

In the Rooms of the Board of Supervisors

County of Inyo, State of California

I, HEREBY CERTIFY, that at a meeting of the Board of Supervisors of the County of Inyo, State of California, held in their rooms at the County Administrative Center in Independence on the 5th day of November 2019 an order was duly made and entered as follows:

*Personnel –
Amended ICEA
MOU*

Moved by Supervisor Tillemans and seconded by Supervisor Griffiths to approve the amended October 1, 2016 through June 30, 2021 Memorandum of Understanding between the County of the Inyo and the Inyo County Employee's Association (ICEA) and authorize the Chairperson to sign. Motion carried unanimously.

Routing
CC Purchasing Personnel X Auditor CAO Other: ICEA DATE: November 13, 2019

WITNESS my hand and the seal of said Board this 5th
Day of November, 2019



CLINT G. QUILTER
Clerk of the Board of Supervisors

A handwritten signature in black ink, appearing to read "Clint G. Quilter".

By: _____



**COMPREHENSIVE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF INYO
AND
THE INYO COUNTY EMPLOYEES ASSOCIATION
(AFSCME LOCAL 315)
2016-2021**

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ARTICLE 1 - RECOGNITION

The County of Inyo (hereinafter called the "County") recognizes the Inyo County Employees Association (hereinafter called the "Association" or "Union"), American Federation of State County and Municipal Employees Local 315 as the formally recognized employee organization of bargaining unit employees for the purpose of meeting its obligations under the Meyers-Milias-Brown Act, Government Code section 3500, *et seq.* This Agreement applies to all employees in the Association bargaining unit.

ARTICLE 2 - EFFECT OF PRIOR MEMORANDA OF UNDERSTANDING AND RESOLUTIONS

This Agreement supersedes all prior Memoranda of Understanding between the County and the Association and Resolutions approving such prior Memoranda of Understanding.

ARTICLE 3 - NON-DISCRIMINATION

Section 1. The County will recognize and will protect the rights of all employees hereby to join and/or participate in protected union activities, or to refrain from joining or participating in protected union activities, in accordance with Government Code sections 3500 to 3511. Notwithstanding the definition of a grievance in Article 21, this section creates a basis upon which a grievance may be filed. If an employee or the Union elects to utilize the grievance process to address allegations of the County violating this Section, it shall be the exclusive process available. The election of the grievance process is irrevocable.

Section 2. The County and the Association agree that they shall not discriminate against any employee because of race, color, sex, age, national origin, ancestry, political or religion or religious creed, marital status, physical or mental disability, medical condition or sexual orientation, whistleblower status, or on any other basis in violation of applicable federal, state, or municipal law(s). The County and the Association shall reopen any provision of this Agreement for the purpose of complying with any final order of a federal or state agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement to be in compliance with state or federal anti-discrimination laws. This section does not create a basis upon which an employee may file a grievance.

Section 3. Whenever the masculine gender is used in this Agreement, it shall be understood to include the feminine gender.

ARTICLE 4 - WORKDAY AND WORKWEEK

The work week begins at 0001 hours each Thursday and ends at 2400 hours the following Wednesday (one minute after 12 midnight Thursday through 12 midnight on Wednesday).

- A. Full-time permanent employees on either a seven (7) or eight (8) hour daily work schedule will work five (5) consecutive days, with two (2) consecutive days off. Any seven (7) hour per day position which becomes vacant shall be filled on an eight (8) hour per day basis. All future promotions and transfer of incumbent County employees shall be at with (8) hours per day.
- B. Employees may be assigned, and employees may request their Department Head recommend to the CAO, to work an alternative work schedule. This shall consist of a weekly work-week schedule consisting of no more than forty (40) work hours during the County designated workweek, as applicable, which may be at hours other than traditionally scheduled for the assigned shift. Such alternative work schedules may include a 4-10 (consecutive work days unless otherwise agreed to by the employee), 9-80, or other schedule approved by the County Administrative Officer, in his/her sole discretion. A denial of a Department Head's recommendation for an employee request shall be explained in writing.
- C. The County Administrative Officer may in his/her discretion based upon recommendation from a Department Head change work hours and/or work shifts on a temporary basis in such department or work unit thereof.

ARTICLE 5 - OVERTIME AND COMPENSATORY TIME - FULL-TIME PERMANENT

The County will comply with the Fair Labor Standards Act (FLSA) and shall compensate all full-time nonexempt employees at the pay rate of time and one-half (1.5) for all overtime hours worked. Time and one-half (1.5) compensation shall be paid after thirty-five (35) hours worked for those non-exempt full-time employees scheduled on a thirty-five (35) hour week. Time and one-half (1.5) compensation will be paid after forty (40) hours worked for those full-time non-exempt employees scheduled on a forty (40) hour work week. Non-exempt full-time employees covered by this Agreement shall be compensated for authorized overtime at the rate of one and one-half (1.5) times his or her equivalent hourly rate of pay, when approved in advance by the department head.

- A. All overtime must be scheduled with the employee in advance, except in the case of an emergency or when reasonable, unforeseeable operational needs prohibit advance notice.
- B. Overtime may be converted to compensatory time off at the rate of time and one-half (1.5). The compensatory time may be banked as provided in paragraph E. below. The conversion of overtime shall be at the option of the employee. Overtime shall be paid in accordance with current procedures unless an employee requests compensatory time.
- C. Attachment A to this Agreement is a list of those positions exempt from overtime and compensatory time under FLSA. Positions on this list may be added to or deleted from in accordance with the definitions of the FLSA. If issues of dispute arise between the County and Association, a letter of ruling will be sought from the U.S. Department of

Labor, which administers FLSA, to determine if the position meets the appropriate criteria for inclusion or exclusion from the list.

- D. "Hours worked" will be calculated as provided for by the Fair Labor Standards Act, 29 U.S.C. § 201, *et seq.* "Hours worked" does not include time for which persons are compensated, but do not actually work.
- E. County will allow non-exempt full-time employees to carry forty (40) hours of compensatory time on the books. Compensatory time will be placed on the books at the rate of one and one-half (1.5) hours for each hour of approved overtime worked. When an employee leaves employment, any compensatory time remaining on the books will be paid at the employee's hourly rate.

ARTICLE 6 - STANDBY AND CALL-OUT COMPENSATION

- A. Stand-by Compensation. Employees requested by the department head to serve in an after-hours response capacity will receive \$50.00 for performing standby duties on each regularly scheduled day and \$75.00 for performing stand-by duties on regularly scheduled days off or holidays. Holidays are those recognized pursuant to Article 19 of this Agreement.
- B. Call-Out Compensation. Those employees who are eligible for overtime compensation and have ended their workday and have left their place of employment, but who have been requested to perform duties after normal working hours, will be compensated at the rate of time and one-half (1.5). If the time worked is less than two (2) hours, the employee will receive two (2) hours compensation minimum at the rate of time and one-half (1.5). Provided, however, if the employee is not required to leave the location at which they would otherwise remain (e.g. the employee takes a call at home, and/or makes calls from home) then the employee will receive time and one-half (1.5) for the actual hours (calculated in fifteen [15] minute increments) worked. If the time worked is more than two (2) hours, the employee will receive time and one-half (1.5) for the actual hours or portions thereof worked.

These call-out provisions will apply to no more than two (2) call-out instances per twelve (12)-hour period. Any call-out instance after the first two (2) in a twelve (12)-hour period will be paid at normal overtime rates.

- C. An employee will be deemed to be on telephone standby if the employee's department head informs the employee that the employee may be subject to being called out during a certain period. A department cannot avoid payment under this Article by informing an employee that they may be needed, but not formally placing the employee on standby.

ARTICLE 7 - SALARIES

- A. **Salaries:** Salaries for employees represented by ICEA shall be as set forth in Attachment D. County will provide the following COLAs:

Retroactive to October, 2016 (first full pay period 10/06/16) 1% COLA.

1% COLA effective July 13, 2017.

2% COLA effective July 12, 2018.

2% COLA effective July 11, 2019.

2% COLA effective July 09, 2020.

- B. **Longevity Pay:** The County will provide the following longevity increases after ten (10) years of consecutive service:

- 10 years – 2%
- 15 years – 2%
- 20 years – 2%
- 25 years - 2%

Employee will receive longevity on the anniversary date when eligible.

- C. **Bilingual Pay:** Employees will be compensated an additional five percent (5%) of their base pay for providing bilingual skills as deemed necessary by the Department Head.

- D. **Shift Differential:** Employees working swing shifts (as designated by their Department Head) shall receive a shift differential of two percent (2%). Those working graveyard shifts (as designated by their Department Head) shall receive a shift differential of four percent (4%). Shifts subject to this subsection are attached to this MOU as Attachment C.

- E. **Bi-Weekly Pay Period:** Employees covered by this Agreement shall be paid bi-weekly (every other Friday).

ARTICLE 8 - PART-TIME BENEFITS

Section 1. The County will provide the following benefits at the following levels for the following classifications of part-time employees:

A-Par Employees

- A. Part-time, Non-benefited, Merit System Employees:
1. Defined as employees working between 1 to 19.99 hours per week;

2. Hired through County recruitment process;
3. Appeal rights under Article XII, Disciplinary Actions and Appeals Procedures, of the Personnel Rules, shall be limited to an appeal to the County Administrative Officer, whose decision shall be final and binding; such employees shall not be entitled to appeal any disciplinary matters to the Hearing Officer or any other higher authority;
4. Any hours worked in excess of forty (40) during the two (2) week pay period will be paid at time and one half (1.5);
5. Longevity Pay: Longevity pay for A-Par employees at two percent (2%) to be paid after ten (10) years of service at the pay step and category at the time of attainment of ten (10) years (not based upon the beginning pay at the time of hire). Additional two percent (2%) after each additional five (5) years of service, equal to four percent (4%) at fifteen (15) years, six percent (6%) at twenty (20) years, eight percent (8%) at twenty-five (25) years. If an A-Par employee moves to a miscellaneous full-time category, the initial hire date is used to calculate the longevity accrual;
6. Flex Days: Employees will receive ten (10) hours of flex days per fiscal year – does not accrue;
7. Holiday Pay: Holiday pay shall be paid at the rate of time and one-half (1.5) to A-Par employees for working on recognized County Holidays scheduled and authorized by their department heads and according to the Holiday Policy Section 10.16 (f) page 62 of the Personnel Rules or any other classification that works on a county recognized holiday:
 - (a) Employees in this category will not receive holiday pay for county recognized holidays not worked;
8. Short-Term Disability Benefit: Employees in this category may opt into the County's Short-Term Disability program at their own expense through payroll deduction;
9. Such employees shall not receive any other benefits, including but not limited to those benefits provided for in Articles 9, 10, 11, 16, 17, 18, 20 or 33 of this Agreement or any other insurance, leave, or other benefits provided by the County to any other employees.

B-Par Employees

B. Part-time, Benefited, No PERS Retirement, Merit System Employees:

1. Defined as employees working between 20.00 to 29.99 hours per week;

2. Employees hired through the County recruitment process;
3. Merit System employees with full appellate rights under the Personnel Rules;
4. Employees shall be hourly employees and shall not receive any benefits provided for in Article 20 (PERS retirement benefits and limited payment of employee's contributions for Social Security and Medicare);
5. Employees shall receive the following benefits:
 - (a) The County will pay eighty percent (80%) contribution of the premium for employee only health benefits. (Employee has the option to purchase, at their own expense, dependent coverage);
 - (b) Dental and Vision Insurance: Employees will be allowed to opt into dental and vision insurance, premium to be paid by the employee through payroll deduction;
 - (c) Employees shall receive prorated vacation (Article 17 hereof and Personnel Rule 10.9) and sick leave (Article 16 hereof and Personnel Rule 10.10). Proration shall be determined by the number of hours worked by the employees. Employees will be allowed to participate in sick leave buy back. The buyback will be based on the budgeted position (20.00-29.99). Employee using less than five (5) days of sick leave in a calendar year and having a minimum of ten (10) sick days on the books will be eligible to sell back up to five (5) days;
 - (d) Any hours worked in excess of sixty (60) hours during the two-week pay period, will be paid at time and one half (1.5);
 - (e) Longevity Pay: Longevity pay for B-Par employees to be paid at two percent (2%) after ten (10) years of service at the pay step and category at the time of attainment of ten (10) years (not based upon the beginning pay at the time of hire); additional two percent (2%) after each additional five (5) years of service, equal to four percent (4%) at fifteen (15) years, six percent (6%) at twenty (20) years, eight percent (8%) at twenty-five (25) years for B-Pars just as miscellaneous employees. If a B-Par moves to a miscellaneous category, the initial hire date is used to calculate the longevity accrual;
 - (f) Flex Days: Employees will receive twenty (20) hours of flex days per fiscal year - does not accrue;
 - (g) Holidays: Eleven (11) holidays per year will be paid to B-Par employees at four (4) hours per holiday. Flex hours may be used to

complement hours in order to spare the use of accrued vacation time by B-Par employees for holidays when county departments are closed;

- (h) Holiday Pay: Holiday pay shall be paid at the rate of time and one half (1.5) to B-Par employees for working on recognized County Holiday scheduled and authorized by their department heads and according to the Holiday Policy Section 10.16 (f) page 62 of the Personnel Rules, or any other classification that works on a county recognized holiday;
- (i) Short-term Disability Insurance: Benefit for B-Par employees shall be paid by the County. County will cover the one percent (1%) of base pay for all B-Par employees for the County Disability Program;
- (j) Employee moving from part-time status to full-time status will be allowed portability of vacation and sick leave accruals based on the prorated budgeted position;
- (k) Employees shall be entitled to participate in the County Flexible Benefit Program, provided for in Article 10, herein;
- (l) Employees shall be entitled to participate in the County Deferred Compensation programs, provided for in Article 12, herein;
- (m) Except as specifically provided in sections (a) through (l) above, these employees shall receive no other benefits provided by the County to its other employees, including but not limited to any other insurance, leave or other benefits provided by the County to any other employees.

C-Par Employees

C. Part-time, Prorated Benefits, Merit System Employees:

1. Defined as employees working between 30.00 to 39.99 hours per week, (as determined by the Personnel Rules and Article 4, herein);
2. Employees hired through County recruitment process and merit system employees;
3. Employees will have health benefits as provided by the County to full-time employees as provided in Article 9 – Insurance Benefits;
4. Employees will have prorated dental, vision, leave and retirement benefits. Proration will be determined by the number of hours worked by the employee;

5. A non-exempt employee will be paid overtime and be eligible for compensatory time for all hours worked in excess of forty (40) hours per week. Overtime payments and compensatory time will be provided in Article 5.

Section 2. The benefits and status provided to the employee classifications defined in Section 1, above, are subject to the following:

- A. The following are excluded from the above classifications and, therefore, not entitled to any benefits or status provided for in Section 1: Seasonal employees, temporary reserve officers, contract employees, or other workers placed through state or federal programs;
- B. In the event PERS reverses its current position concerning the validity of the County's hourly exclusion in its PERS contract, the County and Association shall meet-and-confer concerning the impact of such decision and the necessary changes to the benefits provided for in Section 1.

ARTICLE 9 - INSURANCE BENEFITS

- A. The County shall continue to contract with the Public Employees Retirement System (PERS) for medical benefits during the term of this Agreement.
- B. County agrees to pay eighty percent (80%) of the premium of PERS Choice or PERS Select Plans. Employee will be responsible for twenty percent (20%) of the premium. The maximum the County will contribute toward a different CalPERS plan other than listed above will be eighty percent (80%) of PERS Choice premium.
- C. The County will reimburse fifty percent (50%) of the annual medical deductible after the full deductible per person has been paid.
- D. County agrees to pay one hundred percent (100%) of the premium for optical insurance.
- E. County agrees to provide through Delta Dental orthodontia benefits for adults and children, fifty percent (50%) benefit schedule; \$1,200 lifetime maximum.
- F. County will pay the following per pay period to each employee who has other medical coverage and has opted out of the County's medical plan:
 - Eligible for employee only coverage = \$92.31 per pay period
 - Eligible for employee plus one coverage = \$184.62 per pay period
 - Eligible for family coverage = \$276.93 per pay period

ARTICLE 10 - FLEXIBLE BENEFIT PROGRAM

County will pay the monthly administration fee for each employee who participates in Flexible Benefit Program allowed by Section 125 of the Internal Revenue Code.

ARTICLE 11 - SHORT-TERM DISABILITY PROGRAM

County will provide all eligible employees with a self-insured income protection plan for up to one (1) year for non-job-related disabilities preventing a person from working. County agrees to pay the premium of one percent (1%) of employee's base salary to a maximum amount equal to what the State of California rate is per year. Any employee denied benefits under this provision may file a grievance pursuant to Article XIII of the County Personnel Rules and may have the matter heard only up to the level of the County Administrative Officer. The benefit will be as set forth in the Short Term Disability Program.

ARTICLE 12 - DEFERRED COMPENSATION

County will provide deferred compensation programs for employees.

ARTICLE 13 - CONTRACTING OUT, ADVANCE NOTICE

Contracting Out – The County agrees to address contracting-out of County Services in accordance with all applicable laws.

Advance Notice – Absent an emergency, as determined in the sole discretion of the County, the County shall provide at least one hundred twenty (120) hours advance notice to the Union prior to the Board of Supervisors formally considering at a public meeting any and all changes that affect the wages, hours, terms and conditions of employees in the represented bargaining unit as to allow time for the Union's response and meet- and- confer if necessary. Said notice shall be sent to the ICEA and AFSCME.

Board of Supervisors Agenda – County agrees to email ICEA President and AFSCME the Board of Supervisors agenda. The entire agenda packet will be available on the County website.

ARTICLE 14 - LABOR - MANAGEMENT TEAM

A Labor-Management Team is hereby established to create a forum for Union representatives and County management personnel to discuss issues surrounding general working conditions. One Labor-Management Team Meeting shall be convened during the months of February, May, August, and November. Said meetings shall be scheduled the month prior to the meeting. An agenda shall be drafted concurrently with scheduling each meeting in order to assist the Labor-Management Team to conduct a productive meeting.

ARTICLE 15 - JOB DESCRIPTIONS

The County will post all current job descriptions on the County website on or before October 1, 2017. Within two weeks of a written employee request to the Personnel Director or his/her designee, County shall provide an employee with a copy of any job descriptions in his/her personnel file existing therein at the time of ratification of this MOU. County will maintain personnel files, including copies of previous job descriptions therein, in a manner consistent with its current practice.

ARTICLE 16 - SICK LEAVE

- A. Each full-time and B-Par employee shall accrue sick leave. There is no limit on the amount of sick leave that may be accrued.
- B. Except as provided in Article 8, once per calendar year any employee may, at the employee's option, exchange up to five (5) days of sick leave with the County for monetary compensation at the employee's current hourly rate, provided, however, that the sick leave bank for any employee exercising this option must contain at least four hundred (400) remaining hours of sick leave.
- C. The County recognizes that the ICEA membership has created a sick leave pool for use by those members who exhaust all accrued leave (flex, vacation, sick, compensatory) due to non-industrial illness or injury. Rules governing use of the Sick Leave Bank have been established by the ICEA Sick Leave Bank Committee. A copy of those rules is available through ICEA, Personnel, or the department head. An employee may only receive a cumulative total of one hundred and sixty (160) hours from the ICEA Sick Leave Bank during any twelve-month period. Any exception to this limitation must be approved in writing by both the department head and County Administrator Officer. Prior to making their determination, the department head and County Administrator Officer shall consider a written recommendation from the ICEA board or its designee.
- D. Any employee may donate up to a maximum of ten (10) days per year of unused sick leave to the sick leave bank. Employee will have two fifteen (15)-day windows of opportunity (January 16-31 and July 16-31) to contribute to the sick leave bank.
- E. Any employee who separates or retires from the County may donate sick leave to the sick leave bank, without complying with the window requirement.
- F. Any sick leave used for bereavement will not impact the "buy back" provisions above.

ARTICLE 17 - VACATION LEAVE

The maximum amount of vacation days which may be accrued shall be thirty-five (35). There shall be no accrual in excess of thirty-five (35) days.

- A. In the event an employee is denied a request for vacation, which denial causes the employee to cease accruing vacation benefits due to the thirty-five (35) day cap provided herein, the employee may continue to accrue vacation benefits so long as (1) the employee and his supervisor agree that the employee will take necessary vacation time at a date in the future to bring the employee below the thirty-five (35) day cap; (2) the alternative vacation must be scheduled and taken by the employee within six months; and (3) the County Administrative Officer approves the arrangement, which approval will not be unreasonably denied.
- B. The County Administrative Officer may approve requests for vacation in excess of twenty (20) consecutive work days based on extenuating circumstances.

ARTICLE 18 - FLEXIBLE LEAVE

The County shall grant employees thirty-five (35) hours or forty (40) hours (depending on employee's hourly status) of Flexible Leave hours each fiscal year.

Flexible leave will be granted each July 1 and must be exhausted by the following June 30. Flexible leave will not accrue from one fiscal year to the next, with the following exception. If an employee believes there are extenuating circumstances that made it impossible for him to utilize flexible leave within the fiscal year, the employee must make a written request to the County Administrative Officer stating the reasons flexible leave should be carried over to the next fiscal year. If the County Administrative Officer approves the request, flexible leave shall be carried over.

Flexible leave will not be paid should an employee terminate, for any reason, from County service.

An employee requesting flexible leave shall give a minimum of forty-eight (48) hours' notice to his supervisor. A request to take flexible leave may be denied due to the operational needs of the employee's department.

New employees, upon appointment, shall be granted a prorated number of flexible leave days as follows:

- July 1- October 31..... Five (5) days
- November 1 - February 28.....Three (3) days
- March 1 - June 30.....One (1) day.

ARTICLE 19 - HOLIDAYS

- A. Recognized Holidays. County holidays are as follows:

January 1 (New Year's Day)

Third Monday in January (Martin Luther King Day)
Third Monday in February (President's Day)
Last Monday in May (Memorial Day)
July 4 (Independence Day)
First Monday in September (Labor Day)
November 11 (Veteran's Day)
Thanksgiving Day
Friday immediately following Thanksgiving Day
December 24 or December 31
December 25 (Christmas Day)

- B. Additional Provisions. Any employee who works in a facility which operates seven (7) days a week who works on a County recognized holiday, shall be paid at double time and one-half their regular rate, *i.e.* pay for twenty (20) hours on an eight (8)-hour work day, with the exception of A-Par and B-Par employees as outlined in Article 8. If a holiday falls on the employee's day off, payment will be made at straight time with no additional day off.

ARTICLE 20 - RETIREMENT PROVISIONS

PERS Employees hired prior to January 1, 2013 (Classic):

- A. County agrees to provide two percent (2%) at fifty-five (55) full formula PERS retirement for miscellaneous members.
- B. County agrees to pay the member's contribution for PERS retirement, at the rate of seven percent (7%) of gross pay, less Social Security (FICA) adjustment.
- C. Full-time employees shall pay their own contribution for both Social Security and Medicare through payroll deductions.
- D. PERS benefit to miscellaneous employees shall consist of:
1. Final compensation to be based on highest one year's salary;
 2. Include post-retirement survivor allowance;
 3. Allow two hundred and sixty (260) days of accrued sick leave to be added to service credit;
 4. Employer Paid Member Contribution (EPMC);
 5. All other provisions as amended in the County PERS contract.

- E. New PERS members hired after January 2013 will fall under PEPRRA. Employees will receive two percent (2%) @ sixty-two (62) PERS Formula and will be required to pay at least fifty percent (50%) of normal cost.

ARTICLE 21 - PERSONNEL RULES

- A. The Personnel Rules, as updated to incorporate "Attachment E" from the October 15, 2013 MOU, are hereby incorporated by reference. Specific Personnel Rules revisions applicable to the Association are set forth below, and are effective upon ratification of this MOU. If a provision of the Personnel Rules is in conflict with a provision of this MOU, to the extent of such conflict, the provision of the MOU shall be controlling. Notwithstanding any other provision of this MOU, the parties agree that County may during the term of this MOU propose revisions to such rules and/or additional personnel rules, excluding those set forth below, provided that County allows an appropriate opportunity for affected employees and their bargaining units to "meet-and-confer" in compliance with the Meyers-Milias-Brown Act.

1. LEAVE WITHOUT PAY:

The following revision supersedes the existing Article X Section 10.4(b) of the Personnel Rules:

10.4(b) An employee on a leave of absence without pay shall not receive compensation or accrue sick leave, vacation, or holiday credits. County's contributions to the employee's retirement, life insurance, medical, dental, or other designated benefit plans shall be suspended until the employee is reinstated. However, upon approval of a leave of absence without pay, the employee may elect to continue his or her benefits coverage at his or her own expense, with the exception of retirement and Social Security. Any employee requesting a leave of absence without pay may utilize all of his or her accrued compensatory time-off, administrative leave, and vacation time prior to the start of the leave without pay.

2. DISCIPLINARY ACTION GUIDELINES:

Ordinarily, the County will use progressive discipline in correcting the behavior of a worker. The intent of progressive discipline is to be corrective in nature and allows for a worker to correct behavior. However, the circumstances of each case dictates the appropriate disciplinary response and the county reserves the right to skip one or all levels of discipline in appropriate circumstances. The facts and circumstances of the specific act, misconduct or performance deficiency, together with the employee's performance history, and the harm to public service, will be reviewed to determine the appropriate level of disciplinary action to be imposed. In general, this policy contemplates a two-tier approach when determining the level of appropriate discipline. Examples of this policy include, but are not limited to, the following:

- a. The types of misconduct and poor performance that will usually result in an oral reprimand or written reprimand include limited incidents of tardiness and poor performance, minor acts of neglect of duty, incompetence, and violations of rules or policies that will be corrected by a reasonable level of discipline and supervision.
- b. The types of misconduct and poor performance that will usually result in suspension or termination will include any instance of insubordination, violence, harassment, discrimination, theft, violation of a felony or any crime of moral turpitude, repeated poor performance or misconduct following any written reprimand, performance violation, performance improvement plan or corrective action plan, repeated acts of insubordination, neglect of duty, incompetence, or violation of any rule, law, or policy that may cause a risk or harm to any person.

3. DISCIPLINE APPEALS:

Article XII of the County's Personnel Rules and Regulations, entitled "Disciplinary Actions and Appeals Procedures," contains a detailed description of the procedures applicable to employee discipline including employee rights to due process through the "Skelly" procedure for proposed discipline and the appeals procedure for imposed discipline.

Selection of Arbitrator (as a Hearing Officer for disciplinary appeals under Article XII) within 30 days of the date the grievant files a notice of appeal, the County and the employee, or if the employee is represented, the employee's representative, shall attempt to mutually agree on an experienced impartial Arbitrator to preside over the hearing. The parties may extend this date by mutual consent. If the parties are unable to identify a mutually acceptable Arbitrator, they will request a list of seven (7) experienced Arbitrators from the State Mediation and Conciliation Service (SMCS) or similar source agreed upon by the parties and select an Arbitrator via an alternate strike method. The party to strike the first name will be determined either by mutual agreement or by a random method such as coin toss. If the remaining individual on the list is unavailable to hear the matter, the parties may mutually agree to use the second remaining name on the list or will otherwise request a new list from SMCS. This provision shall also apply to the grievance process to the extent consistent therewith.

Re-Opener: In the event that ICEA becomes an "agency shop" the Union agrees to reopen the MOU upon the County's request to provide for a new process regarding the manner in which disciplinary appeals are pursued.

4. GRIEVANCE

The following revisions supersede the existing Article XIII Sections 13.1(a) and (b) of the Personnel Rules:

13.1(a) Grievance. A grievance is a written allegation by a grievant, submitted by an employee or group of employees within forty five (45) days of the act or omission at issue, claiming violation of, or misapplication of, the specific expressed terms of a memorandum of understanding or rules or regulations governing the personnel practices or working conditions of employees and for which there is no other specific method of review provided by State or Federal law or by County ordinance or rules. All grievances must be signed by the employee or each employee of a group on whose behalf the grievance is submitted. The grievance must be submitted and pursued as set forth below.

13.1(b) Grievant. For all grievance procedures up to the level of arbitration, a grievant is an employee in the County Service (probationary or permanent), group of such employees, or the majority representative of a bargaining unit, adversely affected by an act or omission of the County. For all grievance procedures at the level of arbitration, the grievant is the Association. The Association is the exclusive representative of the employees subject to the INYO-ICEA MOU, with the sole right to appeal to arbitration Grievances that are eligible for such appeals. The Association may adopt internal policies and procedures to determine whether or not to elevate a Grievance to arbitration. All fees and expenses of the Arbitration shall be evenly split by the parties. Either the County or the Association may call any employee as a witness to the proceeding and the employee shall be considered to be working for such time. If called by the Union, the Union will reimburse the County for that time.

5. INTERNAL PROMOTIONS

Employees who accept an internal promotion but request to be reinstated in their previous position during the applicable probationary period for their new position, and/or who do not pass probation in the new position for reasons other than misconduct rising to a level of disciplinary action, shall be offered a reinstatement to their previous position so long as it remains vacant. If the employee's previous position is filled, an employee may request re-assignment to a similar position for which they are qualified during the applicable probationary period for their new position. If a vacancy for a similar position for which the employee is qualified is in the department from which the employee promoted, the re-assignment shall be approved. If the vacancy is in another department, the Department Head has the discretion to make an offer to the employee. The eligibility of individuals on the reinstatement and re-employment list shall extend for a period of one (1) year from the date of reinstatement/re-assignment request as set forth in Personnel Rule Section 11.1(e) and a reinstatement of benefits as set forth in Personnel Rule Section 11.1(f).

6. RECRUITMENT

In addition to the preference set forth in Personnel Rule Section 6.4, the County shall give preference to competing internal candidates based on the total time any such employee has been employed by the County. In other words, a County

employee who has been employed by the County for a total of five (5) years, regardless of any breaks in employment, shall have preference over another internal candidate who has four (4) years of total employment with the County, even if said four (4) years are continuous.

The parties recognize that potential ambiguities exist in the second sentence of Personnel Rule 6.4, which reads as follows: “While recognizing the need to recruit from a pool of persons both inside and outside County employment at all levels, the policy of the County is to transfer and promote persons already employed by the County when their qualifications, training, work performance and work experience are determined to be comparable to other applicants.”

In applying this language of 6.4 to future recruitments, the parties agree that:

- The County will evaluate applicants’ qualifications, training, and work experience at the initial application screening stage. Any applicant (including an existing County employee) who doesn’t meet minimum qualifications or properly complete the County’s standard application form will not be interviewed or further considered for the position. The County shall clearly inform all applicants that a resume will not be considered as part of the initial screening. The County will also use its best efforts to improve the features and usability of the County’s online application form (a project that is already in the works). And the County has recently revised its paper application form in a manner acceptable to ICEA (see Attachment G).
- The County will evaluate applicants’ work training and experience and other relevant qualities at the interview stage.
- All applicants who are interviewed will be scored using the County’s standard Interview Rating Form, an example of which is attached hereto along with the instructions to interview panel members for using the form (Attachment G). The Interview Rating Form provides scoring bands for overall ratings (e.g., an overall rating of ninety (90) to one hundred (100) points is “outstanding;” and an overall rating of eighty (80) to eighty-nine (89) points is “above satisfactory”). Note: the foregoing shall not prevent the County from exercising its management rights to modify the Interview Rating Form, including the scoring criteria, as it deems appropriate, provided such changes are consistent with Rule 6.4.
- Applicants with overall ratings in the same scoring band will be considered “comparable” for purposes of Rule 6.4. Thus, an applicant who is already employed by the County and has an overall rating of ninety (90) will be considered comparable to an applicant who is not already employed by the County and has an overall rating of ninety-eight (98), because both applicants’ overall ratings are in the same “outstanding” scoring band.

7. CAREER LADDER

As outlined in Personnel Rules 5.19, Career Ladder, a career ladder is a term used to define movement through a job series without posting of the position (e.g. Office Clerk I, II, III) as the employee acquires additional skills, responsibilities and experience. Career ladder advancements do not require a vacant position. Job titles or positions within a job series constitute distinct classifications.

5.19 Career Ladders. Due to the nature of some classifications, various County positions have been assigned career ladders through the classification plan. These progressions are part of a job series and identified in the applicable job descriptions. Each rung on the career ladder represents a distinct classification.

- Advancement from a I to II
 - Employee who meets the minimum requirements for the II level, and who also receives a rating of “satisfactory” (employee must receive a three (3) [meets] or higher in every individual rating criteria) on the first annual evaluation report will advance to level II.

The County shall modify the Library Specialist and Librarian Series so that the minimum qualifications to move to a II in both series is one (1) year at the I level (educational substitutions stay the same).

The County shall modify the Animal Control Officer Series from promotional Animal Control Officer and Senior to career ladder Animal Control Officer I and II.

- Advancement from a II to III and III to IV

Employee must meet the minimum qualifications for the next level in the career ladder.

- Employee must receive a minimum overall rating of “Meets Expectations” in all categories on their most recent annual performance evaluation report.

Should the employee meet expectations in every category in their current position, the Department shall conduct a skills assessment based on the minimum qualifications of the next position on the ladder to determine whether the employee is eligible to move to the next level. This assessment shall be shared with the employee. Should the employee not be ready, they shall be eligible for assessment again at their next evaluation.

Department Head must provide written documentation that moving the employee to the higher level will benefit the efficiency and functioning of the Department. A copy of the document must be signed by the Department Head and employee, and transmitted to Personnel with the request for inclusion in the employee's personnel file.

ARTICLE 22 - EMPLOYEE ASSISTANCE PROGRAM

The County will provide an Employee Assistance Program.

ARTICLE 23 - TRAVEL PAY

County will use the Internal Revenue Service (IRS) policy regarding reimbursement of travel pay. If the IRS rates increase, the County reimbursement rates will increase in the same amount as the IRS rates. Should the IRS rates decrease or undergo fundamental changes, renegotiations between the County and the Association on travel pay will occur.

ARTICLE 24 - EMPLOYEE ORGANIZATIONAL RIGHTS AND RESPONSIBILITY

Section 1. Dues Deductions: The County shall deduct for dues, on a regular basis, from the pay of all employees in the classifications and positions recognized to be represented by the Association, who voluntarily authorize such deduction. The County shall remit such funds to the Association within thirty (30) days following their deduction.

Section 2. PEOPLE Deduction: The County agrees to deduct from the wages of any employee who is a member of the Union and so elects a Public Employees Organized to Promote Legislative Equality ("PEOPLE") deduction as provided for in a written authorization. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

Section 3. Indemnification: The County will not be responsible or liable for any claims, causes of action, or lawsuits arising out of the deductions or transmittal of such funds to the Association, except the intentional failure of the County to transmit to the Association monies deducted from the employees pursuant to this Article.

Section 4. ICEA Release Time: County will release with pay ICEA Officers, Stewards, Bargaining Team Members, or other ICEA members (maximum seven [7] employees) from their normal duties to conduct legitimate and reasonable Association business. More than seven (7) employees may be released if agreed to by the County. The Union must request, in advance, release time for all employees for said purposes, which may be denied due to the operational needs of the

department. The Union shall inform the County of any new officers or representatives within two (2) weeks of any changes.

ICEA shall continue to provide to the County, by January 15 of each year, a list of meetings and board and committee members for that calendar year and coordinating with the Personnel Department any meeting or training that will require members to be away from work in excess of three (3) hours. ICEA and Personnel will work together to assure that such meetings or training will not adversely impact departments.

Section 5. Reasonable Access: The practice will continue which allows ICEA/AFSCME Officers and Representatives reasonable access to County work locations, facilities, equipment and other County resources, provided he/she first makes arrangements with the Personnel Department, or his/her designee, to ensure such access does not unreasonably disrupt County business.

Section 6. Mailing List: County will provide the Union with current employee lists with personal mailing addresses, to provide the opportunity to correspond with all ICEA represented employees in a timely manner. This address list will be provided within two (2) weeks written notice.

Section 7. Bargaining Unit Notification: The Union shall be electronically notified of any new members of the bargaining unit as well as any bargaining unit separations, or transfers on a monthly basis. Such notice shall contain department and classification. The County shall provide the name, job title, department, work location, work, home, and personal cell phone numbers, personal email address and home address on file with the employer of any newly hired employee within thirty (30) days of the date of hire or first pay period of the month following hire. The Court also agrees to provide that information for all employees in the unit at least every one hundred and twenty (120) days.

Section 8. Orientation: The County shall distribute a copy of this MOU and the Personnel Rules to all new Bargaining Unit employees. The County will be holding orientations every other Thursday in Independence. If there are no new bargaining unit employees, the County Personnel will send an email to the Union Representative. The Union shall be given the first scheduled fifteen (15) minutes of each new employee orientation to provide the new employee(s) with official Union materials and information. The County shall ensure a Union Representative is made available for the purpose of this section.

ARTICLE 26 - FLSA EXEMPT AND REPRESENTED EMPLOYEES

Attachment A lists those classifications, which are FLSA exempt.

Attachment B lists those classifications that are represented by the Association, except as classifications may be severed in accordance with Resolution 2003-76.

ARTICLE 27 - PROBATION PERIOD

The following classifications will serve a twelve (12)-month probationary period:

- Dispatchers

ARTICLE 28 - UNIFORMS

The following uniform allowance applies only to full-time Animal Control Officers, Shelter Manager, and Shelter Attendants, who are required to wear a full uniform. Part time employees not required to wear a full uniform shall be provided required clothing by the department.

- A. The uniform allowance shall be \$800.00 per year for the cleaning, replacement and maintenance of clothing.
- B. This allowance shall be paid per pay period in the amount of \$30.77.
- C. All clothing damaged within the course and scope of employment shall be replaced or repaired at no cost to the employee. The determination of replacement or repair will be made by the department. Normal wear and tear of clothing articles is not included.
- D. New employees only will receive a \$200.00 advancement of uniform allowance, non-accountable plan, to be paid through payroll. This \$200.00 advancement is to come from the current \$800.00 annual payment, whereby a new employee's uniform allowance shall be reduced for the proration of the advance payment to \$23.08 per pay period for the first year of employment.

ARTICLE 29 - SAFETY SHOES

County shall reimburse each employee covered by this Agreement who is required to wear safety shoes, for purchase, repair or rebuild of required safety shoes, upon presentation of an invoice evidencing payment, up to a maximum of \$150.00 per employee per fiscal year. County shall replace an employee's safety shoes, which are destroyed, excluding normal wear and tear, during the course and scope of employment.

ARTICLE 30 - PERFORMANCE EVALUATIONS

The County will use the performance evaluation form attached herewith as Attachment F. Challenges to the evaluation as set forth in Personnel Rules Section 8.2 (c) shall be heard by the County Administrator or neutral designee. This provision confirms the County's existing practice.

ARTICLE 31 - DRUG-FREE WORKPLACE/DEPARTMENT OF TRANSPORTATION DRUG TESTING POLICY

The County will enforce the Alcohol and Drug Abuse policy as amended September, 1991.

The County of Inyo Drug will enforce the Alcohol Policy pursuant to the Department of Transportation Regulations as amended in accordance with the law.

ARTICLE 32 - MATERNITY LEAVE OF ABSENCE

Maternity leave is governed by Personnel Rule 10.2.

ARTICLE 33 – EMPLOYEE TRAINING AND TUITION ASSISTANCE PROGRAM POLICY

The County will reimburse educational expenses in accordance with Attachment E “Employee Training and Tuition Assistance Program Policy.” The County will also continue to reimburse all costs for licenses and certifications used in the course of employment.

ARTICLE 34 - SMOKING

There shall be no smoking, vaping, or chewing of tobacco, or any use of tobacco products, in any County facility or County vehicle. Employees smoking or vaping on County property shall smoke or vape in designated smoking areas, which areas will be agreed to by the County and Association.

ARTICLE 35 - MISTAKEN OVERPAYMENTS

Should any employee be overpaid due to any mistake or inadvertence, the County may recover the amount of overpayment by subsequent unilateral deductions from the pay of the employee in question up to the amount of overpayment with a minimum of fourteen (14) days advanced notice. However, not more than ten percent (10%) of any such employee’s net pay shall be deducted from any one paycheck for this purpose. Notwithstanding this, employee will have the option of ten percent (10%) to twenty-five percent (25%) being deducted from any one (1) paycheck.

ARTICLE 36 - LETTER OF REPRIMAND

Any employee who receives a letter of reprimand shall be entitled to submit a written response thereto, which shall be placed in such employee's personnel file, along with the written reprimand. While the employee may discuss a reprimand with the County Administrator, or his/her neutral designee, who shall have the authority to modify or remove the letter, there shall be no right to grieve or appeal any reprimand, warning, or counseling nor shall there be any formal hearings or review procedures concerning any reprimand, warning or counseling.

ARTICLE 37 - AUTHORIZED AGENTS

Authorized agents, for the purpose of administering the terms and provisions of the Memorandum of Understanding shall be:

- A. Representing the County
County Administrative Officer
P.O. Box X
Independence, CA 93526

- B. President
Inyo County Employees Association
P.O. Box 492
Independence, CA 93526

- C. AFSCME, District Council 57
P.O. Box 418
Independence, CA 93526

ARTICLE 38 - SOLE AND ENTIRE MEMORANDUM OF UNDERSTANDING

Section 1. It is the intent of the parties hereto that the provisions of this Memorandum of Understanding shall supersede all prior agreements and memoranda of agreement or memoranda of understanding, or contrary salary and/or personnel resolutions, oral or written, expressed or implied, between the parties, and shall govern the entire relationship and shall be the sole source of any and all rights which may be asserted hereunder. This Memorandum of Understanding is not intended to conflict with Federal or State law.

Section 2. The parties acknowledge that the Board of Supervisors will adopt this Agreement by Resolution and that said Resolution shall remain in full force and effect during the life of this Memorandum of Understanding.

ARTICLE 39 - NO STRIKE-NO LOCKOUT

Section 1. The Association, its officers, agents, representatives, and/or members agree that during the term of this MOU they will not cause or condone any strike, walkout, slowdown, sickout, or any other job action by withholding or refusing to perform services. Informational picketing, rallying, and other public action by employees that does not involve withholding or refusing to perform services, shall only be permitted before or after work, or during breaks and lunch periods.

Section 2. The County agrees that it shall not lockout its employees during the term of this MOU. The term "lockout" is hereby defined so as not to include the discharge, suspension, termination, layoff, failure to recall or failure to return to work of employees of the County in the exercise of its rights as set forth in any of the provisions of the MOU or applicable ordinance or law.

Section 3. Any employee who participates in any conduct prohibited in Section 1 above may be subject to disciplinary action up to and including discharge.

Section 4. In the event that any one or more officers, agents, representatives, or members of the Association engage in any of the conduct prohibited in Section 1 above, the Association shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this MOU and is unlawful and they must immediately cease engaging in conduct prohibited in Section 1 above, and return to work.

ARTICLE 40 - EMERGENCY WAIVER

In the event of circumstances beyond the control of the County, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, if the County Administrative Officer or his designee so declares, any provisions of this Agreement which restricts the County's ability to respond to these emergencies shall be suspended for the duration of such emergency. After the emergency is declared over, the Association shall have the right to meet and confer with the County regarding the impact on employees of the suspension of these provisions of this Agreement and any Personnel rules and policies.

ARTICLE 41 - SEPARABILITY

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this MOU shall remain in full force and effect.

ARTICLE 42 - REOPENER CLAUSE

- A. The Parties agree that the County may re-open and meet and confer regarding the retiree health benefits to be provided for future employees.
- B. The Parties agree that the County may re-open and meet and confer regarding eliminating or changing the definition of A-Par, B-Par and C-Par employees to facilitate the development of a global alternative work schedule program.
- C. The County may exercise its right to re-open the MOU under this beginning July 1, 2017.


ARTICLE 43 - TERM

This Memorandum of Understanding shall be in force and effect upon ratification and adoption of this MOU by both parties through June 30, 2021. The County will provide each employee represented by the Association with a copy of this and all subsequent MOUs.

ARTICLE 44 - RATIFICATION AND EXECUTION

The County and the Association acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by the Association and adopted by the Board of Supervisors of the County of Inyo. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of the County and Association, and entered into this 5th day of November, 2019.

COUNTY OF INYO:


Richard Pucci, Chairperson

INYO COUNTY EMPLOYEES ASSOCIATION:


Samantha Rottner, ICEA NEGOTIATOR


Katie Bird, ICEA NEGOTIATOR


Donald Gockley, ICEA NEGOTIATOR


David Miller, ICEA NEGOTIATOR


Jane McDonald, AFSCME Council 57

ATTACHMENT A
EXEMPT POSITIONS UNDER THE FAIR LABOR STANDARDS ACT
FOR PURPOSES OF OVERTIME

ADDICTIONS SUPERVISOR LICENSED
AUDITOR APPRAISER SENIOR
CHILD SUPPORT ATTORNEY
DISTRICT ATTORNEY DEPUTY
FIRST SUPERVISOR SR
HAZARD MATERIALS MANAGER SENIOR
MHSA COORDINATOR LICENSED
MITIGATION PROJECT MANAGER
NURSE SUPERVISING
PLANNING SENIOR
PLANNING TRANSPORTATION SENIOR
SCIENTIST SENIOR
SCIENTIST

ATTACHMENT B
ICEA REPRESENTED POSITIONS

ADDICTION COUNSELOR
ADDICTION SUPERVISOR
ADDICTION SUPERVISOR LICENSED
ADMINISTRATIVE ANALYST
AG BIOL W/M INSPECTOR SENIOR
AG BIOL WGHTS & MSRS INSPECTOR
AG CANNABIS INSPECTOR
AGRICULTURAL BIOLOGIST SUPERVISOR
AIRPORT SUPERVISOR OPERATIONS
AIRPORT TECHNICIAN
ANIMAL CONTROL OFFICER
ANIMAL CONTROL SUPERVISOR
APPRAISER
AUDITOR APPRAISER
AUDITOR APPRAISER SENIOR
BUILDING GROUNDS WORKER
BUILDING INSPECTOR
BUILDING INSPECTOR SENIOR
BUILDING MAINTENANCE WATER SUPERVISOR
BUILDING MAINTENANCE WORKER
CAREGIVER RESIDENTIAL
CHILD SUPPORT ATTORNEY
CHILD SUPPORT OFFICER
CHILD SUPPORT SUPERVISOR
CIVIL OFFICER
CUSTODIAN
DA ADMINISTRATIVE ASSISTANT
DA INVESTIGATOR ASSISTANT
DISTRICT ATTORNEY DEPUTY
ENGINEER ASSISTANT CIVIL
ENGINEER ASSOCIATE
ENGINEER ASSOCIATE CIVIL
ENGINEERING ASSISTANT
ENVIRONMENTAL HEALTH REHS
ENVIRONMENTAL HEALTH TECHNICIAN
ENVIRONMENTAL HEALTH TRAINEE
EQUIPMENT MECHANIC HEAVY
EQUIPMENT MECHANIC TRAINEE
EQUIPMENT OPERATOR HEAVY
EQUIPMENT OPERATOR LEAD
EQUIPMENT OPERATOR MECHANIC
EVIDENCE TECHNICIAN

ATTACHMENT B
ICEA REPRESENTED POSITIONS

FIELD TECHNICIAN
FIELD TECHNICIAN LEAD
FIRST FIVE DIRECTOR
FIRST SUPERVISOR
FIRST SUPERVISOR SENIOR
FOOD COOK
FOOD COOK SUPERVISOR
GATE ATTENDANT
GIS ANALYST
HAZARD MATERIALS MANAGER
HAZARD MATERIALS MGR SENIOR
HHS SPECIALIST
HUMAN SERVICES SUPERVISOR
HUMAN SERVICES SUPERVISOR ASST
INTEGRATED CASE WORKER
LABORATORY TECHNICIAN
LIBRARIAN
LIBRARIAN MUSEUM COORDINATOR
LIBRARY MUSEUM ASSISTANT
LIBRARY SPECIALIST
MANAGER PROGRESS HOUSE
MANAGER PROGRESS HOUSE TRAINEE
MHSA COORDINATOR
MHSA COORDINATOR LICENSED
MITIGATION PROJECT MANAGER
MUSEUM CURATOR COLL & EXHIBITS
NETWORK ANALYST
NURSE PUBLIC HEALTH
NURSE REGISTERED
NURSE REGISTERED BEHAV HEALTH
NURSE SUPERVISING
OFFICE CLERK
OFFICE TECHNICIAN
OPERATIONS MANAGER TECOPA
PARK MOTORPOOL MANAGER
PARK SPECIALIST
PLANNING ASSISTANT
PLANNING ASSOCIATE
PLANNING SENIOR
PLANNING TRANSPORTATION
PLANNING TRANSPORTATION SENIOR
PREVENTION MANAGER

ATTACHMENT B
ICEA REPRESENTED POSITIONS

PREVENTION SPECIALIST
PROGRAM SERVICES ASST
PROGRAMMER ANALYST
PROJECT COORDINATOR
PSYCHOTHERAPIST
PUBLIC ADMIN GUARD DEPUTY
PUBLIC SAFETY DISPATCHER
RE-ENTRY SERVICES COORDINATOR
REGISTERED DIETITIAN NUTRITION
RESEARCH ASSISTANT
ROAD MAINTENANCE SUPERVISOR
ROAD SHOP SUPERVISOR
SALT CEDAR MANAGER
SCIENTIST
SCIENTIST ASSOCIATE
SCIENTIST SENIOR
SECRETARY ADMINISTRATIVE
SECRETARY ADMINISTRATIVE LEGAL
SECRETARY LEGAL
SHELTER ASSISTANT
SOCIAL SERVICES AIDE
SOCIAL WORKER
SOCIAL WORKER SUPERVISOR
VEGETATION MANAGER
VETERAN SERVICES REP
VICTIM WITNESS ASSISTANT
VICTIM WITNESS COORDINATOR

ATTACHMENT C

Sheriff's Department – Dispatch

10:00 a.m. – 8:00 p.m. – Swing Shift

2:00 p.m. – 12:00 a.m. – Swing Shift

4:00 p.m. – 2:00 a.m. – Swing Shift

8:00 p.m. – 6:00 a.m. – Graveyard Shift

Public Works – Custodians

12:30 p.m. – 9:00 p.m. – Swing Shift

4:00 p.m. – 12:30 a.m. – Swing Shift

2:00 p.m. – 11:00 p.m. – Swing Shift

Health and Human Services – Progress House

11:30 a.m. – 9:30 p.m. – Swing Shift

9:15 p.m. – 7:15 a.m. – Graveyard Shift

ATTACHMENT D
MISCELLANEOUS EMPLOYEES
EFFECTIVE SEPTEMBER 21, 2017
(Retro Back to 10/6/16 1% COLA and 7/13/17 1% COLA)

Range	Step A	Step B	Step C	Step D	Step E
039	2182	2288	2407	2526	2651
040	2230	2339	2458	2583	2714
041	2286	2394	2517	2642	2773
042	2334	2446	2574	2707	2837
043	2388	2505	2633	2763	2905
044	2445	2567	2698	2833	2976
045	2498	2626	2756	2900	3044
046	2552	2691	2816	2965	3116
047	2620	2751	2890	3028	3187
048	2686	2809	2952	3107	3255
049	2741	2877	3022	3174	3332
050	2804	2948	3093	3244	3410
051	2871	3017	3163	3322	3482
052	2938	3080	3240	3398	3570
053	3010	3160	3312	3473	3659
054	3074	3235	3388	3556	3739
055	3150	3301	3469	3645	3830
056	3227	3381	3549	3727	3916
057	3297	3465	3636	3817	4006
058	3376	3544	3718	3907	4108
059	3457	3627	3812	4001	4201
060	3541	3714	3900	4099	4301
061	3622	3801	3995	4198	4398
062	3709	3897	4093	4289	4510
063	3791	3983	4188	4394	4613
064	3886	4077	4277	4503	4723
065	3973	4177	4387	4607	4832
066	4067	4274	4493	4714	4951
067	4170	4378	4597	4830	5062
068	4272	4486	4709	4938	5190
069	4374	4591	4822	5059	5309
070	4479	4706	4937	5188	5448
071	4583	4813	5055	5305	5572
072	4693	4932	5173	5427	5701
073	4804	5047	5302	5565	5843
074	4923	5168	5424	5698	5983
075	5040	5295	5551	5832	6126
076	5161	5417	5694	5977	6275
077	5282	5544	5826	6119	6422
078	5410	5675	5963	6261	6574
079	5536	5816	6104	6409	6733
080	5671	5958	6259	6569	6897
081	5806	6103	6405	6728	7060
082	5957	6248	6564	6892	7233
083	6103	6405	6728	7054	7416
084	6254	6564	6892	7233	7601
085	6407	6728	7054	7416	7789
086	6565	6892	7233	7601	7979
087	6729	7054	7416	7789	8173
088	6896	7233	7601	7979	8379
089	7070	7416	7789	8173	8586
090	7242	7601	7979	8379	8805
091	7422	7789	8173	8586	9018
092	7606	7979	8379	8805	9246
093	7797	8173	8586	9018	9471
094	7982	8379	8805	9246	9708
095	8179	8586	9018	9471	9954
096	8386	8805	9246	9708	10198
097	8592	9018	9471	9954	10447
098	8809	9246	9708	10198	10710
099	9022	9471	9954	10447	10973

**ATTACHMENT D
MISCELLANEOUS EMPLOYEES
EFFECTIVE JULY 12, 2018
2% COLA**

Range	Step A	Step B	Step C	Step D	Step E
039	2226	2334	2455	2577	2704
040	2275	2386	2507	2635	2768
041	2332	2442	2567	2695	2828
042	2381	2495	2625	2761	2894
043	2436	2555	2686	2818	2963
044	2494	2618	2752	2890	3036
045	2548	2679	2811	2958	3105
046	2603	2745	2872	3024	3178
047	2672	2806	2948	3089	3251
048	2740	2865	3011	3169	3320
049	2796	2935	3082	3237	3399
050	2860	3007	3155	3309	3478
051	2928	3077	3226	3388	3552
052	2997	3142	3305	3466	3641
053	3070	3223	3378	3542	3732
054	3135	3300	3456	3627	3814
055	3213	3367	3538	3718	3907
056	3292	3449	3620	3802	3994
057	3363	3534	3709	3893	4086
058	3444	3615	3792	3985	4190
059	3526	3700	3888	4081	4285
060	3612	3788	3978	4181	4387
061	3694	3877	4075	4282	4486
062	3783	3975	4175	4375	4600
063	3867	4063	4272	4482	4705
064	3964	4159	4363	4593	4817
065	4052	4261	4475	4699	4929
066	4148	4359	4583	4808	5050
067	4253	4466	4689	4927	5163
068	4357	4576	4803	5037	5294
069	4461	4683	4918	5160	5415
070	4569	4800	5036	5292	5557
071	4675	4909	5156	5411	5683
072	4787	5031	5276	5536	5815
073	4900	5148	5408	5676	5960
074	5021	5271	5532	5812	6103
075	5141	5401	5662	5949	6249
076	5264	5525	5808	6097	6400
077	5388	5655	5943	6241	6550
078	5518	5788	6082	6386	6705
079	5647	5932	6226	6537	6868
080	5784	6077	6384	6700	7035
081	5922	6225	6533	6863	7201
082	6076	6373	6695	7030	7378
083	6225	6533	6863	7195	7564
084	6379	6695	7030	7378	7753
085	6535	6863	7195	7564	7945
086	6696	7030	7378	7753	8139
087	6864	7195	7564	7945	8336
088	7034	7378	7753	8139	8547
089	7211	7564	7945	8336	8758
090	7387	7753	8139	8547	8981
091	7570	7945	8336	8758	9198
092	7758	8139	8547	8981	9431
093	7953	8336	8758	9198	9660
094	8142	8547	8981	9431	9902
095	8343	8758	9198	9660	10153
096	8554	8981	9431	9902	10402
097	8764	9198	9660	10153	10656
098	8985	9431	9902	10402	10924
099	9202	9660	10153	10656	11192

**ATTACHMENT D
MISCELLANEOUS EMPLOYEES
EFFECTIVE JULY 11, 2019
2% COLA**

Range	Step A	Step B	Step C	Step D	Step E
039	2,271	2,381	2,504	2,629	2,758
040	2,320	2,434	2,557	2,688	2,823
041	2,379	2,491	2,618	2,749	2,885
042	2,429	2,545	2,678	2,816	2,952
043	2,485	2,606	2,740	2,874	3,022
044	2,544	2,670	2,807	2,948	3,097
045	2,599	2,733	2,867	3,017	3,167
046	2,655	2,800	2,929	3,084	3,242
047	2,725	2,862	3,007	3,151	3,316
048	2,795	2,922	3,071	3,232	3,386
049	2,852	2,994	3,144	3,302	3,467
050	2,917	3,067	3,218	3,375	3,548
051	2,987	3,139	3,291	3,456	3,623
052	3,057	3,205	3,371	3,535	3,714
053	3,131	3,287	3,446	3,613	3,807
054	3,198	3,366	3,525	3,700	3,890
055	3,277	3,434	3,609	3,792	3,985
056	3,358	3,518	3,692	3,878	4,074
057	3,430	3,605	3,783	3,971	4,168
058	3,513	3,687	3,868	4,065	4,274
059	3,597	3,774	3,966	4,163	4,371
060	3,684	3,864	4,058	4,265	4,475
061	3,768	3,955	4,156	4,368	4,576
062	3,859	4,054	4,258	4,462	4,692
063	3,944	4,144	4,357	4,572	4,799
064	4,043	4,242	4,450	4,685	4,913
065	4,133	4,346	4,564	4,793	5,028
066	4,231	4,446	4,675	4,904	5,151
067	4,338	4,555	4,783	5,026	5,266
068	4,444	4,668	4,899	5,138	5,400
069	4,550	4,777	5,016	5,263	5,523
070	4,660	4,896	5,137	5,398	5,668
071	4,768	5,007	5,259	5,519	5,797
072	4,883	5,132	5,382	5,647	5,931
073	4,998	5,251	5,516	5,790	6,079
074	5,121	5,376	5,643	5,928	6,225
075	5,244	5,509	5,775	6,068	6,374
076	5,369	5,636	5,924	6,219	6,528
077	5,496	5,768	6,062	6,366	6,681
078	5,628	5,904	6,204	6,514	6,839
079	5,760	6,051	6,351	6,668	7,005
080	5,900	6,199	6,512	6,834	7,176
081	6,040	6,350	6,664	7,000	7,345
082	6,198	6,500	6,829	7,171	7,526
083	6,350	6,664	7,000	7,339	7,715
084	6,507	6,829	7,171	7,526	7,908
085	6,666	7,000	7,339	7,715	8,104
086	6,830	7,171	7,526	7,908	8,302
087	7,001	7,339	7,715	8,104	8,503
088	7,175	7,526	7,908	8,302	8,718
089	7,355	7,715	8,104	8,503	8,933
090	7,535	7,908	8,302	8,718	9,161
091	7,721	8,104	8,503	8,933	9,382
092	7,913	8,302	8,718	9,161	9,620
093	8,112	8,503	8,933	9,382	9,853
094	8,305	8,718	9,161	9,620	10,100
095	8,510	8,933	9,382	9,853	10,356
096	8,725	9,161	9,620	10,100	10,610
097	8,939	9,382	9,853	10,356	10,869
098	9,165	9,620	10,100	10,610	11,142
099	9,386	9,853	10,356	10,869	11,416

**ATTACHMENT D
MISCELLANEOUS EMPLOYEES
EFFECTIVE JULY 9, 2020
2% COLA**

Range	Step A	Step B	Step C	Step D	Step E
039	2,316	2,429	2,554	2,682	2,813
040	2,366	2,483	2,608	2,742	2,879
041	2,427	2,541	2,670	2,804	2,943
042	2,478	2,596	2,732	2,872	3,011
043	2,535	2,658	2,795	2,931	3,082
044	2,595	2,723	2,863	3,007	3,159
045	2,651	2,788	2,924	3,077	3,230
046	2,708	2,856	2,988	3,146	3,307
047	2,780	2,919	3,067	3,214	3,382
048	2,851	2,980	3,132	3,297	3,454
049	2,909	3,054	3,207	3,368	3,536
050	2,975	3,128	3,282	3,442	3,619
051	3,047	3,202	3,357	3,525	3,695
052	3,118	3,269	3,438	3,606	3,788
053	3,194	3,353	3,515	3,685	3,883
054	3,262	3,433	3,596	3,774	3,968
055	3,343	3,503	3,681	3,868	4,065
056	3,425	3,588	3,766	3,956	4,155
057	3,499	3,677	3,859	4,050	4,251
058	3,583	3,761	3,945	4,146	4,359
059	3,669	3,849	4,045	4,246	4,458
060	3,758	3,941	4,139	4,350	4,564
061	3,843	4,034	4,239	4,455	4,668
062	3,936	4,135	4,343	4,551	4,786
063	4,023	4,227	4,444	4,663	4,895
064	4,124	4,327	4,539	4,779	5,011
065	4,216	4,433	4,655	4,889	5,129
066	4,316	4,535	4,768	5,002	5,254
067	4,425	4,646	4,879	5,127	5,371
068	4,533	4,761	4,997	5,241	5,508
069	4,641	4,873	5,116	5,368	5,633
070	4,753	4,994	5,240	5,506	5,781
071	4,863	5,107	5,364	5,629	5,913
072	4,981	5,235	5,490	5,760	6,050
073	5,098	5,356	5,626	5,906	6,201
074	5,223	5,484	5,756	6,047	6,350
075	5,349	5,619	5,890	6,189	6,501
076	5,476	5,749	6,042	6,343	6,659
077	5,606	5,883	6,183	6,493	6,815
078	5,741	6,022	6,328	6,644	6,976
079	5,875	6,172	6,478	6,801	7,145
080	6,018	6,323	6,642	6,971	7,320
081	6,161	6,477	6,797	7,140	7,492
082	6,322	6,630	6,966	7,314	7,677
083	6,477	6,797	7,140	7,486	7,869
084	6,637	6,966	7,314	7,677	8,066
085	6,799	7,140	7,486	7,869	8,266
086	6,967	7,314	7,677	8,066	8,468
087	7,141	7,486	7,869	8,266	8,673
088	7,318	7,677	8,066	8,468	8,892
089	7,502	7,869	8,266	8,673	9,112
090	7,686	8,066	8,468	8,892	9,344
091	7,875	8,266	8,673	9,112	9,570
092	8,071	8,468	8,892	9,344	9,812
093	8,274	8,673	9,112	9,570	10,050
094	8,471	8,892	9,344	9,812	10,302
095	8,680	9,112	9,570	10,050	10,563
096	8,900	9,344	9,812	10,302	10,822
097	9,118	9,570	10,050	10,563	11,086
098	9,348	9,812	10,302	10,822	11,365
099	9,574	10,050	10,563	11,086	11,644

ATTACHMENT D
PART TIME EMPLOYEES - EIGHT HOUR
EFFECTIVE SEPTEMBER 21, 2017
(Retro Back to 10/6/16 1% COLA and 7/13/17 1% COLA)

Range	Step A	Step B	Step C	Step D	Step E
039PT	11.691	12.277	12.905	13.525	14.200
040PT	11.960	12.539	13.180	13.835	14.538
041PT	12.263	12.842	13.497	14.166	14.862
042PT	12.505	13.104	13.801	14.490	15.214
043PT	12.801	13.428	14.111	14.821	15.572
044PT	13.098	13.766	14.449	15.193	15.951
045PT	13.394	14.076	14.773	15.538	16.324
046PT	13.690	14.414	15.083	15.889	16.689
047PT	14.035	14.738	15.483	16.241	17.075
048PT	14.052	15.062	15.814	16.634	17.447
049PT	14.676	15.421	16.186	17.013	17.854
050PT	15.048	15.793	16.586	17.385	18.268
051PT	15.386	16.151	16.958	17.806	18.667
052PT	15.745	16.524	17.365	18.212	19.129
053PT	16.117	16.944	17.758	18.619	19.619
054PT	16.482	17.330	18.150	19.060	20.039
055PT	16.882	17.702	18.599	19.536	20.522
056PT	17.282	18.137	19.019	19.963	20.997
057PT	17.675	18.571	19.474	20.446	21.473
058PT	18.095	18.998	19.929	20.949	22.011
059PT	18.523	19.433	20.418	21.445	22.514
060PT	18.978	19.908	20.901	21.956	23.045
061PT	19.412	20.370	21.425	22.493	23.582
062PT	19.881	20.880	21.914	22.997	24.175
063PT	20.322	21.342	22.445	23.562	24.713
064PT	20.825	21.852	22.934	24.127	25.313
065PT	21.294	22.397	23.507	24.679	25.892
066PT	21.797	22.914	24.079	25.264	26.540
067PT	22.349	23.458	24.630	25.878	27.139
068PT	22.900	24.044	25.230	26.471	27.815
069PT	23.438	24.596	25.837	27.126	28.449
070PT	24.003	25.216	26.464	27.801	29.173
071PT	24.554	25.788	27.105	28.435	29.849
072PT	25.154	26.436	27.725	29.090	30.559
073PT	25.754	27.057	28.422	29.814	31.310
074PT	26.374	27.698	29.070	30.538	32.055
075PT	27.002	28.387	29.752	31.241	32.833
076PT	27.650	29.035	30.517	32.020	33.633
077PT	28.304	29.725	31.220	32.785	34.412
078PT	28.980	30.407	31.958	33.571	35.239
079PT	29.683	31.165	32.716	34.350	36.087
080PT	30.379	31.924	33.557	35.205	36.963
081PT	31.131	32.709	34.336	36.053	37.831
082PT	31.917	33.481	35.184	36.942	38.762
083PT	32.709	34.336	36.053	37.797	39.741
084PT	33.523	35.184	36.942	38.762	40.740
085PT	34.343	36.053	37.797	39.741	41.740
086PT	35.191	36.942	38.762	40.740	42.767
087PT	36.060	37.797	39.741	41.740	43.808
088PT	36.956	38.762	40.740	42.767	44.911
089PT	37.893	39.741	41.740	43.808	46.007
090PT	38.813	40.740	42.767	44.911	47.190
091PT	39.776	41.740	43.808	46.007	48.333
092PT	40.762	42.767	44.911	47.190	49.546
093PT	41.789	43.808	46.007	48.333	50.758
094PT	42.787	44.911	47.190	49.546	52.029
095PT	43.837	46.007	48.333	50.758	53.340
096PT	44.945	47.190	49.546	52.029	54.657
097PT	46.047	48.333	50.758	53.340	55.991
098PT	47.213	49.546	52.029	54.657	57.395
099PT	48.356	50.758	53.340	55.991	58.799

ATTACHMENT D
PART TIME EMPLOYEES - EIGHT HOUR
EFFECTIVE JULY 12, 2018
2% COLA

Range	Step A	Step B	Step C	Step D	Step E
039PT	11.925	12.523	13.163	13.795	14.484
040PT	12.199	12.790	13.444	14.112	14.829
041PT	12.509	13.099	13.767	14.449	15.160
042PT	12.755	13.367	14.077	14.780	15.518
043PT	13.057	13.697	14.393	15.117	15.884
044PT	13.359	14.042	14.738	15.497	16.270
045PT	13.662	14.358	15.068	15.849	16.650
046PT	13.964	14.702	15.385	16.207	17.023
047PT	14.316	15.033	15.792	16.566	17.417
048PT	14.333	15.363	16.130	16.967	17.796
049PT	14.970	15.729	16.509	17.353	18.211
050PT	15.349	16.109	16.917	17.733	18.633
051PT	15.694	16.474	17.297	18.162	19.041
052PT	16.060	16.854	17.712	18.577	19.512
053PT	16.439	17.283	18.113	18.992	20.011
054PT	16.812	17.677	18.513	19.442	20.440
055PT	17.220	18.056	18.970	19.927	20.932
056PT	17.627	18.499	19.399	20.363	21.417
057PT	18.028	18.942	19.863	20.855	21.903
058PT	18.457	19.378	20.328	21.368	22.451
059PT	18.893	19.821	20.827	21.874	22.964
060PT	19.357	20.306	21.319	22.395	23.506
061PT	19.800	20.778	21.853	22.943	24.054
062PT	20.278	21.298	22.353	23.456	24.659
063PT	20.728	21.769	22.894	24.033	25.207
064PT	21.242	22.289	23.393	24.610	25.819
065PT	21.720	22.845	23.977	25.172	26.410
066PT	22.233	23.372	24.560	25.770	27.071
067PT	22.796	23.928	25.123	26.396	27.682
068PT	23.358	24.525	25.735	27.000	28.371
069PT	23.906	25.088	26.353	27.668	29.018
070PT	24.483	25.721	26.993	28.357	29.756
071PT	25.046	26.304	27.647	29.004	30.446
072PT	25.657	26.965	28.280	29.672	31.170
073PT	26.269	27.598	28.990	30.410	31.936
074PT	26.902	28.252	29.651	31.149	32.696
075PT	27.542	28.955	30.347	31.866	33.490
076PT	28.203	29.616	31.128	32.660	34.306
077PT	28.871	30.319	31.845	33.441	35.100
078PT	29.560	31.015	32.597	34.242	35.944
079PT	30.277	31.789	33.371	35.037	36.809
080PT	30.987	32.562	34.228	35.909	37.702
081PT	31.753	33.364	35.023	36.774	38.588
082PT	32.555	34.151	35.888	37.681	39.537
083PT	33.364	35.023	36.774	38.553	40.536
084PT	34.193	35.888	37.681	39.537	41.555
085PT	35.030	36.774	38.553	40.536	42.575
086PT	35.895	37.681	39.537	41.555	43.622
087PT	36.781	38.553	40.536	42.575	44.684
088PT	37.695	39.537	41.555	43.622	45.809
089PT	38.651	40.536	42.575	44.684	46.927
090PT	39.589	41.555	43.622	45.809	48.134
091PT	40.571	42.575	44.684	46.927	49.300
092PT	41.577	43.622	45.809	48.134	50.537
093PT	42.625	44.684	46.927	49.300	51.773
094PT	43.642	45.809	48.134	50.537	53.069
095PT	44.714	46.927	49.300	51.773	54.407
096PT	45.844	48.134	50.537	53.069	55.750
097PT	46.968	49.300	51.773	54.407	57.111
098PT	48.158	50.537	53.069	55.750	58.543
099PT	49.323	51.773	54.407	57.111	59.975

ATTACHMENT D
PART TIME EMPLOYEES - EIGHT HOUR
EFFECTIVE JULY 11, 2019
2% COLA

Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G
039PT	12.16	12.77	13.43	14.07	14.77	-	-
040PT	12.44	13.05	13.71	14.39	15.13	-	-
041PT	12.76	13.36	14.04	14.74	15.46	-	-
042PT	13.01	13.63	14.36	15.08	15.83	-	-
043PT	13.32	13.97	14.68	15.42	16.20	-	-
044PT	13.63	14.32	15.03	15.81	16.60	-	-
045PT	13.94	14.65	15.37	16.17	16.98	-	-
046PT	14.24	15.00	15.69	16.53	17.36	-	-
047PT	14.60	15.33	16.11	16.90	17.76	-	-
048PT	14.62	15.67	16.45	17.31	18.15	-	-
049PT	15.27	16.04	16.84	17.70	18.58	-	-
050PT	15.66	16.43	17.26	18.09	19.01	-	-
051PT	16.01	16.80	17.64	18.53	19.42	-	-
052PT	16.38	17.19	18.07	18.95	19.90	-	-
053PT	16.77	17.63	18.47	19.37	20.41	-	-
054PT	17.15	18.03	18.88	19.83	20.85	-	-
055PT	17.56	18.42	19.35	20.33	21.35	-	-
056PT	17.98	18.87	19.79	20.77	21.85	-	-
057PT	18.39	19.32	20.26	21.27	22.34	-	-
058PT	18.83	19.77	20.73	21.80	22.90	-	-
059PT	19.27	20.22	21.24	22.31	23.42	-	-
060PT	19.74	20.71	21.75	22.84	23.98	-	-
061PT	20.20	21.19	22.29	23.40	24.54	-	-
062PT	20.68	21.72	22.80	23.93	25.15	-	-
063PT	21.14	22.20	23.35	24.51	25.71	-	-
064PT	21.67	22.74	23.86	25.10	26.34	-	-
065PT	22.15	23.30	24.46	25.68	26.94	-	-
066PT	22.68	23.84	25.05	26.29	27.61	-	-
067PT	23.25	24.41	25.63	26.92	28.24	-	-
068PT	23.83	25.02	26.25	27.54	28.94	-	-
069PT	24.38	25.59	26.88	28.22	29.60	-	-
070PT	24.97	26.23	27.53	28.92	30.35	-	-
071PT	25.55	26.83	28.20	29.58	31.05	-	-
072PT	26.17	27.50	28.85	30.27	31.79	-	-
073PT	26.79	28.15	29.57	31.02	32.57	-	-
074PT	27.44	28.82	30.24	31.77	33.35	-	-
075PT	28.09	29.53	30.95	32.50	34.16	-	-
076PT	28.77	30.21	31.75	33.31	34.99	-	-
077PT	29.45	30.93	32.48	34.11	35.80	-	-
078PT	30.15	31.64	33.25	34.93	36.66	-	-
079PT	30.88	32.42	34.04	35.74	37.55	-	-
080PT	31.61	33.21	34.91	36.63	38.46	-	-
081PT	32.39	34.03	35.72	37.51	39.36	-	-
082PT	33.21	34.83	36.61	38.43	40.33	-	-
083PT	34.03	35.72	37.51	39.32	41.35	-	-
084PT	34.88	36.61	38.43	40.33	42.39	-	-
085PT	35.73	37.51	39.32	41.35	43.43	-	-
086PT	36.61	38.43	40.33	42.39	44.49	-	-
087PT	37.52	39.32	41.35	43.43	45.58	-	-
088PT	38.45	40.33	42.39	44.49	46.73	-	-
089PT	39.42	41.35	43.43	45.58	47.87	-	-
090PT	40.38	42.39	44.49	46.73	49.10	-	-
091PT	41.38	43.43	45.58	47.87	50.29	-	-
092PT	42.41	44.49	46.73	49.10	51.55	-	-
093PT	43.48	45.58	47.87	50.29	52.81	-	-
094PT	44.52	46.73	49.10	51.55	54.13	-	-
095PT	45.61	47.87	50.29	52.81	55.49	-	-
096PT	46.76	49.10	51.55	54.13	56.86	-	-
097PT	47.91	50.29	52.81	55.49	58.25	-	-
098PT	49.12	51.55	54.13	56.86	59.71	-	-
099PT	50.31	52.81	55.49	58.25	61.17	134.34	173.40

ATTACHMENT D
PART TIME EMPLOYEES - EIGHT HOUR
EFFECTIVE JULY 9, 2020
2% COLA

Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G
039PT	12.41	13.03	13.69	14.35	15.07	-	-
040PT	12.69	13.31	13.99	14.68	15.43	-	-
041PT	13.01	13.63	14.32	15.03	15.77	-	-
042PT	13.27	13.91	14.65	15.38	16.15	-	-
043PT	13.58	14.25	14.97	15.73	16.53	-	-
044PT	13.90	14.61	15.33	16.12	16.93	-	-
045PT	14.21	14.94	15.68	16.49	17.32	-	-
046PT	14.53	15.30	16.01	16.86	17.71	-	-
047PT	14.89	15.64	16.43	17.24	18.12	-	-
048PT	14.91	15.98	16.78	17.65	18.52	-	-
049PT	15.57	16.36	17.18	18.05	18.95	-	-
050PT	15.97	16.76	17.60	18.45	19.39	-	-
051PT	16.33	17.14	18.00	18.90	19.81	-	-
052PT	16.71	17.53	18.43	19.33	20.30	-	-
053PT	17.10	17.98	18.84	19.76	20.82	-	-
054PT	17.49	18.39	19.26	20.23	21.27	-	-
055PT	17.92	18.79	19.74	20.73	21.78	-	-
056PT	18.34	19.25	20.18	21.19	22.28	-	-
057PT	18.76	19.71	20.67	21.70	22.79	-	-
058PT	19.20	20.16	21.15	22.23	23.36	-	-
059PT	19.66	20.62	21.67	22.76	23.89	-	-
060PT	20.14	21.13	22.18	23.30	24.46	-	-
061PT	20.60	21.62	22.74	23.87	25.03	-	-
062PT	21.10	22.16	23.26	24.40	25.66	-	-
063PT	21.57	22.65	23.82	25.00	26.23	-	-
064PT	22.10	23.19	24.34	25.60	26.86	-	-
065PT	22.60	23.77	24.95	26.19	27.48	-	-
066PT	23.13	24.32	25.55	26.81	28.16	-	-
067PT	23.72	24.89	26.14	27.46	28.80	-	-
068PT	24.30	25.52	26.77	28.09	29.52	-	-
069PT	24.87	26.10	27.42	28.79	30.19	-	-
070PT	25.47	26.76	28.08	29.50	30.96	-	-
071PT	26.06	27.37	28.76	30.18	31.68	-	-
072PT	26.69	28.05	29.42	30.87	32.43	-	-
073PT	27.33	28.71	30.16	31.64	33.23	-	-
074PT	27.99	29.39	30.85	32.41	34.02	-	-
075PT	28.65	30.12	31.57	33.15	34.84	-	-
076PT	29.34	30.81	32.39	33.98	35.69	-	-
077PT	30.04	31.54	33.13	34.79	36.52	-	-
078PT	30.75	32.27	33.91	35.63	37.40	-	-
079PT	31.50	33.07	34.72	36.45	38.30	-	-
080PT	32.24	33.88	35.61	37.36	39.23	-	-
081PT	33.04	34.71	36.44	38.26	40.15	-	-
082PT	33.87	35.53	37.34	39.20	41.13	-	-
083PT	34.71	36.44	38.26	40.11	42.17	-	-
084PT	35.57	37.34	39.20	41.13	43.23	-	-
085PT	36.45	38.26	40.11	42.17	44.29	-	-
086PT	37.34	39.20	41.13	43.23	45.38	-	-
087PT	38.27	40.11	42.17	44.29	46.49	-	-
088PT	39.22	41.13	43.23	45.38	47.66	-	-
089PT	40.21	42.17	44.29	46.49	48.82	-	-
090PT	41.19	43.23	45.38	47.66	50.08	-	-
091PT	42.21	44.29	46.49	48.82	51.29	-	-
092PT	43.26	45.38	47.66	50.08	52.58	-	-
093PT	44.35	46.49	48.82	51.29	53.86	-	-
094PT	45.41	47.66	50.08	52.58	55.21	-	-
095PT	46.52	48.82	51.29	53.86	56.60	-	-
096PT	47.70	50.08	52.58	55.21	58.00	-	-
097PT	48.87	51.29	53.86	56.60	59.42	-	-
098PT	50.10	52.58	55.21	58.00	60.91	-	-
099PT	51.32	53.86	56.60	59.42	62.40	137.03	176.87

ATTACHMENT D
PART TIME EMPLOYEES - SEVEN HOUR
EFFECTIVE SEPTEMBER 21, 2017
(Retro Back to 10/6/16 COLA 1% and 7/13/17 1% COLA)

Range	Step A	Step B	Step C	Step D	Step E
042P7	14.291	14.976	15.772	16.560	17.387
044P7	14.968	15.732	16.512	17.363	18.230
050P7	17.372	18.241	19.153	20.110	21.116
051P7	17.584	18.458	19.380	20.349	21.334

ATTACHMENT D
PART TIME EMPLOYEES - SEVEN HOUR
EFFECTIVE JULY 12, 2018
2% COLA

Range	Step A	Step B	Step C	Step D	Step E
042P7	14.576	15.276	16.087	16.891	17.734
044P7	15.267	16.047	16.842	17.710	18.594
050P7	17.719	18.605	19.536	20.513	21.538
051P7	17.935	18.827	19.768	20.756	21.760

upd 4/30/18

**PART-TIME EMPLOYEES - SEVEN HOUR
EFFECTIVE JULY 11, 2019
2% COLA**

Range	Step A	Step B	Step C	Step D	Step E
042P7	14.87	15.58	16.41	17.23	18.09
044P7	15.57	16.37	17.18	18.07	18.97
050P7	18.07	18.98	19.93	20.92	21.97
051P7	18.29	19.20	20.16	21.17	22.20

**PART-TIME EMPLOYEES - SEVEN HOUR
EFFECTIVE JULY 9, 2020
2% COLA**

Range	Step A	Step B	Step C	Step D	Step E
042P7	15.17	15.89	16.74	17.57	18.45
044P7	15.88	16.70	17.52	18.43	19.35
050P7	18.44	19.36	20.33	21.34	22.41
051P7	18.66	19.59	20.57	21.59	22.64

ATTACHMENT E

EMPLOYEE TRAINING, CONTINUING EDUCATION, AND TUITION ASSISTANCE PROGRAM POLICY

STATEMENT OF POLICY

It is the policy of the County of Inyo to encourage training, self-improvement and personal development programs for employees which includes three (3) general categories: on-the-job training; continuing education, and tuition assistance programs. In its discretion, the County may provide limited financial assistance in the form of tuition assistance loans for a given employee's participation in an education program.

ON-THE-JOB TRAINING

Responsibility for developing and assigning on-the-job training programs for employees shall be assumed jointly by the Department Head, Personnel staff, and the employee's supervisor. Such training may include demonstration, assignments of reading matter, lecture courses; seminars, conferences, and/or training courses inside and outside the workplace, or such other devices as may be available for the purpose of improving the effectiveness in broadening the knowledge of employees in the performance of their respective duties. All on-the-job training shall be assigned or otherwise approved in advance by the County and the cost of on-the-job training will be paid by the County.

CONTINUING EDUCATION

Employees who, as a job requirement of their current employment, must utilize certifications or licenses which require renewal or continuing education will have the cost of doing so paid by the County. The time associated with participating in the continuing education program will count as time worked. The continuing education program, course, or class required to renew certificate or license, and associated use of time and travel expense, must be approved in advance by the County, and are expected to be planned in advance of the deadline for acquiring them, and achieved using the most cost-effective means available. The County will not provide reimbursement for continuing education activities and associated costs not approved in advance by the County. Nothing in this policy shall be construed as limiting an employee's ability to select and attend a continuing education program, certificate, license renewal course, or class of his or her choice, at their expense and on their time.

TUITION ASSISTANCE

Personal and professional development of employees can be beneficial to both employees and the County. In this regard, the County understands that some employees on their own initiative and on their own time (outside of work), may wish to voluntarily pursue advanced education programs leading to college degrees, certificates, or professional licenses. Although pursuit of such education programs is not mandated by the County for employees, the County recognizes that an employee's attainment of a degree, certificate, or professional license that is not a job

requirement for their current employment may be a benefit to the County. As such, in accordance with eligibility criteria described below and subject to available funding, the County may provide limited financial assistance to employees in the form of tuition assistance loans that may be satisfied over time through continued County employment.

ELIGIBILITY FOR TUITION ASSISTANCE

To be considered for the Tuition Assistance Program, an individual must be a full-time employee and have received a performance evaluation of “Meet Standards”, “Exceeds Standards”, or “Exemplary” during the most recent rating period. Probationary employees are generally not eligible to be considered for tuition assistance except in the case of probation due to promotional reclassification. The County Administrator/Personnel Director may make exceptions, in his/her sole discretion based upon the potential benefit to the County, for newly hired employees who are already participating in an advanced education program.

In addition, the advanced education program or course(s) must be employment related, a benefit to the County, and be provided through an accredited educational institution. Conferences, conventions, seminars, workshops, short courses, etc. are not eligible for Tuition Assistance Program. Attendance at these types of events will typically be handled at the department level. Programs in specific courses of study that do not result in a degree or certificate may be pursued on a case-by-case basis through on-the-job training.

The advanced education program or course(s) must be pursued on the employee’s personal time and shall not interfere with the employee’s normal workday, and is not considered compensable time. Any scheduling impacts with the employee’s job related duties and responsibilities must have prior approval from the employee’s supervisor or Department Head, and utilize compensatory time off (or accrued leave other than sick leave) or a flexed work schedule.

APPLICATION PROCESS AND ASSISTANCE PLAN

I. PRE-APPROVAL REQUIREMENT

To participate in the Tuition Assistance Program, an employee must be accepted into the course of study for which he/she is seeking tuition assistance, complete an application provided by the Personnel Office, and submit the completed and signed application to the Department Head. The Department Head reviews the application, and provides a recommendation for approval or denial based on whether the employee meets the eligibility requirements, and if the Department Head believes the proposed course of study is relevant to the employee’s current job or professional development, or will otherwise benefit or meet the needs of the County. The Department Head may consult with the County Administrator/Personnel Director regarding County needs, if necessary.

Regardless of his or her recommendation, the Department Head must forward the employee’s completed application for the Tuition Assistance Program to the County Administrator/Personnel Director who, in his or her sole discretion, will determine the employee’s eligibility to participate in the Program in accordance with the criteria outlined in this Policy and his/her understanding of the needs of the County; and, if eligible, approves the

employee's participation in the Tuition Reimbursement Program and the associated level of reimbursement based on available funding in the selected course of study.

If an employee is pursuing a degree program, the entire course of study must be submitted as part of the application. Only those courses within the degree program that are employment related, as determined by the County Administrator /Personnel Director, are eligible to be considered for assistance. Required versus elective courses will be taken into account in this evaluation. Advanced degrees beyond the Masters level are not eligible for this program.

2. **CRITERIA**

a. Employment Related

Eligibility for tuition assistance will be primarily based on the relevance for the employee's duties and responsibilities at the County, in the context of how the course of study will improve the employee's knowledge or skills as it relates to his/her current position, or to prepare him/her for a higher position within the organization. Course electives which are part of the degree program curriculum, and are chosen by the employee, and are relevant to the employee's current duties and responsibilities and/or professional development as a County employee, may be considered for assistance. The final decision on eligibility for assistance and acceptance into the program will be made by the County Administrator/Personnel Director in his/her sole discretion.

b. Assistance (Loan Agreement)

Once accepted in the Tuition Assistance Program, an employee will be eligible to enter into a tuition loan agreement (promissory note) with the County on terms and conditions specified in the agreement, which will be approved as to form by County Counsel. Among other things, the agreement will provide for the County to loan the employee money toward agreed-upon tuition expenses up to a maximum dollar amount specified in the agreement and within the maximum rates/schedule specified by this Policy. Among other things, the agreement will specify the interest rate applicable to the loan, the term for repayment, and the minimum monthly payments which shall be forgiven under the terms of the agreement for each month that the employee remains employed with County, beginning with the first month thereafter the employee draws upon the loan as described below. The employee will be permitted to draw down funding from the authorized loan amount over time toward approved tuition expenses after submission of satisfactory evidence that the course work associated with the tuition has been successfully completed with at least a grade of C, and provided that the employee has a minimum 2.0 GPA, at an accredited educational institution. Grades are determined by the educational institution. Subject to the maximum rate/schedule set forth in this Policy (see below) and the maximum dollar amounts of individual loan agreements, loan funds can potentially cover up to one hundred percent (100%) of tuition, however, no loan funds will be made available for any course which the employee has not received a minimum C grade (i.e. not C minus or lower). Additionally, the classes taken on an audit basis are not eligible for tuition assistance.

c. Assistance Rate/Schedule

1. *Link to State University Fee*- The maximum amount of loan agreement funds that will be made available for tuition will be set at the highest cost per unit at inland California State University campuses within the Southern California area. Currently, these

campuses include: Bakersfield, Dominguez Hills, Fresno, Fullerton, Los Angeles, Northridge, Pomona and San Bernardino. The Personnel Office will monitor the State University fee annually to ensure that the assistance rate is current in determining the per unit cost of tuition, the tuition cost for up to six units will be divided into the total cost (for example, the FY 2016-2017 Tuition is \$3,174 for up to six units, the per unit cost is \$529 per unit.)

2. *Subject to Available Funding* - Tuition Assistance Program funding will be limited to the Program budget approved by the Inyo County Board of Supervisors as part of the annual County Budget process. Generally, dollars budgeted for each fiscal year will be available on a first-come, first-served basis, with existing tuition loan agreements being prioritized for funding over new applications. In accordance with the terms and conditions specified in the tuition loan agreement, the County will determine the amount of budgeted funds available in a given fiscal year for the employee to draw against for approved tuition expenses, and will earmark (reserve) a portion of the budgeted funds for that purpose.

3. *Grants/Scholarships* - If an employee receives assistance for approved educational classes/programs under the Veterans Administration, other federal/state student aid programs or public grants/scholarships, only the difference, if any, between such assistance and the cost the employee actually incurs, subject to the criteria established for maximum reimbursement, will be eligible for County assistance under this Policy.

4. *Use of Funds* - The purpose of the Tuition Assistance Program is to fund a portion of the cost of tuition for an approved course of study at an accredited institution. However, to the extent that the County Tuition Assistance Program funds are drawn down upon the completion of an approved course of study or discrete class, with a qualifying grade, and in accordance with the approved program application, the maximum rate/schedule specified by this Policy, and the tuition loan agreement, the employee may, in his/her sole discretion, apply funds to the cost of books, materials, supplies, fees for entrance to a university program, or similar expenses.

STEPS FOR PARTICIPATING IN TUITION ASSISTANCE PROGRAM

1. Employee completes a County provided Tuition Assistance Program application and submits it to the Department Head for review. The employee must submit the application to participate in the Tuition Assistance Program for review at least sixty (60) days prior to the beginning of the course of study, but no sooner than the first day of April preceding the fiscal year for which application is being made to the Tuition Assistance Program. As provided for in the Tuition Assistance Program application, the employee must provide a detailed explanation of the course(s) and how the degree and/or course(s) related to the employee's professional development benefit the County of Inyo.

2. The Department Head reviews a signed application for completeness, and provides a recommendation for approval or denial based on whether the employee meets the eligibility requirements, and if the Department Head believes the proposed course of study is relevant to the employee's current job or professional development, or will otherwise benefit or meet the needs of the County. The Department Head will consult with the County Administrator/Personnel Director regarding County needs, if necessary. Regardless of his or her recommendation, the

Department Head forwards the signed and completed application to the County Administrator/Personnel Office for review and consideration.

3. Upon receiving complete applications, including the Department Head's recommendation, the County Administrator/Personnel Office will consider applications on a first-come first-served basis and, in his or her sole discretion will determine the employee's eligibility to participate in the Program in accordance with the criteria outlined in this Policy and his/her understanding of the needs of the County; and, if eligible, approves the employee's participation in the Tuition Reimbursement Program and the associated level of reimbursement based on available funding and selected course of study.

4. Approval or modified approvals of applications for participation in the Tuition Assistance Program will be conditioned on budget availability, and final approval may not be made until adoption of the Final County Budget for the fiscal year in which application to the Tuition Assistance Program is made. Funding will be allocated in the order in which approved or modified applications were received. However, in the event that the number of applications received exceeds the available funding if all were fully funded, funding may be based on those applications that are deemed to provide the greatest potential benefit to the County and may be funded on a limited term basis (e.g. a semester as opposed to a degree program.) Employees already enrolled in an approved degree program in the prior year's Tuition Assistance Program, which maintain a 2.0 or higher GPA will be given top priority for continued funding (based on seniority in the Tuition Assistance Program) if their application is received by April 1 preceding the fiscal year for which application for continued participation in the Tuition Assistance Program is made.

5. Once accepted in the Tuition Assistance Program, the employee will be eligible to enter into the tuition loan agreement (promissory note) with the County on terms and conditions specified in the agreement, which will be approved as to form by County Counsel. See the discussion above under "application process."

6. Upon successful completion of a course that has been approved for tuition assistance under the Program and pursuant to their tuition loan agreement, the employee forwards a copy of their official grade reports, and original tuition receipts to the Personnel Office with a request to draw down their loan. The employee must submit, with each grade report, a separate tuition assistance (loan) approval/acceptance form per semester, trimester or quarter.

7. Request to draw against the loan amount specified in an employee's tuition loan agreement for an approved course must be submitted by the employee within three (3) months after completion of the course(s), but not later than the 31st day of July following the fiscal year in which the course was successfully completed. Request to draw against the loan amount specified in the employee's tuition loan agreement which are submitted after the three (3) month specified deadline, or after July 31st, whichever is less, will not be considered or approved by the Personnel Office.

JOHN H. DOE
Anniversary



08/01/2016 - 07/31/2017

**COUNTY OF INYO
PERFORMANCE EVALUATION**

General Information

Employee:	JOHN H. DOE
Position:	OFFICE TECHNICIAN I
Department:	ASSESSOR
Supervisor:	Jane M. Smith
Type of Review:	Anniversary
Review Period:	08/01/2016 to 07/31/2017

Rating Information

Overall Rating:	3.64	Exceeds Standards	4.50+	Exemplary
Section I Rating:	3.67	Exceeds Standards	3.50 - 4.49	Exceeds Standards
Section II Rating:	3.46	Meets Standards	2.50 - 3.49	Meets Standards
Section III Rating:	3.80	Exceeds Standards	Less than 2.50	Does Not Meet Standards

ATTACHMENT G
COUNTY OF INYO
INTERVIEW RATING FORM

APPLICANT: _____ DATE: _____

POSITION: _____ DEPARTMENT: _____

	Point Value (Standard)	Point Value (Department)	Rater Score	Comments
Employment Application Completed accurately and clearly	5			
Education/Training Does the candidate meet the educational and/or training criteria necessary for this position? Does the candidate demonstrate thorough and current knowledge of profession or position?	25			
Work Experience Does the candidate possess the required work experience to be successful in this position? Length of employment in prior jobs?	25			
Communication Skills Does the candidate have communication skills that are appropriate to this position? Is the candidate able to understand implications of questions and to make clear and direct replies and ideas?	25			
Written Exam Score/Other Applicable Skills and/or Abilities Does the candidate have other skills and abilities necessary to be successful in this position?	10			
Physical Appearance/Demeanor Is the candidate's behavior and appearance appropriate to this position? Poise, tact, neatness, grooming, maturity. Does the candidate present a positive attitude toward the duties and responsibilities of the position?	10			
Other (Determined by Department Head):				
TOTAL points	100			OVERALL RATING: (To be completed by Personnel Staff) If DD214 rec'd, add 4 additional points

Final Rating

Standard Rating is Personnel-recommended point value. Department Heads have the ability to change the standard rating based upon departmental need and position being rated. Departmental changes in point values **MUST BE RECEIVED BY THE PERSONNEL OFFICE, ALONG WITH CATEGORIZED INTERVIEW QUESTIONS, NO LATER THAN 48 HOURS PRIOR TO THE INTERVIEW DATE.**

Raters are to give each candidate a final numerical rating. A passing score can be any rating between 70 and 100 points. Overall rating will be based on a combined average of all scores. Below are scoring bands that act as a guide for determining your final rating.

- An overall rating of 90 to 100 points is **OUTSTANDING.**
- An overall rating of 80 to 89 points is **ABOVE SATISFACTORY.**
- An overall rating of 70 to 79 points is **SATISFACTORY.**
- An overall rating of 69 or fewer points is **UNSATISFACTORY.**

RATER'S SIGNATURE: _____

COUNTY OF INYO
PANEL INTERVIEW

**INSTRUCTIONS TO PANEL MEMBERS –
INTERVIEW RATING FORM**

The rating form for each candidate is designed to be compatible with the structured interview used by this panel and to provide the rater with a maximum amount of flexibility in recording reactions to the candidate. The entire form should be completed during and/or immediately following the interview. This will determine the overall rating following each interview.


Rating System:

An overall rating of **Unsatisfactory** (69 points or fewer) indicates a rater judgment that the candidate did not demonstrate the necessary knowledge or abilities required to successfully perform the essential functions of the position based on the criteria being evaluated.

An overall rating of **Satisfactory** (70 to 79 points) indicates a rater judgment of candidate competency to perform the essential functions of the position and a prediction of satisfactory performance of the position based on the criteria being evaluated.

An overall rating of **Above Satisfactory** (80 to 89 points) indicates a rater judgment of above adequate predicted performance of the position based on the criteria being evaluated.

An overall rating of **Outstanding** (90 to 100 points) indicates a rater judgment of advanced knowledge or ability level for the position and a prediction of outstanding performance of the position based on the criteria being evaluated.

760-878-0377- Office 760-878-0465- Fax	 <h2 style="margin: 0;">COUNTY OF INYO</h2> <h3 style="margin: 0;">APPLICATION FOR EMPLOYMENT</h3>	RETURN TO: Inyo County Personnel 224 N. Edwards St. P. O. Box 249 Independence, CA 93526
NAME: (LAST, FIRST, MIDDLE INITIAL)		POSITION APPLIED FOR (please submit one application per position):
MAILING ADDRESS (Street, City & Zip):		DATE:
DO YOU HAVE A DRIVER'S LICENSE NOW? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, WHAT KIND: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C		PHONE: _____ EMAIL: _____
Have you previously been employed by Inyo County? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a CalPers Retiree? <input type="checkbox"/> Yes <input type="checkbox"/> No
List any family members employed by Inyo County: _____		
Were you in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If requesting veteran's preference, you must attach a copy of your DD214 prior to the final filing date.		
BRANCH _____ from _____ to _____		
COMPLETE ONLY IF THE POSITION YOU ARE APPLYING FOR STATES AN AGE REQUIREMENT: Birthdate : MO. _____ DAY _____ YEAR _____		
Do you need reasonable accommodation to take an interview or written test? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Were you ever discharged, released during probation, or have you resigned under pressure or unfavorable circumstances from any employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:		
EDUCATION: Highest grade completed:		
HIGH SCHOOL	COURSE	GRADUATED <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED
JUNIOR COLLEGE/COLLEGE	MAJOR UNITS	DATE GRAD. DEGREE
UNIVERSITY/GRADUATE SCHOOL	MAJOR UNITS	DATE GRAD. DEGREE
PROFESSIONAL LICENSES OR REGISTRATIONS HELD:		
COMPUTER KNOWLEDGE:		
DO YOU SPEAK ANY LANGUAGE OTHER THAN ENGLISH? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, WHICH ONE?
WILL YOU ACCEPT TEMPORARY WORK? <input type="checkbox"/> Yes <input type="checkbox"/> No		WILL YOU ACCEPT PART-TIME WORK? <input type="checkbox"/> Yes <input type="checkbox"/> No
LIST APPRENTICESHIP, TRADE, VOCATIONAL, BUSINESS SCHOOL, MANPOWER TRAINING OR ANY OTHER SPECIAL TRAINING YOU HAVE HAD. INCLUDE TYPE, WHERE ACQUIRED, DATES AND WHETHER COMPLETED SUCCESSFULLY.		
LIST ANY VOLUNTEER SERVICE THAT MAY BE RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING. (LIST IN DETAIL - USE ADDITIONAL PAGES IF NECESSARY).		
CERTIFICATE OF APPLICANT (<i>Read carefully before signing-Application must be signed in order to be eligible</i>) <i>I hereby certify that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part of any employment as an employee in the service of the County of Inyo. I further give permission to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and authorize disclosure of any and all information related to my work records, without giving me prior notice of such disclosure. In addition I hereby release Inyo County, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such disclosure. I further agree to be fingerprinted, to submit to a complete medical examination by a County physician, upon employment, to furnish such proof of age and citizenship as may be directed.</i>		
Signature _____		
DO NOT WRITE IN THIS BLOCK - COMPLETE EMPLOYMENT RECORD ON REVERSE		
Written:	Interview Date:	Interview Time:

ALL INFORMATION CONTAINED ON OR ATTACHED TO THE EMPLOYMENT APPLICATION IS CONSIDERED CONFIDENTIAL INFORMATION AND IS NOT SUBJECT TO PUBLIC DISCLOSURE WITHOUT THE CANDIDATE'S EXPRESSED PERMISSION.

EMPLOYMENT RECORD: Beginning with your present or most recent job, show a complete record of your employment. Describe in detail any aspects of your experience or activities that are particularly appropriate for the position for which you are applying. You may not submit resume in lieu of completing the Employment Record form. We will evaluate your qualifications based solely on the information entered into the Employment Record form. **It is not acceptable to complete the application with statements like "See/Refer to resume" or "See attached".**

FROM (Mo - Yr)	TO (Mo - Yr)	JOB TITLE OR OCCUPATION	
EMPLOYER'S NAME AND ADDRESS			REASON FOR LEAVING
DESCRIPTION OF DUTIES:			
YOUR SUPERVISOR'S NAME			PART-TIME <input type="checkbox"/> FULL-TIME <input type="checkbox"/>

FROM (Mo - Yr)	TO (Mo - Yr)	JOB TITLE OR OCCUPATION	
EMPLOYER'S NAME AND ADDRESS			REASON FOR LEAVING
DESCRIPTION OF DUTIES:			
YOUR SUPERVISOR'S NAME			PART-TIME <input type="checkbox"/> FULL-TIME <input type="checkbox"/>

FROM (Mo - Yr)	TO (Mo - Yr)	JOB TITLE OR OCCUPATION	
EMPLOYER'S NAME AND ADDRESS			REASON FOR LEAVING
DESCRIPTION OF DUTIES:			
YOUR SUPERVISOR'S NAME			PART-TIME <input type="checkbox"/> FULL-TIME <input type="checkbox"/>

FROM (Mo - Yr)	TO (Mo - Yr)	JOB TITLE OR OCCUPATION	
EMPLOYER'S NAME AND ADDRESS			REASON FOR LEAVING
DESCRIPTION OF DUTIES:			
YOUR SUPERVISOR'S NAME			PART-TIME <input type="checkbox"/> FULL-TIME <input type="checkbox"/>

Use additional sheets if necessary to continue your employment history or to describe in greater detail any aspects of your experience or activities that are particularly appropriate for the position for which you are applying.

Inyo County Personnel Department
Employment Application Form – Page 3

THIS PORTION OF THE APPLICATION IS NOT AVAILABLE TO AN INTERVIEW BOARD

AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER - Please help us comply with the state and Federal law by completing this section. While you are not required to complete this section, you should know that if you leave it blank we have the right to enter data for this purpose based upon our visual assessment. To demonstrate that we meet equal employment opportunity requirements, periodically we must report statistical information about applicants and employees to the California and United States Governments. This information will be kept separate and confidential and will not be used in any unlawful way to make any employment decision. The County of Inyo is an Affirmative Action Employer.

NAME OF APPLICANT _____

DATE _____

TITLE OF POSITION APPLIED FOR _____

Date of Birth ____/____/____

Drivers License: State _____ Number _____

Social Security Number: _____

Email Address: _____

Please answer below based upon how you are known in your community. We understand that it may be difficult to choose single ethnic identity if you have a multicultural heritage. Nevertheless to comply with legal guidelines, we would like you to choose only one.

Check Appropriate Box: Male Female Non-Binary

8 WHITE (not of Hispanic Origin): All persons not classified into one of five specific ethnic minority categories that follow.

2 BLACK (not of Hispanic origin): All persons having origin in any of the black racial groups.

7 HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or another Spanish culture or origin, regardless of race.

1 ASIAN or Pacific Islanders other than Filipinos
All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. For example, includes China, Japan, Korea, Samoa, the Indian Subcontinent and the Middle East.

3 FILIPINO All persons having origins in the peoples of the Philippine Islands.

5 AMERICAN INDIAN or Alaskan Native. All persons having origins in any of the original peoples of North America.

ALL INFORMATION CONTAINED ON OR ATTACHED TO THE EMPLOYMENT APPLICATION IS CONSIDERED CONFIDENTIAL INFORMATION AND IS NOT SUBJECT TO PUBLIC DISCLOSURE WITHOUT THE CANDIDATE'S EXPRESSED PERMISSION.

EMPLOYMENT RECORD: CONTINUATION SHEET

FROM (Mo - Yr)	TO (Mo - Yr)	JOB TITLE OR OCCUPATION	
EMPLOYER'S NAME AND ADDRESS		REASON FOR LEAVING	
DESCRIPTION OF DUTIES:			
YOUR SUPERVISOR'S NAME		PART-TIME <input type="checkbox"/> FULL-TIME <input type="checkbox"/>	

FROM (Mo - Yr)	TO (Mo - Yr)	JOB TITLE OR OCCUPATION	
EMPLOYER'S NAME AND ADDRESS		REASON FOR LEAVING	
DESCRIPTION OF DUTIES:			
YOUR SUPERVISOR'S NAME		PART-TIME <input type="checkbox"/> FULL-TIME <input type="checkbox"/>	

FROM (Mo - Yr)	TO (Mo - Yr)	JOB TITLE OR OCCUPATION	
EMPLOYER'S NAME AND ADDRESS		REASON FOR LEAVING	
DESCRIPTION OF DUTIES:			
YOUR SUPERVISOR'S NAME		PART-TIME <input type="checkbox"/> FULL-TIME <input type="checkbox"/>	

FROM (Mo - Yr)	TO (Mo - Yr)	JOB TITLE OR OCCUPATION	
EMPLOYER'S NAME AND ADDRESS		REASON FOR LEAVING	
DESCRIPTION OF DUTIES:			
YOUR SUPERVISOR'S NAME		PART-TIME <input type="checkbox"/> FULL-TIME <input type="checkbox"/>	

Use additional sheets if necessary to continue your employment history or to describe in greater detail any aspects of your experience or activities that are particularly appropriate for the position for which you are applying.