining, either party may take the issue to the Agency Secretary or Undersecretary. Nothing in this Agreement will prevent either party from filing a complaint with PERB.

SIDELETTER #11 — REGARDING SECTION 27.01 — RETIREMENT BENEFITS

During the term of this Agreement, if legislation is enacted providing any state employees either an increase of the income cap on retirement benefits above eighty-five percent (85%) or a Deferred Retirement Option Plan (DROP), the State agrees to include Bargaining Unit 6 employees in the legislation.

SIDELETTER #12- REGARDING SECTION 9.09 - CDC/CYA PERSONNEL INVESTIGATIONS

This addendum does not diminish any of the employee rights and protections in Section 9.09.

Employees ordered to attend an investigatory interview by CDC/CYA shall be informed in one (1) written document of: (1) the subject matter (scope) of the investigation, (2) whether the employee is deemed a witness or a subject of the investigation, (3) whether the investigation is for purposes of administrative discipline or is considered a criminal investigation, and (4) his/her right to representation. If the employee is designated a witness, the notice shall allow a reasonable amount of time for the employee to obtain a representative. In criminal investigations, the representative will be an attorney or a member of the legal staff of CCPOA working under the direction and supervision of an attorney and the notice will allow a reasonable amount of time for the representative to travel to the location of the interview. If the employee is designated a subject of the investigation, the employee will be given at least twenty-four (24) hours advance notice of the investigatory interview.

If CDC/CYA decides to immunize a witness in an administrative or criminal investigation, the immunization shall be accomplished by reading into the tape recording, the administrative or criminal witness admonishment form provided in Appendix Item #17. The employee shall be given a copy of the signed form at the conclusion of the interview.

An employee or the employee's representative will be permitted to tape record the interview. At the conclusion of the interview, if the employee was designated a

witness in the notice of the interview, the tape made by the employee or employee's representative shall be sealed by the employee or the employee's representative in an envelope or evidence bag to be provided by the employee or employee's representative and retained by the investigator. The bag shall not be opened or magnetically compromised by any agent of CDC/CYA. The sealed employee's tape shall be made available to the employee in advance of any subsequent interview of the employee regarding the same or related subjects, and will be provided to the employee on request after the investigation has been concluded. Employees designated as the subject of an investigation in the notice of the interview will be permitted to retain the tape at the conclusion of the interview.

SIDELETTER #13 – REGARDING SECTION 18.04 - CYA FIELD PA WORKLOAD

It is understood that the "General Policy" section of Section 18.04 represents the current PS&CC Branch policy and, therefore, is grievable up to Step 3 of the grievance procedure pursuant to Section 6.02(b) of the MOU. It is further agreed that if the Department changes the "PS&CC General Policy," a notice letter will be sent to CCPOA, and, if requested negotiations will ensue over the impact of the change.

SIDELETTER #14 REGARDING PROPOSED COURT ORDERS

Every time a court, a judge, or a special master proposes (or has a motion before him/her) to enter an order that may impact terms and conditions of employment, the State employer shall notify CCPOA's Chief of Labor in writing as soon as possible of the proposed order and the hearing date relative thereto.

SIDELETTER #15 REGARDING CYA MTA UNIFORM

CYA agrees to allow the MTA to wear jumpsuits. The jumpsuits shall be similar to those worn by the Youth Correctional Officer.

SIDELETTER #16 REGARDING CYA LIVING UNIT STAFFING

Management agrees to realign the vacation and holiday relief to more correctly reflect the relief tied to the YCC posts.

Management agrees to submit a Budget Change Proposal requesting additional positions in order to eliminate the supervisor from the posting pattern for the living unit.

SIDELETTER #17 REGARDING MTA WATCH/REGULAR DAYS OFF PREFERENCE

It is agreed that Medical Technical Assistants assigned to the Northern California Youth Correctional Center shall be eligible for Watch/Regular Days Off preference, effective January 1, 2002. It is the intent of the parties to use the existing shift and bid procedures. Should the number of posts drop to eight (8) or less, this provision will no longer be in effect and post assignments will be made by management.

SIDELETTER #18 REGARDING 13.10 RURAL HEALTHCARE EQUITY PROGRAM (RHCEP)

The parties agree that in those areas/counties which CalPERS staff have defined as "rural" due to PERS HMO plans not being offered at all in the area, or PERS HMO plans in the area, Unit 6 members shall be eligible for the rural area subsidy program if they enroll in PERS PPO plan. If they cannot manage to enroll in a CalPERS approved HMO plan still offering services in that area, they are free to do so, but will not receive the rural area subsidy.

SIDELETTER #19 REGARDING 12.04 CDC/ PAROLE AND COMMUNITY SERVICES DIVISION (P&CSD) TRANSFERS

- A. For the purpose of filling vacant Revocation, Re-entry, USINS, and field Parole Agent (PA) I/II positions by lateral transfer, agents may permanently request to transfer to another location, within the employee's department and classification. A vacancy exists when a position needs to be filled. If the vacant position is not assigned to a specific region, it shall be assigned to the region where the work site is located.

- B. Each region shall maintain a list of Parole Agents who are requesting to transfer to an assignment in the receiving region. Agents will submit their transfer request utilizing a CDC 923 form, which will include their location preference by Unit. Transfer requests will be kept on file between July 1 and June 30 of the following year, with continuous filing available. The employee's written requests shall be placed in seniority order with those of others who have similarly filed a request to the same position at the same location. The Appointing Authority or Designee shall provide the employee submitting a request for transfer with an acknowledgment of receipt of the transfer request. Employee transfer requests shall be kept on file at the location through June 30 of each fiscal year or removed earlier at the request of the employee. At the request of the CCPOA Chapter President, the BU 6 seniority request for transfer list will be furnished to the Chapter President or the Regional Representative. During the bid month, vacancies will be filled in the following manner: One vacancy will be filled by BU 6 seniority in accordance with the ERT process. The next vacancy will be filled at management's discretion, etc.
- C. The bid process is a bi-annual bid during the months of March and September commencing March 2002. Effective January 2003, the bid process shall be quarterly. The eligible bid months shall be January, April, July and October. The bid process will continue with quarterly bid months.
- D. The Department shall provide the Parole Agent with the most BU 6 seniority on the transfer list with written notification of all available vacant Parole Agent positions within the region for which he/she has expressed interest. The Unit 6 employee shall have up to two (2) workdays to respond from the date the offer was personally received.
- E. The State shall provide documentation confirming the most senior BU 6 employee has accepted an offered position.
- F. Once a Parole Agent has successfully received a lateral transfer utilizing this process, the PA shall

be exempt from this process until twenty-four (24) months after their appointment date.

- G. No apprentices will be allowed to participate in this process.
- H. If there is no interest in vacant positions by employees utilizing BU 6 seniority, management shall fill the vacancy by existing rules, policies and practices. The next vacancy will be offered utilizing BU 6 seniority.
- I. Employees eligible to participate in this process will be approved unless there is clear evidence that such a transfer would be adverse to the best interest of the Department, for example, such as an overall unsatisfactory performance evaluation within twelve (12) months of a transfer offer or an adverse action given within the last three (3) years of a transfer offer. If an employee is not approved for transfer, he/she must be informed in writing within fifteen (15) calendar days of the specific reasons for said denial.
- J. Selected employees shall have a report date for their new assignment which will be not more than thirty (30) calendar days from their notification date.
- K. Parole Agents successful in their bid for a lateral transfer shall not be entitled to any relocation and/or travel expenses.
- L. Nothing in this section precludes management from transferring employees for safety, security or legitimate operational reasons.