



AGREEMENT

Between

STATE OF CALIFORNIA

AND

**CALIFORNIA CORRECTIONAL
PEACE OFFICERS ASSOCIATION**

Covering

**BARGAINING UNIT 6
CORRECTIONS**

July 3, 2023

Through

July 2, 2025



CCPOA



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TABLE OF CONTENTS

SECTION PREAMBLE

ARTICLE I — RECOGNITION..... 1

1.01 RECOGNITION (4)

ARTICLE II — CCPOA REPRESENTATION RIGHTS 1

2.01 DISTRIBUTION OF LITERATURE (4)

2.02 WORKSITE ACCESS (4)

2.03 ACCESS TO EMPLOYEES (3)

2.04 USE OF STATE FACILITIES (3)

2.05 BULLETIN BOARDS (4)

2.06 CHIEF JOB STEWARD ASSIGNMENT (4)

2.07 STEWARDS' RIGHTS (4)

2.08 USE OF ELECTRONIC DEVICES AND STATE TELEPHONES (3)

2.09 QUESTIONNAIRES (3)

2.10 REPRESENTATION ON COMMITTEES/GROUPS (4)

2.11 UNION ACTIVITY RELATED TO COLLECTIVE BARGAINING (4)

ARTICLE III — ORGANIZATIONAL SECURITY..... 6

3.01 DUES DEDUCTION (*SEE APPENDIX #9*) (4)

3.02 MEMBERSHIP DUES (0)

ARTICLE IV — STATE'S RIGHTS..... 7

4.01 MANAGEMENT RIGHTS (4)

4.02 EMPLOYEE SERVICES (4)

4.03 STATE-OWNED HOUSING (4)

ARTICLE V — GENERAL PROVISIONS 8

5.01 NO-STRIKE (4)

5.02 SAVINGS CLAUSE (4)

5.03 PROTECTED ACTIVITY (3)

5.04 PRINTING AND COPIES OF THE MEMORANDUM OF UNDERSTANDING (0)

5.05 LABOR-MANAGEMENT MEETINGS (4)

NOTE: (2) = MINI-ARB

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(4) = ARB AFTER CalHR RESPONSE

ARTICLE VI — GRIEVANCE AND ARBITRATION PROCEDURE..... 9

- 6.01 PURPOSE (4)
- 6.02 DEFINITIONS (4)
- 6.03 TIME LIMITS (4)
- 6.04 WAIVER OF STEPS (4)
- 6.05 PRESENTATION (4)
- 6.06 EMPLOYEE RIGHTS (4)
- 6.07 INFORMAL DISCUSSION — STEP 1 (4)
- 6.08 FORMAL APPEAL — STEP 2 (4)
- 6.09 FORMAL APPEAL — STEP 3 (4)
- 6.10 FORMAL APPEAL — STEP 4 (4)
- 6.11 ARBITRATION (4)
- 6.12 SELECTION AND AUTHORITY OF ARBITRATOR (4)
- 6.13 MINI-ARB (4)
- 6.14 ARBITRATION COSTS (EXCEPT MINI-ARB) (4)
- 6.15 CDCR DECISION/SETTLEMENT IMPLEMENTATION (4)
- 6.16 HEALTH AND SAFETY GRIEVANCES (4 EXCEPT 6.16 B.1)

ARTICLE VII — HEALTH AND SAFETY 19

- 7.01 HEALTH AND SAFETY COMMITTEE (2)
- 7.02 EMERGENCY CARE (4)
- 7.03 REPORT OF INJURY (2)
- 7.04 REFERRAL OF STAFF ASSAULTS (3)
- 7.05 SAFETY EQUIPMENT (INSTITUTIONS AND CAMPS) (3)
- 7.06 SAFETY EQUIPMENT (ESCAPES AND ESCORTS) (3)
- 7.07 CDCR INFECTIOUS DISEASE CONTROL PLANS (3)
- 7.08 WORKGROUP ON SAFETY EQUIPMENT (0)
- 7.09 EXPOSURE RECORD (4 EXCEPT A=0)

ARTICLE VIII — TRAINING AND CAREER DEVELOPMENT 23

- 8.01 OUT-SERVICE TRAINING (4)
- 8.02 RELEASE TIME FOR STATE CIVIL SERVICE EXAMINATIONS AND INTERVIEWS (4)
- 8.03 JOINT LABOR MANAGEMENT APPRENTICESHIP COMMITTEE (0)
- 8.04 RESEARCH PROJECTS (2)
- 8.05 7K TRAINING PROGRAM (4)
- 8.06 CLASS B DRIVER'S LICENSE (4)
- 8.07 PERSONAL DEVELOPMENT DAYS (PDDS) (4)

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ARTICLE IX — GENERAL PERSONNEL..... 27

- 9.01 PROBATION AND ANNUAL PERFORMANCE REPORTS (2)
- 9.02 SUPERVISORY FILE (2)
- 9.03 LOCATION OF, AND EMPLOYEE ACCESS TO, FILES (3)
- 9.04 ACCESS AND/OR RELEASE OF EMPLOYEE FILES TO NONDEPARTMENTAL PERSONS (4)
- 9.05 LETTERS OF INSTRUCTION/1123S (2 EXCEPT D=4)
- 9.06 ADVERSE ACTION AND CITIZEN COMPLAINT DOCUMENTS (3)
- 9.07 OUT-OF-CLASSIFICATION ASSIGNMENTS (4)
- 9.08 CLASSIFICATION PROPOSALS (4)
- 9.09 PERSONNEL INVESTIGATIONS (3 EXCEPT G AND L)
- 9.10 REQUESTS FOR REINSTATEMENT AFTER AWOL SEPARATION (4)
- 9.11 PEACE OFFICER BILL OF RIGHTS (0)
- 9.12 SUBSTANCE ABUSE – REASONABLE SUSPICION TESTING (0)
- 9.13 RANDOM SUBSTANCE TESTING PROGRAM (4)
- 9.14 DISCIPLINARY PROCESS (4)
- 9.15 COURSE AND SCOPE PROTECTION - DEFENSE IN CIVIL AND CRIMINAL ACTIONS (4)
- 9.16 VIDEO RECORDINGS (0)

ARTICLE X — LEAVES 43

- 10.01 VACATION LEAVE (4 EXCEPT G) (G=2)
- 10.02 SICK LEAVE (3 EXCEPT D) (D=2)
- 10.03 ENHANCED INDUSTRIAL DISABILITY LEAVE (EIDL) (0)
- 10.04 PEACE OFFICER/FIRE CAPTAIN AND MISCELLANEOUS RETIREMENT PLANS (0)
- 10.05 PARENTAL LEAVE (4)
- 10.06 BEREAVEMENT LEAVE (2)
- 10.07 UNPAID LEAVES OF ABSENCE (3)
- 10.08 JURY DUTY (3)
- 10.09 COURT APPEARANCES (4)
- 10.10 HOLIDAYS (4 EXCEPT L AND ONLY AFTER N PROCEDURE HAS BEEN COMPLETED)
- 10.11 SUBPOENA (4)
- 10.12 RELEASE TIME BANK (4)
- 10.13 UNION PAID LEAVE (4)
- 10.14 CATASTROPHIC TIME BANK (0)
- 10.15 ABSENCES FOR DUTY IN THE UNIFORMED SERVICES (SIDELETTER #4) (0)
- 10.16 ANNUAL LEAVE - ENHANCED NDI (3)
- 10.17 TRANSFER OF LEAVE CREDITS BETWEEN FAMILY MEMBERS (0)

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- 10.18 PERSONAL LEAVE PROGRAM (0)
- 10.19 998S (3)
- 10.20 CASH OUT OF VACATION/ANNUAL LEAVE (4)
- 10.21 PREFUNDING OF POST-RETIREMENT HEALTH BENEFITS (4)
- 10.22 HEALTH AND DENTAL BENEFIT VESTING (4)
- 10.23 EMPLOYER CONTRIBUTION FOR RETIREEE HEALTH BENEFITS (4)

ARTICLE XI — HOURS OF WORK AND OVERTIME 74

- 11.01 SHIFT AND/OR ASSIGNMENT CHANGES (2)
- 11.02 CONTINUOUS HOURS OF WORK/DEAD TIME (3)
- 11.03 EXCHANGE OF DAYS OFF — SHIFTASSIGNMENT (MUTUAL SWAPS) (2)
- 11.04 OVERTIME CHECKS (2)
- 11.05 UNUSED CTO (3)
- 11.06 IST OVERTIME (2)
- 11.07 OVERTIME (4)
- 11.08 REDUCED WORK TIME (0)
- 11.09 DEFINITION OF THIRD WATCH (2)
- 11.10 7K EXEMPTION (4)
- 11.11 PRIORITY TIME OFF (PTO) PREREQUESTS (4)
- 11.12 CALLBACK TIME (2)

ARTICLE XII — TRANSFER, SENIORITY, OVERTIME AND LAYOFF..... 81

- 12.01 SENIORITY (4)
- 12.02 PERMANENT INVOLUNTARY TRANSFER BY INVERSE SENIORITY (4)
- 12.03 TEMPORARY INVOLUNTARY REASSIGNMENTS AND INVOLUNTARY TRANSFERS (4)
- 12.04 EMPLOYEE REQUESTED TRANSFERS BETWEEN INSTITUTIONAL HIRING AUTHORITIES (3 EXCEPT G) (G=2)
- 12.05 VOLUNTARY OVERTIME BY SENIORITY (2)
- 12.06 INVOLUNTARY OVERTIME BY INVERSE SENIORITY (2)
- 12.07 PERSONNEL PREFERRED POSTASSIGNMENT (PPPA) FOR CORRECTIONAL OFFICERS (0)
- 12.08 LAYOFF AND REEMPLOYMENT (0)

ARTICLE XIII — HEALTH AND WELFARE..... 98

- 13.01 HEALTH BENEFITS (4)
- 13.02 DENTAL/VISION ERISA TRUST (4)
- 13.03 EMPLOYEE ASSISTANCE PROGRAM AND WELLNESS (4)
- 13.04 FLEXIBLE BENEFITS (FLEXELECT) PROGRAM (0)
- 13.05 LONG-TERM CARE INSURANCE PLANS (0)
- 13.06 INDUSTRIAL DISABILITY LEAVE (0)

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- 13.07 ALTERNATE PRE-RETIREMENT DEATH BENEFIT (0)
- 13.08 SURVIVORS' BENEFITS (0)
- 13.09 RURAL HEALTHCARE EQUITY PROGRAM (RHCEP) (0)
- 13.10 BENEFIT TRUST FUND CONTRIBUTIONS (4)

ARTICLE XIV — ALLOWANCES AND REIMBURSEMENTS 105

- 14.01 BUSINESS AND TRAVEL EXPENSES (4)
- 14.02 OVERTIME MEAL BENEFITS AND ALLOWANCES (2)
- 14.03 MOVING AND RELOCATION EXPENSES (4)
- 14.04 UNIFORM/UNIFORM ACCESSORIES REPLACEMENT ALLOWANCE (4)
- 14.05 BADGES (3)
- 14.06 REPLACEMENT OF DAMAGED PERSONAL CLOTHING AND/OR ARTICLES (2)
- 14.07 COMMUTE PROGRAM (2)
- 14.08 BICYCLE COMMUTER PROGRAM (2)

ARTICLE XV — SALARIES 109

- 15.01 SALARIES - ADJUSTMENT TO SALARY RANGES (4)
- 15.02 HOUSING STIPENDS AND RECRUITMENT/RETENTION INCENTIVES (4)
- 15.03 MERIT SALARYADJUSTMENTS (MSAS) (2)
- 15.04 EMPLOYER-PAID RETIREMENT CONTRIBUTIONS (0)
- 15.05 FLIGHT PAY (4)
- 15.06 BILINGUAL/SIGN LANGUAGE PAY (4)
- 15.07 FITNESS INCENTIVE PAY (4)
- 15.08 NIGHT SHIFT DIFFERENTIAL/WEEKEND DIFFERENTIAL (4)
- 15.09 K-9 DUTY COMPENSATION AND OVERTIME (4)
- 15.10 DEFINED CONTRIBUTION PLANS (4)
- 15.11 SALARY DEFINITIONS (4)
- 15.12 OVERPAYMENTS/PAYROLL ERRORS (ACCOUNTS RECEIVABLE) (0 EXCEPT J=2)
- 15.13 TIMELY PAYMENT OF WAGES/SALARYADVANCES (4)
- 15.14 SENIOR PEACE OFFICER PAY DIFFERENTIAL (4)
- 15.15 CO CADET PAY (4)
- 15.16 EDUCATION INCENTIVE PAY (4)
- 15.17 7K COMPENSATION (4)
- 15.18 LUMP SUM LEAVE CASH OUT UPON SEPARATION (0)
- 15.19 RETENTION DIFFERENTIAL FOR HARD-TO-KEEP/FILL INSTITUTIONS (0)
- 15.20 EMPLOYER CONTRIBUTIONS TO SAVINGS PLUS (0)
- 15.21 MENTAL HEALTH AND WELLNESS DIFFERENTIAL (0)
- 15.22 LOCATION INCENTIVE BONUS (0)

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ARTICLE XVI — GENERAL MISCELLANEOUS — ALL CLASSIFICATIONS..... 128

- 16.01 EMPLOYEE SUGGESTIONS (0)
- 16.02 GUN LOCKERS AND STATE FIRING RANGES (3)
- 16.03 EARLY INTERVENTION PROGRAM/WORK INJURIES (4)
- 16.04 POST ORDERS/DUTY STATEMENTS (2)
- 16.05 REDIRECTIONS (0)
- 16.06 CDCR AND CCHCS INFORMATION DOCUMENTATION (3)
- 16.07 TELESTAFF WORKGROUP (4)

ARTICLE XVII — INSTITUTIONAL FIRE CAPTAINS..... 134

- 17.01 FIRE CAPTAIN TRAINING (2)
- 17.02 FIRE CAPTAIN HOURS OF WORK AND COMPENSATION (4)
- 17.03 FIRE CAPTAIN SWEAT COMMITTEE (4)
- 17.04 FIRE CAPTAIN SAFETY EQUIPMENTAND MAINTENANCE (2)
- 17.05 FIRE CAPTAIN LICENSE RENEWAL (3)
- 17.06 FIRE CAPTAIN SCHEDULING (3)
- 17.07 FIRE CAPTAIN PHYSICAL FITNESS (2 EXCEPT B=0)
- 17.08 FIRE CAPTAIN VACATION LEAVE (3)
- 17.09 FIRE CAPTAIN SICK LEAVE (3)
- 17.10 FIRE CAPTAIN HOLIDAYS (4)
- 17.11 FIRE CAPTAIN ANNUAL LEAVE ACCRUAL RATE (3)
- 17.12 FIRE CAPTAIN ASSIGNMENTS AND OVERTIME (2 EXCEPT D=3, E=0)
- 17.13 FIRE CAPTAIN STRIKE TEAM QUALIFICATIONS (3)

ARTICLE XVIII — RETIRED ANNUITANTS 142

- 18.01 RETIRED ANNUITANTS (3)

ARTICLE XIX — CDCR PAROLE AGENTS 142

- 19.01 CDCR PA SAFETY EQUIPMENTAND PROCEDURES (3)
- 19.02 CDCR PA TRAINING (3)
- 19.03 CDCR PA WORKWEEK (3)
- 19.04 CDCR PA STANDBY (2)
- 19.05 CDCR PA CASELOAD AUDITS AND MONTHLY ROSTER RECONCILIATIONS (2)
- 19.06 PAROLE AGENT REQUESTED TRANSFERS (PART) (3 EXCEPT G=4)
- 19.07 CDCR PA'S USE OF STATE VEHICLES (2)
- 19.08 AUTHORIZING OVERTIME AND/OR MODIFYING CASE SUPERVISION SPECIFICATIONS FOR CALIFORNIA PAROLE SUPERVISION AND REINTEGRATION MODEL CASELOADS (CPSRM) (4)

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- 19.09 PA UNIFORMS - EXPOSED CARRY, VISIBLE IDENTIFIERS, UNIFORMS AND BPAA ATTIRE (4)
- 19.10 DAPO JOINT LABOR-MANAGEMENT MEETINGS AND MEETINGS WITH THE DIRECTOR OF DAPO/UNDERSECRETARY OF OPERATIONS (0)
- 19.11 PA VACATION SCHEDULING AND USE OF LEAVE CREDITS (4)
- 19.12 CPSRM PAROLE AGENT I WORKLOAD STUDY (0)
- 19.13 PSA TRAINING (4 EXCEPT A)
- 19.14 CDCR PSA WORKWEEK, WORK SCHEDULE, TRAVEL TIME (3)
- 19.15 PSA VACATION SCHEDULING AND USE OF LEAVE CREDITS (3)

ARTICLE XX — CORRECTIONAL COUNSELORS I 159

- 20.01 CORRECTIONAL COUNSELOR I WORK HOURS (3)
- 20.02 CORRECTIONAL COUNSELOR I WORKLOAD (3)
- 20.03 POSTAND BID BY SENIORITY FOR CORRECTIONAL COUNSELOR IS (0)
- 20.04 COUNSELOR POLICY COMMITTEE (0)
- 20.05 CORRECTIONAL COUNSELOR VACATION LEAVE (4 EXCEPT B=2)
- 20.06 CORRECTIONAL COUNSELOR I REQUESTED TRANSFERS BETWEEN APPOINTING AUTHORITIES (3 EXCEPT E=2)
- 20.07 CORRECTIONAL COUNSELOR I OVERTIME (0)
- 20.08 COMPUTER ACCESS (3)
- 20.09 STATEWIDE REHABILITATIVE AND EFFICIENCY MEASURES (0)

ARTICLE XXI — THIS ARTICLE LEFT INTENTIONALLY BLANK..... 166

ARTICLE XXII — THIS ARTICLE LEFT INTENTIONALLY BLANK..... 166

ARTICLE XXIII — TRANSPORTATION UNITS 166

- 23.01 CDCR TRANSPORTATION UNIT ASSIGNMENTS AND HOURS (3)
- 23.02 CDCR STATEWIDE TRANSPORTATION UNIT TRAINING (3)
- 23.03 CDCR STATEWIDE TRANSPORTATION UNIT QUATERLY JOINT LABOR MANAGEMENT COMMITTEE (4)

ARTICLE XXIV — THIS ARTICLE LEFT INTENTIONALLY BLANK 168

ARTICLE XXV — CAMPS..... 168

- 25.01 DAI CAMP FILES (3)
- 25.02 CDCR CAMP CONTINUOUS HOURS OF WORK/DEAD TIME/EMERGENCIES (3)
- 25.03 CAMP OVERTIME (0)
- 25.04 CAMP VACATION BID TIME (2)
- 25.05 FIRE CAMP COMMITTEE (4)

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ARTICLE XXVI — PERMANENT INTERMITTENT APPOINTMENTS..... 169

26.01 PERMANENT INTERMITTENT APPOINTMENTS (4 EXCEPT K=0)

26.02 MINIMUM WORK TIME FOR INTERMITTENT EMPLOYEES (2)

ARTICLE XXVII — APPLICATION AND DURATION..... 172

27.01 ENTIRE AGREEMENT (4 EXCEPT F 1.- F 3.=0; F.4. only after filing grievance under Section 6.10)

27.02 APPLICATION OF AGREEMENT (4)

27.03 TERM (4)

SIDELETTERS.....S-1

#1 REGARDING SECTION 27.01 - RETIREMENT BENEFITS

#2 REGARDING CONTINUOUS APPROPRIATION

#3 REGARDING SECTION 10.15 ABSENCES FOR DUTY IN THE UNIFORMED SERVICES

#4 REGARDING COURT DIRECTIVES

#5 REGARDING THIRTEEN WEEK (13) ACADEMY

#6 REGARDING STIPULATED AGREEMENT

#7 REGARDING WOUNDED WARRIORS TRANSITIONAL LEAVE ACT

#8 REGARDING BENEFIT TRUST FUND CONTRIBUTION

#9 REGARDING UNIFORM INSPECTIONS

#10 REGARDING PERSONAL LEAVE PROGRAM 2020

#11 REGARDING SECTION 14.01 – NEW BUSINESS AND TRAVEL STANDARDS

#12 REGARDING THE CALIFORNIA STATE PAYROLL SYSTEM PROJECT

APPENDIX.....A-1

#1 REGARDING SECTION 6.07 B.

#2 REGARDING SECTION 6.08 C. AND 6.13

#3 REGARDING SECTION 13.01

#4 REGARDING SECTION 11.10

#5 REGARDING SECTION 9.12

#6 REGARDING SECTION 10.15

#7 WITNESS ADMONISHMENT

#8 REGARDING SECTION 10.18

#9 REGARDING DUES DEDUCTION

#10 REGARDING SECTION 14.01 BUSINESS AND TRAVEL EXPENSES

#11 REGARDING LEAVE USAGE

#12 REGARDING SECTION 11.02 C. (BACK-TO-BACK DOUBLE EXAMPLES)

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ALPHABETICAL INDEX

SUBJECT	SECTION #
1123S	9.05
7K (TRAINING PROGRAM)	8.05
7K (EXEMPTION HOURS)	11.10
7K (COMPENSATION)	15.17
7K (WORK PERIOD)	11.10
401/457 (LUMP SUM LEAVE UPON SEPARATION)	15.18/15.20
998s	10.19
ACADEMY	2.03
ACADEMY PAY	15.01, 15.15
ACCESS OF EMPLOYEE FILES TO NON-DEPARTMENTAL PERSONS	9.04
ACCESS TO EMPLOYEES-CCPOA REPRESENTATION RIGHT	2.03
WORKSITE ACCESS	2.02
ACCOUNTS RECEIVABLE (LEAVE CREDIT USE)	15.12
ADVERSE ACTION/CITIZEN COMPLAINT DOCUMENTS	9.06
AGENCY SHOP	3.02
ALTERNATE PRE-RETIREMENT DEATH BENEFIT	13.07
ANNUAL LEAVE	10.16
ANNUAL PERFORMANCE REPORTS	9.01
APPLICATION OF AGREEMENT	27.02
ARBITRATION	6.11
ARBITRATION COSTS	6.14
ARBITRATION SETTLEMENTS (IMPLEMENTATION)	6.15
ARBITRATOR (SELECTION)	6.12
ASSAULTS ON STAFF (COMMITTEE)	7.04
ASSIGNMENT CHANGES	11.01
AWOL – SEPARATIONS (REINSTATEMENT REQUEST)9	10
BADGES	14.05
BENEFIT TRUST (DENTAL/VISION)	13.02
BENEFIT TRUST FUND CONTRIBUTION	13.10/S8
BEREAVEMENT LEAVE	10.07
BICYCLE COMMUTER PROGRAM	14.08
BILINGUAL/SIGN LANGUAGE PAY	15.06
BODY WORN CAMERAS	9.16
BULLETIN BOARD	2.05
BUSINESS AND TRAVEL	14.01
CADET PAY	15.01, 15.15
CALLBACK TIME	11.12

CAMP FILES DAI	25.01
CAMP CONTINUOUS HOURS OF WORK/DEAD TIME/EMERGENCIES.....	25.02
CAMP JLMC.....	25.05
CAMP OVERTIME	25.03
CAMP VACATION BID	25.04
CASH OUT OF VACATION/ANNUAL LEAVE	10.20
CASH OUT UPON SEPARATION	15.18
CATASTROPHIC TIME BANK.....	10.14
CCHCS INFORMATION DOCUMENTATION.....	16.06
CC IS (POSTAND BID)	20.03
CC IS (SALARY)	15.01
CC IS (WORK HOURS)	20.01
CC IS (WORKLOAD).....	20.02
CDCR INFORMATION DOCUMENTATION	16.06
CDCR TRANSPORTATION OFFICERS HOURS	23.01
CDCR INFECTIOUS DISEASE CONTROL PLANS	7.07
CHECKS (OVERTIME)	11.04
CHIEF JOB STEWARD ASSIGNMENT	2.06
CITIZEN COMPLAINT DOCUMENTS	9.06
CLASS A INSPECTIONS	14.04
CLASS B DRIVER'S LICENSE	8.06
CLASSIFICATION PROPOSALS	9.08
COMMITTEE(S)	2.10
COMMITTEE (ALTERNATE WORKWEEK SCHEDULES)	11.01
COMMITTEE (FIRE CAPTAIN SWEAT COMMITTEE)	17.03
COMMITTEE (HEALTH AND SAFETY)	7.01
COMMITTEE (INFECTIOUS DISEASE CONTROL).....	7.07
COMMITTEE (STAFF ASSAULTS).....	7.04
COMMUTE PROGRAM	14.07
CONTINUOUS APPROPRIATION	S2
CONTINUOUS HOURS OF WORK/DEAD TIME.....	11.02/A12
COPIES OF THE MEMORANDUM OF UNDERSTANDING.....	5.04
CORRECTIONAL COUNSELOR OVERTIME.....	20.07
CORRECTIONAL COUNSELOR POLICY COMMITTEE (CPC).....	20.04
CORRECTIONAL COUNSELOR POST AND BID	20.03
CORRECTIONAL COUNSELOR I TRANSFERS.....	20.06
CORRECTIONAL COUNSELOR VACATION LEAVE	20.05
CORRECTIONAL COUNSELOR WORK HOURS	20.01
CORRECTIONAL COUNSELOR WORKLOAD	20.02

CORRECTIONAL OFFICER CADET PAY.....	15.01,15.15
COURSE AND SCOPE	9.15
COUNSELOR POLICY COMMITTEE	20.04
COURT APPEARANCES	10.09
COURT DIRECTIVES	S4
CTO (UNUSED)	11.05
CDCR PAROLE AGENT TRAINING.....	19.02
DEAD TIME	11.02
DEAD TIME (IST).....	11.06
DEATH BENEFIT (PRE-RETIREMENT).....	13.07
DECEASED EMPLOYEES (LEAVE DONATIONS).....	13.08
DEFINED CONTRIBUTION PLAN	15.10
DEFINITION OF THIRD WATCH	11.09
DEFINITION-GRIEVANCE & ARBITRATION	6.02
DENTAL/VISION ERISA TRUST	13.02
DIFFERENTIAL (NIGHTAND WEEKEND).....	15.08
DISABILITY RETIREMENT ALLOWANCE.....	10.03
DISCIPLINARY PROCESS	9.14
DISTRIBUTION OF LITERATURE	2.01
DRIVERS LICENSE CLASS B	8.06
DUES DEDUCTION	3.01
DUTY STATEMENTS	16.04
EAP	13.03
EDUCATION INCENTIVE PAY	15.16
EIP.....	16.03
EIP/EARLY INTERVENTION PROGRAM/WORK INJURIES	16.03
EMERGENCY CARE	7.02
EMPLOYEE ACCESS TO FILE.....	S9.03
EMPLOYEE ASSISTANCE PROGRAM (EAP)	13.03
EMPLOYEE REQUESTED TRANSFERS BETWEEN APPOINTING AUTHORITIES.....	12.04
EMPLOYEE RIGHTS	6.06
EMPLOYEE SERVICES.....	4.02
EMPLOYEE SUGGESTIONS	16.01
EMPLOYER CONTRIBUTION FOR RETIREE HEALTH CARE	10.23
EMPLOYER-PAID RETIREMENT CONTRIBUTIONS	15.04
ENHANCED INDUSTRIAL DISABILITY LEAVE (EIDL)	10.03
ENHANCED NDI	10.16
ENTIRE AGREEMENT	27.01
EXCHANGE OF DAYS OFF – SHIFTPASSIGNMENT (ONE (1) HOUR INCREMENTS).....	11.03

EXPOSURE RECORD	7.09
FILES, LOCATION OF, AND EMPLOYEE ACCESS TO	9.03
FIRE CAPTAIN ANNUAL LEAVE ACCRUAL RATE	17.11
FIRE CAPTAIN HOLIDAYS	17.10
FIRE CAPTAIN HOURS OF WORK & COMPENSATION	17.02
FIRE CAPTAIN LICENSE RENEWAL	17.05
FIRE CAPTAIN ASSIGNMENTS/OVERTIME	17.12
FIRE CAPTAIN PHYSICAL FITNESS	17.07
FIRE CAPTAIN SAFETY EQUIPMENTAND MAINTAINENCE	17.04
FIRE CAPTAIN SALARIES	15.01
FIRE CAPTAIN SICK LEAVE	17.09
FIRE CAPTAIN SCHEDULING	17.06
FIRE CAPTAIN STRIKE TEAM QUALIFICATIONS.....	17.13
FIRE CAPTAIN SWEAT COMMITTEE	17.03
FIRE CAPTAIN TRAINING.....	17.01
FIRE CAPTAIN VACATION LEAVE.....	17.08
FIRING RANGES	16.02
FITNESS INCENTIVE PAY.....	15.07
FLEX ELECT (FLEXIBLE BENEFIT PROGRAM).....	13.04
FLIGHT PAY	15.05
FORMALAPPEAL – STEP 2	6.08
FORMALAPPEAL – STEP 3	6.09
FORMALAPPEAL – STEP 4	6.10
FURLOUGH/PLP PROTECTION	A8/S10
401(K) PLAN	15.10/15.20
GRIEVANCE CONFERENCE – MANDATORY	6.08
GRIEVANCE FORM (INFORMAL)	A1
GUN LOCKERS & STATE FIRING RANGES	16.02
HEALTH AND DENTAL BENEFIT VESTING	10.22
HEALTH AND SAFETY COMMITTEE.....	7.01
HEALTH BENEFIT PLAN	13.01
HOLIDAYS.....	10.10
INDUSTRIAL DISABILITY LEAVE (IDL).....	13.06
INFECTIOUS DISEASE CONTROL PLAN (CDCR)	7.07
INFORMAL DISCUSSION – STEP	16.07
INFORMATION REQUESTS (DOCUMENTATION, CDCR & CCHCS).....	16.06
INTERMITTENT EMPLOYEES	26.01
INVESTIGATIONS.....	9.09
INVOLUNTARY OVERTIME BY INVERSE SENIORITY.....	12.06

IST OVERTIME	11.06
JOINT LABOR MANAGEMENT APPRENTICESHIP COMMITTEE.....	8.03
JURY DUTY.....	10.08
K-9 DUTY COMPENSATION AND OVERTIME	15.09
LAYOFF AND REEMPLOYMENT	12.08
LETTERS OF INSTRUCTION/1123S.....	9.05
LOCATION INCENTIVE BONUS	15.22
LOCATION OF, AND EMPLOYEE ACCESS TO, FILES	9.03
LONG-TERM CARE INSURANCE PLANS	13.05
MANAGEMENT RIGHTS	4.01
MANDATORY OT	11.07
MEAL PERIOD	14.02
MEAL TICKETS.....	14.02
MEMBER RETIREMENT CONTRIBUTION RATE FOR PEACE OFFICERS.....	10.04
MILITARY ABSENCES	10.15/S3
MINI-ARB	6.13
MINIMUM WORK TIME FOR INTERMITTENT EMPLOYEES	26.02
MOVING EXPENSES AND RELOCATION	14.03
MUTUAL SWAPS	11.03
NIGHT SHIFT-DIFFERENTIAL/WEEKEND DIFFERENTIAL.....	15.08
NO-STRIKE	5.01
OPEB.....	10.21
OUT-OF-CLASSIFICATION ASSIGNMENTS	9.07
OUT-SERVICE TRAINING	8.01
OVERPAYMENTS/PAYROLL ERRORS (ACCOUNTS RECEIVABLE).....	15.12
OVERTIME.....	11.07
OVERTIME CAPS	11.02/12.05
OVERTIME CHECKS.....	11.04
OVERTIME (INVOLUNTARY/INVERSE SENIORITY).....	12.06
OVERTIME (IST).....	11.07
OVERTIME MEAL BENEFITS & ALLOWANCES	14.02
OVERTIME (PAROLE AGENT).....	19.08
OVERTIME SENIORITY VIOLATIONS	12.05
OVERTIME (VOLUNTARY BY SENIORITY).....	12.05
PARENTAL LEAVE.....	10.05
PAROLE AGENT CASELOAD AUDITS/ROSTER RECONCILIATION (CDCR)	19.05
PAROLE AGENT INVOLUNTARY OVERTIME	12.06
PAROLE AGENT (DAPO) JLMC	19.10
PAROLE AGENT VOLUNTARY OVERTIME.....	12.05

PAROLE AGENT STANDBY (CDCR).....	19.04
PAROLE AGENT SAFETY EQUIPMENT & PROCEDURES (CDCR)	19.01
PAROLE AGENT (SALARIES)	15.01
PAROLE AGENT TRAINING (CDCR)	19.02
PAROLE AGENT VACATION SCHEDULING/USE OF LEAVE CREDITS	19.11
PAROLE AGENT UNIFORMS	19.09
PAROLE AGENT WORKWEEK	19.03
PAROLE AGENT WORKLOAD/OVERTIME	19.08
PAROLE AGENT'S USE OF STATE VEHICLES (CDCR).....	19.07
PAYROLL ERRORS (ACCOUNTS RECEIVABLE LEAVE CREDIT USE)	15.12
PAYMENT OF REGULAR WAGES/SALARYADVANCES.....	15.13
PEACE OFFICER BILL OF RIGHTS (POBR)	9.11
PEACE OFFICER/FIRE CAPTAIN RETIREMENT PLAN	10.04
PERFORMANCE REPORTS	9.01
PERMANENT INTERMITTENT EMPLOYEES (MINIMUM WORK TIME)	26.02
PERMANENT INVOLUNTARY TRANSFER BY INVERSE SENIORITY.....	12.02
PERSONAL DEVELOPMENT DAYS	8.07
PERSONNEL INVESTIGATIONS.....	9.09
PERSONNEL PREFERRED POSTASSIGNMENT (POST & BID)	12.07
PIES/PERMANENT INTERMITTENT APPOINTMENTS	26.01
PIES (7K TRAINING)	8.05
PIES (ANNUAL LEAVE/ENHANCED NDI).....	10.16
PIES (BEREAVEMENT LEAVE).....	10.06
PIES (CDCR).....	26.01
PIES (DENTAL BENEFITS).....	13.02
PIES (EIDL).....	10.03
PIES (EMPLOYEE REQUESTED TRANSFERS).....	12.04
PIES (FLEXELECT)	13.04
PIES (HEALTH BENEFITS)	13.01
PIES (JURY DUTY).....	10.08
PIES (MINIMUM WORK TIME).....	26.02
PIES (PROBATION AND ANNUAL REPORTS)	9.01
PIES (SENIORITY).....	12.01
PIES (SICK LEAVE)	10.02
PLP (PERSONAL LEAVE PROGRAM)	10.18, S10
POSTAND BID (CC IS)	20.03
POSTAND BID (COS)	12.07
POST ORDERS/DUTY STATEMENTS	16.04
PRE-RETIREMENT DEATH BENEFITS	13.07

PRE-SCHEDULED (JURY DUTY)	10.08
PRE-SCHEDULED (SICK LEAVE).....	10.02
PREAMBLE	FIRST PAGE
PREFUNDING OF POST-RETIREMENT HEALTH BENEFITS	10.21
PRESENTATION (GRIEVANCE CONFERENCE).....	6.05
PRINTING OF CONTRACT	5.04
PRIORITY TIME OFF REQUESTS	11.11
PROBATION AND ANNUAL PERFORMANCE REPORTS.....	9.01
PROMOTIONAL (7K SALARY RANGE)	15.17
PROTECTED ACTIVITY	5.03
PSA TRAINING	19.13
PSA WORKWEEK/WORK SCHEDULE/TRAVEL TIME.....	19.14
PSA VACATION SCHEDULING/USE OF LEAVE CREDITS.....	19.15
PURPOSE OF GRIEVANCE & ARBITRATION PROCEDURE.....	6.01
QUARTERLY LABOR-MANAGEMENT MEETINGS	5.05
QUESTIONNAIRES	2.09
RANDOM SUBSTANCE TESTING PROGRAM.....	9.13
RANGE (STATE)	16.02
RECOGNITION	1.01
RECRUITMENT/RETENTION INCENTIVE	15.02/15.22
REDIRECTIONS	16.05
REDUCED WORK TIME	11.08
REFERRAL OF STAFF ASSAULTS	7.04
RELEASE OF EMPLOYEE FILES TO NON-DEPARTMENTAL PERSONS	9.04
RELEASE TIME BANK.....	10.12
RELEASE TIME FOR STATE CIVIL SERVICE EXAMS AND INTERVIEWS.....	8.02
REPLACEMENT OF DAMAGED PERSONAL CLOTHING AND/OR ARTICLES	14.06
REPORT OF INJURY.....	7.03
REPRESENTATION ON COMMITTEES.....	2.10
REQUEST FOR REINSTATEMENTAFTER AWOL SEPARATION	9.10
RESEARCH PROJECTS	8.04
RETIRED ANNUITANTS	18.01
RETIREMENT BENEFITS (PEACE OFFICER/FIRE CAPTAIN RETIREMENT PLANS).....	10.04, S1
RETIREMENT CONTRIBUTIONS (EMPLOYER PAID).....	15.04
RURAL SUBSIDY.....	13.09
SAFETY EQUIPMENT (ESCAPES AND ESCORTS)	7.06
SAFETY EQUIPMENT (INSTITUTIONS AND CAMPS).....	7.05
SAFETY EQUIPMENT (WORKGROUP)	7.08
SALARIES	15.01

SALARY ADJUSTMENTS (MSA)	15.03
SALARY ADVANCES	15.13
SALARY (DEFINITIONS)	15.11
SAVINGS CLAUSE	5.02
SELECTION AND AUTHORITY OF ARBITRATOR.....	6.12
SENIOR PEACE OFFICER PAY DIFFERENTIAL.....	15.14
SENIORITY	12.01
SHIFT DIFFERENTIAL.....	15.08
SHIFT AND/OR ASSIGNMENT CHANGES	11.01
SICK LEAVE1	0.02
SIGN LANGUAGE PAY	15.06
STATE FIRING RANGES	16.02
STATE TELEPHONES	2.08
STATE-OWNED HOUSING.....	4.03
STATEWIDE TRANSPORTATION OFFICER HOURS (CDCR).....	23.01
STATEWIDE TRANSPORTATION QUARTERLY JLMC (CDCR).....	23.03
STATEWIDE TRANSPORTATION UNIT TRAINING (CDCR)	23.02
STEWARDS' RIGHTS	2.07
STIPULATED AGREEMENT	S6
SUBPOENA.....	10.11
SUBSTANCE ABUSE- REASONABLE SUSPICION TESTING.....	9.12
SUPERVISORY FILE	9.02
SURVIVORS' BENEFITS	13.08
SWAPS (1 HOUR INCREMENTS).....	11.03
TAX DEFERRAL OF LUMP SUM LEAVE (CASH OUT UPON SEPARATION)	15.18
TELEPHONE TIME	11.07
TEMPORARY INVOLUNTARY REASSIGNMENTS & TRANSFERS	12.03
TERM	27.03
THIRD WATCH DEFINITION	11.09
TIME LIMITS – GRIEVANCE AND ARBITRATION	6.03
TRANSFER OF LEAVE CREDITS BETWEEN FAMILY MEMBERS.....	10.17
TRANSFERS (INVOLUNTARY INVERSE SENIORITY).....	12.02
TRANSFERS (PAROLE AGENTS)	19.06
TRANSFERS (EMPLOYEE REQUESTED).....	12.04
TRAVEL AND BUSINESS	14.01/S11
THIRTEEN (13) WEEK ACADEMY	S5
UNIFORM INSPECTIONS.	14.04/S9
UNIFORM/UNIFORM ACCESSORIES REPLACEMENT ALLOWANCE.....	14.04
UNION ACTIVITY RELATED TO COLLECTIVE BARGAINING.....	2.11

UNION PAID LEAVE	10.13
UNPAID LEAVE OF ABSENCE	10.07
UNUSED CTO	11.05
USE OF STATE FACILITIES	2.04
USE OF STATE TELEPHONES	2.08
VACATION LEAVE	10.01
VANPOOL REIMBURSEMENT	14.07
VETERANS DAY	10.10
VIDEO RECORDINGS	9.16
VIOLATION OVERTIME (SENIORITY)	12.05
VISION	13.02
VOLUNTARY OVERTIME BY SENIORITY	12.05
WAIVERS OF STEPS GRIEVANCE AND ARBITRATION PROCEDURE	6.04
WEAPONS, LOCKERS	16.02
WEAPONS, OFF DUTY	16.02
WEAPONS, QUALIFICATION (FIRING RANGES)	16.02
WEEKEND DIFFERENTIAL	15.08
WID	9.05
WORKSITE ACCESS	2.02
WOUNDED WARRIORS TRANSITIONAL LEAVE ACT	S7

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PREAMBLE

This AGREEMENT, hereafter referred to as the Agreement, entered into by the STATE OF CALIFORNIA, hereafter referred to as the State or the State employer, pursuant to Sections 19815.4 and 3517 of the Government Code, and the CALIFORNIA CORRECTIONAL PEACE OFFICERS ASSOCIATION, hereafter referred to as CCPOA, has as its purpose the promotion of harmonious labor relations between the State and CCPOA; establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other terms and conditions of employment. In case of conflict between this MOU and the Departmental policies/procedures, this MOU shall supersede.

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

ARTICLE I RECOGNITION

1.01 Recognition

- A. Pursuant to the Public Employment Relations Board certification, the State recognizes CCPOA as the exclusive representative for employees in the Corrections/CCHCS Unit 6.
- B. Pursuant to Government Code Sections 19815.4 and 3517, CCPOA recognizes the California Department of Human Resources (CalHR), or their designee as the negotiating representative for the State and shall negotiate exclusively with the Director or their designee, except as otherwise specifically spelled out in the Agreement.

ARTICLE II CCPOA REPRESENTATION RIGHTS

2.01 Distribution of Literature

- A. CCPOA representatives requesting access to Bargaining Unit 6 employees and/or designated non-work locations will check with the appropriate designated management authority to determine availability of space for the distribution of information and/or literature. Access to those locations may be restricted based on space availability and operational necessity. A written list of CCPOA stewards and staff shall be furnished to the State, and CCPOA shall notify the State promptly of any change.
- B. CCPOA may use existing employee mailboxes and/or electronic mail for distribution of information and/or literature. CCPOA assumes responsibility for the distribution of its own literature, unless mailed through the U.S. Postal System addressed to individual employee(s).

2.02 Worksite Access

- A. CCPOA stewards or representatives seeking access to the employees in a work or secure area, or to review documents shall provide the department head or designee with reasonable advance notice of the visit. Three (3) CCPOA Benefit Trust Fund (BTF) representatives seeking access to employees at mutually agreed upon locations to discuss benefits options for employees in BU6 shall endeavor to give reasonable advanced notice to the LRA of not less than five (5) days of when they will be at the institution. Access to CCPOA/BTF representatives may be denied or delayed or limited for reasons of safety, security, public order, or other business-related reasons. Access to employees shall not be unreasonably withheld.
- B. Access to work locations solely for the purpose of observation of the worksite, not involving discussion with employees, may be granted with reasonable advance notice with an appropriate escort. On occasion the representative may need to talk confidentially with the employee or take confidential notes. Under these circumstances, management agrees, if requested by the representative, to ensure reasonable physical separation between the escort, the representative and the employee. However, for legitimate business-

related reasons, the representative may be required to take notes or communicate with the employee at an alternate location.

- C. CCPOA representatives and three (3) designated CCPOA BTF Representatives will be eligible to apply for a CDCR Contractor's ID subject to all applicable rules. Once approved, they will be eligible to renew on a yearly basis. For initial IDs or for renewals prior to the fifteen (15) days before expiration, CCPOA/BTF representatives may secure IDs at locations in the Central and Southern regions, as well as at Headquarters in Sacramento. The specific locations will be provided to the CCPOA Chief of Labor, or designee. Renewals with less than fifteen (15) days before expiration shall be secured only at Headquarters in Sacramento.

2.03 Access to Employees

- A. CCPOA representatives shall be allowed access to Unit 6 employees while they attend their respective Academies (during the cadets' duty time) for up to two (2) hours during the first week of each Academy cycle. The Department will schedule CCPOA to be the first group to address new cadets. If CCPOA is unable to attend as scheduled by the Department or elects not to attend at that time, CCPOA will be provided an alternate time and day. CCPOA will provide the State the names of representatives who will be meeting with the new employees one (1) week in advance of the meeting. The time of this access shall be mutually agreed to between CCPOA representatives and the Academy Administrator or their designee and will fall within normal orientation hours. Academy management staff (i.e., Correctional Administrator, Captain, Correctional Business Manager, Staff Service Manager III) has the right to be present during the presentation, except that they may be asked to leave by the CCPOA representative for a short period of time (generally fifteen [15] minutes) and they shall do so. The local CCPOA presenter shall provide the local administration with a pre-planned agenda prior to the orientation. The local administration shall be notified of any changes in the agenda prior to those changes taking place.
- B. CCPOA representatives shall be allowed access to off-duty employees while at the Academy at a time mutually agreed upon by CCPOA and the Academy Administrator or their designee. CCPOA will provide the State with the names of representatives who will be meeting with the new employees one (1) week in advance of the meeting.
- C. The State shall provide CCPOA a schedule of when each new Academy cycle begins at least one (1) month prior to the beginning of each cycle.
- D. At the beginning of each new Academy cycle, the State shall provide CCPOA with a complete roster of the names and work locations of each new employee entering Bargaining Unit 6.
- E. Each CCPOA local Chief Job Steward and designee will have two (2) hours of access to employees during the employee's orientation at each facility, office, or other places of employment. The local management and CCPOA will meet to pick a specific designated time during this orientation for the CCPOA presentation.
- F. Membership Packets and MOU: During both the Academy presentation and the orientation mentioned in paragraph E. above, CCPOA may provide each new employee with a CalHR approved packet of CCPOA information and a copy of the Unit 6 MOU. CalHR approval of said packet of information shall not be arbitrarily or capriciously withheld.
- G. The State shall provide CCPOA adequate meeting space and access to audio/video equipment where available at the place the new employees are assembled for orientation.
- H. The existing practice by which the State employer and federal court, on the one hand, and the Union, on the other, provide one (1) hour of joint training (against any "code of silence") to each Academy class shall continue. The State employer shall continue to endeavor to have such training early in the Academy process and before any other ethics training.
- I. Both the State employer and the Union shall continue to bear its own respective costs for providing such joint training.

- J. Such training shall not come out of the Union's allotment of time described in sub-section A. above.
- K. CDCR agrees to notify CCPOA HQ Membership Services in the first week of the month of the names and work locations/geographic region to the extent known of PSAs hired the previous month. These notifications may occur by e-mail.

2.04 Use of State Facilities

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

2.05 Bulletin Boards

- A. CCPOA shall have access to employee organization bulletin boards at all work facilities to post materials related to CCPOA activities. Any materials posted must be dated and initialed by the CCPOA representative(s) responsible for the posting, and a copy of all materials posted must be distributed to the Hiring Authority, camp commander, facility head, or unit supervisor at the time of posting.
- B. Where State-owned employee organization bulletin boards exist, the Department shall provide reasonable bulletin board space for the exclusive use of CCPOA; or as an alternative, at its expense, CCPOA may provide at each camp or facility one or more (as described and limited in paragraph J.), with optional cover and lock, not to exceed 36" x 48" in size, and to be placed as described in paragraphs K. and L. Installation will be by the Department. In those cases where the bulletin board is provided with a lock, the Hiring Authority, camp commander, facility head, or unit supervisor shall be provided, at CCPOA's expense, two (2) keys to the lock. Such keys will not be used except in case of a safety hazard, or in violation of a no-strike provision or as such in paragraph E. herein; even in such instances the key shall not be used without a reasonable effort to have a CCPOA representative present. Any CCPOA bulletin board shall be installed in a location consistent with institutional safety, security and operational needs.
- C. If bulletin boards in a snack bar exist at facilities beyond those described below, CCPOA shall only be entitled to share such boards and have reasonable space on such boards.
- D. Nothing in this Article shall be construed to require the State to move or remove existing employee or management bulletin boards from their present locations.
- E. CCPOA agrees that nothing illegal or which threatens the safety or security of the facility, or which is of racist, sexist, obscene, defamatory (material which not only impugns the character or reputation of the subject, but is also false) or of a partisan/political nature shall be posted.
- F. Materials posted by an employee of the State shall be posted on the employee's own time.
- G. Should CCPOA decide to place an exclusive bulletin board in a parole facility, size and location shall be reasonably determined by local administration and board size shall be no more than 2 feet by 3 feet.
- H. Size and location of exclusive boards in new facilities shall reasonably be determined by local administration after consultation with CCPOA and the board size shall be no more than 3 feet by 4 feet.
- I. When CCPOA has a local concern over the number of bulletin boards, the Hiring Authority, camp commander, facility head, or unit supervisor and the CCPOA Chapter Chief Job Steward shall meet to determine locations of the bulletin boards.
- J. The number of bulletin boards and locations at each institution will remain the same. Any alterations of existing practices must be locally negotiated and agreed upon by both sides.

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

2.06 Chief Job Steward Assignment

- A. DAI Chief Job Stewards are assigned Super Seniority at the sole discretion of the Chapter President. Once assigned Super Seniority, the DAI Chief Job Steward's Super Seniority can only be removed by the Chapter President.
- B. DAI Chief Job Stewards shall be given an assignment in accordance with DAI post and bid/post assignment by seniority sections of this MOU. This shall exclude Chief Job Stewards' positions at camps and institutional fire stations.
- C. In camps, CCPOA shall designate one (1) Chief Job Steward of DAI Camps (North), one (1) of DAI Camps (Central), one (1) of DAI Camps (South), and one (1) of California Institution for Women (CIW). Additionally, in CDCR Fire Stations, CCPOA shall designate one (1) Chief Job Steward (North), one (1) Chief Job Steward (Central) and one (1) Chief Job Steward (South).
- D. In the PSA series, CCPOA shall designate two (2) Chief Job Stewards— one (1) North, and one (1) South.
- E. The Parole Chapter President shall have the ability to designate two (2) Chief Job Stewards in the North and two (2) Chief Job Stewards in the South.

2.07 Stewards' Rights

- A. The State recognizes and agrees to deal with designated stewards or staff of CCPOA on all matters relating to the administration of this MOU. A written list of CCPOA stewards, broken down by department and designated area of primary responsibility, shall be furnished to the State immediately after their designation and CCPOA shall notify the State promptly of any changes of such stewards. CCPOA stewards shall not be recognized by the State until such lists or changes thereto are received. A CCPOA steward's "area of responsibility" means institution, office or building. However, the parties recognize that it may be necessary for CCPOA to assign a steward responsibility for several small offices or buildings within a close proximity.
- B. Upon request of an employee, or on behalf of a CCPOA-filed grievance, a CCPOA steward may:
 - 1. Investigate an employee grievance, including health and safety grievances, and assist in its preparation and presentation, provided it is in the steward's department and designated area of primary responsibility;
 - 2. Provide representation of an employee at an interrogation, fact-finding, investigatory interview, or similarly-purposed discussion which has as its purpose the gathering of facts to support adverse actions;
 - 3. Provide representation on E.E.O. complaints, disputes over modified duties/reasonable accommodation, and "return-to-work" hearings;
 - 4. Provide representation at shooting review boards or as allowed by the Peace Officers' Bill of Rights; and

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

2.08 Use of Electronic Devices and State Telephones

- A. CCPOA representatives and job stewards shall be permitted reasonable access to State telephones to make calls for CCPOA representation purposes; provided, however, that such access to State telephones shall not result in any additional costs to the State, nor shall it interfere with the conduct of State business.
- B. CCPOA Chapter Presidents, Chapter Vice Presidents, and at least one (1) CCPOA Chapter Chief Job Steward per watch, per institution, and appointed Counselor Policy Committee members will be allowed to bring a CCPOA-authorized cellular device within the security areas of institutions/facilities for the purposes of CCPOA representation upon written notification and approval of the Hiring Authority. Approval will not be unreasonably denied. A list of these devices will be provided to the local Labor Relations Analyst (LRA). The list will include the device owner's name, the type of the device (laptop, electronic tablet, or cellular device), make, model and serial number, IMEI/EUIMID/MEID/ESN/ICCID number(s) of the device, or any other device identifier needed to ensure the device is operational in the institution, cellular provider and the cellular number.
- C. CCPOA Chapter Presidents, Chapter Vice Presidents, and at least one (1) CCPOA Chapter Chief Job Steward per watch per institution, and appointed Counselor Policy Committee members, and CCPOA staff will be permitted to bring CCPOA-authorized laptop computers and/or electronic tablets in secure areas of institutions/facilities for the purposes of CCPOA representation upon written notification and approval of the Hiring Authority. Approval will not be unreasonably denied. A list of these devices will be provided to the local LRA. The list will include the device owner's name, the type of the device (laptop, electronic tablet, or cellular device), make, model and serial number, IMEI/EUIMID/MEID/ESN/ICCID number(s) of the device, or any other device identifier needed to ensure the device is operational in the institution, cellular provider and the cellular number.
- D. CCPOA staff, Executive Council, and Board of Directors will be permitted to bring a CCPOA-authorized cellular device and/or CCPOA-authorized laptop computer and/or electronic tablets inside secured areas of the institutions/facilities for the purposes of CCPOA representation.

CCPOA will provide and maintain a list of CCPOA-authorized cellular devices, laptops, and/or electronic tablets that belong to CCPOA staff, Executive Council, and Board of Directors which will be provided to the Hiring Authority. The list will include the device owner's name, the type of device (laptop, electronic tablet, or cellular device), make, model, and serial number, IMEI/EUIMID/MEID/ESN/ICCID number(s) of the device, or any other device identifier needed to ensure the device is operational in the institution, cellular provider and the cellular number.

2.09 Questionnaires

- A. It is the intent of the State employer that all management questionnaires originated by the DAI, DAPO, and/or DRP not infringe upon the rights afforded to CCPOA under the Ralph C. Dills Act. Copies of all management questionnaires directed toward employees and originated by the Departments shall be furnished to CCPOA one (1) week prior to questionnaires being distributed to employees. The State shall also furnish CCPOA, within a reasonable time frame, a copy of all published findings from said study.
- B. Other voluntary documents, questionnaires, surveys and the like (hard copy or electronic) that are not originated by, but are facilitated by, CDCR shall be identified as voluntary and, if hard copy, left in static locations for employee pick-up.

2.10 Representation on Committees/Groups

If a management-initiated committee or group (e.g., Healthcare Facility Improvement Program, Space Committee, etc.) is developing a plan or policy on issues within the scope of representation, CCPOA shall be provided a seat on the committee/group. The work of said committee/group shall not be in any way construed as "Meet and Confer" as defined under the Ralph C. Dills Act. A copy of official minutes, when taken, of said committee meetings shall be provided to the CCPOA representative on the committee/group.

The Executive Use of Force Review Committee will be reconfigured into two separate segments: **Segment One** will be conducted by Executive Management and designated staff who will review all use of force incidents. **Segment Two** (which will occur after and separate from Segment One) will be an after-action review that will be the same day or the next day attended by the same executive management that conducted Segment One, as well as a CCPOA representative. The after-action review team will review use of force cases to identify related issues, including, but not limited to, possible trends that may indicate a need for additional training and/or misunderstanding of policies.

2.11 Union Activity Related to Collective Bargaining

- A. The State shall annually provide the amount of release time to CCPOA for activity related to collective bargaining pursuant to the parties' agreement of December 11, 2001.
- B. CalHR and CCPOA shall meet annually in advance of the time when the Union activity will be conducted to determine the allocation of time between Departments which employ Unit 6 employees.
- C. Only CCPOA's Headquarters may negotiate or designate someone to negotiate any issue, whether statewide or local, under the Meet and Confer sections of the Ralph C. Dills Act or this Agreement.
- D. The State shall not negotiate with or enter into memoranda of understanding or adjust grievances or grant rights or benefits covered by this Agreement or within CCPOA's scope of representation unless such action is with CCPOA's written concurrence.

ARTICLE III ORGANIZATIONAL SECURITY

3.01 Dues Deduction (See Appendix #9)

- A. It is the intent of this section to provide for payroll deductions of CCPOA members in Unit 6, relative to dues and insurance programs. CCPOA dues, regular and general assessments, and other membership benefit deductions properly and lawfully authorized will be deducted by the State from the salary of each CCPOA member in an amount specified by CCPOA and in accordance with State Controller's Office administrative policies and procedures and transmitted to CCPOA. Amounts deducted shall be set by CCPOA and changed by the State upon written request of CCPOA. CCPOA agrees to pay charges for service in accordance with State Controller's Office administrative procedures. The State agrees to provide prior notification of State Controller's Office service rate changes to CCPOA.

- B. The written authorization for CCPOA dues deductions shall remain in full force and effect during the life of this MOU.
- C. CCPOA hereby agrees in consideration of forbearance by the State Controller, at the request of CCPOA of the Controller's right to require a waiver from State employees of any liability for inadvertence or error, as a condition of making payroll deductions for payment to CCPOA pursuant to the Government Code Sections 1151 and 1152, and of benefits accruing to CCPOA, as a result of such forbearance. CCPOA hereby agrees to hold the State of California, the State Controller and their employees harmless from liability for any errors in withholding or transmitting payroll deduction monies for CCPOA except for liability to CCPOA for monies actually withheld, but not transmitted.

3.02 Membership Dues

- A. The State employer agrees to deduct and transmit to CCPOA all deductions authorized on a form provided by CCPOA. The State employer agrees to deduct and transmit all deductions during the life of this MOU and after the expiration of this MOU until (1) a successor agreement is reached, or (2) implementation of the State's last, best and final offer after negotiations, whichever comes first. Such authorized dues deductions shall be remitted monthly to CCPOA along with an adequate itemized record of deductions. CCPOA shall pay any reasonable costs incurred by the State Controller. The State employer shall not be liable in any action brought by a State employee seeking recovery of, or damages for, improper use or calculation of dues and CCPOA agrees to hold the State employer harmless for any such action.
- B. Any member may withdraw from CCPOA by sending a signed withdrawal letter to CCPOA.
- C. The amount of membership dues shall be set by CCPOA and changed by the State upon written notice from CCPOA. CCPOA agrees to notice all affected members any time there is a change in membership dues.
- D. CCPOA agrees to indemnify, defend and hold the State harmless against any claims made of any nature and against any suit instituted against the State arising from its checkoff for CCPOA deductions.
- E. No provision of this Article shall be subject to the grievance and arbitration procedure contained in this MOU.

ARTICLE IV STATE'S RIGHTS

4.01 Management Rights

- A. Except as expressly abridged by any provision of this Agreement, the State and the Departments reserve and retain all of their normal and inherent rights with respect to management of their affairs in all respects in accordance with their responsibilities, whether exercised or not, including, but not limited to, the rights to determine and, from time to time, to redetermine the number, location, and type of work forces, facilities, operations, and the methods, processes and equipment to be employed; the scope of services to be performed, the method of service, assignment of duties, and the schedule of work time and work hours, including overtime; to contract and sub-contract existing and future work; to discontinue conduct of their mission or operations in whole or in part; to determine whether and to what extent the work required in their operations shall be performed by employees covered by this Agreement; to transfer work from or to, either in whole or in part, any of the work forces or facilities and locations; to determine the number, types and classification of positions or employees assigned to program or project unit; to establish and change work schedules, assignments and facilities locations; to hire, transfer, promote and demote employees; to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons; to suspend, discharge or discipline employees; to alter, discontinue or vary past practices and otherwise to take such measures as the employer may determine to be necessary for the orderly, efficient and economical operation of CDCR.

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

4.02 Employee Services

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

4.03 State-Owned Housing

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

ARTICLE V GENERAL PROVISIONS

5.01 No-Strike

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

5.02 Savings Clause

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

5.03 Protected Activity

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

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

5.04 Printing and Copies of the Memorandum of Understanding

- A. The State will reimburse CCPOA for the actual cost of printing the MOU up to the agreed upon amount. CCPOA will provide the State with a reasonable number of printed contracts.
- B. CCPOA will print, at CCPOA's initial expense, sufficient copies of this Memorandum of Understanding to supply a copy to each employee. CCPOA will bulk mail sufficient copies to each institution, camp and parole office at CCPOA expense.
- C. Each CCPOA chapter, shall receive thirty (30) hours of Official Business Time to distribute copies of the Memorandum of Understanding (MOU).

Each Chapter President and Hiring Authority shall mutually agree upon dates, times, and locations at least twenty-four (24) hours in advance of the time off.

- D. If there is any dispute regarding this section, CDCR and CCPOA Chiefs of Labor shall first attempt to resolve the dispute. If the Chiefs of Labor are unable to resolve the dispute, the issue shall be elevated to the CalHR Labor Relations Officer assigned to BU6 and the CCPOA Executive Vice President for final resolution.

5.05 Labor-Management Meetings

- A. CDCR/CCHCS, CCPOA, and CalHR agree to conduct labor/management meetings on an as-needed basis if requested by either party, but in no event more than quarterly in order to discuss on-going labor relations issues and in order to maintain on-going communications and dialogue regarding, but not limited to: contract administration, grievances and items of mutual interest to both parties or of concern to each party in general. Representatives from each side shall participate in these meetings and shall include one (1) person each from the management departments and Union's bargaining team. An agenda will be provided prior to the scheduled meeting. The parties reserve the right on a case-by-case basis to add time sensitive, urgent items to the agenda. The party adding such last minute items, however, shall come to the meetings with specifics and/or documents relating to the underlying issue.
- B. Unless mutually agreed otherwise by both parties, CDCR will continue to conduct monthly labor/management meetings at the local level consistent with local past practice to discuss on-going local labor relations issues and maintain communication and dialogue regarding but not limited to: contract administration and items of mutual interest or of concern to each party in an effort to resolve issues at the lowest level. Agendas may be requested by either party no later than five (5) business days prior to the meeting.

ARTICLE VI GRIEVANCE AND ARBITRATION PROCEDURE

6.01 Purpose

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

6.02 Definitions

- A. A "contract grievance" is a dispute between CCPOA and the State, or a dispute of one (1) or more employees against the State, involving the interpretation, application or enforcement of the provisions of this MOU.
- B. A "policy grievance" (a non-arbitrable grievance) is a dispute between one (1) or more employees against the State, or a dispute between CCPOA and the State involving subjects not covered by this agreement and not under the jurisdiction of the State Personnel Board (SPB). A policy grievance may be processed only to Step 3 (the Director's level) of this grievance procedure unless otherwise capped at a lower step in this agreement, and is not arbitrable.
- C. The following are merit system appeals under the jurisdiction of the SPB, and are not grievable or arbitrable under this MOU. Complainants or appellants are placed on notice that these following items should be appealed directly to SPB unless an initial departmental appeals process has been spelled out in the CDCR Departmental Operations Manual (DOM):
 - 1. Exam appeals;
 - 2. Adverse Action appeals (Government Code Section 19570, et seq.);
 - 3. Merit complaints;
 - 4. Whistle-blower complaints;
 - 5. Equal Employment Opportunity complaints (see the DOM);
 - 6. Appointment appeals; and
 - 7. Withholds from certification (background investigations).
- D. As used in this procedure, the term "immediate supervisor" means the individual, identified by the Hiring Authority, who assigns, reviews and directs the work of an employee.
- E. As used in this procedure, the term "party" means CCPOA, an employee or the State.
- F. A "CCPOA representative" refers to an employee designated as a CCPOA steward or a paid staff representative.
- G. Grievances shall be filed on a mutually negotiated grievance form provided by the State, and made readily accessible at each and every institution, camp and parole office.

6.03 Time Limits

- A. Each party involved in a formal written grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure. However, with the mutual consent of the parties, the time limitation for any step may be extended. To be effective, time extension requests and responses must be in writing.
- B. If there has been no mutually agreed-upon time extension, failure to respond to the grievance within the specified time frames shall allow the grievant to file a grievance at the next step. If this occurs, the higher step must respond to the grievance and may not return it to a lower step. If Step 2 fails to respond to the grievance within the specified time frames, the grievant or their authorized representative, within fourteen (14) calendar days, may request and shall be entitled to schedule a face-to-face grievance conference locally with the Step 3 representative and the CCPOA Field Representative attending telephonically unless mutually agreed otherwise. The parties agree that the scheduling of this grievance conference will not be unreasonably delayed. The State's specified time frames shall be tolled during this fourteen (14) calendar day window and until the grievance conference should one be requested.

- C. Where mass grievances are filed or arguably frivolous/redundant grievance activity is occurring, the CDCR Chief of Labor/CalHR Unit 6 Labor Relations Officer or CCPOA Chief of Labor may temporarily freeze all grievance time frames and processing for those grievances alleged to be in this category. If the State is to invoke this section, the CDCR Chief of Labor/CalHR Unit 6 Labor Relations Officer shall contact CCPOA Chief of Labor, prior to the freezing of the grievances, to arrange a meeting between the local CCPOA Chapter, CCPOA Headquarters staff, institutional management staff, and departmental Labor Relations staff, to meet locally within fourteen (14) calendar days on these issues and/or problems associated with the frozen grievances. This shall occur prior to the grievances being unfrozen and the time frames reinstituted. Once this meeting has occurred, the State has fourteen (14) calendar days to respond to the grievances. This subsection also applies to mini-arb.

6.04 Waiver of Steps

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

6.05 Presentation

At any step of the grievance procedure, CCPOA may request that the State representative hold a grievance conference. If the State representative agrees to hold a grievance conference and a grievance conference is scheduled, the grievant and the CCPOA representative may attend without loss of compensation. The grievance conference will not be scheduled on the grievant's RDO.

6.06 Employee Rights

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

6.07 Informal Discussion – Step 1

- A. An employee grievance initially shall be discussed with the employee's involved supervisor within thirty (30) calendar days of the alleged violation or after knowledge of same reasonably should have been acquired. The involved supervisor shall render an immediate response, if possible, or within ten (10) calendar days if they require further research.
- B. If it is clear that the supervisor does not have the authority to grant the grievance, they must so state this fact to the grievant immediately on the appropriate worksheet. (See Appendix Item #1)
- C. The involved supervisor's resolution of the grievance at Step 1 shall be non-precedential.

6.08 Formal Appeal – Step 2

- A. If a grievance is not resolved at Step 1 to the satisfaction of the grievant, a formal grievance may be filed no later than within ten (10) calendar days of the decision at Step 1.
- B. However, if a CCPOA grievance is not initiated at Step 1, the formal grievance must be filed within thirty (30) calendar days after the event or circumstances occasioning the grievance, or within thirty (30) calendar days of the alleged violation or after knowledge of same reasonably should have been acquired.
- C. A formal grievance shall be initiated in writing on the mutually negotiated grievance form provided by the State, and shall be filed with the Hiring Authority or designee. Upon filing of the formal written grievance, the institution or parole region shall assign the grievance a number in accordance with Appendix Item #2

and record the number in the institution grievance log. At the request of the Chapter President, or Chapter President's designee, the institution grievance log pertaining to BU6 grievances shall be made available for review.

- D. If the formal written grievance is not in the scope of authority of the Hiring Authority or designee to grant, the grievant's CCPOA Job Steward may file the formal grievance directly at Step 3 of the grievance process, unless the grievance alleges a violation of an MOU section which may be appealed to mini-arb pursuant to Section 6.13. These grievances may not be filed directly at Step 3 (also commonly referred to as the third level) under any circumstances.
- E. Prior to formally responding to the grievance, there shall be a grievance conference between the grievant (if not CCPOA), CCPOA and the Hiring Authority or designee, subject to the provisions of Sections 6.03 and 6.04. The Grievant will attend the grievance conference without loss of compensation and the grievance conference will not be scheduled on the grievant's RDO.
- F. Within thirty (30) calendar days after receipt of the formal written grievance, the Hiring Authority or designee shall respond in writing to the grievance as the first formal level/step of response (commonly referred to as the second level or Step 2 grievance response). Decisions at this level are considered non-precedential.
- G. Regardless of who files the grievance, a copy of the grievance and the response shall be mailed by the Hiring Authority or designee to the appropriate office of CCPOA (as identified in Appendix Item #2) and a copy hand delivered or mailed to the work address of the local CCPOA representative. The postmark date of the grievance sent to the appropriate office of CCPOA shall determine the date of the response.
- H. This shall be the final level/step of review for any grievance involving the contents of a performance appraisal or an alleged POBR violation.

6.09 Formal Appeal – Step 3

If the grievant is not satisfied with the decision rendered pursuant to Step 2 (also commonly referred to as the second level), the decision may be further appealed as follows:

- A. If the grievance alleges a violation of a section of the MOU listed under Section 6.13, the grievance may be appealed to mini-arb under the rules and procedures specified in Section 6.13. This mini-arb shall be the only and final level of review for all such grievances.
- B. If the grievance alleges a violation of any other section of the MOU which may be appealed beyond the Step 2, the grievance may be appealed to CDCR/CCHCS Department Director or designee as follows:
 - 1. Within thirty (30) calendar days of the receipt of the Step 2 response, the grievant or CCPOA may appeal the decision to the Director of the Department or designee via email to olrgrievance@cdcr.ca.gov.
 - 2. Within thirty (30) calendar days after receipt of the appealed grievance, the person designated at Step 3 (also commonly referred to as the third level) shall respond in writing to the grievance, subject to the provisions of Sections 6.03 and 6.04.
 - 3. This shall be the final level of review for all Health and Safety grievances, any grievances involving the content of an LOI, and "policy" grievances in that they do not involve the interpretation, application or enforcement of the provisions of this MOU.
 - 4. Regardless of who files the grievance, a copy of the grievance and said response shall be mailed by the Hiring Authority or designee to the appropriate office of CCPOA.
 - 5. If the grievance alleges a violation of the following MOU Sections: 2.03, 2.04, 2.08, 2.09, 5.03, 7.04, 7.05, 7.06, 7.07, 9.03, 9.06, 9.09 (except G. and L.), 10.02 (except D.), 10.07, 10.08, 10.16, 10.19, 11.02, 11.05, 12.04 (except G.), 14.05, 16.02, 16.06, 17.05, 17.06, 17.08, 17.09, 17.11, 17.12 (D. 3.

only), 17.13, 18.01, 19.01, 19.02, 19.03, 19.06 (except G. [see 6.10]), 19.14, 19.15, 20.01, 20.02, 20.06 (except E.), 20.08, 23.01, 23.02, 25.01, 25.02, the grievance may be appealed directly to arbitration after the Step 3 response. The appeal to arbitration shall be made by sending a request for arbitration, including a complete grievance package, to the Director of CalHR, or designee, via email to grievances@calhr.ca.gov within thirty (30) calendar days of the Step 3 response. The arbitration shall be conducted in accordance with Section 6.11 of this article.

6. If sections of this MOU subject to arbitration after the Step 3 and after the Step 4 (also commonly referred to as the fourth level) are appealed in the same grievance, the grievance shall be subject to arbitration after the Step 4 response. Time frames for the Step 3 appeal to arbitration shall be put in abeyance pending the Step 4 response.

6.10 Formal Appeal – Step 4

- A. If the grievant is not satisfied with the decision rendered at Step 3, the grievant may appeal the decision within thirty (30) calendar days after receipt of the decision as follows:

If the grievance alleges a violation of any the following sections of the MOU: 1.01, 2.01, 2.02, 2.05, 2.06, 2.07, 2.10, 2.11, 3.01, 4.01, 4.02, 4.03, 5.01, 5.02, 5.05, all sections in Article VI (except 6.16 B. 1.), 7.02, 7.09 (except A.), 8.01, 8.02, 8.05, 8.06, 8.07, 9.04, 9.05 D., 9.07, 9.08, 9.10, 9.13, 9.14, 9.15, 10.01 (except G.), 10.05, 10.09, 10.10 (except L. and only after N. procedure has been completed), 10.11, 10.12, 10.13, 10.20, 10.21, 10.22, 10.23, 11.07, 11.10, 11.11, 12.01, 12.02, 12.03, 13.01, 13.02, 13.03, 13.10, 14.01, 14.03, 14.04, all sections in Article XV (except 15.03, 15.04, 15.12, and 15.18), 16.03, 16.07, 17.02, 17.03, 17.10, 19.06 (G. only), 19.08, 19.09, 19.11, 19.13 (except A.), 20.05 (except B.), 23.03, 25.05, 26.01 (except K.), 27.01 (except F. 1.-3.; F. 4. only after filing 27.01 grievance under Section 6.10), 27.02, 27.03, the complete grievance package, including all lower level/step responses, must be provided and appealed to the Director of CalHR, or designee via email to grievances@calhr.ca.gov within thirty (30) calendar days after receipt of the Step 3 response. Within thirty (30) calendar days after receipt of the appealed grievance, the Director of CalHR or designee shall respond in writing to the grievance, subject to the provisions of Sections 6.03 and 6.04.

- B. Upon request by either party, CalHR and CCPOA representatives agree to hold quarterly grievance settlement meetings to facilitate the resolution of specific grievances received at the fourth level.
- C. In the event CalHR renders a grievance response at Step 4 that provides in whole, or in part, a remedy for the contract violation alleged in the grievance, and that remedy is not enforced or implemented in accordance with instructions or directives set forth in the grievance response, the Union may compel the enforcement or implementation of the remedy by filing a petition for writ of mandate pursuant to Code of Civil Procedure Section 1085 in a court of competent jurisdiction. The Union will be deemed to have exhausted all administrative remedies necessary to the pursuit of a writ of mandate upon providing notice to CalHR of specific nature of the unenforced or unimplemented Step 4 grievance remedy, and upon a showing that the remedy remains unenforced or unimplemented for a period of fifteen (15) days following the date of such notice. A court of competent jurisdiction may issue a writ or order compelling the enforcement or implementation of the remedy prescribed in the Step 4 grievance response, and may also award costs and attorneys' fees upon a showing that there was no reasonable business justification for the delay or failure to implement or enforce the grievance remedy.

6.11 Arbitration

- A. Only grievances which involve the interpretation, application or enforcement of the provisions of this MOU may be appealed to binding arbitration.

- B. Pursuant to subparagraph A. above, if CCPOA is not satisfied with the decision rendered in Step 3 or in Step 4, only CCPOA may appeal the decision to binding arbitration. Such appeal shall be made by written demand sent via email to grievances@calhr.ca.gov within thirty (30) calendar days to the Director of CalHR or designee. Only grievances which exclusively allege violations of those MOU sections listed in subsection 6.09 B. 5. can be appealed to arbitration directly after the Step 3 response. CCPOA shall have one hundred eighty (180) calendar days after appealing the grievance to request in writing to CalHR to strike arbitrators. If the request to strike arbitrators is not made within one hundred eighty (180) calendar days, the grievance shall be considered withdrawn and CCPOA may not proceed to arbitration.

An expedited arbitration procedure shall be available in the following limited circumstances: in situations in which irreparable injury will result from threatened action by either party and for which there is no adequate remedy at law (e.g., back pay), the other party may request an expedited arbitration of the matter. The parties will exercise best efforts to secure an arbitrator, to have the arbitration (including arbitrating during non-business hours, e.g., on weekends and holidays) and to receive the decision (written or bench depending upon circumstances) prior to the threatened action or if the action has occurred, as soon as possible after the action. The parties may develop a list of arbitrators who commit to be available for these short-notice, expedited proceedings.

C. Selection of Arbitrators

1. To aid CalHR in timely selection of arbitrators, CCPOA will email to grievances@calhr.ca.gov, as soon as possible, after a case has been approved for arbitration by CCPOA's internal review committee a demand to strike arbitrators (demand).
 2. CCPOA will transmit its demand on a given case via email to grievances@calhr.ca.gov.
 3. The CalHR grievance number and the last number of the CCPOA arbitration number (both numbered sequentially) shall be added together and if the resulting number is odd CCPOA strikes first. If the resulting number is even, then CalHR strikes first.
 4. After the demand is sent to CalHR, the parties will endeavor to complete the strike process within thirty (30) calendar days. However, the parties may mutually agree to extend this time frame. If CCPOA has not heard back from CalHR within thirty (30) calendar days of the demand, CCPOA will alert the Labor Relations Officer assigned to BU6 of the lack of response. If the parties are unable to complete the strike process within ten (10) additional calendar days (or any mutual extension), CCPOA may elevate the selection of the arbitrator to the Labor Relations Officer assigned to BU6 and CCPOA Chief of Labor to work with the assigned attorneys to promptly reach resolution of this subsection. CCPOA retains the right to compel arbitration after exhausting this section's resolution process.
 5. The parties further agree that the striking process shall be completed in one (1) session, telephonically, via an electronic platform, or face-to-face.
- D. Only grievances pursuant to subparagraph A. above may be so appealed. The arbitrator shall have the powers that normally exist including, but not limited to: (1) order the party initiating the grievance to abide by the time limits provided in this article or, (2) issue an order to the party proposing the action to temporarily defer the action. The arbitrator shall have the power to frame a decision, including those rendered under Section 27.01, provided it does not add to, delete, or alter any provisions of this MOU, or any agreements supplementary thereto, but shall limit the decision to the application and interpretation of its provisions.
- E. The parties agree that they intend this arbitration clause to extend beyond the expiration of the MOU and continue until the implementation of a successor MOU or the implementation of the State's last, best and final offer after impasse. The State recognizes its obligation to maintain the terms of this MOU after expiration and before agreement on a new MOU or implementation of the State's last, best and final offer after impasse. Grievances filed during this period will retain the same level of arbitrability as during the life of this MOU.

6.12 Selection and Authority of Arbitrator

- A. An impartial arbitrator shall be selected from a mutually agreed-upon standing panel of up to seventeen (17) arbitrators pre-selected by CalHR and CCPOA. The parties' legal departments will meet and mutually determine this list no later than six (6) months after the ratification and approval of this MOU. Selection for a particular arbitration shall be made by alternately striking names from the list until one (1) name remains. Such remaining person shall be designated as the arbitrator. The first party to strike a name from the list shall be picked by lot. The parties agree to meet following ratification of this MOU to develop an alternative rotational system for selecting arbitrators which may be implemented by mutual agreement.
- B. If at any time there are less than ten (10) mutually agreed upon arbitrators impaneled, then either party may unilaterally seek a list of five (5) arbitrators from the American Arbitration Association or the California Mediation and Conciliation Service. Selection for that given arbitration shall be made by alternately striking names from the list of five (5) until one (1) name remains. This person shall be designated as the arbitrator. The first party to strike names from the list shall be determined by lot.
- C. The State and CCPOA will use arbitration procedures as described below unless agreed otherwise:
 - 1. A requirement that the arbitrator selected render a written decision within sixty (60) calendar days of the conclusion of the hearing.
 - 2. No post hearing briefs unless mutually agreed by the parties.
- D. The decision of the arbitrator shall be final and binding.
- E. The arbitrator shall have no authority to add to, delete, or alter any provisions of this MOU, or any agreements supplementary thereto, but shall limit the decision only to the application and interpretation of the provisions.
- F. The Arbitrator shall have the authority to frame the issue if the parties cannot, or have a default of "Should the grievance be granted? If so, what is the remedy?"

6.13 Mini-Arb

- A. Grievances exclusively alleging a violation of Sections: 7.01, 7.03, 8.04, 9.01, 9.02, 9.05 (except D.), 10.01 G., 10.02 D., 10.06, 11.01, 11.03, 11.04, 11.06, 11.09, 11.12, 12.05, 12.06, 14.02, 14.06, 14.07, 14.08, 15.03, 15.12 J., 16.04, 17.01, 17.04, 17.07 (except B.), 17.12 (except D. [see 6.09] and E.), 19.04, 19.05, 19.07, 20.05 B., 20.06 E., 25.04, 26.02, of this MOU, and where the grievance has not been resolved at Steps 1 or 2. CCPOA may appeal the grievance to mini-arb which shall operate under the following rules:
- B. Grievance Processing
 - 1. At the conclusion of the Step 2 grievance conference, for any grievance which has the potential of going to mini-arb, the initial grievance package, including any CCPOA supporting documentation, will be lettered, i.e., the first page is lettered "A", the second "B", etc. The parties will initial the last page. Notwithstanding

6.13 B. 3. and 6.13 C. 10., the lettering phase is the last opportunity for CCPOA to add any additional documentation. The LRA will attach the lettered, initial grievance package to the Step 2 response, including any of the State's supporting documentation, and mail to the appropriate CCPOA Office. For purposes of this section "appropriate CCPOA Office" is as they are identified in Appendix #2. Upon mailing the Step 2 response package, including any of the State's supporting documentation, this is the last opportunity for the State to add any additional documentation.
 - 2. If during the Step 2 grievance conference either party requests an extension of the Step 2 response time limits to investigate the grievance, the parties will recess the grievance conference.

If the grievance conference is recessed, the parties will sign a written waiver form recessing the grievance conference and establishing a date to continue the grievance conference. Time extensions are limited to one (1) and may not exceed fourteen (14) calendar days. If the State refuses to recess the grievance conference, then CCPOA shall have fourteen (14) calendar days to issue a rebuttal to the Step 2 grievance response. This rebuttal shall become part of the grievance package forwarded to the mini-arb coordinators. If CCPOA refuses to recess the grievance conference, then CCPOA shall not be allowed to rebut the Step 2 grievance response.

3. If the Step 2 grievance response contains or relies in part on information that was never discussed or raised in the Step 2 grievance conference, CCPOA shall have fourteen (14) calendar days in which to add a rebuttal to the grievance package.
4. If the grievance alleges violations of contract sections that are subject to the mini-arb process and contract sections that are not subject to the mini-arb process, the grievant must choose between either:
 - (1) dropping all of the contract sections subject to the mini-arb process and pursuing through the normal grievance process the contract sections not subject to the mini-arb process, or
 - (2) dropping all of the contract sections not subject to the mini-arb process and pursuing the grievance through the mini-arb process.

The grievant must make this choice after the Step 2 response. The parties will work collaboratively to ensure that the same issues are not pursued in multiple forums.

5. When the decision is made by CCPOA to take the grievance to mini-arb, the appropriate CCPOA Office will send a letter to the LRA advising that the parties at the local level meet and number the pages of the final grievance package (which will include the Step 2 response package and CCPOA's lettered grievance package), 1 of however many pages, 2 of however many pages, etc. The parties will initial the last page. The LRA will send the final grievance package to the appropriate CCPOA Office within ten (10) calendar days.
6. If CCPOA ultimately decides to take a case to mini-arb, the appropriate CCPOA Office will send a mini-arb request letter and the final grievance package to CDCR, Labor Relations Office within one hundred (100) calendar days of the Step 2 response. The Mini-Arbitration Committee may change the language of this paragraph if necessary.

C. Mini-Arbitration Procedures

1. The mini-arb shall be held at the local worksite or other mutually agreed upon location.
2. The arbitrator shall be selected from the list of mini arbitrators agreed upon by the parties.
3. The arbitrator shall review and decide multiple grievances at a time. The mini-arbs will be held at least quarterly, as necessary, or when no less than eight (8) grievances under this section are pending review or when otherwise necessary upon mutual agreement.
4. Only the grievant, and their local CCPOA Job Steward and no more than two (2) local management representatives may appear before the arbitrator to make an oral presentation. The arbitrator shall make their decision solely on the written record in the grievance, the grievance response(s), and any oral presentation made at the arbitration proceeding.

The presentations shall be time-limited, consistent with the intent of this provision to hold multiple grievance reviews in a single day. Only the arbitrator may ask the other side questions. Labor Relations Representatives may represent the State on one (1) grievance in a twelve (12) month

period. CCPOA Field Representatives may represent on one (1) grievance in a twelve (12) month period. CCPOA Rank and File Vice Presidents and the CCPOA Executive Vice President may represent the grievant on an occasional basis related to a specific need. If the use of CCPOA Rank and File Vice Presidents or the CCPOA Executive Vice President becomes excessive, this issue will be addressed by the Mini-Arbitration Committee.

5. The CCPOA Job Steward and the grievant(s) will attend the mini arbitration proceeding without loss of compensation. Upon giving reasonable advance notice, but no less than fourteen (14) calendar days, the State shall accommodate a shift change request from a grievant and/or a representative who is scheduled to work first or third watch on the day of the mini-arb.
 6. The arbitrator will issue a bench decision on each grievance. The decision of the arbitrator is final and binding, but shall have no precedential value whatsoever.
 7. The arbitrator shall have no authority to add to, delete, or alter any provisions of this MOU, or any agreements supplementary thereto, but shall limit the decision to the application of the MOU to the facts and circumstances at hand that are subject to mini-arb.
 8. The cost of the mini-arb shall be borne by the loser of each case. Should there be a dispute as to who "lost" the case, the arbitrator shall have the authority to apportion the costs.
 9. The State and CCPOA agree that no attorneys shall be used in this mini-arb process. This prohibition includes anyone who has graduated from law school, except the grievant.
 10. The parties are limited at the mini-arb to presenting only the facts, documents, and arguments presented during the lower steps of the grievance process. Supporting documents may be added after the Step 2 response if said documents are obtained as a result of a written information request submitted prior to the Step 2 response.
- D. The Mini-Arbitration Committee established January 2, 1998, will continue to meet on an as-needed basis.
- E. By mutual agreement between CalHR and CCPOA, grievances involving interpretations of other sections of the MOU not listed above may be referred to this process.

6.14 Arbitration Costs (Except Mini-Arb)

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

6.15 CDCR Decision/Settlement Implementation

- A. Whenever CalHR receives an arbitration decision or issues a decision or enters into a settlement agreement of a Step 4 grievance which provides a remedy in part or whole, and will require an action(s) by CDCR, CalHR shall provide CDCR with the decision. This decision will include a summary that clearly articulates the necessary remedies to be implemented by CDCR for full compliance with the decision.
- B. This summary will include whether the decision/settlement represents a department-wide remedy, or a local issue remedy only. The information will be provided directly to the CDCR Chief, Office of Labor Relations (OLR), who will be responsible for notifying the respective Chief Deputy Director(s), the Director, and all affected parties to the decision rendered. CalHR decisions relevant to remedy of a Step 4 grievance shall carry the full force and weight of Binding Arbitration. CCPOA, at their discretion, may present such decision/settlement to a competent court of law for confirmation.
- C. Upon receipt of an arbitration or Step 4 grievance decision/settlement which provides a remedy in part or whole, the OLR Chief or designee, acting for the Director, will be responsible for preparing a notification of action necessary to implement the arbitration or grievance remedy. This notice will be recorded at OLR and sent to the Hiring Authority of the area(s) affected by the decision. The Hiring Authority(s) will be required to provide OLR with confirmation of receipt of the notice. Confirmation shall be sent within two (2) working days of receipt of notice.

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

6.16 Health and Safety Grievances

- A. It is the intent of this Health and Safety Grievance Procedure to ensure a prompt response to employees who feel that a situation exists which constitutes a danger to their safety and health. Health and safety issues under this process would include such matters as:
1. Unsafe structural conditions;
 2. Defective or unsafe mechanical equipment (e.g., State vehicles);
 3. Defective or unsafe electrical equipment (including heating and air conditioning);
 4. Health and environmental hazards, including but not limited to contaminated bio-fluids;
 5. Vector control;
 6. Violation of acknowledged custodial rules or procedures which would constitute a danger to the safety of the employee, worksite or the public; and
 7. Fire protection equipment (i.e. alarms, extinguishers, ladders).

B. Steps

1. Any employee who experiences or observes any condition that may constitute or be considered an immediate danger to the life, safety or health of staff shall immediately consult their Step 1 (first level) or involved supervisor. The first line supervisor or involved supervisor shall attempt to address or resolve the issue during the course of that shift if possible. The supervisor's resolution of the concern shall be nonprecedential. If the first line supervisor or involved supervisor is unable to address or resolve the issue or mitigate the immediate danger, the employee may submit a written health and safety grievance consistent with subsection B. 2. below.
2. The employee may submit a written health and safety grievance directly to the Warden or their designee. The employee shall define in writing why they feel that a particular health and safety grievance presents an immediate threat of great bodily injury or loss of life, or a serious breach of security as defined in paragraph A. 6. above. If at any point, CCPOA alleges other MOU violations (i.e., non-health and safety violations), those grievances will be processed in accordance with the governing MOU sections, not this section.
3. In response, Management will identify what steps have been taken to address the health and safety concern and otherwise respond to the grievance within ten (10) calendar days of receiving the grievance.
4. If the employee is dissatisfied with the decision of the Warden or their designee, they may appeal in writing directly to the Associate Director or the designee through the Office of Labor Relations which shall be the final step of this procedure and will be considered an exhaustion of administrative remedies for the health and safety aspects of the grievance.
5. The appeal to the Associate Director or their designee must be emailed to olrgrievance@cdcr.ca.gov, within ten (10) calendar days of receiving the response from the Warden or their designee.

6. The Associate Director or their designee shall respond in writing to the grievant regarding the health and safety grievance within ten (10) calendar days of receiving the appeal.
- C. Nothing in this section prohibits any BU6 member from filing a complaint directly with Cal/OSHA.
- D. Nothing in this section shall preclude or delay CDCR/CCHCS from implementing in accordance with Section 27.01 of this MOU.

ARTICLE VII HEALTH AND SAFETY

7.01 Health and Safety Committee

- A. The State shall attempt to provide a reasonably safe and healthy work environment for State employees. CCPOA acknowledges the need to work with management towards this effort, as do all State employees.
- B. Recognizing this responsibility the parties agree to establish a Health and Safety Committee at each institution and where appropriate, each parole region and camp.
- C. Each Health and Safety Committee shall consist of at least one (1) member from CCPOA at each institution/facility, or when appropriate, parole region or camp.
- D. Any employee designated by CCPOA as representative to the Health and Safety Committee shall suffer no loss of regular pay as a result of attendance at such meetings; however, no overtime compensation will be paid. Normally, meetings will be scheduled Monday through Friday, between the hours of 0800 to 1700 hours.
- E. Meetings of the Health and Safety Committee shall be held a minimum of once each quarter, with a goal of meeting once each month, upon receipt of written agenda items from any committee member. Agenda items shall be delivered or mailed, at least five (5) days prior to the meeting day, to the Warden/DAI CDCR Associate Director/DAPO Regional Administrator, or their designee.
- F. The Warden/CDCR Associate Director, or their designee, shall serve as chairperson of the Health and Safety Committee, and be responsible for scheduling meeting dates, times, and locations.
- G. The Health and Safety Committee shall meet, identify and discuss safety issues, make recommendations, promote safety and encourage all employees to be more safety conscious. Security is an appropriate topic of discussion if it impacts on employee safety.
- H. It is understood that references to safety and health conditions of work are not intended to include those hazards and risks which are an ordinary characteristic of the work or are reasonably associated with the performance of an employee's responsibilities and duties. It is not the intent of this section to prevent full discussion of proposed remedies to any safety hazard or risk which is an ordinary characteristic of the work or is ordinarily associated with the performance of an employee's responsibilities and duties. This shall include the opportunity of either party to discuss those Health and Safety issues which cite concerns other than a clear and present danger.
- I. Minutes of the Safety Committee meeting shall be taken and a copy shall be provided to the CCPOA representative on the Committee.
- J. The State shall familiarize all members of the Health and Safety Committee with SB-198.

7.02 Emergency Care

- A. In case of staff injury or illness requiring immediate medical response, CDCR/CCHCS shall ensure that medically necessary emergency medical response treatment and transportation is available and provided twenty-four (24) hours per day to employees and contract staff. If immediate hospitalization is required,

the State shall take the employee to the nearest hospital facility which is able to render the appropriate treatment and care in the most expeditious means available.

- B. The gathering of evidence shall not take precedence over the provision of prompt medical treatment for the employee.
- C. At each facility there will be a staff person on duty at all times who is authorized to call for an ambulance where necessary for emergency medical reasons.
- D. Where procedures are not currently so established, each State facility shall establish procedures for the prompt evacuation and/or transportation of injured employees. The State agrees to work with CCPOA through local Health and Safety Committees in the development or review of contingency plans or procedures for providing emergency care, particularly in those locales where ambulance service is not readily available for the institution.
- E. Each institution, facility or camp shall maintain at least one (1) vehicle in good operating condition for the purpose of transporting injured employees if necessary.
- F. If circumstances permit, the employee's personal choice of physician or medical facility will be utilized. Employees may submit, in writing, their choice of personal physician to be utilized in the event of an injury on the job.
- G. Except in emergency circumstances, the Chapter President, or designee, shall be notified in person or via a phone call (including voicemail) within two (2) hours after the incident when an employee suffers a job related injury or illness (precipitated by an inmate such as an assault, infectious disease) that requires the employee to be examined by Departmental medical staff, or necessitates the employee to leave the institution for treatment. This would also include injury or illness from biohazard exposure, malfunction of and/or structural deficiencies.

7.03 Report of Injury

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

7.04 Referral of Staff Assaults

- A. With the consent of the employee, the Department shall take pictures, as soon as is reasonably possible, of all visible staff injuries which are the result of an inmate assault and/or battery. The photographs will be included as part of the incident file. The incident file will be maintained by the Institution Investigative Services Unit (ISU).
- B. The Department shall report each staff assault within a reasonable amount of time after the incident to the local CCPOA Chapter President or designee.
- C. The Department shall refer all cases involving an inmate assault and/or battery, as defined by existing laws, on a Bargaining Unit 6 employee to the appropriate prosecuting authority.
- D. Each Hiring Authority shall have a joint labor/management committee that shall review all staff assaults. A

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

7.05 Safety Equipment (Institutions and Camps)

- A. The State is committed to providing Peace Officer protective and safety equipment for the personal protection of its employees, taking into consideration the various work environments and the inherent risks of various job assignments.

For DAI staff, while in uniform, in a State vehicle and off grounds in the community (i.e., employee urinalysis testing, picking up equipment, etc.), on-duty Peace Officers shall be armed.

For DAI staff, when Peace Officers are providing inmate transportation, guarding, or escorts off grounds in the community, each Peace Officer shall be armed with the Department approved handgun with a level three retention holster.

- B. The State shall determine the protective equipment and/or clothing to be issued, by employee class and job assignment. Protective equipment may include such items as: Department-issued badges, handguns, holsters, handcuffs, handcuff cases, handcuff keys, batons, chemical agents, riot helmets, gas masks, personal alarm devices and CPR masks. For camps, it may include Nomex and helmets. For non-uniformed staff, appropriate cases/carriers will also be issued.
- C. The Departments shall issue handcuffs and handcuff keys to those on-duty Peace Officers in designated positions requiring regular and frequent inmate contact and control responsibilities. As an alternative, the handcuffs shall at least be available in close proximity.
- D. All ammunition issued to employees shall be in appropriate ammunition pouches for purposes of access and safety.

- E. DAI shall continue providing personal alarm device systems for various employees, including PSAs.

- F. Batons:

Each DAI CO/CC I/CC II Specialist shall receive two (2) hours annual training in the use and certification of a baton, as well as two (2) hours annual proficiency training, except for those assigned to camps, community correctional facilities, and parole regions.

1. The description, use, training, reporting requirements and authorization relating to batons shall comply with the provisions specified in the applicable sections of the Department Operations Manual, California Code of Regulations, and Administrative Bulletin(s).
2. In all facilities, the baton is authorized for routine issue to COs/CC Is/CC II Specialists assigned to Administrative Segregation Units, Security Housing Units, Crisis Response Teams (CRT), ISU, Transportation Teams, Search and Escort positions, Escape Pursuit Details, inmate living units (floor), yards, vocational/educational areas, Industries, Culinaries, Condemned Units, the correctional division at Patton State Hospital and any additional position deemed necessary by the Warden. Each Warden shall also designate secure areas for the location of batons for emergency response.

- G. CDCR shall continue to install its new 800 MHz system in all institutions.

- H. Protective Vests

1. Individually fitted protective vests shall be issued, maintained and replaced consistent with the manufacturers' directions/specifications and with CDCR vest policy.

2. Each employee issued a vest shall also be issued two (2) covers.
 3. Protective vests need not be issued to COs whose duties do not normally require inmate contact.
 4. If an employee is issued a protective vest, the employee shall be required to wear the vest while on duty. Failure to wear the vest on duty under the prescribed conditions may result in adverse action against the employee.
 5. Camp Officers are exempted from wearing protective vests while in Camp settings except when transportation of an inmate requires entry to or exit from a secure perimeter. Camp officers shall wear protective combination vests (to include load-bearing vests) while armed.
 6. Alternatively, DAI Peace Officers, including Correctional Officers, Correctional Counselors, and Camp Officers, are authorized to wear Departmentally approved load bearing vests, purchased at their own expense.
 7. All Bargaining Unit 6 staff who have routine interaction with the public while wearing a Department-issued sidearm shall be issued a combination vest.
- I. When the protective equipment is issued, the Peace Officer shall properly wear and maintain the equipment according to the State's policies and procedures. All Peace Officer protective equipment provided to employees shall remain the property of the State. Items lost or damaged due to negligence of the employee shall be replaced by the employee at the employee's expense. Items which through normal wear and/or damage not due to the negligence of the employee, shall be replaced by the State.

7.06 Safety Equipment (Escapes and Escorts)

- A. The State shall determine the protective and safety equipment to be issued to employees who are assigned to escape duty or escort/transportation duty. This equipment may include firearms, mechanical restraints, chemical restraints, communication devices, badges, distinguishable clothing, CPR masks, combination vests, batons and other equipment deemed necessary by the Departments.
- B. Transportation Officers escorting on out-of-state trips, and not in uniform, may purchase and use a belt badge during such trips.
- C. DAI vehicles dedicated for transportation of inmates shall contain a radio or cellular telephone capable of communicating with the California Highway Patrol. CDCR shall ensure that each transportation team shall be equipped with a State-issued smart phone. In the rare circumstance a State cellular phone is not available, staff shall be permitted to voluntarily bring their personal cellular phone for State business use only. In such instances, the employee will notify the Watch Office and provide the cellular telephone number.

7.07 CDCR Infectious Disease Control Plans

The parties agree each CCPOA Chapter President or designee will continue to be actively involved in the annual review of Local Institutional Infectious Disease Control Plans (i.e., Aerosol Transmitted Diseases and Bloodborne Pathogens).

7.08 Workgroup on Safety Equipment

During the term of this MOU, the State and CCPOA agree to convene a joint workgroup to discuss safety equipment for Bargaining Unit 6 employees, including topics such as combo vests, batons, lethal and less lethal force options, and other safety equipment. This workgroup shall meet quarterly, or as needed upon mutual agreement.

This workgroup shall be composed of three (3) management members and three (3) CCPOA members. CCPOA members will be released on Official Business (OB) time and shall suffer no loss of compensation. CCPOA agrees to submit an agenda to the management committee members no later than fourteen (14) days

prior to the scheduled workgroup meeting date. If no agenda is provided within this timeframe, the meeting will be cancelled. Minutes will be taken at the workgroup meeting.

7.09 Exposure Record

- A. During the term of this Agreement, CDCR agrees to explore options and costs for Fire Captains, camp officers and other BU6 members who respond to mutual aid calls/fire incidents to be enrolled in a Personal Exposure Recording (PER) program or similar exposure record keeping system.
- B. CDCR agrees to provide quarterly updates to CCPOA on the progress and programs being explored.

ARTICLE VIII TRAINING AND CAREER DEVELOPMENT

8.01 Out-Service Training

- A. The State employer agrees to reimburse employees for expenses incurred as a result of satisfactorily completing out-service training/education courses required and approved by the Department. Such reimbursement shall be limited to:
 - 1. Tuition and/or registration fees;
 - 2. Cost of course-required books, uniforms, rentals, and PPE;
 - 3. Transportation or mileage expenses;
 - 4. Toll and parking fees; and
 - 5. Lodging and subsistence expenses.Reimbursement for these expenses shall be in accordance with the Business and Travel Expense provision of this MOU.
- B. If the State agrees with an employee's participation in non-required, career-related out-service training, the State employer shall reimburse the employee for up to fifty percent (50%) of tuition and course-required books, within institution/region budgetary limitations. This reimbursement shall be made only after the employee has satisfactorily completed the training. Travel, per diem and miscellaneous expenses are not reimbursable. Normally, attendance will be on the employee's own time.
- C. An employee who does not satisfactorily complete a training course as in A. or B. above, shall not be eligible for reimbursement for expenses and shall agree to return any advance payment received.
- D. An employee or their estate shall receive reimbursement for authorized expenses if the training is terminated prior to completion either:
 - 1. At the convenience of the State, provided that the employee has satisfactorily participated during the training; or,
 - 2. Because of death, prolonged illness, disability or other similar eventuality beyond the control of the employee.
- E. The parties agree that training on rape prevention and sexual harassment awareness are appropriate subjects for high priority consideration.

8.02 Release Time for State Civil Service Examinations and Interviews

- A. Upon giving reasonable advance notice, but no less than two (2) days, to their supervisor, an employee otherwise qualified shall be permitted to participate in a State Civil Service Examination during the employee's work hours if the examination is scheduled during such a period.

- B. The employee participating in a State Civil Service Examination shall be allowed no more than four (4) hours of official business time for travel and preparation. If they require additional travel time, the employee will be allowed to use a reasonable amount of either, accrued vacation credits, CTO, PLP credits, or holiday time.
- C. Upon giving reasonable advance notice, but no less than two (2) days the State shall accommodate a shift change request from an employee who is scheduled to work first watch on the day of the examination, or from an employee who is scheduled to work third watch the day before the examination and the examination is scheduled to begin earlier than 1000 hours.
- D. Employment interviews for eligibles on employment lists shall be considered part of the examination process for purposes of this section; and shall also be entitled to the travel and preparation time provisions in paragraphs A. and B. above.
- E. Upon giving reasonable advance notice, but no less than two (2) days, the State shall allow the employee to burn a reasonable amount of either accrued vacation credits, CTO, PLP credits, or holiday credits to attend interviews for lateral transfers.

8.03 Joint Labor Management Apprenticeship Committee

A. Purpose and Policy

1. The parties hereto declare their joint purpose and policy to continue an organized, planned system of apprenticeship, conducted as a joint labor and management departmental undertaking. These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprenticeship Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade defined herein. On January 1, 1995, the Legislature passed, and the Governor signed, Senate Bill No. 1902, to establish the Commission on Correctional Peace Officers' Standards and Training (hereafter referred to as "CPOST"), which was reestablished in 2012. This Act amended Penal Code Sections 13600 and 13601, in order to consolidate the researching, establishment and monitoring of standards for the selection and training of COs, both apprentices and journeypersons. The parties recognize that these legislative amendments gave CPOST the authority to create its own operating rules and regulations.

B. Trades

Correctional Officer
 Correctional Counselor
 Parole Agent, CDCR
 Correctional Fire Captains

C. Definition of an Apprentice

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

D. Apprenticeship Agreement and CPOST Rules and Regulations

1. Each apprentice shall be furnished a copy of, or be given an opportunity to study the CPOST rules and regulations/standards before indenture. These rules and regulations/standards shall be considered a part of the Apprenticeship Agreement as though expressly written therein.
2. Each apprentice shall be furnished a copy of the fully signed Apprenticeship Agreement prior to the start of the apprenticeship.

E. Duties of an Apprentice

Each apprentice shall satisfactorily perform and complete all work and learning assignments, including on-the-job, in-service training and "related and supplemental" instruction and shall comply with the rules, regulations and decisions of the CPOST. CPOST shall have the power to determine what meets the standards for all training related to apprentices.

F. Ratio

1. The Departmental apprenticeship to journey person ratio shall be determined by CPOST SOP. All exceptions to established CPOST SOP ratios must be authorized by CPOST in writing.
2. Any change to the ratio is subject to change by vote of CPOST.

G. Work Training

The Department shall see that all apprentices are under the supervision of a qualified CO or first or second line supervisor, pursuant to Penal Code section 13602, and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled CO, proficient in all the work processes of the CO as outlined herein. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the occupation. Apprentices within the program will not be responsible for the Department's inability to follow the apprenticeship guidelines as defined by CPOST and it shall have no prejudicial effect on their ability to complete their apprenticeship or request remedies, including the granting of credit from CPOST.

H. Controversies

1. Local - All controversies or differences concerning the apprenticeship program, which cannot be adjusted by the Local Apprenticeship Subcommittee (LAS) or by the CPOST, or which are not covered by the Memorandum of Understanding, may be submitted to the Administrator (the Chief of the Division of Apprenticeship Standards). Such controversies or differences must generally be presented to the LAS first. If issues still remain unresolved, they may be appealed to the statewide CPOST. The particulars of the CPOST appeal procedures are found in its own Standard Operating Procedures. Certain unresolved issues may be then submitted to the Administrator (the Chief of the Division of Apprenticeship Standards) for determination (See the Rules and Regulations of the California Apprenticeship Council).
2. In the event of impasse on issues unrelated to the apprenticeship standards listed above, the matter will be directed to the Secretary, CDCR and the President, CCPOA for resolution. If resolution cannot be reached at this level, the matter will be elevated to the Director, CalHR for final resolution. Training shall continue with the existing curriculum pending resolution.
3. CPOST will have the power to create an "Advisory Committee" which is comprised of equal parts from the respective sides and voted on by CPOST Commissioners. This committee will have the power to review training which was sent to CPOST and determine if there is a need for a full commission review. If a curriculum change is approved to move forward by the Advisory Committee and implementation occurs with unintended consequences that the CPOST deems a need to roll back or change the policy, the curriculum will revert back to the full commission for review.

I. Probationary Period

The probationary period for each (R06), peace officer classification shall be twelve (12) calendar months or 1800 hours actual on the job experience in the classification, whichever is longer. For the purposes of probationary period, the twelve (12) months shall start from initial academy report date. This section is conditioned upon approval by the SPB.

- J. CPOST Commissioners can agree to move an apprentice off of apprenticeship and their pay will, correspondingly, be increased to the appropriate salary range.

- K. Any BU6 member who serves as a CPOST commissioner or alternate commissioner shall be released from their normal post to attend the CPOST commission meetings/business on official business (OB) time without loss of compensation. CPOST Commissioner(s) shall receive necessary and reasonable State Release Time (generally no more than eight [8] hours) without loss of compensation to review documents in preparation for future meetings.

8.04 Research Projects

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

8.05 7k Training Program

All employees shall be provided with a minimum of sixty (60) hours of annual training. This training shall be either individual or group formalized, structured courses of instruction to acquire skills and knowledge for an employee's current or future job performance. The training shall be as required to contain measurable learning objectives that can be evaluated in a classroom setting or in structured on-the-job training.

The sixty (60) hours of training is divided between forty-eight (48) hours of Off-Post Training Sessions (OPTS) and twelve (12) hours of On-the-Job Training (OJT). Where appropriate, training will not result in additional hours of work during the work period. Normally, OPTS training will be provided during second watch work hours. Employees working other shifts shall be provided a minimum of a seven (7) day notice of the shift assignment change to attend required training, in accordance with Section 11.01, Shift and/or Assignment Changes.

The CCPOA Chapter President or designee will have input in the planning of the OPTS training hours with their local management.

8.06 Class B Driver's License

- A. When a CDCR/CCHCS Hiring Authority determines that an employee needs to obtain a Class B vehicle license, the Departments shall reimburse the employee for any deductible or fee that the employee may be charged by their physician for conducting the examination and providing the medical certification. Employees selected to obtain a Class B vehicle license will incur no out-of-pocket expenses to obtain the license. Employees shall be allowed to take the examination on State release time without loss of compensation. The Department shall provide the appropriate vehicle for the Class B examination.
- B. Only employees who possess a Class B license or permit with appropriate endorsements will be permitted to operate a Class B vehicle.
- C. Effective the first day of the pay period following ratification and approval of the MOU, an employee who is required by their Hiring Authority to obtain, maintain, and utilize a Commercial Driver's License (CDL) as part of their duties on a continuing basis shall receive a \$200 per month CDL pay differential.
- D. Eligibility for the CDL differential payment commences the pay period in which the employee is required by the Hiring Authority to utilize a CDL consistent with Subsection C above.
- E. The employee will continue to receive the CDL differential as long as they meet the conditions of this Section.
- F. This CDL differential shall only be grievable up to Step 3 (CalHR) of the grievance procedure.

8.07 Personal Development Days (PDDs)

Bargaining Unit 6 employees will be provided two (2) personal development days (PDD) per calendar year without loss to the affected employees' compensation. Employees will receive two (2) PDDs at the beginning of each calendar year thereafter.

Employees in non-posted positions are to use the PDDs for activities such as professional association activities, professional and/or personal development seminars, to promote professional and/or personal growth and to enhance professional and/or personal goals. These activities are at the employees' expense and therefore the choice of activity is at the employees' discretion.

Employees in posted positions will utilize PDDs before any other leave credits (i.e., vacation, holiday, sick leave, and furlough). BU6 employees must use the two (2) days within the calendar year they are granted.

The PDDs cannot be accumulated or cashed-out. Affected employees may request to use PDDs before using other types of leave.

ARTICLE IX GENERAL PERSONNEL

9.01 Probation and Annual Performance Reports

- A. All performance reports shall be in writing and state whether or not the employee has been performing their duties successfully. An overall rating of satisfactory or higher shall be considered an indication of successful job performance. For reports utilizing numerical points, an overall average of two (2.0) or above shall be considered as successful job performance. There is to be no rounding.
 - 1. Probationary performance reports shall be completed every three (3) months to keep the employee adequately informed of progress on the job and shall only cover the time since the previous report. The final probationary performance report may summarize the previously issued probationary performance reports.
 - 2. In DAI, annual performance reports shall be due on the employee's birth date, and only cover up to the immediate twelve (12) months prior to the due date of the report. If the employee's first annual performance report is due less than three (3) months from completion of probation, the annual performance report will not need to be completed until the following calendar year, but will cover the entire period from the final probationary performance report.
- B. While in the process of completing the annual performance report or a probationary report, the employee's supervisor shall personally meet with the employee to review the report, any notes, documents, or audits utilized in preparing the report. Nothing of a negative nature shall be mentioned in a performance report if the performance was not previously documented and discussed with the employee during the rating period. Unless an employee's performance was of a continuing nature or the instance was particularly egregious, a singular event shall not be the basis for a substandard rating. Generally, employees who correct their performance to satisfactory during the rating period should receive a standard or better rating.
- C. Performance reports shall, as a general rule, be completed and issued to the employee no later than thirty (30) days after the due date of the report. At the time an employee signs their probationary or annual performance report, a copy will be provided to the employee.
- D. The probationary period for all employees shall be one (1) year. PIEs must work twelve (12) calendar months and physically work a minimum of 1,680 hours in order to complete their probationary period.
- E. Performance reports shall be maintained in an employee's official personnel file in accordance with each Department's retention schedule, at which time it shall be removed and given to the employee unless they request that it be destroyed.

- F. Lack of a current performance report shall not be utilized to deny a Merit Salary Adjustment (MSA), promotion or transfer.

9.02 Supervisory File

Except when a rejection on probation or an adverse action is being prepared, the notes and documents which were used in preparing the report, or which have time limitations which have lapsed, shall be removed from supervisory files upon expiration of the grievance time frame and given to the employee unless they request that it be destroyed. This shall include any documents which are maintained electronically. Any reference to adverse actions should not be maintained in the supervisory file other than any reference to such in the most current performance report. Upon written request from an employee, any document that is more than one (1) year old must be removed from that employee's supervisory file.

9.03 Location of, and Employee Access to, Files

- A. There shall be only one (1) official personnel file and one (1) supervisory work file regarding each employee. An employee will have access to their personnel file, supervisory file, medical file, and training or IST file. Access to investigative files shall be pursuant to the Bodiford decision.
- B. An employee may request an inspection of their official personnel file, by the employee or the employee's representative, at the employee's work location. The Departments will endeavor to schedule such file reviews in conjunction with other business travel proximate to the employee's work location. For those personnel files maintained at a central location not in close proximity to the employee's worksite, the employee shall be provided a copy of the information contained in their file upon request. CCPOA may, upon request of the employee, send a representative to monitor the reproduction of the material.
- C. Upon request, each employee shall be informed of the existence and location of any and all files, including electronic files pertaining to files in Section A. above, regarding said employee, and the employee or their representative shall have a right to inspect these files during regular office hours, unless deemed confidential.
- D. The Department shall follow the guidelines established by the Public Information Act and Information Practices Act to ensure the privacy of the employee is not violated.
- E. Each employee's personnel file, supervisory file, ERO file, and medical file shall contain an inspection log. Any person reviewing the file shall sign and date the log, unless excluded by law.
- F. The Departments shall make best efforts to identify all existing employee files and to notice CCPOA of what files exist and where.
- G. Employee files shall be kept secure from unauthorized access.

9.04 Access and/or Release of Employee Files to Nondepartmental Persons

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

Should the Departmental response to a Public Records Act (PRA) submitted pursuant to Penal Code 832.7 require release of documents from an employee's personnel files, including investigative files, or any other document which includes the employee's voice or image, the Department shall provide written notice to the employee of the request which identifies the documents the Department intends to release regarding that employee at least fifteen (15) business days prior to the release. Upon written request of the affected employee, the Department shall provide the employee or the employee's representative a copy of the expected disclosures related to that employee at least five (5) business days prior to the disclosure.

9.05 Letters of Instruction/1123s

- A. LOIs and 1123s or similar documents regardless of title as discussed in subsection E. below shall contain a specified expiration date, not to exceed one (1) year/six (6) months, respectively, from the date that management should have reasonably known of the incident resulting in the LOI/1123. An LOI/1123 should be removed from any and all employee files maintained by the State prior to its expiration date, provided that all requirements contained in the LOI/1123 have been met. Upon the employee's request to the Appointing Authority or their designee, the LOI/1123 and the employee's written request for removal shall be removed and given to the employee unless they request that it be destroyed. Any denial of removal of an LOI/1123 shall be in writing stating the reason for denial.
- B. LOIs/1123s or similar documents regardless of title as discussed in subsection E. below shall be issued in a timely fashion, by providing a copy of the document signed by a supervisor and employee at the time of issuance, generally within thirty (30) days from when the incident occurred or from date of discovery of the incident that forms the basis for the LOI/1123. Unless special circumstances exist, LOIs/1123s should not be written if the knowledge of the incident is more than thirty (30) days old.
- C. In cases where Departmental staff are investigating an employee in a situation in which adverse action potentially may follow, and the decision is made to give the employee an LOI, the LOI shall be issued in a timely fashion, generally within thirty (30) days from the decision to give the employee an LOI. This will not prevent the parties from negotiating a formal adverse action down to an LOI.
- D. The parties agree that LOIs (or similar documents regardless of title as discussed in subsection E. below) are instructional and intended to improve job performance. Accordingly, LOIs shall not be cited as charges in any adverse action. They may be used as supporting evidence by the State in a later disciplinary case, if the expiration date has not yet occurred, in order to show that the State has put the employee on notice about what is expected in the future.

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

- E. This provision shall not be circumvented by calling the document by another title such as: Letter of Informal Discussion, Report of Counseling, Letters of Contact, or Expectations of Work Performance memos. Such "minor" corrective memos, including any file or notes (electronic or paper) which are maintained by the supervisor, are to be placed in the employee's supervisory file, but not in the employee's personnel file. Supervisor files are subject to inspection consistent with Section 9.03.
- F. The employee shall have the right to submit a rebuttal to any LOI, or any such comment referred to in subsection E. above. This rebuttal shall be attached to and shall accompany the LOI.
- G. Disputes concerning this section are adjudicated under the mini-arb section. However, a violation of section D. above is arbitrable under sections 6.11 and 6.12 and 6.11 D. in particular. The Arbitrator cannot in making their decision evaluate, review, or in any other manner involve the contents of the disputed document.

9.06 Adverse Action and Citizen Complaint Documents

- A. Upon the Bargaining Unit 6 member's written request, all official Notices of Adverse Action, all documentation leading to or supporting or proposing such action, and all SPB decisions rendered in such cases will be purged from the employee's official personnel file(s) after three (3) years from the effective date of the adverse action, unless there is a litigation hold on the file.
- B. Upon the employee's written request, all citizen's complaints, reports and findings related to Penal Code Section 832.5 shall be purged from the Department's files after a period of five (5) years.

9.07 Out-of-Classification Assignments

- A. Notwithstanding Government Code Sections 905.2, 19818.8, an employee may be required to perform work other than that described in the specification for their classification for up to one hundred eighty (180) consecutive calendar days during a fiscal year.
- B. Out-of-Class When Required

If a department head or designee requires an employee, in writing, to work in a higher classification for more than fifteen (15) calendar days, the employee shall receive a pay differential of five percent (5%) over their normal daily rate of the class to which they are appointed for that period in excess of fifteen (15) calendar days. If a department head or designee requires, in writing, an employee to work in a higher classification for thirty (30) consecutive calendar days or more, the employee shall receive a pay differential of five percent (5%) over their normal daily rate of the class to which they are appointed from the first day of the assignment. If the assignment to a higher classification is not terminated before it exceeds one hundred twenty (120) consecutive calendar days, the employee shall be entitled to receive the difference between their salary and the salary of the higher class at the same step the employee would receive if the employee were to be promoted to that class, for that period in excess of one hundred twenty (120) consecutive calendar days. The five percent (5%) differential shall not be considered as part of the base pay in computing the promotional step in the higher class.
- C. Should any employee file suit against CCPOA seeking to declare this provision illegal, the State shall indemnify for any costs incurred in defending itself.
- D. The State shall not rotate employees in and out of out-of-class assignments for the purpose of avoiding payment of an out-of-class differential.
- E. It is not the State's intent to select employees for out-of-class assignments based on favoritism.
- F. It is not the intent of either party to circumvent any certified hiring or promotional list, or the Merit System in general. Furthermore, the Hiring Authority shall choose employees for out-of-class appointments from the current hiring list for the particular job classification for which the employee is to be hired on an acting basis. If there is no appropriate current hiring list or the list has been exhausted at the local facility or office complex, the State shall assign the out-of-class duty only to those employees who are qualified to take the examination for entry into that classification. Permanent employees who vacate positions to accept out-of-class assignments shall have a mandatory right of return to their former position and assignment, when possible, upon the conclusion of the out-of-class work.
- G. The parties agree to reopen this section upon issuance of a new out-of-class policy.
- H. Effective the pay period following ratification and approval of the MOU, payments made pursuant to this section are not pensionable compensation for PEPRAs members.

9.08 Classification Proposals

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

9.09 Personnel Investigations

- A. An employee who is under investigation for an action or incident which is likely to result in formal adverse action shall be normally notified, at least twenty-four (24) hours prior to the investigative interview, simultaneously, in writing, of both the subject matter and their right to representation prior to any interrogation, fact-finding, investigatory interview, or shooting review board, or similarly-purposed

discussion which has the potential of obtaining information which, if found to be true, could or is likely to result in formal adverse action. The employee will be given a reasonable opportunity to secure the representative of their choice.

- B. If an employee is called to an investigatory interview and the employee reasonably believes the subject matter of the investigation is such that the employee could possibly receive discipline, the employee, at their request, shall be given a reasonable opportunity to secure a representative of their choice. In the event of an incident (shooting or use of force) that requires an immediate investigation by the Deadly Force Investigation Team (DFIT) or Office of Internal Affairs (OIA), the affected Hiring Authority will notify the appropriate local CCPOA representative as soon as possible of the incident and the activation of DFIT/OIA.
- C. The employee will be provided with a copy of all documents and/or other investigatory material in accordance with the Public Safety Officers Procedural Bill of Rights (POBR) and any current or subsequent court decisions which impact or alter Government Code Section 3300, et seq.
- D. Whenever an inmate/parolee/patient files or submits a grievance, a 602 ("Inmate Appeal"), any written complaint, or verbal complaint which is later reduced to writing by either the inmate or the State, which, if found true, could result in adverse action against the employee or contain a threat against the employee, the Department agrees to immediately notice the employee of said filing. The State agrees to provide the affected employee a copy of said document if the employee so requests. This is not intended to preclude the informal level response procedure in the current CDCR Operations Manual. Upon the employee's request, a copy of the outcome of the inmate/parolee/patient's complaint shall be provided, if the complaint has progressed beyond the informal stage. The Employer and CCPOA agree that all video tapes, audio recordings or any other kind of memorialization of an inmate/parolee/patient statement or complaint shall be treated as a writing within the meaning of this subsection. The video tapes and/or audio recordings or "writings" shall be turned over, regardless of whether the complaint/statement is deemed "inmate/parolee/patient initiated" or not.
- E. However, whenever the Department is conducting an investigation which necessitates surveillance, obtaining a search warrant, undercover operations, or a "sting", the employer need not inform the employee of the written complaint until the investigation is completed.
- F. The State agrees that any Unit 6 member under investigation shall be granted an opportunity to view the cell extraction videotape with their representative prior to the related investigatory interview.

Management can have a representative present at the viewing to ensure the integrity of the tape, but the management's representative shall not be so close as to intrude in a private communication.

- G. The Departments acknowledge their obligation to complete all Unit 6 personnel investigations within twelve (12) months under the terms and exceptions of Government Code Sections 3304 and 3309.5 inclusive. This subsection 9.09 G. is not arbitrable. The employee may, however, at any time utilize whatever remedies may be available under POBR.
- H. Employees ordered to attend an investigatory interview by DAI shall be informed in one (1) written document of: (1) the subject matter (scope) of the investigation, (2) whether the employee is deemed a witness or a subject of the investigation, (3) whether the investigation is for purposes of administrative discipline or is considered a criminal investigation, and (4) their right to representation. If the employee is designated a witness, the notice shall allow a reasonable amount of time for the employee to obtain a representative. In criminal investigations, the representative will be an attorney or a member of the legal staff of CCPOA working under the direction and supervision of an attorney and the notice will allow a reasonable amount of time for the representative to travel to the location of the interview. If the employee is designated a subject of the investigation, the employee will be given at least twenty-four (24) hours advance notice of the investigatory interview.
- I. If DAI decides to immunize a witness in an administrative or criminal investigation, the immunization shall

be accomplished by reading into the audio recording, the administrative or criminal witness admonishment form provided in Appendix #7. The employee shall be given a copy of the signed form at the conclusion of the interview.

- J. An employee or the employee's representative will be permitted to audio record the interview. At the conclusion of the interview, if the employee was designated a witness in the notice of the interview, the audio recording made by the employee or employee's representative shall be sealed by the employee or the employee's representative in an envelope or evidence bag to be provided by the employee or the employee's representative and retained by the investigator. The bag shall not be opened or magnetically compromised by any agent of DAI. The sealed employee's audio recording shall be made available to the employee in advance of any subsequent interview of the employee regarding the same or related subjects, and will be provided to the employee on request after the investigation has been concluded.

Employees designated as the subject of an investigation in the notice of the interview will be permitted to retain the audio recording at the conclusion of the interview.

- K. Upon the start of a DAI Enhanced Inspection, the supervisor/manager shall notify the CCPOA Chapter President and/or designee. Copies of the Enhanced Inspection Operational Procedure will be kept at the Enhanced Inspection location for staff review.
- L. Upon mutual agreement, which will not be unreasonably denied, CCPOA shall have the right to bring observers for training purposes to investigatory interviews, Skelly hearings and SPB hearings.
- M. Witnesses involved in an investigation may, after a reasonable passage of time to allow for the investigation to progress and conclude, contact the Local ERO and inquire whether the investigation has been completed. Once the status of the investigation has been validated, the ERO will inform the witness whether the investigation has been completed.
- N. The parties each agree to reopen this section and related Sideletter #6 and to meet and confer to work collaboratively together to reach agreement no later than sixty (60) days after reaching Total Tentative Agreement.

9.10 Requests for Reinstatement After AWOL Separation

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

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

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

- C. If CCPOA elects not to pursue arbitration as described in section B above, nothing in this section precludes any employee from pursuing an appeal of a denial for a request for Reinstatement from AWOL separation to the California Department of Human Resources. (Government Code section 19996.2)

9.11 Peace Officer Bill of Rights

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

9.12 Substance Abuse - Reasonable Suspicion Testing

The Department utilizes the State's substance abuse policy set forth in California Department of Human Resources (CalHR, formerly known as DPA) Rules 599.960 through 599.966 (including amendments thereto) and the federally recognized standards and procedures identified below:

A. General Policy

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

B. Reasonable Suspicion

1. Information from an anonymous source or from an inmate/parolee/patient source shall not be the sole criterion for determining reasonable suspicion. Anonymous information or inmate/ward/parolee/patient-originated information must be supported or corroborated by the Hiring Authority and their designee in order to order reasonable suspicion testing.
2. When the Hiring Authority determines a substance abuse test is necessary, the CCPOA Chapter President or designee will be notified prior to testing and will be afforded a reasonable time to report to the area. Notification to the CCPOA representative will not result in an unreasonable delay in the testing procedure. The decision to order a substance abuse test shall remain with the Hiring Authority or Designee.
3. The State agrees to maintain a training program for its supervisors and designees in the administration of its substance abuse policy. This training shall include a section on recognizing symptoms of substance abuse, and other factors which may constitute reasonable suspicion.
4. The facts and circumstances upon which the reasonable suspicion is based shall be given to the employee at least orally at the time the employee is directed to submit to a substance abuse test and shall be made available in writing within twenty-four (24) hours. These facts and circumstances shall be documented on the Reasonable Suspicion Checklist (CDCR Form 1874). Such documentation shall include observations of the relevant on-duty medical person specified in B. 2. above. The oral conversation may be taped by either the State or the employee.

C. Testing Procedures and Standards

1. Substance testing shall comply with the standards and procedures specified in the Federal Department of Transportation regulations codified at Title 49 Code of Federal Regulations, Part 40 – Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Subparts A-N, P and Q.
2. The sample collected under a substance abuse test will not be used to test for any other medical condition such as pregnancy, sexually transmitted diseases, or other diseases such as diabetes. However, the sample could be used to match such sample with subject.

3. Substances to be tested for shall include the following, using established procedures specified by the Substance Abuse and Mental Health Services Administration (SAMHSA) and the following cutoffs:

Substance	Screening Test Concentration Level	Confirmatory Test Concentration Level
Amphetamines and Methamphetamines MDMA MDA	500 nanograms per milliliter	250 nanograms per milliliter
Marijuana/Cannabinoids (THC)	50 nanograms per milliliter	15 nanograms per milliliter
Cocaine	150 nanograms per milliliter	100 nanograms per milliliter
Phencyclidine (PCP)	25 nanograms per milliliter	25 nanograms per milliliter
Benzodiazepines	300 nanograms per milliliter	300 nanograms per milliliter
Codeine/Morphine	2000 nanograms per milliliter	2000 nanograms per milliliter
Hydrocodone/Hydromorphone	300 nanograms per milliliter	100 nanograms per milliliter
Oxycodone/Oxymorphone	100 nanograms per milliliter	100 nanograms per milliliter
6-Acetylmorphine	10 nanograms per milliliter	10 nanograms per milliliter
Methaqualone	300 nanograms per milliliter	750 nanograms per milliliter
Barbiturates	300 nanograms per milliliter	200 nanograms per milliliter
Alcohol	.02%	.04%

The present cut-offs shown for the first four (4) substances are those established by the SAMHSA. There are no SAMHSA cut-offs for the remaining substances. The State will use the test cut-off levels established by SAMHSA for identifying positive test samples. Where SAMHSA does not establish cut-off levels for a substance, the State will continue to utilize the historic levels. Should the State desire to change the cut-off levels based on changes to SAMHSA or other standards, the State will notice CCPOA and meet to discuss the changes. For alcohol, the State uses the alcohol concentration cut-off level as described in 49 CFR, Part 382, Controlled Substances and Alcohol Use and Testing – Federal Motor Carrier Safety Administration, Section 201.

If there are changes to any of these federal regulations/procedures during the term of this MOU, the State will notice and meet and confer prior to implementing any of the federal changes.

Results for alcohol will be confirmed at collection sites with the equipment for breath sample testing using an evidential breath testing device which meets the standard specified in the federal regulation 49 CFR Part 40 and is an approved device on the federal conforming products list.

4. The State agrees that the procedures for collecting the sample should be done in a professional manner with due regard to the employee's privacy and confidentiality, consistent with the State's need to ensure a true sample is taken. The State will follow SAMHSA guidelines in establishing these procedures.

5. The State shall maintain and follow a secure chain of custody to ensure true samples are taken. In establishing this chain of custody, the State will take the SAMHSA guidelines into consideration as well as recommendations of the laboratories selected to do the testing.
6. Consistent with Section 599.964(d), the testing laboratory will be informed of its obligation to preserve a sufficient portion of the sample to be independently tested by the employee.
7. If the State intends to rely on a positive test result to initiate adverse action, it shall notify the laboratory that all portions of the sample, including any portion reserved for the employee, should be retained pending completion of any appeal procedures.
8. Copies of the test results and chain-of-custody documents shall be provided within three (3) workdays of receipt of the documented results by management.
9. CCPOA may submit a list of commercial laboratories for the State to consider in developing its "bid package" for testing services. Such submissions must meet standards used by SAMHSA, the National Laboratory of Certification Program (NLCP), or other comparable standards to accredit laboratories for forensic urine testing. Such submissions shall in no way obligate the State to select such laboratories to perform testing services.

In the event CCPOA identifies safety concerns regarding a specific test site, they may raise those concerns with the local Hiring Authority. If CCPOA's concerns are not resolved, CCPOA may elevate their concerns to the Chief of Labor.

10. The State shall use the commercial laboratories selected or otherwise approved by CalHR. CCPOA shall be notified of the laboratory selected to perform the testing changes.

D. Employee Rights

1. In addition to the rights specified in CalHR Rule 599.964, employees shall be entitled to representation during the sample collection process. A representative shall in no way interfere with the sample collection process. CCPOA will provide timely representation upon request.
2. CalHR Rules 599.960 through 599.966, the governing federal regulations and SAMHSA procedures shall be made available upon request, but such request shall not be deemed to require a delay in the testing process. They will be provided to new hires within the first three (3) weeks at the Academy or the first week of employment at the work location, whichever is first.
3. For purposes of requiring an employee to submit to periodic testing as a condition of remaining or returning to State employment (refer to paragraph c. of CalHR Rule 599.960), the State agrees to develop guidelines for "return to work agreements" which specify the conditions under which an employee may remain in their employment. Conditions appropriate for these return to work guidelines include but are not limited to:
 - a. Periodic testing for substance abuse during the period of the return to work agreement, during which the employee must test negative at all times;
 - b. Reasonable suspicion testing for substance abuse during the return to work agreement under the terms of the general policy;
 - c. Requirement that the employee participate in a substance abuse rehabilitation program at the employee's expense; and
 - d. Termination of the employee if its conditions are violated.

Placing an employee on such "Return to Work Agreement" shall not preclude adverse action short of termination. (See CalHR Rules 599.960-599.966)

4. Should an employee be found to have tested positive for a substance, and adverse action is taken against said employee, their appeal and remedies should be through the SPB appeal process and not through the grievance arbitration sections of the MOU.
5. Persons who do not test positive shall not have any record of the test placed in their official personnel file, unless the employee so requests, and may file a complaint over the administration of the test.

E. Expedited Grievance Process for Addressing Issues Related to Section 9.12

1. An aggrieved employee or the Union has ten (10) workdays from the date of the administration of a drug test on an employee, or ten (10) days from the date of discovery of an alleged procedural non-conformance, to file an expedited grievance alleging procedural non-conformance.
2. The expedited grievance shall be filed at the Departmental level. The State shall have ten (10) workdays to respond. Prior to responding, and within the ten (10) workdays, a grievance conference shall be held if requested by the State or CCPOA.
3. If the grievant is not satisfied with the Departmental decision, the grievant may appeal the decision within five (5) workdays after receipt of the decision, to CalHR. This level shall be considered the final step in this expedited grievance process, and constitutes an exhaustion of the administrative remedies available to Bargaining Unit 6 employees and CCPOA pertaining to Section 9.12. This shall not preclude an appellant who is subsequently subject to adverse action because of violation of the governing rules, regulations and procedures referenced herein to raise any issues regarding procedural non-compliance with Section 9.12 or the governing rules, regulations and procedures referenced herein before the SPB. It is clearly understood that Section 9.12 and the governing rules, regulations and procedures referenced herein are not arbitrable, and constitutes an exhaustion of administrative remedies unless the issue is raised before the SPB in an adverse action appeal.

9.13 Random Substance Testing Program

A. Authority and Purpose

1. It is the intent of the State and the Union to maintain a drug and alcohol free workplace. This objective is accomplished through education, employee assistance, reasonable suspicion and random drug and alcohol testing, and discipline. Consistent with a Peace Officer's sworn oath to uphold the laws of the State of California, each Bargaining Unit 6 Peace Officer employee shall not illegally use or be impaired from the use of a drug designated in subsection B.2 (1) through (9), or be impaired by use of alcohol while on the job.
2. To maintain a workplace free from the negative effects of drug and alcohol use, the parties agree that, effective April 15, 1998, all newly hired Bargaining Unit 6 employees and newly reinstated employees with a break in service of more than twelve (12) months, as defined in Section 12.01, will be subject to unannounced random drug and alcohol testing. Newly hired means when an employee is first appointed into a Bargaining Unit 6 classification.
3. It is expected that the CDCR will begin testing managers and supervisors in calendar year 2000. Testing of rank and file will not be expanded until testing of managers and supervisors has been implemented.
4. Testing of additional rank and file employees will only begin after reaching agreement with the Union on a procedure to test these rank and file employees. Negotiations on procedures to test these rank and file employees will commence six (6) months following testing of twenty percent (20%) of the managers and supervisors.
5. It is the expectation of the parties that the expansion of drug testing of the additional rank and file will be suspended during this contract.

B. Random Testing Process and Standards

1. Substance testing shall comply with the standards and procedures specified in the Federal Department of Transportation regulations codified at Title 49 Code of Federal Regulations, Part 40 – Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Subparts A-N, P and Q.
2. The drug and alcohol testing process shall be one that is scientifically proven to be at least as accurate and valid as urinalysis using an immunoassay screening test, with all positive screening results being confirmed, utilizing gas chromatography/mass spectrometry before a sample is considered positive. The alcohol testing process shall be one that is scientifically proven to be at least as accurate and valid as breath alcohol testing using an evidential breath testing device which meets the standards specified in the federal regulation 49 CFR Part 40 and is an approved device on the federal conforming products list.

Substances to be tested for random testing and the corresponding levels shall be the same as for reasonable suspicion testing in Section 9.12:

(a) Amphetamines and Methamphetamines

(1) MDMA

(2) MDA

(b) Cocaine

(c) Marijuana/Cannabinoids (THC)

(d) Opioids

(1) Codeine/Morphine

(2) Hydrocodone/Hydromorphone

(3) Oxycodone/Oxymorphone

(4) 6- Acetylmorphine

(e) Phencyclidine (PCP)

(f) Barbiturates

(g) Benzodiazepines

(h) Methaqualone

(i) Alcohol

3. Test samples will be collected in a clinical setting, such as a laboratory collection station, doctor's office, hospital or clinic, or in another setting approved by the State on the basis that it provides for at least an equally secure and professional collection process, with due regard for the employee's privacy and confidentiality. The State shall use SAMHSA chain of custody procedures to ensure that true samples are obtained.
4. The State shall use SAMHSA chain of custody procedures to ensure that a sample is maintained from the time it is taken, through the testing process, to its final disposition.
5. Substance tests shall be performed by a SAMHSA certified laboratory.
6. The CalHR Substance Abuse Testing and Treatment Program uses a web-based program (or comparable computer software) to randomly select employees for testing. Approximately thirty-

five percent (35%) of the Bargaining Unit 6 employees will be selected for drug and alcohol testing annually. The State shall adhere to the Federal Motor Carrier Safety Administration's (FMCSA) annual minimum testing percentage rate for covered drivers. Effective January 1, 2020, the annual minimum percentage rate for substance for covered drivers is fifty percent (50%) and the annual minimum percentage rate for alcohol for covered drivers is ten percent (10%).

7. The State agrees to provide the dates upon which the random selections will occur to the CCPOA Chief of Labor or designee who will be allowed to observe that selection process with up to five (5) additional BU6 representatives. The State, however, is under no obligation to coordinate with or postpone those dates to accommodate CCPOA's observance of the selection process.

C. Employee Rights

1. Each employee subject to random testing shall be given a copy of an information packet explaining the employee's rights and the substance abuse procedures to be followed.
2. An employee suspected of violating this Article shall be entitled to representation during any interrogative interviews with the affected employee that could lead to a decision by the Hiring Authority to take adverse action against the employee. The employee shall also be entitled to representation in any discussions with the Medical Review Officer that occur under subsection D.
3. The sample collection process shall include the opportunity for the employee to provide information about factors other than illegal drug use, such as taking legally prescribed medication that could cause a positive test result. Employees may submit this information directly to the Medical Review Officer (MRO) noting the specimen identification number on the envelope. The MRO will only open the sealed envelope if the test result is positive.
4. The employee shall receive a full copy of any test results and related documentation of the testing process.
5. All confirmed positive urine samples shall be retained by the testing laboratory in secure frozen storage for one (1) year following the test or until the sample is no longer needed for appeal proceedings or litigation, whichever is longer. At the employee's request and expense, the urine sample may be retested by that laboratory or another laboratory of the employee's choice.
6. If an employee is found to be under the influence of substance or alcohol at the collection site, but is not considered positive for reporting purposes, the collector shall immediately discuss with the employee and notify the employee's supervisor to make arrangements for transportation.

D. Medical Review Officer

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

1. Review the results and determine if the standards and procedures required by this Article have been followed.
2. Consistent with 49 CFR Part 40 Section 40.131, for positive results, interview the affected employee to determine if factors other than illegal drug use may have caused the result.
3. Consider any assertions by the affected employee of irregularities in the sample collection and testing process.
4. Based on the above, provide a written explanation of the test results to the Hiring Authority or their designee. The employee shall also receive a copy of this explanation.

E. Records, Confidentiality

The State shall maintain records of the results of any employee testing under this Article. These records, and any other information pertaining to an employee's drug or alcohol test, shall be considered confidential and shall be released only to:

1. The employee who was tested or other individuals designated in writing by that employee.
2. The Medical Review Officer.
3. CalHR, as needed, for the effective administration of the Article.
4. Individuals who need the records or information to:
 - a. Determine, or assist in determining, what action the Hiring Authority should take in response to the test results.
 - b. Respond to appeals or litigation arising from the drug test or related actions.

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

9.14 Disciplinary Process

- A. No State official or employee shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere or threaten to interfere with employees, restrain or threaten to restrain employees, or coerce or threaten to coerce employees because of their exercise as a witness before the SPB or its authorized representative.
- B. Upon request from CCPOA legal staff, the State will allow the CCPOA Chapter President or designee a reasonable amount of State time to be released from their assignment to attend an SPB hearing to assist CCPOA legal staff on technical issues when the hearing is held at the institution.
- C. Consistent with current practice, employees with pending SPB appeals shall be permitted to attend the pre-hearing conference and the evidentiary hearing without loss of compensation, but shall not earn any compensation in the event that the conference/hearing occurs on the employee's regular day off or overtime if the conference/hearing continues past the employee's regular shift hours.

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

A. Civil Actions

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

- b. Said reasons shall comply with Government Code Section 995 et seq. with regard to the rights and responsibilities of both the State employer and the correctional employee (bargaining unit member);
- c. If CCPOA believes that the tender of defense violates the rights of the employee under Government Code Section 995 et seq. (and section 995.2 in particular), then CCPOA and CCPOA alone shall have the right to grieve the propriety of the refusal of the tender of defense. Moreover, because time is of the essence, the parties agree that any dispute concerning the interpretation or application of this section shall be resolved through Section 6.11 and Section 6.12 (e.g., 6.12 C.) provided the employee first executes a waiver of any and all rights to challenge the denial of representation in some other forum, including a court of competent jurisdiction. The grievant (CCPOA) and employer will have the right to present testimony, statements and documents in support of their respective positions in accordance with the following:
 - (i) All parties shall have the right to subpoena witnesses and documents, and may assert any and all privileges. Additionally, the adjudicator shall refuse to issue or quash any subpoena upon a demonstration that the production of the witness or document creates an undue burden or significantly interferes with the ability to prepare for or defend against an underlying civil action.
 - (ii) If the adjudicator refuses to issue or quashes a subpoena based on a demonstration as discussed in subparagraph a. above, the employee shall be permitted to either proceed pursuant to Section 6.11 and 6.12 notwithstanding the adjudicator's ruling, or elect to challenge the denial of representation by proceeding directly to court under Government Code Section 996 et seq. If the employee proceeds pursuant to Sections 6.11 and 6.12 despite the adjudicator's ruling, the employee does not prevail, then nothing in this section shall be construed to prevent the employee from challenging the denial of representation just as if Sections 6.11 and 6.12 were never invoked.
 - (iii) Where the events leading to the denial of representation give rise to both criminal and civil liability, and a prosecuting agency makes a written request to the State, the following shall occur:
 - (a) The Section 6.11 and 6.12 provisions of this section shall be stayed; and, the employee and State shall jointly move the court in which the civil action is venued to stay its proceedings until the criminal matter is concluded.
 - (b) In the unlikely event that the civil court does not stay proceedings pending completion of the criminal matter, then CCPOA shall have the option of proceeding pursuant to Section 6.11 and 6.12. CCPOA shall provide the State with a list of witnesses and documents requiring a subpoena because they are not available voluntarily or through some other means of discovery. The adjudicator may issue a subpoena for said witnesses and documents unless a written objection is presented by a prosecuting authority in which case the subpoena shall not issue. CCPOA may then elect to proceed pursuant to Section 6.11 and 6.12 or proceed with other remedies.
 - (iv) Any decision rendered pursuant to this section shall be in accordance with substantive law on the subject of the tender of defense by State employees, including but not limited to Government Code Section 995 et seq. and cases interpreting same.

B. Criminal Actions

1. By written request to the Director, an employee may request legal representation from the Department in a criminal matter brought against the employee, as a result of an alleged act or omission arising out of the employees' employment. This section covers all criminal charges filed against Unit 6 employees, on or after October 1, 2001, even if the events underlying the charges occurred prior to the ratification of the MOU.
2. If an employee requesting legal representation in a criminal matter brought on account of an alleged act or omission arising out of the employee's employment for which the employee has been cleared by any departmental investigation or review, the Department will provide the employee with legal representation in the criminal action unless and until the Department obtains information which it contends supports one of the conditions of withdrawal of defense under Government Code Section 995.2.
3. The employee and their attorney will be provided with the detailed reasons for the Department's denial or withdrawal of the request for representation. Neither the denial nor the withdrawal shall be subject to the grievance and arbitration procedure. However, in the event that the Department denies the employee representation in a criminal matter (whether the Department has cleared the employee or not) arising out of the course and scope of employment, and the employee is subsequently acquitted of all charges, or the charges are dropped or dismissed by a Court in their entirety without the employee suffering any sentence, penalty, fine, service or diversion, the Department shall reimburse the employee for all reasonable attorneys' fees and costs incurred in defense of the criminal matter.

9.16 Video Recordings

A. General Review, Corrective Action/Disciplinary Process, and CCPOA Concerns

The State and CCPOA agree that reviewing/viewing of live or recorded video will not be used for routine supervision of staff. Neither the Audio/Video Surveillance System (AVSS) nor Body Worn Cameras (BWC) will be used to monitor staff arrivals/departures from the job site. However, if during the legitimate review of such audio/video staff misconduct is identified, the audio/video recording can be used as part of the corrective action and/or disciplinary process.

If CCPOA is concerned that inappropriate reviewing/viewing is occurring, CCPOA may raise the specifics of this concern to the Warden. If dissatisfied with the local response, CCPOA may submit its specific concerns in writing to the Associate Director for their determination if inappropriate reviewing/viewing has occurred.

B. Routine Matters

For routine matters, that do not involve an allegation of misconduct or an investigation by the Office of Internal Affairs, the State agrees that Unit 6 employees, upon request, will be granted an opportunity to review CDCR video recording(s) of an incident they were involved in only AFTER writing and submitting their report. After reviewing such CDCR video recording(s), the Unit 6 employees will be given the opportunity to write a supplemental report prior to the end of their shift.

C. Misconduct, Administrative, Criminal, and DFIT Investigations

1. Administrative Action and Investigations. Unit 6 employees will be allowed to review the video as set forth in B, unless, at any point, a CDCR video relates to an incident involving allegations of staff misconduct (defined as situations where the Hiring Authority has determined and initiated the CDCR Form 989 process), or administrative action is contemplated, in which case Unit 6 employees shall only be granted an opportunity to review CDCR video recording(s) at the sole discretion of the Warden, Chief Deputy Warden or above.

If the Unit 6 employee is denied the opportunity to review any video indicated in 1. above, no further questions/clarifications may be requested of the Unit 6 employee by the Hiring Authority.

2. Criminal and DFIT Investigations. Unit 6 employees will be allowed to review the video, unless, at any point, a CDCR video relates to an incident where criminal or Deadly Force Investigation is contemplated. Unit 6 employees shall only be granted an opportunity to review CDCR video recording(s) at the sole discretion of the Office of Internal Affairs/investigating or prosecuting agency.

If the Unit 6 employee is denied the opportunity to review any video indicated in 2. above, no further questions/clarifications may be requested of the Unit 6 employee by the Hiring Authority.

D. Management Representative

Management may have a representative present during the viewing of the video(s) to ensure the integrity of the recording(s).

E. No Delay

The review of a video recording will not delay the completion of a supplemental report as required by Departmental policy.

F. Non-Application

The viewing of a video recording shall not apply to a recording that memorializes or documents a complaint made by staff, an inmate or the general public.

G. Review of Video/Individual BWC Recordings

The State agrees that any Unit 6 member under investigation who has been notified of an investigative interview, upon request, shall be granted an opportunity to view the video recording(s) (AVSS and handheld), and the employee's specific BWC video recording, if available, that are the basis of (or support for) the allegations/misconduct for which the employee is being investigated. The Unit 6 member may review the video recording(s) identified above, with their representative, prior to the related investigatory interview.

Management can have a representative present at the viewing to ensure the integrity of the video recording(s), but the management's representative shall not be so close as to intrude on a private communication.

CDCR will endeavor to expedite the employee's viewing of the foregoing BWC recordings. CCPOA may request a meeting with the DAI Director to discuss alternate technology that could expedite the viewing process.

H. Training Purposes

AVSS/BWC recordings of actual incidents shall not be used for training purposes, unless redacted. AVSS/BWC recordings of training exercise(s) (e.g., alarm response simulations, emergency medical response drills, etc.) are authorized for training purposes.

I. Non-Arbitrability and Expediting

This section is not arbitrable. CCPOA may file grievances regarding violations directly to the Office of Labor Relations and elevate to the appropriate Division Director for final resolution. In extreme situations requiring immediate resolution, CCPOA may elevate its concern directly to the appropriate division's Deputy Director who will respond within seventy-two (72) hours. This expedited process does not prevent CCPOA from pursuing the same issue through the normal grievance process as described in Article VI.

J. Concern Re: Unreasonable Denial

If CCPOA is concerned that access to viewing videos is being unreasonably denied, they may request a meeting with the Undersecretary, Operations.

K. Reasonable Discrepancies

The State recognizes that use of force incidents can be stressful and fluid. There is no intent on the part of the State in adding this section to take action against a Unit 6 member for reasonable discrepancies between report writing and videos.

L. Legislative Changes

If the California legislature approves legislation covering this subject matter which provides greater rights to BU6 members, such rights shall supplement the rights afforded under this section.

M. Public Records Act (PRA) Requests for Video (with or without audio)

1. Consistent with Section 9.04, BU6 employees shall be notified in writing prior to the release and disclosure of any video (with or without audio) pursuant to a PRA request which reasonably or easily identifies the BU6 employee; and
2. Institutions shall maintain this written notification with the underlying PRA request.

N. Institutional AVSS Equipment Upgrades

1. When local institutional upgrades are made or equipment is replaced, the LRA shall invite the local Chapter President of CCPOA or designee to all design and implementation meetings (not including pre-planning discussions) related to the local AVSS system.
2. The parties agree that communication to the local Chapter President regarding the AVSS site walks, design meetings, and implementation meetings will be accomplished through the local LRA.

**ARTICLE X
LEAVES**

10.01 Vacation Leave

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

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

Notwithstanding the above, during the July pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in Unit 6 during the July pay period, the employer shall credit the Union's Release Time Bank in Article X, Section 10.12 with one (1) hour.

- B. Breaks in employment of eleven (11) workdays or more, including unpaid leaves of absence, shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C. Employees who work less than full-time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full-time employment.
- D. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full-time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.
 - 1. In DAI, a PIE shall be allowed to utilize up to two (2) forty (40) hour weeks of paid vacation each year and may be permitted by the Hiring Authority or their designee to use more. Alternatively, PIEs may request up to two (2) forty (40) hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
 - 2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE's Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

 - a. Schedule the intermittent employee for vacation leave; or
 - b. Allow the intermittent employee to retain their vacation credits; or
 - c. Effect a combination of a. or b. above.
- E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over their accrued vacation credits to the following calendar year.
- F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
- G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
- H. If an employee desires to cancel a pre-scheduled vacation time, the employee:
 - 1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation.
 - 2. If assigned to a community-based facility, institution or camp, may not cancel the scheduled vacation time if more than one-quarter ($\frac{1}{4}$) of those scheduled for vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above shall result in the employee being forced to use

the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

3. Vacation/Workweek

For purposes of vacation scheduling, the workweek shall start with first watch on Monday and end at third watch on Sunday.

I. If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

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

J. This leave shall be applied consistently with Appendix #11.

10.02 Sick Leave

A. Sick Leave Accrual

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

Notwithstanding any other section of this MOU, an Intermittent Employee shall only be permitted to use sick leave credits for approved sick leave which occurs during periods when they are pre-scheduled to work as referenced in 26.01 C.4.

4. Multiple Positions (Under This Rule)

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

B. Sick Leave Use

1. Approved sick leave means the necessary absence from duty of an employee because of:
 - a. Illness or injury.
 - b. Illness or complications due to a pregnancy which prevent an employee from working.

- c. Exposure to a contagious disease which is determined by a physician to require absence from work.
 - d. Dental, eye, and other physical or medical examination or treatment by a licensed practitioner; or
 - e. Required attendance upon the employee's ill or injured mother, mother-in-law, father, father-in-law, wife, husband, daughter, son, sister, brother, or any person residing in the immediate household. Such absence shall be limited by the department head or designee to the time reasonably required for such care.
2. The employee is responsible to give the Department reasonable advance notice for the reasons cited in B. 1. Employees are strongly urged to give at least two (2) hours advance notice prior to the start of the employee's duty shift, but under normal circumstances, reasonable advance notice will be considered one (1) hour. Should the employee be sick the night before their shift, and is reasonably certain they will not be able to go to work the following day, said employee must call in sick at the earliest possible time. The employee will personally contact the designated supervisor at the institution, camp, or parole region to request sick leave usage.
 3. The department head or designee shall approve use of sick leave credits only after having ascertained that the absence was for an authorized reason. If disapproved, the department head or designee must specifically state in writing the reason(s) for the disapproval.
 4. An employee will receive a pay dock for approved sick leave time if the employee had no sick leave or other credits. If the employee has insufficient accrued sick leave credits, but has other leave credits, the employee shall be allowed up to twenty-four (24) hours annually per calendar year to use those credits to cover the approved sick leave time. After exhausting the use of the additional twenty-four (24) hours annually per calendar year, the Hiring Authority may allow the use of additional leave credits to cover the approved sick leave time.
 5. Sick leave may be taken in fifteen (15) minute increments.

C. Sick Leave Verification

1. An acceptable "medical verification" for sick leave use is a document signed or email transmission/ other electronic verification which includes a digital signature by a United States Licensed Physician, nurse practitioner, or other health care specialist/professional, competent within their scope of practice to make a medical evaluation on the employee's alleged/stated illness, injury or medical incapacity, and such person is making the evaluation while on duty in their respective employment relationship within a health care facility or medical practice. Unless requested at the time of approval, prescheduled and approved medical/dental appointments/treatments do not require medical verification. Electronic verification must be on the provider's official letterhead.
2. Medical verification may also be required but only if required in advance. At the time the sick call is received, medical verification may only be requested in the following circumstances:
 - a. An employee is unable to personally make the sick leave request to the designated supervisor.
 - b. The sick leave requested falls on a date which the employee previously requested a form of leave covered by this MOU but was denied.
 - c. An employee is sick for three (3) or more consecutive days.
 - d. If an employee calls in sick on Thanksgiving Day, Christmas Day, New Year's Eve or Super Bowl Sunday.
 - e. An employee has a demonstrable pattern of sick leave usage and has received advanced written notice that, as a result, future absences will require a medical verification. The requirement of medical verification under this provision shall be reviewed no less than every one hundred twenty (120) days and will be required for no longer than twelve (12) consecutive months.

- f. An employee is unable to work an involuntary overtime shift due to illness. Employees who fail to work an involuntary overtime shift due to illness shall not be authorized the use of sick leave for the unworked overtime.
- 3. When a medical verification is required, it will be submitted by the employee with the 998A form. The medical verification must provide the following information:
 - a. The date the employee or the employee's family member is evaluated either in person or via telemedicine by a licensed physician or other health care specialist/professional;
 - b. The expected length of the employee's absence and their expected return to duty;
 - c. Whether the employee is medically able to return to work; and
 - d. The list of restrictions (if any) including, if applicable, any impairment to the employee's ability to perform the duties of their classification due to medication or treatment.
- 4. The Hiring Authority designee will ensure the medical clearance verification is consistent with the employee's responsibility to perform all duties of their class. If the medical clearance verification is not consistent with the employee's responsibility to perform all duties of their class, the Hiring Authority designee shall inform the appropriate management personnel of the employee's condition and duty limitations.
- 5. An employee shall not be obligated to provide a medical verification after the fact. For example, if an employee calls in sick on the fifteenth (15th) of the month and a medical verification is not requested and then calls in sick on the sixteenth (16th) of the month and a medical verification is requested, the medical verification would be for the sixteenth (16th) only. This does not prohibit the Department from pursuing other administrative review or remedies if abuse is suspected.
- 6. If a returning employee is required to present medical clearance verification to the Hiring Authority designee, and the returning employee has a valid medical clearance verification from their physician allowing said employee to return to work and, with reasonable notice by the employee or upon institution order, the employee presents themselves for medical clearance during normal business hours, Monday through Friday, the employee shall be allowed to return to paid status, but not use leave credits. If the employee does not have valid medical clearance verification from their physician allowing said employee to return to work and present themselves for medical clearance by the Hiring Authority designee during normal business hours, Monday through Friday, the employee shall either continue on sick leave status or management approved leave credits until such time as clarifying medical documentation is obtained from the physician releasing the employee to work.
- 7. All medical information provided to the State shall be considered confidential. Under no circumstances will an employee be required to disclose the medical cause or nature of their or their family member's illness or injury to the State for sick leave approval.
- D. Employees shall not be denied the right to use sick leave or be discriminated against for using or attempting to exercise their right to use sick leave.
- E. All other State laws and CalHR rules regarding sick leave shall remain in effect.
- F. Denial of sick leave shall not be appealed beyond Step 4 of the grievance procedure. The arbitrator may not rule on the adequacy or inadequacy of the medical verification provided.
- G. All provisions of this section shall apply unless they are in conflict with FMLA, CFRA, EIDL, IDL, ADA or catastrophic illness/injury.
- H. The following absences shall not be counted as part of a corrective or disciplinary action for sick leave and annual leave used for sick leave purposes:

1. Any situation where an employee reports to work and the employer determines or concurs that the employee is too sick to work;
2. Approved sick/annual leave usage protected by State or Federal law (e.g., Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Kin Care Leave [Labor Code 233]);
3. Any prescheduled medical/dental/family care appointment (including partial days) provided that a medical verification is provided; or
4. The three (3) days of leave used before a workers' compensation claim becomes active.

10.03 Enhanced Industrial Disability Leave (EIDL)

- A. **Timing and Criteria.** An employee who loses the ability to work for more than twenty-two (22) workdays as the result of an injury incurred in the official performance of their duties may be eligible for a financial augmentation to the existing industrial disability leave benefits.

Effective January 1, 2024, initial requests for EIDL must be initiated within the first year from the date of injury.

Such injury must have been the result of one of the following:

1. directly and specifically caused by an assault by an inmate, patient, or parolee;
2. by an animal while the employee is performing in the line of duty;
3. a "criminal act of violence" against a peace officer who was performing in the line of duty. For purposes of this Section, "criminal act of violence" means an act which would constitute a misdemeanor or felony if pursued to conviction; or
4. must have been directly and specifically caused in the course of responding to, returning from or fighting an active fire as defined in PRC 4103, 4104, 4170, and 4170.5.

EIDL will not be unreasonably withheld.

- B. **Initial Filing.** Notwithstanding the criteria above, EIDL may be granted under this section if the injury was caused by a combative or resistive inmate, patient or parolee (i.e., indirectly during a cell extraction). Initial requests and subsequent requests for extensions of up to the one (1) year cap will be filed directly with the Hiring Authority. The Hiring Authority's response to the initial/extension request must be provided to the EIDL requestor within thirty (30) calendar days of the request.
- C. **Special Circumstances.** Directors may make a determination in special circumstances related to extraordinary hazardous duty (e.g., unavoidable serious injury caused by the actions of a combative inmate).
- D. **Denials and Elevation of Review.** Subsequent to a denial by the Hiring Authority and upon the request of an employee and/or the Union, the Director shall review any incident where an employee suffers an injury and will review if EIDL should be approved in accordance with this section.

Any such requests for Director review shall be submitted to the Director through the OLR Chief of Labor via email at OLR.EIDL@cdcr.ca.gov. Throughout the following review process, CDCR shall endeavor to expedite the levels of determination to the extent possible given the circumstances of each case and CDCR OLR will keep CCPOA Chief of Labor updated as determinations are made. If determined by the Director that the employee is not eligible for EIDL, the Director will elevate the initial request and related documentation to the Undersecretary for additional review and consideration. If also determined by the Undersecretary that the employee is not eligible for EIDL, the Undersecretary will elevate the initial request and prior related documentation to the Secretary for final review, consideration and determination on a

case-by-case basis of whether the employee is eligible for EIDL or if EIDL should be granted based on circumstances that deviate from the above-referenced EIDL criteria when the Secretary determines that the injury was in fact job-related.

If either the Director or Undersecretary approve the EIDL, the requestor will be notified of the approval. If both the Director and the Undersecretary elevate the request for further review, the requestor will be notified after the final determination is made by the Secretary.

- E. **Final Decision.** The final decision as to whether an employee is eligible for, or continues to be eligible for, EIDL shall rest with the Secretary. The Department may periodically review the employee's condition by any means necessary to determine an employee's continued eligibility for EIDL. An employee previously denied benefits pursuant to this section may request reconsideration of a denial based on new information (i.e., medical diagnosis or subsequent medical procedures). Except in cases of extraordinary circumstances, the reconsideration shall be submitted within six (6) months of the initial denial at the Secretary's level.
- F. **Serious Injury.** EIDL will apply only to serious physical injuries and any complications directly related medically and attributable to the assault or fire, as determined by the Secretary or designee. For the purposes of this section, a serious injury constitutes any injury for which a doctor places an employee off of work for more than twenty-two (22) workdays. This benefit shall not be applied to either presumptive, stress-related disabilities, or physical disability having mental origin.
- G. **Amount of Benefit.** The EIDL benefit will be equivalent to the injured employee's net take home salary as of the date the employee is placed off of work for the injury. EIDL eligibility and benefits may continue for no longer than one (1) year from the date of injury. For the purposes of this section, "net salary" is defined as the amount of salary received at the time of injury after federal income tax, State income tax and the employee's retirement contribution has been deducted from the employee's gross salary not greater compensation.
- H. **IDL.** Other existing rules regarding the administration of IDL will be followed in the administration of EIDL.
- I. **No Arbitration.** This section relating to EIDL will not be subject to the arbitration procedure of this MOU.
- J. **PIEs.** A PIE who otherwise meets the EIDL criteria contained in this section of the MOU, but who has less than one thousand (1,000) hours of State service credit toward retirement will be eligible for a monthly EIDL benefit either:
 - 1. Equivalent to the average number of monthly hours worked in the previous twelve (12) months preceding the qualifying injury, or
 - 2. If the employee has not worked twelve (12) months, the equivalent to the average monthly number of hours worked in the months preceding the injury.

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

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

This paragraph only applies to injuries that qualify for EIDL and not IDL. IDL or EIDL benefits currently available to PIEs with one thousand (1,000) hours of State service credit are not intended to be affected by this paragraph.
- K. **Extensions of EIDL.** At the Secretary or designee's sole discretion, EIDL benefits may be extended beyond the one (1) year cap for severe injuries, where the employee provides sufficient medical documentation for the Secretary or designee to determine and find that rehabilitation back to the job is possible if the EIDL is extended and the employee has demonstrated active participation in the rehabilitative process. Extension of EIDL is intended to be the exception and not the rule. In no event can

the EIDL benefit be extended beyond three (3) years. Requests filed by an employee and/or the Union for an EIDL extension beyond the one (1) year cap, shall be submitted to the OLR Chief of Labor via email at OLR.EIDL@cdcr.ca.gov to be routed to the Secretary.

- L. **Denial Letters.** The CCPOA Representative/CCPOA local Chapter President shall receive a redacted copy of all EIDL denial letters on cases that were initiated by the CCPOA Representative/CCPOA local Chapter President.

10.04 Peace Officer/Fire Captain and Miscellaneous Retirement Plans

Retirement benefit formulas and contribution rates for State employees are specified in the Government Code as summarized below. No provision of this article shall be deemed grievable or arbitrable under the grievance and arbitration procedure, except any claim of clerical error concerning an employee's retirement benefit shall be grievable up to CalHR's level.

I. **Peace Officer/Firefighter (PO/FF) Retirement: PO/FF A Retirement Formula (3% at age 50), PO/FF B Retirement Formula (2.5% at age 55), and Public Employees' Pension Reform Act Formula (2.5% at age 57)**

- A. Unit 6 PO/FF retirement members first employed by the State prior to January 15, 2011, are subject to the PO/FF A retirement (3% at age 50) formula.
- B. Unit 6 PO/FF retirement members first employed by the State on or after January 15, 2011, and prior to January 1, 2013, are subject to PO/FF B retirement (2.5% at age 55) formula as provided in Government Code Section 21363. The PO/FF B retirement formula does not apply to:
- Former State employees who return to State employment on or after January 15, 2011;
 - State employees hired prior to January 15, 2011, who were subject to the Alternate Retirement Program (ARP);
 - State employees on approved leave of absence prior to January 15, 2011, who returns to active employment on or after January 15, 2011; or
 - Persons who are already members or annuitants of the California Public Employees Retirement System as State employees prior to January 15, 2011.

The above categories are subject to the PO/FF A retirement formula.

- C. Employees who are brought into CalPERS membership for the first time on or after January 1, 2013, and who are not eligible for reciprocity with another California public employer as provided in Government Code Section 7522.02(c) shall be subject to the "PEPRA Retirement (2.5% at age 57) Formula." As such, the PEPRA changes to retirement formulas and pensionable compensation caps apply only to new CalPERS members subject to PEPRA as defined under PEPRA.
- D. The table below lists the PO/FF age/benefit factors for PO/FF A, PO/FF B, and PEPRA PO/FF retirement formulas.

Age at Retirement	PO/FF A Formula (3% at age 50) G.C. 21363.8	PO/FF B Formula (2.5% at age 55) G.C. 21363	PEPRA PO/FF Formula (2.5% at age 57) G.C. 7522.25(c)
	Employees hired prior to January 15, 2011	Employees first hired on and after January 15, 2011 and prior to January 1, 2013	Employees eligible for CalPERS Membership for the first time on and after January 1, 2013
50	3.000	2.000	2.000
51	N/A	2.100	2.071
52	N/A	2.200	2.143
53	N/A	2.300	2.214
54	N/A	2.400	2.286
55	N/A	2.500	2.357
56	N/A	N/A	2.429
57	N/A	N/A	2.500

E. Employee Retirement Contribution

1. As stated in Government Code Section 20683.2, PO/FF members shall contribute an additional one percent (1%) employee retirement contribution. Effective July 1, 2013, Unit 6 PO/FF members shall contribute twelve percent (12%) of monthly compensation in excess of \$863 for retirement.
2. Effective July 1, 2014, PO/FF members shall contribute an additional one percent (1%) retirement contribution, making their total contribution thirteen percent (13%) of pensionable compensation, in excess of \$863 for retirement.

F. Final Compensation

Final Compensation for an employee, who is employed by the State for the first time and becomes a member of CalPERS prior to January 15, 2011, is based on the highest average monthly pay rate during twelve (12) consecutive months of employment.

Final Compensation for an employee, who is employed by the State for the first time and becomes a member of CalPERS on or after January 15, 2011, is based on the highest average monthly pay rate during thirty-six (36) consecutive months of employment.

II. State Miscellaneous and Industrial Members (First Tier): First Tier A (2% at age 55), First Tier B (2% at age 60), and (PEPRA) First Tier (2% at age 62) Formulas/Contribution Rate/Final Compensation Earnable

- A. Unit 6 First Tier retirement members first employed by the State prior to January 15, 2011, are subject to the First Tier A retirement (2% at age 55) formula.
- B. Unit 6 First Tier members first employed by the State on or after January 15, 2011, and prior to January 1, 2013, are subject to the First Tier B retirement (2% at age 60) formula as stated in Government Code Section 21353. The First Tier B retirement formula does not apply to:

- Former State employees who return to State employment on or after January 15, 2011;
- State employees hired prior to January 15, 2011, who were subject to the Alternate Retirement Program (ARP);
- State employees on approved leave of absence prior to January 15, 2011, who returns to active employment on or after January 15, 2011; or
- Persons who are already members or annuitants of the California Public Employees Retirement System as State employees prior to January 15, 2011.

The above categories are subject to the First Tier A retirement formula.

- C. Employees who are brought into CalPERS membership for the first time on or after January 1, 2013, and who are not eligible for reciprocity with another California public employer as provided in Government Code Section 7522.02(c) shall be subject to the "PEPRA Retirement (2% at age 62) Formula." As such, the PEPRA changes to retirement formulas and pensionable compensation caps apply only to new CalPERS members subject to PEPRA as defined under PEPRA.
- D. The table below lists the First Tier age/benefit factors for First Tier A, First Tier B, and PEPRA First Tier retirement formulas.

Age at Retirement	First Tier A Formula (2% at age 55) G. C. 21354.1	First Tier B Formula (2% at age 60) G.C. 21353	PEPRA First Tier Formula (2% at age 62) G. C. 7522.20
	Employees hired prior to January 15, 2011	Employees first hired on and after January 15, 2011 and prior to January 1, 2013	Employees eligible for CalPERS Membership for the first time on and after January 1, 2013
50	1.100	1.092	N/A
51	1.280	1.156	N/A
52	1.460	1.224	1.00
53	1.640	1.296	1.100
54	1.820	1.376	1.200
55	2.000	1.460	1.300
56	2.064	1.552	1.400
57	2.126	1.650	1.500
58	2.188	1.758	1.600
59	2.250	1.874	1.700
60	2.314	2.000	1.800
61	2.376	2.134	1.900
62	2.438	2.272	2.000
63	2.500	2.418	2.100
64	2.500	2.418	2.200
65	2.500	2.418	2.300
66	2.500	2.418	2.400
67	2.500	2.418	2.500

E. Employee Retirement Contribution

1. As stated in Government Code Section 20682, effective May 16, 2011, miscellaneous and industrial members in the First Tier retirement or the ARP, subject to Social Security, shall contribute eight percent (8%) of monthly compensation in excess of \$513 for retirement.
2. Miscellaneous and Industrial members in the First Tier retirement or the ARP not subject to Social Security shall contribute nine percent (9%) of monthly compensation in excess of \$317 for retirement.
3. As stated in Government Code Section 20683.2, effective July 1, 2013, Industrial members, including ARP members, shall pay an additional one percent (1%) retirement contribution. Accordingly, industrial members who participate in Social Security shall contribute nine percent (9%) of pensionable compensation in excess of \$513 for retirement, effective July 1, 2013.
4. Industrial members in the First Tier retirement or the ARP not subject to Social Security shall contribute ten percent (10%) of monthly pensionable compensation in excess of \$317 for retirement.

F. Final Compensation

Final Compensation for an employee, who is employed by the State for the first time and becomes a member of CalPERS prior to January 15, 2011, is based on the highest average monthly pay rate during twelve (12) consecutive months of employment.

Final Compensation for an employee, who is employed by the State for the first time and becomes a member of CalPERS on or after January 15, 2011, is based on the highest average monthly pay rate during thirty-six (36) consecutive months of employment.

III. State Safety Member Retirement: State Safety A Formula (2.5% at age 55), State Safety B Formula (2% at age 55), and Public Employees' Pension Reform Act (PEPRA) State Safety Retirement Formula (2% at age 57)/Contribution Rate/Final Compensation Earnable

- A. State Safety retirement members first employed by the State prior to January 15, 2011, are subject to the State Safety A retirement formula.
- B. State Safety retirement members first employed by the State on or after January 15, 2011, and prior to January 1, 2013, and qualify for CalPERS membership are subject to the State Safety B Retirement Formula. The State Safety B retirement formula does not apply to:
 - Former State employees who return to State employment on or after January 15, 2011;
 - State employees hired prior to January 15, 2011, who were subject to the Alternate Retirement Program (ARP);
 - State employees on approved leave of absence prior to January 15, 2011, who return to active employment on or after January 15, 2011; or
 - Persons who are already members or annuitants of the California Public Employees Retirement System as a State employee prior to January 15, 2011.

The above categories are subject to the State Safety A retirement formula.

- C. Employees who are brought into CalPERS membership for the first time on or after January 1, 2013, and who are not eligible for reciprocity with another California public employer as provided in Government Code Section 7522.02(c) shall be subject to the "PEPRA Retirement Formula." As such, the PEPRA changes to retirement formulas and pensionable compensation caps apply only to new CalPERS members subject to PEPRA as defined under PEPRA.

- D. The table below lists the age/benefit factors for the State Safety A, State Safety B and PEPRA State Safety retirement formulas.

Age at Retirement	State Safety A Formula (2.5% at age 55) G.C. 21369.1	State Safety B Formula (2% at age 55) G.C. 21369	PEPRA State Safety Formula (2% at age 57) G.C. 7522.25(b)
	Employees hired prior to January 15, 2011	Employees first hired on and after January 15, 2011 and prior to January 1, 2013	Employees eligible for CalPERS Membership for the first time on and after January 1, 2013
50	1.700	1.426	1.426
51	1.800	1.522	1.508
52	1.900	1.628	1.590
53	2.000	1.742	1.672
54	2.250	1.866	1.754
55	2.500	2.000	1.836
56	N/A	N/A	1.918
57 and over	N/A	N/A	2.000

E. Employee Retirement Contribution

Effective July 1, 2014, State Safety members shall contribute eleven percent (11%) of pensionable compensation in excess of \$317 for retirement.

F. Final Compensation

Pursuant to Government Code section 20035, final compensation for a Unit 6 State Safety employee, who is employed by the State for the first time and becomes a member of CalPERS prior to January 15, 2011, is based on the highest average monthly pay rate during twelve (12) consecutive months of employment.

Pursuant to Government Code section 20037.15, final compensation for a Unit 6 State Safety employee, who is employed by the State for the first time and becomes a member of CalPERS on or after January 15, 2011, is based on the highest average monthly pay rate during thirty-six (36) consecutive months of employment.

IV. Second-Tier Retirement Plan

Unit 6 members may participate in the Second-Tier retirement plan as prescribed by Government Code Section 21070.5.

- A. Second Tier members first employed by the State and subject to CalPERS membership prior to January 1, 2013, are subject to the Pre-PEPRA Second Tier retirement formula.
- B. Employees who are brought into CalPERS membership for the first time on or after January 1, 2013, and who are not eligible for reciprocity with another California public employer as provided in Government Code Section 7522.02(c) shall be subject to the "PEPRA Retirement Formula." As such, the PEPRA changes to retirement formulas and pensionable compensation caps apply only to new CalPERS members subject to PEPRA as defined under PEPRA.

- C. The table below lists the Second Tier age/benefit factors for the Pre-PEPRA and PEPRA retirement formulas.

Age at Retirement	Pre-PEPRA Formula (1.25% at age 65)	PEPRA Formula (1.25% at age 67)
	Employees first hired and subject to CalPERS membership prior to January 1, 2013	Employees eligible for CalPERS Membership for the first time on and after January 1, 2013
50	0.500	N/A
51	0.550	N/A
52	0.600	0.650
53	0.650	0.690
54	0.700	0.730
55	0.750	0.770
56	0.800	0.810
57	0.850	0.850
58	0.900	0.890
59	0.950	0.930
60	1.000	0.970
61	1.050	1.010
62	1.100	1.050
63	1.150	1.090
64	1.200	1.130
65	1.250	1.170
66	1.250	1.210
67	1.250	1.250

D. Employee Retirement Contribution

As stated in Government Code Section 20683.2, effective July 1, 2013, Second Tier members, including ARP members, shall contribute one and one-half percent (1.5%) of monthly pensionable compensation for retirement, and will increase by 1.5% points annually. The final annual increase in the contribution rate shall be adjusted as appropriate to reach fifty percent (50%) of normal cost.

E. Final Compensation

Final Compensation for an employee, who is employed by the State for the first time and becomes a member of CalPERS prior to January 15, 2011, is based on the highest average monthly pay rate during twelve (12) consecutive months of employment.

Final Compensation for an employee, who is employed by the State for the first time and becomes a member of CalPERS on or after January 15, 2011, is based on the highest average monthly pay rate during thirty-six (36) consecutive months of employment.

V. **Public Employees' Pension Reform Act of 2013 (PEPRA)**

A. PEPRA Definition of "Pensionable Compensation"

Retirement benefit for employees subject to PEPRA are based upon the highest average pensionable compensation during a thirty-six (36) month period. Pensionable compensation shall not exceed the applicable percentage of the contribution and benefit base specified in Title 42 of the United State

Code Section 430 (b). The 2013 limits are \$113,700 for members subject to Social Security and \$136,440 for members not subject to Social Security. The limit shall be adjusted annually based on changes to the Consumer Price Index for all Urban Consumers.

B. Alternate Retirement Program – New Employees

Employees first hired on or after July 1, 2013, shall not be subject to the Alternate Retirement Program (ARP). Existing ARP members are required to complete the twenty-four (24) month enrollment period. Upon completion of the twenty-four (24) month period, the employee shall make contributions to CalPERS. ARP members shall continue to be eligible for payout options beginning the first day of the 47th month of employment and ending on the last day of the 49th month of employment following their initial ARP hire date.

C. Equal Sharing of Normal Cost

As stated in Government Code Sections 7522.30 and 20683.2, equal sharing between the State employer and State employees of the normal cost of the defined benefit plans shall be the standard for all plans and employees. It shall be the standard that all employees pay at least fifty percent (50%) of the normal cost and the State employer shall not pay any of the required employee contributions. "Normal cost" is determined annually by CalPERS.

10.05 Parental Leave

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

10.06 Bereavement Leave

A. Permanent or probationary employees, and non-permanent employees who have been employed for at least thirty (30) days, may take up to five (5) days of unpaid bereavement leave (three [3] days of which may qualify for pay pursuant to B. and C. below) for the death of a parent, stepparent, spouse/domestic partner, sibling, child, grandparent, grandchild, or parent-in-law.

In addition to the up to three (3) days paid bereavement leave pursuant to sections B. and C. below, an employee may request two (2) additional unpaid days (for a total of five [5] days). A request for the two (2) additional workdays of unpaid bereavement leave under this subsection shall be granted, and, at the option of the employee, charged against their accrued annual leave, vacation, sick, CTO, or any other earned leave credits. The bereavement leave days outlined in Sections A, B and C do not need to be taken consecutively and must be completed within three (3) months of the date of death.

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

Such absence for bereavement leave with pay shall be limited to not more than three (3) workdays (maximum of 24 hours total leave/three [3] eight [8] hour days) per occurrence during the fiscal year. If the death of a person as enumerated above requires the employee to travel over four hundred (400) miles from their home, upon request, a leave with pay shall be granted for two (2) additional days which shall be deducted from accrued leave other than sick leave.

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

Such absence for bereavement leave with pay shall be limited to not more than three (3) workdays (maximum of 24 hours total leave/three [3] eight [8] hour days) during the fiscal year. If the death of a person as enumerated above requires the employee to travel over four hundred (400) miles from their home, upon request, a leave with pay shall be granted for two (2) additional days which shall be deducted from accrued leave other than sick leave.

- D. If additional bereavement leave is necessary, the employee may use accrued vacation, compensating time off, or take an authorized leave without pay, subject to the approval of the Hiring Authority.
- E. Fractional time base (part-time) employees will be eligible for unpaid bereavement leave pursuant to paragraph A. and paid bereavement leave on a pro rata basis, based on the employee's fractional time base pursuant to paragraphs B. and C.
- F. An employee may use accrued vacation credits, holiday credits, or CTO in the case of the death of their foster sibling, spouse's grandparent or any near relative who raised the employee.
- G. Intermittent employees may only be granted bereavement leave with pay if prescheduled to work on the day(s) for which the leave is requested and only for the number of hours the employee is scheduled to work on that day(s). Intermittent employees who are not prescheduled may only be granted bereavement leave with pay for days when their name comes up on a rotation list and only for those hours the employee would work on that day(s).

10.07 Unpaid Leaves of Absence

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

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

10.08 Jury Duty

- A. An employee who is required to report physically for jury duty on a day they are scheduled to work shall be entitled to jury duty leave with pay. Jury duty leave shall not be authorized unless supported by written documentation (such documentation as jury summons and/or letter of request to serve). Following jury duty service, substantiation shall be required as referenced in MOU Section 10.19 C.
- B. An employee who is called/summoned to serve on jury duty must notify the watch office as soon as possible after receiving notification, but no less than three (3) workdays prior notice. With the exception of Fire Captains, employees will be placed on second watch, with Saturday and Sunday as Regular Days Off (RDOs) on the first day that they could be required to report physically for jury duty. If the employee is currently on second watch, their RDOs will be changed to Saturday/Sunday. An employee may elect to remain in their post assignment but will not be compensated on their RDOs.
- C. The employee is responsible for notifying the watch office on a daily basis whether or not they will be available for work on the following day. Except for Fire Captains, if the employee is not scheduled for actual jury duty on a particular day, the employee will be assigned second watch duties. For 7k exempt Fire Captains who work twenty-four (24) hour shifts, the time served on jury duty on a scheduled workday shall be counted as time worked. Upon completion of jury duty for the day, if not selected, the Fire Captain shall report to work for the remainder of the shift or shall contact the Fire Chief to request utilization of leave credits for the remainder of the shift, which shall be granted or denied at the Fire Chief's discretion. If the Fire Captain is selected to serve on a jury, they shall not be required to return to duty on a scheduled workday, except if the workday falls on a court holiday, court dark day or weekend or in the case of an emergency response when no other Fire Captain is available from that Fire Station.
- D. For purposes of this section, an employee summoned to jury duty who does not serve for a full day or who is placed on "on-call" status shall return to work to complete their eight (8) hour workday if reasonable time remains for such return. An employee may not be required to report back to work if they feel there is not reasonably enough time left in the workday and if the employee's supervisor or higher person in the chain of command concurs. Concurrence will not be unreasonably withheld.
- E. Jury fees received for services shall be turned over to the State. Allowances paid by the court or county for lodging, meals and mileage may be retained by the employee.
- F. As it relates to jury duty fees only, an employee is not required to remit jury fees if they are previously scheduled to be off or voluntarily elects to use accrued vacation time or compensating time off.
- G. An employee may be allowed time off without loss of compensation if approved by the Hiring Authority or designee for voluntary jury duty such as grand jury. If approved by the Hiring Authority or designee, paragraphs A. through F. would apply.
- H. An intermittent employee shall only be granted jury duty leave if the employee is pre-scheduled to work on the day(s) in which the service occurs and only for the number of hours the employee is scheduled to work.

If payment is made for such time off, the employee is required to remit to the State the fee(s) received. An intermittent employee shall not be removed from pre-scheduled work hours because they are on jury duty.

10.09 Court Appearances

- A. An employee may be subpoenaed, or required by management, to make a court appearance for a matter related to Departmental business. Said time shall be considered Official Business time. If the employee works 1st or 3rd Watch, they shall be temporarily assigned work hours to cover the time scheduled for court appearances.
- B. For purposes of this section, an employee subpoenaed or required by management, to appear in court who does not serve for a full day, or who is placed on "on-call" status, shall return to work to complete their eight (8) hour workday if reasonable time remains for such return. An employee may not be required to report back to work if they feel there is not reasonably enough time left in the workday, and if the employee's supervisor or higher person in the chain of command concurs. Concurrence will not be unreasonably withheld.
- C. For the purposes of pay, time in court or awaiting court appearance either at the courthouse and/or the designated location in a subpoena, summons, or State legal counsel directive related to Departmental business, shall be considered as work time and thus compensable.
- D. An employee using a personal vehicle to travel to court shall be entitled to mileage in accordance with the provisions of the Business and Travel Expense provision of this MOU. Mileage may be authorized from home to court and return, or from office/institution to court and return, whichever is the shortest distance.
- E. Upon receipt of a subpoena, the employer will notify the employee as soon as is reasonably possible. An employee receiving personal service of a subpoena will notify their supervisor as soon as is reasonably possible.
- F. Whenever an employee is served with a subpoena which compels their presence as a witness, unless they are a party or expert witness, such employee shall be granted a leave of absence with pay in the amount of the difference between the employee's regular earnings and any amount they receive for such appearances. This section shall not be applicable to appearances for which the employee receives compensation in excess of their regular earnings.

10.10 Holidays

- A. Full-time employees shall be entitled to such holidays with pay as provided herein, in addition to any official State holidays declared by the Governor. There are holiday pay differences between posted and non-posted positions.

When a holiday occurs, employees in non-posted positions (defined as the employee having holidays off as their normal work schedule and no coverage is required), who are off work on the holiday, receive eight (8) hours of holiday pay as a part of their pay warrant. No additional compensation/credit for the holiday is provided if the employee does not work.

For Holiday purposes, a posted position is defined as a position scheduled to work without regard for the holiday, and must be filled when an absence occurs on the holiday. When a holiday occurs, employees in posted positions must utilize leave to receive compensation if they take that holiday off.

- B. Such holidays shall include:
 - 1. January 1 (New Year's Day)
 - 2. Third Monday in January (Martin Luther King's Birthday)
 - 3. Third Monday in February (Washington's Birthday, observed)

4. March 31 (Cesar Chavez Day)
 5. Last Monday in May (Memorial Day)
 6. July 4 (Independence Day)
 7. First Monday in September (Labor Day)
 8. November 11 (Veteran's Day)
 9. Fourth Thursday in November (Thanksgiving Day)
 10. Fourth Friday in November (Friday after Thanksgiving Day)
 11. December 25 (Christmas Day)
- C. In addition to the holidays provided in B. above, each employee, upon completion of six (6) months of their initial probationary period in State service, shall be entitled to one (1) personal holiday per fiscal year, which would be posted in the following pay period. The personal holiday shall be credited to each full-time employee on the first day of July. Such credit shall be recorded as holiday credit.
- D. Effective July 1, 2011, observance of holidays for employees working in non-posted positions not funded for holiday coverage:
1. When November 11 falls on a Saturday, full-time employees shall be entitled to observe the preceding Friday as a holiday with pay.
 2. When a holiday falls on a Sunday, full-time employees shall be entitled to observe the following Monday as a holiday with pay.
 3. When a holiday other than November 11 falls on a Saturday, non-posted full-time employees shall accrue eight (8) hours of holiday credit.
- E. Effective January 1, 2023, Government Code section 19853 added the following recognized, unpaid holidays:
- | | |
|--------------------------|--|
| Genocide Remembrance Day | April 24 |
| Juneteenth | June 19 |
| Native American Day | Fourth (4th) Friday of September |
| Lunar New Year | Second (2nd) or third (3rd) New Moon following Winter Solstice |
- BU6 employees who are eligible for a personal holiday may, at their discretion, exchange it for a holiday credit to observe one of these holidays. If an employee does not want to exchange their personal holiday to observe one of these holidays, they may request to take the recognized holiday off by utilizing other accrued leave credits (excluding sick leave) consistent with existing holiday/time off procedures.
- F. When a holiday falls on an employee's RDO, the employee shall receive eight (8) hours of holiday credit applied to their leave balances.
- G. Full-time employees working in a posted position, who are required to work on a holiday, whether as part of their normal schedule or on an overtime basis, shall be entitled to holiday pay for every hour worked. If an employee swaps on a holiday, the holiday pay shall be paid to the employee who physically worked the holiday shift (consistent with Section 11.03 A. 3.). Employees who work their normal schedule shall have no diminution in wages as a result of this section.
- H. Less than full-time employees shall receive holidays in accordance with existing CalHR Rules.
- I. Employees, in either a posted or non-posted position, working alternate work schedule (e.g., 4/10) shall be allowed to utilize accrued leave credits (except for sick leave) on the holiday to maintain the alternate

schedule as per the CalHR Alternate Workweek Policy (i.e., augment the eight [8] hours of the holiday by charging two [2] hours of vacation leave credits to achieve ten [10] hours) or will be considered on approved dock.

- J. If an employee's work schedule encompasses four (4) or more hours on the holiday, the employee will be compensated in accordance with this Article. An employee shall receive compensation for only the observed (non-posted) or actual (posted) holiday, not both.
- K. Accrued holiday credits are not subject to State-initiated buyback without prior approval of the employee.
- L. Holiday and Single Day Burn Program and Additional Scheduled Relief Coverage

Each institution shall have a system for scheduling or "burning" all or part of an employee's accumulated holiday credit.

The current holiday and single day burn program agreements have been reduced to writing and signed by both parties and copies forwarded to the CCPOA and CDCR Chiefs of Labor.

These programs will use all unused scheduled relief posts, including Vacation Relief Officer (VRO) and Training Relief Officer (TRO) posts. For the purpose of this section a TRO position is defined as scheduled forty (40) hours off-post block training. VRO and TRO, if not utilized, will then be designated to the holiday or single day burn program. Employees may utilize any accrued compensable leave credits (e.g., annual leave, PLP, furlough, etc.) for the holiday/single day burn program.

CDCR agrees to continue to convert a percentage of Unscheduled Relief posts to Scheduled Relief posts, which will augment the current Coverage Relief Officers (CROs) posts with a new Daily Relief Officer (DRO) post. The DRO post will be offered for either weekly or daily requests for time off. The DROs shall be distributed proportionately among all three (3) watches based on the number of staff assigned to each watch.

The percentage of Unscheduled Relief posts converted to DRO posts will be determined annually by CDCR based on current relief allocations from Department of Finance and will be comprised of Personal Leave Program (PLP), Military training hours, Personal Holiday, Furlough hours, Excess hours and Training/Development.

For purposes of the parties monitoring available vacation slots, CDCR will provide the current completed vacation schedule listing (filled/vacant spots) for the upcoming month.

- M. Holiday credit may be utilized in fifteen (15) minute increments.
- N. Disputes regarding this section must be first filed at the 2nd level of the grievance process. If unsatisfied with the 2nd level (Step 2) response, the Chapter President may elevate the dispute to the CCPOA Chief of Labor.

The CCPOA Chief of Labor will then request a meeting with the Associate Director of CDCR through the CDCR Chief of Labor. Within ten (10) days of the request, the Associate Director will meet with CCPOA to attempt to resolve the dispute.

If unresolved after the Associate Director's meeting, the grievance will be elevated to the 3rd Level (Step 3) and follow the grievance process consistent with Article VI.

10.11 Subpoena

- A. Upon service of a subpoena on an employee to testify at an arbitration, SPB, Public Employment Relations Board (PERB), or Legislative hearing, the State shall release the subpoenaed employee without loss of compensation.

- B. If a witness has been subpoenaed before one (1) of the forums mentioned in paragraph A. above, and consents to be interviewed by CCPOA prior to the hearing, CCPOA shall be entitled to interview the witness in private, without a representative of the Hiring Authority present, unless the witness requests otherwise. Interviews of subpoenaed witnesses shall be at times and places reasonable for the witness and for the Hiring Authority.
- C. If the subpoenaed employee is scheduled to work at the same time that the hearing is scheduled, and the subpoenaed employee is not likely to be immediately called to the witness stand, the State may, with the concurrence of the Appellant's attorney, return the subpoenaed officer to their duty post subject to recall upon notice by either the Appellant's representative or the Department's representative.
- D. Whenever an employee is served with a subpoena which compels their presence as a witness, unless they are a party or expert witness, such employee shall be granted a leave of absence with pay in the amount of the difference between the employee's regular earnings and any amount they receive for such appearances. This section shall not be applicable to appearances for which the employee receives compensation in excess of their regular earnings.
- E. When CDCR, CCHCS or CalHR releases a BU6 employee from a subpoena it will be in writing.
- F. An employee in Bargaining Unit 6 who has completed a normal work shift or is on an authorized day off, and is placed on standby time for a possible work-related court appearance shall be credited with two (2) hours of compensation per day (straight time pay). Standby is defined as a work assignment whereby the employee must remain physically and geographically able to respond when contacted by telephone or electronic paging device to appear in court. Standby is not considered a holdover.

10.12 Release Time Bank

- A. A CCPOA release time bank shall be established to which members may contribute any earned, leave credits, with the exception of sick leave. The contributions shall be in two (2) or more hour increments. Contributions in fractions of hours will not be allowed. Contributions to the release time bank shall be computed once a month, provided they are received by the second Friday of that month.

B. Establishing the Bank

CCPOA shall make available to Bargaining Unit 6 members an information sheet explaining the means by which a member may contribute time into the release time bank. CCPOA shall make forms (with built-in carbon copies) available for that purpose. When a member desires to make a contribution to the release time bank, the member will complete the three-part form provided by CCPOA and give this form to a Unit 6 steward. The Unit 6 steward will deliver the form to the institution, facility, camp, or parole personnel.

The personnel office will determine that the member authorizing the release time bank contribution has the earned CTO and/or vacation time (depending upon the number of hours desired to be contributed by the member), prior to posting the contributed time to the release time bank. Members may voluntarily execute such forms to authorize transfer of existing CTO hours and/or vacation credits. The form shall provide a space to indicate the amount and type (CTO and/or vacation) of time contributed. Each party to this MOU shall be responsible for jointly creating a record keeping system. Records shall be compared, verified, and adjusted/corrected as the parties agree is necessary.

C. Withdrawal From the Bank

Any of five (5) designated CCPOA paid representatives or Bargaining Unit 6 representatives may authorize time withdrawal from the release time bank for use of a Unit 6 member to conduct bona fide Association business. CCPOA shall notify the Department's labor relations office of the identity of the five (5) representatives by August 1, of each year. Members authorized may be released with seven (7) days or more advance notice for regular, ongoing time off or twenty-four (24) hours on an ad hoc basis. There

will be no releases with less than twenty-four (24) hours' notice unless approved by the Undersecretary or their designee. In all cases, the granting of time off shall be subject to the approval of the Hiring Authority, operational needs, emergencies or other standards limiting usage. CCPOA authorization for use of bank time shall be provided to the local labor relations officer, or person designated by the Warden/Regional Administrator, by one of the five (5) authorized CCPOA representatives, in writing, on a form provided by CCPOA and mutually approved by the parties. In no case shall the State employer be required to release a member if:

1. It would require that the State employer fill the released member's position at time and one-half (1½) and CCPOA is unwilling to reimburse the State hour for hour; or
2. If there is no time credited to the bank at the time of the request.

Time drawn from the release time bank shall be in four (4) hour increments for the purpose of travel and eight (8) hour increments for all other purposes. No more than two (2) members per facility or parole region shall be released at one time with the exception of CCPOA's annual convention (when 10 members per Chapter shall be released using ART or RTB) unless approved by the Undersecretary or their designee. The State employer shall not withhold usage of release time bank time for unreasonable or capricious reasons. CCPOA agrees that CCPOA shall not cause, through the application of this clause, the State employer any undue burden in carrying out the mission of the Departments.

10.13 Union Paid Leave

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

1. The department head or designee receives a written request, signed by the employee and the authorized CCPOA representative, two (2) weeks prior to the planned effective date of the leave.
2. A union leave shall assure an employee the right to their former position upon termination of the leave. The term "former position" is defined in Government Code Section 18522.
3. CCPOA shall repay union paid leave under this section for the expenses related to the affected employee's salary and benefits within thirty (30) calendar days of receiving a billing statement in the following manner:
 - a. Currently through December 31, 2023, CCPOA will continue to repay at one hundred and thirty-two percent (132%) of base salary.
 - b. Effective January 1, 2024, CCPOA will repay at one hundred and fifty-three percent (153%) of base salary.
 - c. Effective January 1, 2025, the CCPOA will repay the actual, total expenses related to the affected employee's salary and benefits, which are currently at one hundred and seventy-four and a quarter percent (174.25%) of base salary.
4. The affected employee shall have no right to return from a union leave earlier than the agreed upon date without the approval of the employee's Hiring Authority.
5. Except in emergencies or layoff situations, a union leave shall not be terminated by the department head or designee prior to the expiration date.
6. Employees on a union leave shall suffer no loss of compensation or benefits.
7. Whether or not time for a union leave is counted for merit purposes shall be determined by SPB and such determination shall not be grievable or arbitrable.

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

10.14 Catastrophic Time Bank

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

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

C. Unused CTB Donations

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

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

10.15 Absences for Duty in the Uniformed Services (*Sideletter #3*)

- A. **General:** The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) which is found at Title 38 U.S. Code, Chapter 43, Sections 4301-4333 covers rights and obligations of employees who are absent while serving in the Uniformed Services and the obligations of their employers. (See Appendix #6.) For California State employees USERRA is supplemented by the California Government Code Sections 19770 through 19786.

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

1. Service in the Uniformed Services (military service) means the performance of duty in a Uniformed Service. The Uniformed Services consists of:
 - a. Army, Navy, Air Force, Marine Corps, or Coast Guard
 - b. Army, Navy, Air Force, Marine Corps, or Coast Guard Reserve
 - c. Army or Air National Guard
 - d. Commissioned Corps of the Public Health Service
 - e. Others as designated by the President in time of war or emergency
2. Duty in the Uniformed Services (military service) can be voluntary or involuntary and consists of the following:
 - a. Active duty (including initial or reoccurring training)
 - b. Inactive duty training
 - c. Absence from work for an examination to determine a person's fitness for any of the above types of duty

B. Advance Notice of Military Leave: Unless prevented by "military necessity," or in cases where advance notice is unreasonable or impossible, the employee is required to provide the employer with advanced notice of all military service.

1. Notice may either be written or oral. The notice may be provided either by the employee or by an appropriate officer of the branch of military service in which the employee will be serving.
2. USERRA does not specify a minimum period of time for advanced notice. Employees are expected to make a good faith effort to notify their employer when they are notified or volunteer for military service. Typically, employees will provide a copy of their drill schedule within thirty (30) days of receipt from the employee's company officer.

C. Leave for Military Service: Once an employee has been scheduled for military service the Department is required to approve leave for the employee to complete their service commitment.

1. Employees are allowed, but not required, to use accrued leave credits (other than sick leave) to complete their military service commitment. Employees may, at their discretion, elect to take a leave without pay while performing military service.
2. The employee must actually attend and complete the military service on the scheduled dates. The employee shall not obtain approval to fulfill military service obligations on a Saturday and/or Sunday, then complete their military obligation (without the Department's knowledge) on the employee's RDOs (if other than Saturday and/or Sunday), and then use the pre-approved Saturday and/or Sunday leave for non-military, personal reasons. If an employee fails to notify management that the time on the weekend is no longer required for attendance at a military obligation, and still takes the time off, the employee may be subject to discipline.

For example, an employee's RDOs are Tuesday/Wednesday and they are scheduled to attend a weekend reserve drill on Saturday/Sunday. Then this employee subsequently fulfills their drill obligation by attending pre-drill or post-drill on their RDOs on Tuesday/Wednesday. This employee is then required to notify State management of this change as soon as possible. Authorization to use leave credits to cover the Saturday/Sunday drill period is thus automatically rescinded.

3. Upon request, an employee who is scheduled for a reserve drill period will have their schedule accommodated for the workweek in which the reserve drill period is scheduled such that their shift and RDOs will coincide with the scheduled reserve drill period. The employee will be afforded the opportunity to move to second watch or stay on current watch (e.g., BU6 employee has RDOs on Tuesdays and Wednesdays. The employee is then scheduled for their reserve drill obligation on Friday and Saturday. So the employee does not have to burn their own time/accrued leave, the Department is willing to change the employee's RDOs upon the employee's request from Tuesday/Wednesday to Friday/Saturday for that week).
- D. **Sick Leave During Military Service:** If an employee becomes unable to fulfill their scheduled military service obligation due to illness/injury, the employee is required to notify their employer so the absence can be appropriately recorded as sick leave. The employee must submit, with the 998A form, verification from the military confirming their absence from military service was due to illness or injury.
- E. **Reporting Back to Work After Military Service:** Time limits for reporting to work after military service depend on the length of the military service completed.
1. For periods of service less than thirty-one (31) days, and fitness examinations, the employee must report to work at the beginning of the regularly scheduled workday following completion of the service plus a period for safe transportation to the person's residence and an additional 8 hours rest period.

As an example, an employee may be released from military service duty at 1700 hours Sunday and arrive home at 2000 hours Sunday, after a three hour commute. Once the employee has arrived home they are entitled to an eight (8) hour rest period. After the rest period, the employee must report to the employer no later than the beginning of the first regularly scheduled workday. In this case an employee could be required to report to work at 0600 hours on Monday morning.
 2. For periods exceeding thirty (30) days reference USERRA.

10.16 Annual Leave - Enhanced NDI

A. Annual Leave

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

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

Notwithstanding the above, during the July pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in Unit 6 during the July pay period, the employer shall credit the Union's Release Time Bank in Article X, Section 10.12 with one (1) hour.

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

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

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

3. A full-time employee who has eleven (11) or more working days of service in a monthly pay period shall earn annual leave credits as set forth in CalHR Rules 599.608 and 599.609.
4. Employees working less than full-time or who work in multiple positions accrue annual leave in accordance with the applicable CalHR rules.
5. If an employee does not use all of the annual leave that the employee has accrued in a calendar year, the employee may carry over their accrued annual leave credits to the following calendar year.
6. Upon termination from State employment, the employee shall be paid for accrued annual leave credits for all accrued annual leave time.
7. The time when annual leave shall be taken by the employee shall be determined by the Department head or designee.
8. Annual leave requests must be submitted in accordance with Departmental policies on this subject. However, when two (2) or more employees on the same shift (if applicable) in a work unit (as defined by each department head or designee) request the same annual leave time and approval cannot be given to all employees requesting it, employees shall be granted their preferred annual leave period in order of seniority set forth in Article XII Section 12.01 of this Agreement.
9. Each department head or designee will make every effort to act on an annual leave request in a timely manner.
10. Annual leave that is used for purposes of sick leave is subject to the requirements set forth in Article X Section 10.02 B. and 10.02 C. of this Agreement.
11. This leave shall be applied consistently with Appendix #11.

B. Enhanced Non-Industrial Insurance (NDI)

1. This enhanced NDI provision is only applicable to employees participating in the Annual Leave Program referenced in A. above.
2. Once enrolled in annual leave and for periods of disability commencing on or after ratification of this MOU, an employee shall become entitled to an enhanced NDI benefit (fifty percent [50%] of gross salary) upon serving a waiting period of ninety (90) consecutive calendar days. If the employee files a claim for NDI benefits between the effective date of enrollment in annual leave and the end of the waiting period, the standard NDI benefits shall be payable. This waiting period does not apply to any

employee who was enrolled in the Annual Leave Program upon appointment in a position requiring mandatory participation.

3. The enhanced NDI payments at fifty percent (50%) of the employee's gross salary are payable monthly for a period not exceeding twenty-six (26) weeks for any one (1) disability benefit period. An employee is not eligible for a second disability benefit due to the same or related cause or condition unless they have returned to work for at least ten (10) consecutive workdays. Paid leave shall not be used to cover the ten (10) workdays. Disability payments may be supplemented with annual leave, sick leave or partial payment to provide for up to one hundred percent (100%) income replacement. At the time of an enhanced NDI claim an employee may elect either the fifty percent (50%) enhanced NDI benefit rate or a supplementation level of seventy-five percent (75%) or one hundred percent (100%) at gross pay. Once a claim for enhanced NDI has been filed and the employee has determined the rate of supplementation, the supplemental rate shall be maintained throughout the disability period. The provisions contained in Article XI, Section 11.08, do not pertain to sick leave credits that are utilized to supplement IDL or enhanced NDI benefits.
4. The employee shall serve a seven (7) consecutive calendar day waiting period before enhanced NDI payments commence for each disability. Accrued paid leave or CTO leave balances may be used to cover this waiting period. The waiting period may be waived commencing with the first full day of confinement in a hospital, nursing home, or emergency clinic.
5. If the employee elects to use annual leave or sick leave credits prior to receiving enhanced NDI payments, they are not required to exhaust the accrued leave balance.
6. Following the start of enhanced NDI payments an employee may at any time switch from enhanced NDI to sick leave or annual leave but may not return to enhanced NDI until that leave is exhausted.
7. In accordance with the State's "return to work" policy, an employee who is eligible to receive enhanced NDI benefits and who is medically certified as unable to return to their full-time work during the period of their disability, may upon the discretion of their appointing power, work those hours (in hour increments) which when combined with the enhanced NDI benefit will not exceed one hundred percent (100%) of their regular "full pay."
8. The appointing power may require an employee to submit to a medical examination by a physician or physicians designated by the Director of the Employment Development Department for the purpose of evaluating the capacity of the employee to perform the work of their position.
9. If an employee refuses to return to work in a position offered by the employer under the State's injured State Worker Assistance Program, enhanced NDI benefits will be terminated effective the date of the offer.
10. Where employment is intermittent or irregular, the payments shall be determined on the basis of the proportionate part of a monthly rate established by the total hours actually employed in the eighteen (18) monthly pay periods (or the total number of pay periods for those employees who have not worked eighteen [18] pay periods) immediately preceding the pay period in which the disability begins as compared to the regular rate for a full-time employee in the same group or class. An employee will be eligible for enhanced NDI payments on the first day of the monthly pay period following completion of nine hundred sixty (960) hours of compensated work.
11. All other applicable CalHR laws and regulations not superseded by these provisions will remain in effect.
12. Upon approval of enhanced NDI benefits, the State may issue an employee a salary advance if the employee so requests.

13. All appeals of an employee's denial of enhanced NDI benefits shall only follow the procedures in the Unemployment Insurance Code and Title 22. All disputes relating to an employee's denial of benefits are not grievable or arbitrable. This does not change either party's contractual rights, which are not related to an individual's denial of benefits.
14. Employees who become covered in the Annual Leave Program while on an NDI claim shall continue to receive NDI pay at the old rate for the duration of the claim.
15. Employees who do not elect the Annual Leave Program will receive NDI benefits in accordance with the current program.

Employees may elect to enroll in the Annual Leave Program to receive annual leave credit in lieu of vacation or sick leave credits. Employees enrolled in the Annual Leave Program may elect to enroll in the vacation and sick leave program at any time. The effective date of these elections shall be the first day of the pay period in which the election is received by the appointing power. Once an employee elects to enroll in either the Annual Leave Program or the vacation/sick leave program, the employee may not elect to enroll in the other program until twenty-four (24) months has elapsed from the date of enrollment.

10.17 Transfer of Leave Credits Between Family Members

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

- A. To care for the family member's child, parent, spouse, domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section 297, brother, sister, or other person residing in the immediate household, who has a serious health condition, or a medical leave for the employee's own serious health condition as defined by the Family Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or for a parental leave to care for a newborn or adopted child.

The employee shall give notice to their immediate supervisor as soon as possible and shall, if requested by the supervisor, provide medical certification from a physician to support this request. The department head or designee shall approve transfer of leave credits only after having ascertained that the leave is for an authorized reason. For family care leave for the employee's child, parent, spouse, domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section 297, brother, sister, or other person residing in the immediate household, who has a serious health condition, this certification need not identify the serious health condition involved, but shall contain all of the following:

1. the date, if known, on which the serious health condition commenced;
2. the probable duration of the condition;
3. an estimate of the amount of time that the health provider believes the employee needs to care for the child, parent or spouse, domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section 297, brother or sister, or other person residing in the immediate household; and
4. a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent, spouse, domestic partner that has been defined and certified with the Secretary of State's office in accordance with Family Code Section 297, brother, sister, or other person residing in the immediate household.
5. For the employee's own serious health condition, this certification shall also contain a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any

one or more of the essential functions of their position. Certification shall also be provided for parental or adoption leaves.

- B. Sick leave credits cannot be transferred.
- C. The receiving employee has exhausted all leave credits.
- D. The donations must be a minimum of one (1) hour and in whole increments thereafter.
- E. The donating employee must maintain a minimum balance of eighty (80) hours of paid leave time.
- F. Transfer of leave credits shall be allowed to cross departmental lines in accordance with the policies of the receiving department.
- G. Transfer of leave credits to and from a mother-in-law, father-in-law, sister-in-law, and brother-in-law shall be allowed within Bargaining Unit 6.
- H. The donated hours may not exceed three (3) months. However, if approved by the Hiring Authority, the total leave credits received may be six (6) months.
- I. Donations shall be made on a form to be developed by the State, signed by the donating employee, and verified by the donating department. Once transferred, donations will not be returned to the donor.
- J. This section is not subject to the grievance and arbitration article of this Contract.

10.18 Personal Leave Program

- A. Existing Personal Leave Program balances (PLP) (e.g., 1992, 2003, 2010, 2011/furlough and 2012) will continue to be tracked individually for each Unit 6 employee on their monthly paycheck.

- B. 1992-1995 PLP

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

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

- C. 2010 and 2012 PLP

The use of the PLP time is subject to supervisory approval, except that appointing powers shall ensure that all PLP time is scheduled and taken prior to separation from State service. PLP time shall be requested and used by the employee in the same manner as vacation/annual leave. Request for use of PLP time must be submitted in accordance with departmental policies on vacation/annual leave. Appointing powers may schedule employees to take PLP time off to meet the intent of this section. PLP time shall not be included in the calculation of vacation/annual leave balances pursuant to Article X (Leaves).

Time during which an employee is excused from work because of PLP time shall not be considered as "time worked" for purposes of determining the number of hours worked in a workweek.

This leave shall be applied consistent with Appendix #11.

Upon Separation: PLP 2010 and 2012 leave shall be subject to the March 26, 2013, PML entitled Unused 2012, 2010, Furlough Hours as referenced in Appendix #8.

- D. PLP 2020

PLP 2020 is governed by Sideletter #10.

E. Disputes

Disputes regarding the denial of the use of PLP time may be appealed using the grievance procedure. The decision by Step 4 shall be final and there may be no further appeals.

10.19 998s

- A. The Institution/Camp Office will provide each employee a 998A for review at the beginning of each pay period for the prior work period.

For DAPO, employees shall download the 998A template from the CDCR intranet, complete and submit to the Unit Supervisor.

- B. DAI/DAPO: If the 998A is correct, the employee need only sign the 998A and submit it in the Institution's designated, centralized locations (e.g., identified and secure Drop Boxes or Personnel Office) or directly to the Unit Supervisor for DAPO. If the 998A is inaccurate, the employee is responsible for submitting a corrected, signed 998A form to the Institution's designated centralized locations (e.g., identified and secure Drop Boxes or Personnel Office) or directly to the Unit Supervisor for DAPO notating and initialing any corrections made. The Institution will coordinate supervisory review and signature of all the submitted 998As. All 998As are due on or before the third (3rd) working day of the pay period.
- C. DAI/DAPO: In the event a 998A, with all required substantiation (i.e., official documentation issued by the court identifying the dates of jury duty/subpoenaed witness service and medical verification if requested in advance by the supervisor) and notations (e.g., any corrections and the identification of the familial relationship for family sick and bereavement leave) has not been received by the 3rd business day, the employee will be contacted by mail before the AR process is initiated. Employees will be notified in writing, advising the employee that they have fifteen (15) calendar days from the date of mailing (to be determined by postmark), to submit the approved/disapproved 998A form to the Personnel Office or designated Personnel Drop Box identified by the Institution or directly to the Unit Supervisor for DAPO. Employees who fail to submit the 998A form within the fifteen (15) days of the postmark of the letter shall be docked for their absence(s) and an accounts receivable will be established. No dock shall occur and no accounts receivable shall be established for periods when the employee did not take leave. The employee, however, is still responsible for timely submitting a complete, accurate, and signed 998A form. When an employee is on leave (e.g., vacation, annual leave, bereavement, sick leave, military, FMLA/CFRA, workers' compensation, etc.), the 998A form must be completed and signed by the employee upon their return to work if the employee returns from leave prior to the 3rd business day of the pay period. For staff assigned to fire camps, the institution may establish processes outside of the 3rd business day requirement outlined above.
- D. Leave: In the event an employee is unable to submit their timesheet by the 3rd business day of the work period, as outlined in Subsection C. above, due to a leave of absence (e.g., vacation, annual leave, bereavement leave, sick leave, military leave, FMLA/CFRA, workers' compensation, etc.), upon their return, the employee will review, amend and sign all 998As submitted on their behalf during the absence.

10.20 Cash Out of Vacation/Annual Leave

- A. Employees may be permitted annually to cash out up to eighty (80) hours of accumulated Vacation/Annual Leave as follows:

On or before May 1 of each year, each department head (Director or Secretary) or designee will advise Department employees whether the Department has funds available for the purpose of cashing out accumulated Vacation/Annual Leave. In those departments that have funds available, employees will be advised of the number of hours that may be cashed out, not to exceed eighty (80) hours. Employees who wish to cash out Vacation/Annual Leave must submit a written request during the month of May to the individual designated by the Department Director. Departments will issue cash payments for cashed out Vacation/Annual Leave during the month of June.

- B. All BU6 employees shall be eligible for a one-time cash out of up to eighty (80) hours of compensable leave (compensable leave does not include sick leave) in 2023. BU6 employees who wish to cash out compensable leave must submit a CDCR-approved request form to the local Personnel Office by October 20, 2023, indicating the number of hours they wish to cash out. The parties anticipate that payment for the one-time cash out will be issued by December 15, 2023.

10.21 Prefunding of Post-Retirement Health Benefits

The State and Bargaining Unit 6 hereby agree to share in the responsibility toward the prefunding of post-retirement health benefits for members of Bargaining Unit 6; and, agree that the foregoing will continue to be implemented as a means to begin to offset the future financial liability for health benefits for retired members.

- A. Since July 1, 2016, the State and Bargaining Unit 6 prefund retiree healthcare, with the goal of reaching a fifty percent (50%) cost sharing of actuarially determined total normal costs for both employer and employees by July 1, 2018. The amount of employee and matching employer contributions required to prefund retiree healthcare increased by the following percentages of pensionable compensation:

1. July 1, 2016: by 1.3 percent.
2. July 1, 2017: by 1.3 percent, for a total of 2.6 percent.
3. July 1, 2018: by 1.4 percent, for a total of 4.0 percent.

- B. Employees Subject to Other Post Employment Benefit (OPEB) Prefunding

All bargaining unit members who are eligible for health benefits must contribute, including permanent intermittent employees. Bargaining unit members whose appointment tenure and/or time base make them ineligible for health benefits, such as: seasonal, temporary, and employees whose time base is less than half time, do not contribute. Bargaining unit members not subject to OPEB prefunding shall begin contributing upon attaining eligibility for health benefits. New hires and employees transferring into Bargaining Unit 6 shall begin contributing immediately, unless they are not subject, as set forth above.

- C. Withholding of Contributions

Contributions shall be withheld from employee salary on a pre-tax basis, except for employees receiving disability benefits that require contributions to be withheld post-tax, as determined by the State Controller's Office.

- D. Contributions will be deposited in the designated State sub-account for BU6 of the Annuitant's Health Care Coverage Fund for the purpose of providing retiree health benefits to State annuitants and dependents associated with BU6. As defined in Government Code Section 22940, a designated State sub-account is a "separate account maintained within the fund to identify prefunding contributions and assets attributable to a specified State collective bargaining unit or other State entity for the purpose of providing benefits to State annuitants and dependents associated with a specified collective bargaining unit or other State entity."

- E. Contributions paid pursuant to this agreement shall not be recoverable under any circumstances to an employee or their beneficiary or survivor.
- F. The costs of administering payroll deductions and asset management shall be deducted from the contributions and/or account balance.
- G. The parties agree to support any legislation necessary to facilitate and implement prefunding of retiree health care obligations.

10.22 Health and Dental Benefit Vesting

- A. The following vesting schedule shall apply to State employees in Unit 6 first employed by the State on or after January 1, 2017.

- B. The portion of the employer contribution toward post-retirement health and dental benefits will be based on credited years of service at retirement per the following chart entitled "Health and Dental Benefits Vesting". The minimum number of years of State service at retirement to establish eligibility for any portion of the employee contribution will be fifteen (15) years. This section will apply only to State employees who were under a service retirement.
- C. State employees as defined in A. above, who become BU6 employees after January 1, 2017, shall not receive any portion of the employer's contribution payable for post-retirement health and dental benefits unless those employees are credited with fifteen (15) years of State service as defined by law.
- D. The percentage of employer contribution payable for post-retirement health and dental benefits for an employee subject to this section is based on the member's completed years of credited State service at retirement as shown in the following table:

Health and Dental Benefits Vesting	
CREDITED YEARS OF SERVICE	PERCENT OF EMPLOYER CONTRIBUTION
15	50
16	55
17	60
18	65
19	70
20	75
21	80
22	85
23	90
24	95
25 or more	100

- E. This section shall apply only to State employees who retire for service.
- F. Benefits provided to an employee by this section shall be applicable to all future State service.
- G. For the purposes of this section, State service shall mean service rendered as an employee or officer (employed, appointed or elected) of the State for compensation.
- H. The parties agree to support any legislation necessary to incorporate these post-retirement health and dental vesting changes into Government Code Section 22874 and 22958, or any other applicable section of the Government Code.

10.23 Employer Contribution for Retiree Health Benefits

- A. The employer contribution for each annuitant enrolled in a Basic plan shall not exceed eighty percent (80%) of the weighted average of the Basic health benefit plan premiums for an employee or annuitant enrolled for self-alone, during the benefit year to which the formula is applied. For each employee or annuitant with enrolled family members, the employer contribution shall not exceed eighty percent (80%) of the weighted average of the additional premiums required for enrollment of those family members, during the benefit year to which the formula is applied.
 - 1. "Weighted average of the health benefit plan premiums" as used in this section shall consist of the four Basic health benefit plans that had the largest enrollment of active State employees, excluding family members, during the previous benefit year.
 - 2. This section shall apply to all employees first hired on or after January 1, 2017.

- B. The employer contribution for an annuitant enrolled in a Medicare Supplemental Plan in accordance with Government Code section 22844 shall not exceed eighty percent (80%) of the weighted average of the health benefit plan premiums for an annuitant enrolled in Medicare Supplemental Plan for self-alone, during the benefit year to which the formula is applied. For each employee or annuitant with enrolled family members, the employer contribution shall not exceed eighty percent (80%) of the weighted average of the additional premiums required for enrollment of those family members, during the benefit year to which the formula is applied.
1. "Weighted average of the health benefit plan premiums" as used in this section shall consist of the four Medicare Supplemental Plans that had the largest enrollment of State annuitants, excluding family members, during the previous benefit year.
 2. The employer contribution shall not exceed the amount calculated under this section if the employee or annuitant is eligible for Medicare Part A, with or without cost, and Medicare Part B, regardless of whether the employee or annuitant is actually enrolled in Medicare Part A or Part B.
 3. This section shall apply to all employees and annuitants first hired on or after January 1, 2017.
- C. State employees and annuitants in BU6 hired on or after January 1, 2017, shall be ineligible to receive any portion of the employer's contribution for annuitants towards Medicare Part B premiums, as defined in Government Code section 22879.
- D. This section does not apply to:
1. State employees previously employed before January 1, 2017, who return to State employment on or after January 1, 2017; and
 2. State employees on an approved leave of absence employed before January 1, 2017, who return to active employment on or after January 1, 2017.
- E. The parties agree to support any legislation necessary to facilitate and implement this provision.

ARTICLE XI HOURS OF WORK AND OVERTIME

11.01 Shift and/or Assignment Changes

- A. The State shall give notice to an employee at least seven (7) calendar days prior to the effective date of a change of shift, RDOs or hours of work. Unexpected changes required by emergencies, or which are due to other unforeseeable circumstances, are exempted from this notice requirement. In these circumstances, the Chapter President will be notified.
- B. CCPOA's local Chapter President or designee may waive the notice requirement in any particular instance.

11.02 Continuous Hours of Work/Dead Time

- A. Except in the case of an emergency, employees shall not work in excess of sixteen (16) continuous hours in any given twenty-four (24) hour period, including approved swaps consistent with Section 11.03.
1. After working sixteen (16) hours, employees shall have an eight- (8-) hour break between shifts. With the exception of camps, if the eight- (8-) hour break extends into the employee's next regularly scheduled shift, the employee shall receive paid Administrative Time Continuous (ATC) (coded as hours worked) for the hours of the break that extend into the shift. For example, when an employee is assigned to a shift beginning at 0600, works a voluntary overtime to 2200 hours, and is involuntarily ordered over or due to unforeseen circumstances is required to work until 0100 hours, the employee will be permitted a full eight- (8-) hour break before being required to return to their regular work. This employee would not be required to report to work until 0900 and would receive ATC from 0600 to 0900. However, the parties recognize that informational briefings of fifteen (15) minutes may be added

before or after a regular shift, thus extending the sixteen (16) hours up to a maximum of sixteen (16) hours and fifteen (15) minutes.

2. With respect to swaps, if an employee is involuntarily held over beyond their eight- (8-) hour scheduled shift pursuant to the exceptions identified in 11.03 G., the employee shall still have an eight- (8-) hour break between shifts. If the eight- (8-) hour break requires the employee to start their swap late, the employee shall receive ATC consistent with this subsection and the swap will be considered to have been paid back in its entirety.
- B. Dead time occurs when a BU6 employee is involuntarily held and there is a break of two (2) hours or less between the end of one shift and the start of another. No dead time shall be paid for voluntary overtime assignments.
1. The State shall pay employees for up to two (2) hours of dead time prior to an involuntary overtime assignment.
 2. When a double involves dead time, it shall be counted as hours worked and paid. Unless an emergency situation exists, the employee will not be compelled to work during this dead time.

The State agrees to make its best effort to reduce or eliminate dead time for employees who work involuntary overtime hours. Where dead time exists, the State shall, subject to operational needs, try to schedule the employee to begin the overtime assignment immediately after the end of the employee's regular shift or hours.

- C. Employees shall not be allowed to work more than two (2) double shifts ("doubles") back-to-back. For the purpose of this section, a double shall be defined as thirteen (13) or more contiguous hours of work which may or may not be broken by dead time.

Currently, except in the case of emergencies (e.g., riot, escape, etc.) or mandatory report writing (i.e., use of force or scheduled employee absence, such as RDOs or vacation), employees shall not be assigned involuntary overtime on the third day after working two (2) doubles back-to-back. Dead time shall not break the continuity of the double.

Effective no later than January 1, 2024, and only after the parties have tested Workforce TeleStaff and validated that the following rules are operating accurately, except in the case of emergencies (e.g., riot, escape, etc.) or mandatory report writing (i.e., use of force or scheduled employee absence, such as RDOs or vacation), employees shall not be assigned involuntary overtime after working two (2) doubles back-to-back for thirty-two (32) hours after the end of the second double. This limitation does not preclude an employee from voluntary overtime. Dead time shall not break the continuity of the double. See Appendix #12 for examples of scheduling back-to-back doubles.

- D. Each institution administration and local CCPOA chapter representatives shall meet locally, within the life of this MOU, to make a reasonable effort to reduce the number of start and stop times.

11.03 Exchange of Days Off - Shift Assignment (Mutual Swaps)

- A. Employees may be permitted to exchange hours of work of one (1) hour or more with other employees in the same classification or level, performing the same type of duties in the same work area, provided:
1. The employees make a written request to their supervisor(s), at least twenty-four (24) hours prior to the exchange.
 2. The supervisor(s) approves the exchange.
 3. The employees exchanging hours of work shall not be entitled to any additional compensation (e.g., overtime or overtime meals, shift differential) which they would not have otherwise received.

Holiday pay shall be paid to the employee who physically worked the holiday consistent with section 10.10 F.

4. An employee may have no more than two (2) persons working for them during a shift.
 5. Swap hours may not overlap with the employee's regular hours of work.
 6. When working a swap, ITO may not be used for time off.
- B. Once approved, shift changes shall not be subjected to further review, except for operational needs. If a shift swap is denied, the supervisor denying the swap shall state the reason for the denial on the written request.
- C. Shift assignment positions under this Article are limited to:
1. Correctional Officers
 2. Fire Captains
- D. Each employee shall be responsible for the coverage of the work assignment they accept. If the employee who agrees to work for another employee fails to show for the swap, and provides proper medical verification, they shall be subject to repaying the actual length of the shift (e.g., eight [8] hours for an eight [8] hour shift, or ten [10] hours for a ten [10] hour shift). The swap form/sheet shall inform the individuals swapping that the employee who fails to pay back the swap shall be subject to repaying the actual length of the shift. The State shall first use the appropriate, accrued time credits for the repayment; then use "Accounts Receivable" (AR) should time credits be insufficient for the repayment. Once reimbursement is made by the employee, the employee shall not be subject to adverse personnel/corrective action for this incident.

In the event the employee fails to show because of illness or injury, they may be required to provide a medical verification in accordance with section 10.02 of the MOU. If the employee does not actually speak to a live person at the time of call in, they shall be required to provide a medical verification in accordance with section 10.02 of the MOU. If the employee fails to provide medical verification consistent with this section, the employee shall be charged twelve (12) hours of the appropriate leave credits for an eight (8) hour shift and fifteen (15) hours for a ten (10) hour shift.

There shall be no punitive restrictions or limitations on swaps.

Should an employee separate from State service or transfer, they are still responsible for repaying the actual length of the unworked swap shift(s) either through use of leave credits, an AR or a monetary payment in the case of separation.

- E. All swaps must be paid back within one hundred and twenty (120) calendar days. Where the payback cannot be accomplished without overtime being earned by one (1) or both of the affected employees, the requested swaps shall be denied.
- F. During an employee's probationary period at the institution, the employee shall be allowed to work up to one (1) swap per week.
- G. Except in cases of emergency (e.g., riot, escape, etc.) or mandatory report writing (i.e., use of force), when an employee has an approved swap, they will not be ordered over if the order over conflicts with the approved swap.
- H. Within ninety (90) days of the ratification of this MOU, the State and CCPOA agree to collaboratively meet with representatives from the Program Support Unit to create one (1) swap form/sheet to be used throughout the State and ensure adherence to the language within Section 11.03.

11.04 Overtime Checks

Each institution (including assigned camps) and CDCR headquarters (for DAPO) shall make its best effort to process employees' overtime checks in the shortest possible time. Overtime checks shall be released to the employee as soon as possible following their receipt and expeditious processing at the institution/camp office/regional parole office/headquarters.

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

11.05 Unused CTO

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

11.06 IST Overtime

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

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

11.07 Overtime

- A. Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half (premium rate).
- B. 7k Exempt Employees

It is in the State's and Union's interest to offer a more efficient and streamlined scheduling model which comports with the State's monthly payroll system.

Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless they were on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

- C. For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee. Time spent on jury leave, military training leave, and subpoenaed witness leave shall be counted as hours worked for purposes of calculating overtime.

When an employee is involuntarily mandated to work overtime during a workweek with approved leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn premium (1 ½ time) overtime compensation for the involuntarily mandated overtime hours worked over forty-one (41) in that workweek. Approved leave usage hours shall only count as hours worked for purposes of overtime up to the number of hours of involuntarily mandated overtime hours. Sick leave,

annual leave used as sick, or any other leave used for sick leave purposes, will not count as hours worked for overtime purposes under any circumstance.

The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:

Monthly salary + monthly differentials (except shift differential received) x 12 = annual salary divided by 52 = salary per 7 day work period.

Salary per 7 day work period + shift differential received in the work period divided by 41 hours (hours worked in 7 day work period) = straight rate of pay x 1.5 = premium overtime rate of pay.

- D. There shall be no change in the current hourly rate formula used to calculate overtime for non-7k exempt employees.
- E. An employee who is required by the supervisor to conduct business telephone calls outside their work hours of more than seven and one-half (7½) minutes will receive credit for time worked. This section does not apply when a business call results in a call back to work.

11.08 Reduced Work Time

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

11.09 Definition of Third Watch

Third watch shifts are defined as between 1200 to 2230. An employee who works such a shift, however, will only be eligible for night shift differential pursuant to the terms of Section 15.08.

11.10 7k Exemption

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

The classifications included in 7k exemption are:

Correctional Counselor I

Correctional Counselor II Specialist

Correctional Officer

Fire Captain, Correctional Institution (except where excluded in Section 17.02 for those working 216 hours per work period.)

Parole Agent I

Parole Agent II Specialist

A. Work Periods

It is in the State's and Union's interest to offer a more efficient and streamlined scheduling model which comports with the State's monthly payroll system.

B. Work Schedules for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02]):

1. Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
 - b. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.
2. Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:
 - a. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

 - (1) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
 - (2) These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of this MOU.
 - (3) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.
 - b. Statewide Transportation Employees

Employees shall be scheduled in the following manner:

 - (1) Forty (40) hours per work period of regular posted duty in accordance with the applicable MOU sections.
 - (2) These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of this MOU.
 - (3) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.
3. Work Schedules for Non-Posted Employees (PA I, PA II Specialist), and Headquarters Staff:

Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of this MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of this MOU.
4. Correctional Counselors I

CC Is shall be scheduled in the following manner:

 - a. Forty (40) hours per work period of regular duty in accordance with applicable MOU sections.
 - b. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.
5. Correctional Counselor II Specialists

Effective the first day of the pay period following ratification and approval of this MOU, CC II Specialists shall be scheduled in the following manner:

 - a. Forty (40) hours per work period of regular duty in accordance with applicable MOU sections.
 - b. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

C. Overtime

Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period. For the purposes of computing the number of hours worked and overtime, generally time when an employee is excused from work because of the use of any leave credits within a work period, leave shall not be considered as time worked by the employee, except for time spent on jury leave, military training leave and subpoenaed witness leave. Only time spent on these three (3) kinds of leaves shall be counted as hours worked for purposes of calculating overtime. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven- (7-) day work period unless they were on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

When an employee is involuntarily mandated to work overtime during a workweek with approved leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn premium (1 ½ time) overtime compensation for the involuntarily mandated overtime hours worked over forty-one (41) in that workweek. Approved leave usage hours shall only count as hours worked for purposes of overtime up to the number of hours of involuntarily mandated overtime hours. Sick leave, annual leave used as sick, or any other leave used for sick leave purposes, will not count as hours worked for overtime purposes under any circumstance.

D. Leave Credits

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

E. Other Provisions

If any court of competent jurisdiction declares that any provision or application of this Agreement is not in conformance with governing law, the parties agree to Meet and Confer immediately pursuant to Section 5.02.

11.11 Priority Time Off (PTO) Requests

- A. The State recognizes the value of permitting employees to take short periods of time off (e.g., one shift) using holiday credit, vacation and annual leave for purposes that cannot be foreseen or planned for at the time annual vacation requests must ordinarily be submitted. Likewise, the Union recognizes the value of having employees report to work as scheduled. The parties agree that each Hiring Authority (or designee) shall meet with the local Union Chapter President (or designee) within ninety (90) days following ratification and approval of this Agreement to discuss a PTO system that results in employees who have sick leave balances of three hundred (300) hours or more being able to request and receive priority for time off requested on short notice (i.e., 72 hours) using holiday credit, excess hours, vacation and annual leave if possible and feasible. Such PTO usage systems shall not conflict with any other provision of this Agreement or result in additional cost to the State (e.g., overtime). Such PTO usage systems are in addition to any existing system for scheduling or "burning" employee's accumulated holiday or vacation credit.
- B. After completing the local discussions regarding the PTO usage system, a description of the system will be provided to the OLR and CCPOA Chiefs of Labor. All PTO usage systems shall be implemented within one hundred and twenty (120) days of the ratification and approval of this Agreement.

11.12 Callback Time

- A. An employee in Bargaining Unit 6 who has completed a normal work shift or is on an authorized day off, upon return to work at the assigned work location (whether on a voluntary or involuntary basis), shall be credited with a minimum of four (4) hours work time provided the call back to work is without having been

notified prior to completion of the work shift, or the notification is prior to completion of the work shift and the work begins more than three (3) hours after the completion of the work shift.

- B. When such an employee is called back under these conditions within four (4) hours of the beginning of a previous call or an additional call is received while still working on an earlier call back, the employee shall not receive an additional four (4) hours credit for the new call back.
- C. When such an employee is called back within four (4) hours of the beginning of the employee's next shift, call back credit shall be received only for the hours remaining before the beginning of the employee's next shift.
- D. When staff meetings, training sessions, or work assignments are regularly scheduled on an employee's authorized day off, the employee shall receive call back compensation; when staff meetings and training sessions are regularly scheduled on an employee's normal workday and outside the employee's normal work shift, overtime compensation shall be received in accordance with the provisions of this Agreement, and regulations governing overtime. (7k training that occurs during hours employees must work to satisfy their 7k work period hours does not give rise to callback compensation pursuant to this subsection.)
- E. If an employee entitled to call back compensation completes the specific task giving rise to their call back assignment before four (4) hours has lapsed, the employee will not be required to remain at work until four (4) hours have lapsed unless (1) they volunteer; (2) an emergency exists; or, (3) there are operational needs that mean section 12.06 (Involuntary Overtime by Inverse Seniority) is inapplicable.

ARTICLE XII

TRANSFER, SENIORITY, OVERTIME, AND LAYOFF

12.01 Seniority

A. Seniority shall be determined as follows:

- 1. For all purposes (including but not limited to, layoff, transfer in lieu of layoff, demotion in lieu of layoff), "seniority" shall be determined by total State service in classes represented by Unit 6 (R06), classifications identified as S06, and in CO classes as defined by Section 830.5 of the Penal Code, regardless of when such service occurred.
- 2. "Total State Service" is calculated as the period of time since the hire date, for which the employee has earned qualifying pay periods, as defined in paragraphs 3. and 4. below.
 - a. An employee shall not accrue seniority points during a break in service.
 - b. Those employees who were on qualified military leave shall accrue seniority points throughout the time they were on military leave. Additionally, military leave throughout this period shall not be considered a break in service for definition purposes of this Section 12.01.
 - c. An employee on leave for union business shall continue to accrue seniority.
 - d. During layoff processes, Bargaining Unit 6 seniority shall include any service time credited in accordance with Government Code Section 19997.6.
- 3. Full-Time Employees' Seniority Accrual: In determining seniority scores for full-time employees, one (1) seniority point shall be awarded for each qualifying monthly pay period of full-time State service in classifications defined in paragraph 1. above. A pay period in which a full-time employee works eleven (11) or more days will be considered a qualifying pay period except that when an absence from State service resulting from a temporary or permanent separation for more than eleven (11) consecutive workdays falls within two (2) consecutive pay periods, the second pay period shall be disqualified. This definition shall apply to all of the employee's work history regardless of when it occurred.
- 4. Intermittent Employees' Seniority Accrual: Seniority points for time served as a PIE will be awarded as follows:

- a. For hours worked prior to the April 1999 pay period: Intermittent employees shall be awarded one (1) seniority point for each qualifying monthly pay period of State service in classifications defined in paragraph 1. above. A pay period in which an intermittent employee works one hundred sixty (160) or more hours will be considered a qualifying pay period.

The hours in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- b. For hours worked on or after the April 1999 pay period, unless extended by mutual agreement: Intermittent employees shall be awarded one (1) seniority point for each qualifying monthly pay period of State service in classifications defined in paragraph 1. above. A pay period in which an intermittent employee works eighty-eight (88) or more hours will be considered a qualifying pay period for the purpose of accruing seniority. The hours in excess of eighty-eight (88) hours in a monthly pay period shall not be counted or accumulated. If an employee works less than eighty-eight (88) hours in a monthly pay period, it shall be a non-qualifying pay period; such hours shall not be counted or accumulated.
5. Ties in seniority shall be broken by first examining each employee's initial hire date. The employee with the earliest initial hire date in a classification defined in paragraph 1. above will be considered the most senior. If a tie still exists, it shall be broken by examining each employee's last four (4) digits of their social security number. If a tie still exists, the employee with the lowest middle two (2) digits will be considered the most senior; if a tie still exists, the employee with the lowest first three (3) digits will be considered the most senior.
 6. An employee's initial hire date shall be the date the employee was initially hired into a Unit 6 position regardless of breaks in service.
 - a. For employees who initially reported to a work site other than an academy, the initial hire date shall be the date they reported to work.
 - b. For employees who initially reported to an academy and are subject to the Academy Start Date Settlement Agreement for Correctional Officers, the initial hire date shall be the one that they received through the Settlement Agreement.
 - c. For employees who initially reported to an academy and are not subject to the above-mentioned Settlement Agreement, the initial hire date shall be the date that they originally reported to an academy.
 7. Employees claiming they are entitled to seniority credits pursuant to paragraph 6. must supply written documentation evidencing their report date to the Academy.

12.02 Permanent Involuntary Transfer by Inverse Seniority

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

12.03 Temporary Involuntary Reassignments and Involuntary Transfers

- A. For the purposes of this section, temporary involuntary reassignment is a change in institution, camp or community-based program or office of not more than sixty (60) calendar days. This time frame can be extended for particular involuntary reassignments through mutual agreement of the parties. Both parties will continue to work together collaboratively to: (1) impact the least amount of staff when extending and (2) extend Strike Team assignments as necessary.

Generally, absent extenuating circumstances, CDCR will provide a fourteen (14) calendar day notice to employees who are assigned to a temporary involuntary assignment or transfer.

- B. In all cases, the State shall first attempt to fill vacant positions through voluntary means.
- C. If a position cannot be filled through voluntary means, and the temporary involuntary reassignment or involuntary transfer requires the employee to be away from their permanent place of residence, the method of selecting the employee for reassignment/transfer shall be by inverse seniority, except where precluded by the operational needs of the Departments or in emergency situations.
- D. Employees who are involuntarily assigned shall receive short term per diem for the duration of their assignment. Consistent with the parties' prior statewide agreement, during the temporary involuntary assignment period(s), reimbursement for the number of miles driven in excess of the employee's normal commute (roundtrip) will be authorized once every two (2) weeks.
- E. Should the temporary involuntary transfer or reassignment require a temporary change of residence, and be within one (1) of the parole divisions of the department, the State and CCPOA shall Meet and Confer to identify the pool of employees (the region or area) from which the person(s) to be involuntarily transferred on a temporary basis shall be drawn. In any event, the person(s) selected shall be picked by inverse seniority based on time in Unit 6.
- F. No employee may be involuntarily transferred or reassigned under this section more than one (1) time per fiscal year.
- G. This section shall not affect any per diem right the employee may have.

12.04 Employee Requested Transfers Between Institutional Hiring Authorities

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

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

- B. Unit 6 employees desiring to transfer shall apply in writing in a manner prescribed by the State to the Hiring Authority of the location to which the employee desires to transfer. Such requests shall be to permanent positions in the same department within the employee's same classification. The employee's written requests shall be processed within thirty (30) days of submission and placed in seniority order with those of others who have similarly filed a request to the same position at the location. Employee transfer requests will be processed by the Assignment Time Management (ATM) Lieutenant at the sending location within fifteen (15) days. Upon receipt, the ATM Lieutenant at the receiving location will then have fifteen (15) days to place the request in rolling seniority order.

The Hiring Authority or designee shall provide the employee submitting a request for transfer a date-stamped or initialed and timed copy of the first page of the transfer request. Employee requests shall be kept on file at the location through June 30 of each fiscal year or removed earlier at the request of the

employee. The effective date of transfer shall be agreed upon by the sending and receiving Hiring Authority, but no later than thirty (30) days following approval.

At the request of the CCPOA Chapter President, the location of employee transfer files will be furnished to the Chapter President. Additionally, the Chapter President will be permitted to review and/or copy transfer logs/files (i.e., CO Vacancy Report, CO Lateral Transfer In Report and CO Lateral Transfer Out Tracking Log).

- C. The State agrees to fill vacancies in the CO classification by either lateral transfers, list appointments, reinstatements, permanent full-time appointments from the Academy, or offering full-time appointments from the Academy, or offering full-time employment to PIEs. In the interest of facilitating lateral transfers, on a quarterly basis, every other vacancy filled in the CO classification must be via lateral transfers by seniority. The parties agree to meet and discuss how to mitigate the adverse impact of significant institutional vacancies on the ability to lateral transfer at Lateral Transfer Committee meetings (e.g., extending transfer date, allowing movement when new staff reports to the institution, potentially freezing lateral transfers for a short period of time).
- D. When lateral transfer is the means being used to fill a vacant position, the most senior employee with a request to transfer on file at that location shall be transferred provided that (1) the employee is not currently under investigation for misbehavior which could lead to adverse action, (2) the employee does not have an unexpired adverse action in their Official Personnel File, and (3) has not had an overall substandard performance evaluation in the preceding twelve (12) months. The Hiring Authorities may waive the previous three (3) exclusions by mutual agreement.
- E. Employees hired after January 1, 2023, may not submit a lateral transfer request until they have completed the apprenticeship program and required probationary period. Employees still on apprenticeship may submit their transfer request no sooner than sixty (60) days prior to the completion of apprenticeship program. Upon successful completion of apprenticeship, employees will have their transfer request placed in the rolling seniority order.

A PIE may submit a lateral transfer package using the process described in this Article provided the employee has successfully completed the apprenticeship program, is not currently under investigation, and does not have a pending adverse action. Selection of PIEs is at the discretion of the Hiring Authority.

- F. If the State chooses to fill vacant positions by transfers, but has specified the need to fill positions based on special skills, abilities or aptitudes, or to fill gender restricted posts at DAI female institutions, paragraph C. and D. above need not apply. With respect to DAI female institution gender restricted posts, the following seniority-based process shall apply: for every three (3) transfers, a minimum of two (2) shall be female unless the remaining lateral transfer packages do not include sufficient females. During the term of this MOU, this hiring ratio will remain in place at the identified institutions only until the State achieves fifty percent (50%) female BU6 staff.
- G. Those employees who obtained employee-requested transfer under the provisions of this section shall not be eligible to utilize the provisions of this section for a period of two (2) years from the effective date of such transfer unless the employee has demonstrated a hardship that did not exist at the time of the initial transfer.
- H. This procedure may be superseded in favor of an employee requesting a transfer based on a bona fide hardship. If the matter is contested, the Hiring Authority or designee shall explain the basis for the waiving of this section to CCPOA's local Chief Job Steward or designee and/or CCPOA's representative.
- I. Travel Time Allowance: Upon request, the State may authorize an employee to take a reasonable amount of vacation, PLP, CTO, furlough or holiday time off between transfers from one (1) institution to another where the transfer requires the employee to move their residence. Such requests will not be unreasonably denied by the receiving institution.

- J. The lateral transfer committee shall meet quarterly, if requested, to reconcile transfer logs and to ensure the 1:1 ratio referenced in Section C. is maintained.
- K. The lateral transfer process outlined in this section may be suspended based on mutual agreement between CCPOA and DAI for situations like facility closures where it would benefit both sides to allow BU6 employees in certain areas the ability to transfer without having all institutions compete in the process.

12.05 Voluntary Overtime By Seniority

- A. Employees in Bargaining Unit 6 shall be assigned voluntary overtime by seniority except where precluded by operational needs of the departments (consistent with Section 12.07 F. 4. with respect to DAI gender restricted posts) or in emergency situations. Each of the available overtime assignments that the employee is qualified for shall be offered to the most senior employee whose name appears on the voluntary overtime list, working through the voluntary overtime list until all overtime slots have been filled or the list is exhausted. This section is not intended to replace local overtime hiring processes specific to hiring for offsite post(s). Existing caps on voluntary overtime shall continue; where they do not exist, reasonable caps may be negotiated locally by the parties. There shall be no yearly caps. All other existing rules and policies regarding voluntary overtime continue to remain in effect.
- B. In DAI institutions, COs shall not be eligible to accept an overtime assignment when they have worked ten (10) overtime shifts (eighty [80] hours) within the calendar month except under the following situation:

When all employees signed up for a voluntary overtime shift meet or exceed the above overtime limits, the voluntary overtime list will be utilized, by seniority, prior to ordering over. Where this section does not abridge a local agreement, the local agreement shall be left intact. Where local caps are higher than the limits in this section, the local agreement shall be opened in order to ensure compliance. Any issue within the local caps agreement that does not deal with the limit of time worked shall only be opened by mutual agreement.
- C. Each Hiring Authority or designee will establish a means by which a Bargaining Unit 6 employee may sign up for an overtime shift. The order of call for voluntary overtime shall normally be from the voluntary overtime roster. However, if the overtime assignment becomes available two (2) hours or less prior to the start time of the overtime assignment, the assignment will be offered to the most senior employee whose name appears on the voluntary overtime roster and who is currently on duty.
- D. Overtime at camps and community-based programs shall be pursuant to MOU §25.03.
- E. Existing institutional sign-up procedures and policies in effect during the terms of this MOU will not be changed without local negotiations.
- F. When an outside employer engages Unit 6 employees to work for a project on departmental grounds, the employees will be hired on an overtime basis pursuant to this section, or be placed on special assignment to work, and their positions filled behind with a PIE or on an overtime basis pursuant to this section, except if the position is not normally filled behind.
- G. Parole Agent Overtime
 - 1. The State shall establish Unit 6 seniority rosters pursuant to Article XII, Section 12.01 of the MOU.
 - 2. Voluntary overtime pertaining to extra work-related case coverage shall be assigned in the following order:
 - a. Agent of Record (AOR).
 - b. If the AOR declines or is unavailable due to transfer, vacation, regular days off (RDO), sick, injury, light duty or any other specific situations, the extra work (e.g., transportation, investigations, reports, hearings, home visits, monthly stats, etc.), shall be offered to the agent within the AOR's parole unit based on Unit 6 seniority.

- c. If all agents within the AOR's unit decline the overtime, the overtime shall be offered to the agent within the AOR's complex based on Unit 6 seniority.
- d. If all agents within the AOR's complex decline the overtime, the overtime shall be offered to the agent within the AOR's district based on Unit 6 seniority.
- 3. Parole Agents shall be assigned voluntary overtime by seniority utilizing the seniority rosters noted in G. 1. above, except where precluded by:
 - a. operational needs of the Department (for example, time-sensitive tasks related to county needs/ jail lockdowns, responding to a mutual aid call related to community safety issues requiring time-sensitive action, etc.); or
 - b. in emergency situations (for example, parolee at large [PAL] that is a threat to public safety, parolee actively engaging in criminal activity, escape, riot, etc.).

If the overtime assignment becomes available two (2) hours or less prior to the start time of the overtime assignment, the assignment will be offered to the most senior agent on duty.

- 4. Voluntary overtime for work not related to case coverage shall be offered by Unit 6 seniority in the following order: unit, complex, district then region.
- H. When it is determined a violation of this section has occurred, the "wronged" employee shall be entitled to four (4) hours pay at time and one-half (1 ½). Only the single most senior employee per erroneously filled post shall be considered the "wronged" employee entitled to the four (4) hours of pay.

12.06 Involuntary Overtime By Inverse Seniority

- A. Employees in Bargaining Unit 6 shall be assigned involuntary overtime on a rotating basis by inverse seniority except when precluded by operational needs (consistent with Section 12.07 F. 4. with respect to DAI gender restricted posts) of the departments or in emergency situations. Specifically excluded from this section are camps, other CDCR community-based programs and employees out of the academy during their first four (4) weeks at the institution.
- B. In the Departments, the junior seventy percent (70%) of the employees assigned overtime in a particular classification shall only be assigned involuntary overtime twice during a calendar month before the senior remaining thirty percent (30%) of the employees are required to work involuntary overtime. If after the junior seventy percent (70%) have been worked twice in any calendar month and the senior thirty percent (30%) once in that same calendar month, then the entire process will repeat. Commencing on the first day of the following calendar month, the cycle resets.
- C. Friday/Soft Friday/Swap rules: Except in the event of an emergency, (e.g., riots/group disturbances, escapes, natural disasters), mandatory report writing (that must be completed prior to leaving) or in cases of late relief (exceeding one [1] hour):
 - 1. True Friday rule: Employees will not be assigned involuntary overtime on their regular day off (RDO). For the purposes of this section, an employee's RDO begins immediately after the completion of their normal shift before the RDO (true Friday).
 - 2. Soft Friday rule: Employees will not be involuntarily ordered over for overtime if they are scheduled for vacation, or other preapproved personal paid leave usage (e.g., holiday, PDD, PLP, etc.).
 - 3. Shift Swap rule: Employees will not be assigned involuntary overtime if they have an approved SWAP of six (6) hours or more in conjunction with such preapproved personal paid leave usage.

Approved time off requests will be verified. If an employee is held over on any approved time off, the Institution shall document on the Daily Activity Report (DAR) the efforts made to fill the post.

Sections C. 1., 2., and 3. do not apply to staff assigned to transportation posts, including their relief, or relief for an offsite post (i.e., medical guarding, MCRP, etc.) which is up to one and one half (1 ½) hours late.

- D. If an employee is unable to work an involuntary overtime shift due to illness or a prescheduled medical appointment, the supervisor may request medical verification from the employee to be submitted by the employee upon return to work. Once medical verification has been submitted to the supervisor and is approved, no further substantiation will be required. All medical verification documents will be returned to the employee.
- E. The Departments will make reasonable efforts to canvass on-duty employee volunteers prior to the implementation of this contract section. Institutions with an operational vacancy rate of eight percent (8%) or greater may negotiate with local management and the CCPOA Chapter President regarding exploring alternative hiring practices including mandating staff from a prior shift and staff management solutions.
- F. If no Parole Agents volunteer, assignments of overtime shall be based on inverse seniority within the Agent of Record's unit.
- G. A mandated and worked holdover is defined as thirty (30) minutes or more, excluding mandatory report writing that must be completed prior to leaving or as otherwise excluded below.
 - 1. Posts that are exempt from being counted as holdover as long as they are performing the primary function(s) of the post description:
 - a. Transportation post (not to include emergency/unscheduled transports)
 - b. Investigative Security Unit/K-9 functions
 - c. Receiving and Release (Intake/Bus)
 - 2. The one hour and a half rule (1 ½):
 - a. Late relief for an offsite post (i.e., medical guarding, posts at state hospitals and MCRP) not to exceed one and one half (1 ½) hours, are not considered holdovers for the purposes of this section.
 - 3. The two-hour rule (2):
 - a. Emergencies (i.e., riots/group disturbances, escape, natural disasters, emergency count, deadly force) not to exceed two (2) hours, are not considered holdovers for purposes of this section.
- H. Regarding CRC and Patton, in the event of a vacancy or late relief, the employees will be utilized in a bubble by inverse seniority order at each institution (CRC for CRC, Patton for Patton) to fill the vacant post following normal MOU procedures.
- I. If the State violates this section and the employee suffers an economic loss as a result of the State's action, the State shall reimburse the employee for all reasonable and documented economic loss of the employee subject to the terms and conditions of 10.01 I.
- J. Consistent with Appendix #11, when it is determined a violation of this section (12.06) has occurred, the "wronged" employee shall be entitled to hour for hour CTO or the like for the time the employee was incorrectly held over.

12.07 Personnel Preferred Post Assignment (PPPA) for Correctional Officers

A. Methods

- 1. There shall be seventy percent (70%) of the qualifying CO post assignments at each Institution assigned by seniority. These Personnel Preferred Post Assignments (PPPA) will be distributed among the watches and RDOs in the same proportion as their percentage of the total number of qualifying

posts. The break point will be .6 of the total number of qualifying posts. For example: 32 jobs (70% = 22.4; 30% = 9.6). Therefore, ten (10) jobs will be management assignments, twenty-two (22) jobs will be PPPA.

2. Time Frames for Implementation

All institutions will implement a continuous bid process as outlined in subsection E. (Continuous Bid Process).

- a. New implementation will follow the implementation timelines set forth in this procedure. However, if the implementation dates change, the time frames will continue to be adhered to.
- b. Implementation for new institutions: Within six (6) months of activation (receipt of inmates), all new institutions will begin the implementation process for PPPA.

3. Definitions

- a. Bid Period: Employees may bid as otherwise described in this agreement during the bid period. Each bid period shall be three (3) calendar years. A Realignment of Posts process will be used at the outset of each new bid period.
- b. Realignment of Posts: A Realignment of Posts follows a re-determination by the Hiring Authority or designee and the local chapter representative about the number and specific posts which will be considered "qualifying posts" available for bid.
- c. Qualifying Post: Any authorized post listed on the Master Assignment Roster (MAR) after it has been reconciled with the Post Assignment Schedule (PAS) and the Budget Act. Posts expected to last sixty (60) days or more (including Inmate/Ward Labor [IWL] Program, Caltrans, Ad Seg Overflow, etc. posts) will be subject to the 70/30 split from the initial fill date. The following posts may be exempted from the PPPA bid process, but will be included in the count for the purpose of establishing the 70/30 calculations: (1) total number of Investigative Services Unit (ISU) posts at the CO level; (2) total number of In-Service Training (IST)/Armory posts at the CO level and; (3) total number of K-9 posts at the CO level.

1. Camps shall retain their current agreements regarding post assignments.

2. Limited Term Light Duty Assignment (LTLDA):

The State and CCPOA agree a percentage of each institution's posts will be used to accommodate the needs of Limited Term Light Duty Assignments (LTLDA). The designated positions shall be clearly identified on the MAR. The amount of identified positions for LTLDA will utilize: 3% of an institution's overall qualifying posts. These posts will not be included in the overall 70/30 formula. The remainder of the posts will be counted and be subject to the 70/30 formula. In the event of a facility activation/deactivation that requires adjustment, the local institutional management and CCPOA Chapter will meet to make necessary adjustments to maintain the three percent (3%) of the institution's additional/remaining qualifying posts.

In the event that an institution has a lower need for LTLDA positions, the percentage formula may be adjusted temporarily from one percent (1%) up to three percent (3%) with approval of the Director, Division of Adult Institutions, and the CCPOA President.

Of the identified LTLDA posts, a schedule shall be built and maintained in the following fashion: As an example, an institution with eight hundred (800) posts would apply the three percent (3%) formula and number the LTLDA-designated posts one (1) through twenty-four (24). When number one (1) is filled, then number two (2) shall be used and continue down the list until a post aligns with the employee's work restrictions and required accommodations. If number one (1) becomes available, the next employee up for an LTLDA

position will be placed into the number one (1) post assuming that post aligns with the employee's work restrictions and required accommodations.

The identified LTLDA posts that are not used shall be placed into the conditional bid process per Section 12.07 F. If an employee bids on an LTLDA conditional post and that post is filled with an LTLDA employee prior to the bid employee assuming the conditional bid post, then the bid employee will retain their current post position.

In the event that all LTLDA posts are being utilized by LTLDA employees and additional LTLDA posts are needed, management may utilize vacant posts that fall within management's thirty percent (30%) or may utilize a vacant bid post, until awarded, that meets the needs of the accommodation.

The State will provide a list of possible posts to meet the LTLDA need at each institution. The local chapter and management team will meet prior to implementation of the bid cycle to assign the LTLDA designation to posts in the three percent (3%).

LTLDA Officers who are placed into an alternative post may have their shift and RDOs changed.

Disputes regarding the application of this section (12.07 A. 3. c. 2.) will be submitted to the Chiefs of Labor for discussion between the Director, Division of Adult Institutions, or designee, and the CCPOA President, or designee.

- d. 70/30 Split at DAI Male Institutions: Posts identified as gender restricted in DAI Male Institutions will be included in the 70/30 split.
- e. 70/30 Split at DAI Female Institutions: No more than forty (40) posts per institution shall be identified as gender restricted at CIW and CCWF and will be subject to the 70/30 split. As detailed in the Implementation section C. below, gender restricted identified posts shall be subject to the three (3) year bid process and the remainder shall be addressed through continuous bid. Consistent with the parties' past practice, management and CCPOA will continue to discuss management's justification for identifying a post as gender restricted. A reasonable number of posts in family visiting, work change, receiving and release, transportation, and housing units are deemed justified, but will still be discussed with CCPOA. Any additional gender restricted posts in excess of forty (40) at CIW and CCWF shall come out of management's thirty percent (30%).
- f. Work Group: The existing workgroup will continue to develop strategies to enhance recruitment, transfer, and retention of female staff at CIW and CCWF. The workgroup shall be comprised with equal representation of three (3) management employees and three (3) rank and file employees. The parties, by mutual agreement, may include additional people as appropriate. The workgroup shall meet once every three (3) months unless mutually agreed by both parties to convene less or more frequently. Neither party will delay workgroup meetings due to unavailability of specific workgroup members. Both parties shall submit agenda items no later than fourteen (14) calendar days prior to the workgroup convening. The workgroup will not delay existing recruitment efforts.
- g. Seventy percent (70%) represents the percentage of qualifying posts that shall be available for bid otherwise known as "Personnel Preferred Post Assignments" (PPPA). Thirty percent (30%) represents the percentage of qualifying posts that shall not be subject to bid. The representative number of PPPAs at each institution will be determined by establishing an equitable distribution of qualifying posts by area, watch and RDO. An "equitable distribution" is as close to a 70/30 representation in each of these areas, in keeping with operational needs. Upon completion of the 70/30 split, a reconciliation review shall be completed to ensure the institution's overall representation is within plus or minus two (2) positions or confirm the parties' mutual understanding regarding the split of posts.

4. Bid Process

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

B. Eligibility

1. Participation in the PPPA process is limited to eligible employees. An eligible employee:

- a. Must be a permanent, full-time CO. Apprentices are excluded.
- b. Must be permanently assigned to and working at the institution. Eligible employees may participate only in their institution's PPPAs. There shall be no inter-institution bidding assignments by personal preference.

Eligible employees who laterally transfer will be permitted to participate in the continuous bid process.

- c. Performance Evaluations will not be considered in determining eligibility or participation in the PPPA process.
- d. An employee successfully bidding to a PPPA who does not meet the qualifications (firearms, baton, chemical agents) for such post, must meet all qualifications, specified in this procedure, prior to the date of assignment to the PPPA. If the employee is not qualified for the PPPA, on the initial date of assignment, the employee will be assigned at management's discretion and allowed to participate in the continuous bid process, except as noted below. The vacated PPPA will be subject to the continuous bid process.
 - (i) For Correctional Officers, management shall be responsible to ensure that training for all qualifications are available through In-Service Training. Employees shall be responsible for scheduling and attendance.
 - (ii) If the failure to qualify is based upon unavailability of training, the employee will be placed in a non-qualifying post in the same watch, RDOs with similar start/stop times. The PPPA will temporarily revert to management until such time that the employee qualifies and is placed back into the PPPA.
 - (iii) Once the training has been provided, and if the employee qualifies, the employee shall be placed in the PPPA. If the employee is not successful in qualifying, they shall be assigned at management's discretion. The vacated PPPA shall be subject to the continuous bid process.
 - (iv) In order to be retained in a PPPA armed post, employees must maintain current weapons qualification. Failure to maintain quarterly qualifications in compliance with departmental policy will result in the employee being assigned at management's discretion to an unarmed post. An otherwise eligible employee may participate in the continuous bid process. Removal of the employee does not preclude the employee from being subject to other action in accordance with departmental policy.
- e. An employee may be precluded, in writing, from participating in the PPPA bid process to specific assignment areas as determined by the Hiring Authority.
 - (i) This preclusion must be based upon an employee who has an adverse personnel action in which there is a written direct nexus between the misconduct identified in the adverse action and the employee's PPPA post.

(ii) The preclusion will not be based upon an adverse personnel action for:

(a) Sick leave abuse, etc.; or

(b) The adverse personnel action must have occurred twelve (12) calendar months preceding the onset of the bid process (i.e., the third Monday in November).

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

f. An otherwise eligible employee absent from the worksite during the bid process for such reasons as NDI, Workers' Compensation, leave of absence, annual military leave, etc., may participate in the PPPA bid process. Employees who are successful in obtaining a bid post must assume the duties of such post within one (1) year of posting of the bid results. Until such time as the employee occupies the post, it temporarily reverts to the conditional bid process. In the event the employee is unable to assume the duties within one (1) year, the employee will be placed in a post at management's discretion.

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

C. Implementation

1. At the first meeting of the local Joint Labor/Management Committee, the total number of institutional posts available for PPPA shall be seventy percent (70%) of the total authorized posts listed on the Master Assignment Roster, as defined in subsection A.3.c. The remaining thirty percent (30%) shall be designated as management posts. This discussion shall include possible realignment of the RDO matrix.
2. DAI Female Institutions: Gender restricted positions identified (consistent with section 12.07 A.3.e) shall first be filled with the most senior female staff member who bids on the post via continuous bid. If no female staff member bids on the gender restricted post during continuous bid, the most senior male staff member may bid on the post via continuous bid process.

a. November

(i) On the first Monday in November the Assignment Time Management (ATM) Office at each institution will post an updated seniority roster. Employees alleging errors in the computation of seniority dates may file a complaint to the ATM Lieutenant. If unresolved, the employee may submit to the Hiring Authority for second (2nd) level of review with resolution required within fourteen (14) days of the posting of the seniority roster. The second (2nd) level shall be the final level of review in the complaint process. Errors in favor of the employee will result in the adjustment of the employee's seniority date at their institution.

(ii) The local Joint Labor/Management Committee at each institution shall meet to determine and agree which posts will be management posts and which posts will be PPPAs. Such determinations must be completed no later than the first Monday in November.

(iii) Only those PPPAs which cannot be agreed on by the local Joint Labor/Management Committee at each institution will be elevated to the Post and Bid Committee through the Headquarters Labor Relations Branch.

(iv) On the second Monday in November, an institutional memorandum will be published by the ATM Lieutenant, advising staff of the following:

- (a) The date PPPA bid forms will be made available and the locations where the forms can be obtained;
- (b) The date PPPA bid forms must be returned to the ATM Office;
- (c) Location(s) of PPPAs open for bid and Master Assignment Rosters will be available for staff review; and
- (d) Employees who laterally transfer on or before the first Monday in November will be permitted to bid.
- (v) On the second Monday in November, the ATM Office at each institution will publish a listing of PPPAs available for bid. This list shall be made available in locations previously specified.
- (vi) On the third Monday of November, PPPA bid forms will be made available at locations previously specified. A standardized PPPA bid form will be utilized at all locations for selection of PPPAs.
- (vii) Completed PPPA bid forms must be submitted to the ATM Office, unless otherwise designated at the local level. These bids must be submitted on or before close of business on the second Monday of December.
- (viii) At the time the employee submits the PPPA bid form, it will be date-stamped and a copy given to the employee. The original will be retained in the ATM Office.
- (ix) The watch designation for those PPPAs with multiple watch reliefs and posts requiring quarterly weapon qualifications will be noted on the listings of available PPPAs.
- (x) Eligible employees bidding to a vacation relief (VR) or training relief (TR) PPPA shall be assigned as follows:
 - (a) For the purposes of PPPA, all vacation relief or training relief PPPAs will be considered second watch.
 - (b) The most senior employee will be permitted to select the vacation/training relief slots of the employee's choosing through a local procedure to be negotiated locally within ninety (90) days of ratification of this MOU. The second most senior person will be permitted to select vacation/training relief slots from those remaining, etc. If the parties fail to reach agreement, the issue shall be elevated to the Post and Bid Committee.
 - (c) In the event a vacation/training relief is canceled, the PPPA VR/TR employee will be allowed to choose from the remaining available posts by seniority.
 - (d) In the event a cancellation is not filled or a vacation slot is not available, the PPPA VR employee will be assigned at management's discretion until the employee's next scheduled vacation coverage.
- (xi) Eligible employees may bid on any number of PPPAs.
- (xii) Upon request from the Chapter President, the institution may establish a walk-up bid process. Any disputes regarding this process must be resolved at the local level.

b. December

Beginning the first Monday of December, the ATM Office shall have up to twenty-one (21) calendar days to determine the employee's placement into the PPPA of their selection.

c. January

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

Employees successful in bidding to a PPPA must meet qualifications as specified in subsection B.1.d.

D. Ten Percent Rule

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

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

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

- a. The reassignment must be completed within sixty (60) days of the date the employee assumed assignment to the post. The time an employee is absent from the post is not counted toward the sixty (60) days.
- b. The number of these reassignments may not exceed ten percent (10%) of the total PPPA count based on seniority. The ATM Lieutenant shall be responsible for maintaining an accurate count of reassignments made under the Ten Percent Rule.
- c. In the event assignment changes are necessary (within the ten percent [10%] factor allowed), the person being moved from that assignment shall be given a job change into an assignment with the same RDOs and substantially similar start and stop times for the remainder of bid period.

- d. If the employee disagrees with the reasons for the removal from the PPPA, the employee can grieve the change, within twenty-one (21) calendar days of notification, directly to the Hiring Authority. This grievance must be heard, and a written response provided, by the Hiring Authority within fourteen (14) calendar days. The grievance may not be appealed beyond the Hiring Authority. The filing of a grievance shall not postpone any such removal.

E. Continuous Bid Process

1. Statement of Purpose

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

2. Implementation

- a. Vacant PPPAs will be posted on the first Monday of each month. Any eligible Correctional Officer will be allowed to bid including those already in a PPPA.
- b. All assignment results for those who were successful in achieving an available PPPA will be posted by the fourth Monday of each month. All job changes will have an effective date of not more than fourteen (14) calendar days from the date of the posting results.
- c. This posting and bid "window" will be a minimum of ten (10) calendar days, with no bids being accepted after the close of business on the second Friday after the initial posting.
- d. Subsequent to the initial bid, an otherwise eligible officer may participate in the continuous bid process up to six (6) times during the bid period. Conditional bids count toward this limit. Bids due to deactivations or changes to a post's RDOs or start/stop times shall not count towards this cap. Bids due to removal for cause, Ten Percent Rule or adverse actions shall only be counted against the cap for a maximum of two (2) bids.

F. Conditional Bids

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

1. All Vacancies with the Exception of Military Leave or Union Officers

These employees would be subject to a one (1) year time limitation before the conditional status of the post expires. The conditional bid would only be in effect until the original bidder returns to assume the PPPA. The Hiring Authority can extend this time on a case-by-case basis. Once the post becomes a permanent vacancy, the post will be subject to the continuous bid process.

2. Military Leave

In the event an employee is ordered to active military duty, these employees would be subject to length of the bid period before the conditional status expires. The employee in the job could remain in said post. The Hiring Authority can extend this time on a case-by-case basis.

3. Union Officers

The local Chapter President and Chief Job Steward(s) will be given "super seniority" when selecting a PPPA. The Chapter President will select a PPPA prior to the institutional bid. The Chapter President will then select PPPAs for the Chief Job Steward(s) prior to the institutional bid. Union officials will bid based upon their actual seniority.

Chapter Presidents and Chief Job Stewards may then assume their designated post utilizing “super seniority”. During the time that the employee is in a post based upon “super seniority”, their seniority bid post will be offered as a conditional bid subject to the length of the bid period. The Chapter President/Chief Job Steward would remain in said “super seniority” job until they are un-elected or the Chapter President designates a different Chief Job Steward. At this time, the employee would return to the position originally bid by their seniority.

“Super seniority” posts designated for Chapter Presidents/Chief Job Stewards may be changed to a vacant post during the bid period (within the seventy [70%] PPPA) at the discretion of the Chapter President. The “super seniority” designation will be attached to the individual Chapter President/Chief Job Steward, not the post.

4. Gender Restricted Posts

In the event that there are gender restricted posts unfilled, management will make appropriate adjustments in the post workload to accommodate the employee that bids to a gender restricted post or if workload accommodation is not possible (e.g., unclothed body searches, transportation, etc.) management may redirect a staff member to perform the required gender restricted duties and the officer in the gender restricted post shall be redirected to cover the duties of the officer performing the gender restricted duties. (This shall not be considered a violation of section 16.05 E.)

G. Re-evaluation

Upon request of either party, the Post and Bid Committee will be convened to discuss and evaluate the processes and parameters established for the Continuous and Conditional bid processes as defined in sections E. and F. above. The Post and Bid Committee may make any adjustment to the process deemed necessary prior to next bid period.

H. Maintenance

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

1. If a PPPA becomes vacant, the PPPA will be filled through the continuous bid process. Unless specifically authorized by the Bargaining Unit 6 MOU, these procedures or local mutual agreement, the designation of a particular post as a PPPA cannot be altered in any fashion without fulfilling the notice requirements of Section 27.01 of the Unit 6 MOU.
2. Employees displaced from a PPPA as a result of a deactivation will be placed in an assignment with the same RDOs if available, and substantially similar start/stop times. Disputes regarding this subsection that cannot be resolved at the local level will be elevated through the CCPOA and CDCR Chiefs of Labor to the CCPOA Executive Vice President and CDCR Director for final resolution.
3. Upon activation, all newly activated posts will be subject the 70/30 split (consistent with 12.07 A.3.e, management and CCPOA will discuss management’s justification for identifying a post as gender restricted). The newly activated posts will not affect the original percentage/agreement previously negotiated pursuant to subsection A. Newly designated PPPAs will be subject to the continuous bid process.
4. Upon written request of an employee to vacate a PPPA, management may, at its discretion, approve the employee’s movement to a management position. Such movement will be without regard to watch, RDOs or start/stop times.
5. An employee shall be permitted to rebid to the same PPPA. Should the employee be successful in their bid attempt, the employee will be subject to all provisions of this procedure as if assigned for the first time.

6. Employees shall not be permitted to remain in any PPPA in a high stress area, commensurate with the provisions outlined in DOM Section 33010.30.2, unless exempted by the Hiring Authority. The employee may rebid for a PPPA in a high stress area after one (1) year in a non-high stress assignment.
7. If after the bid process has occurred, the RDOs and start/stop times attached to a post are significantly changed, then the affected employee will be offered an available management post (not to exceed ninety [90] days) with the same RDO and substantially similar start/stop times. For the purpose of this section, "available" shall include management's vacant thirty (30%) percent positions or the employee may choose to remain in the post or participate in the continuous bid process.
8. An employee may not be removed from a PPPA based upon the issuance of an LOI.
9. An employee may be temporarily removed from a PPPA pending a personnel investigation/EEO investigation, but will be assigned to substantially similar start/stop times and RDOs based on the nature of the allegations. The employee will be provided written notice the following business day. Once the investigation has been concluded and if the charges have not been substantiated, the employees shall be returned to their PPPA. While the employee is removed from their PPPA, the post will be subject to the conditional bid process.
10. Any PPPA not bid during the bid period by an eligible employee shall temporarily revert to management, and continue to be subject to the continuous bid process.
11. When an employee has been removed from their PPPA pursuant to the adverse action process, the vacated post will be subject to the conditional bid process until the exhaustion of all applicable appeals. Upon the resolution of the adverse action process, unless the bid position is specifically removed as part of the adverse action, the employee will be returned to their PPPA.
12. Upon completion of the Apprenticeship period, an otherwise eligible employee, may participate in the PPPA continuous bid process.
13. Unless otherwise allowed by this procedure, once an employee has successfully been assigned to a PPPA, the employee may only be moved involuntarily for cause. As used in this context, cause is NOT interpreted as adverse in nature or substandard for purposes of a performance appraisal. The supervisor must document the specific reasons for removing the employee from the PPPA and provide a copy to the employee. The employee must then be placed in an assignment with the same RDOs and substantially similar start/stop times. The vacated PPPA will be subject to the continuous bid process.
14. If an employee is to be removed from a PPPA, as a result of an adverse action, the removal will be upon the effective date of the adverse action related to job performance (upon the conclusion of the Skelly hearing process and/or time frames associated with that process). Such movement will be to the same watch, without regard to RDOs or start/stop times. The employee will not be eligible to participate in the PPPA process for a one (1) year period. The vacated PPPA will be subject to the conditional bid process. The Hiring Authority may exclude the employee from bidding to a specific assignment area for the remainder of the bid period and subsequent bid period.
15. An employee who is in a PPPA post may be assigned alternative duties as necessary in accordance with the practice that existed concerning the assignment of alternative duties during the term of the 2001-2006 MOU. Temporary reassignment may include gender restricted duties which did not exist under the contract. Gender restricted posts may be considered one of the additional justifications for a temporary alternative duty assignment.
16. RDO Matrix will be realigned any time five (5) or more fill-in days are used per shift. The local institution ATM Lieutenant and Local Chapter President shall meet and discuss such changes in advance of the realignment to ensure minimal impact.

I. Gender Restricted Posts

The filling of gender restricted posts for purposes of overtime, vacation/holiday relief, military leave or other temporary basis will be made regardless of gender. If workload accommodation is not possible (e.g., unclothed body searches, transportation, urinalysis tests [UAs], et cetera), management may redirect a staff member to perform the required gender restricted duties and the officer in the gender restricted post shall be redirected to cover the duties of the officer performing the gender restricted duties. (This shall not be considered a violation of section 16.05 E.)

J. Disputes

All disputes concerning PPPA issues that are unable to be resolved at the local level shall be directed to the Post and Bid Committee for final resolution, as the final level of review. The Post and Bid Committee shall be comprised with equal representation of three (3) persons appointed by the Secretary or designee of CDCR and CCPOA, respectively. Disputes will be resolved by majority vote.

Any dispute regarding PPPA issues will begin with a grievance filed directly at Step 2. The affected employee must file the grievance within thirty (30) days of the action giving rise to the dispute. The Hiring Authority must respond to the grievance within fifteen (15) days of filing. If the issue is not resolved at the local level, the grievance will be referred to the next available Post and Bid Committee for resolution, unless the parties mutually agree otherwise.

If the jurisdiction of the Joint Labor/Management Committee is in question, the grievance will be referred to the Post and Bid Committee for resolution. Should the Post and Bid Committee determine the issue is not related to the PPPA, the grievance will be directed to the appropriate level for disposition. All decisions reached by the Post and Bid Committee will be reduced to writing and implemented within fifteen (15) days unless otherwise mutually agreed to by the committee.

The Post and Bid Committee will calendar a mutually agreed upon Tuesday, Wednesday or Thursday of the second week of each month to hold committee meetings as necessary. At least ten (10) days prior to the scheduled meeting, an agenda of the grievances to be heard and considered shall be provided to the CDCR's Chief of Labor. If there are two (2) or fewer grievances to be heard, the meeting will be cancelled and the grievances scheduled for the next month's meeting. This meeting shall not be delayed for more than one (1) calendar month. The parties agree that the Post and Bid Committee shall use their meeting time efficiently. Neither party will delay committee meetings due to unavailability of specific committee members.

12.08 Layoff and Reemployment

- A. Whenever it is necessary because of a lack of work or funds, or whenever it is advisable in the interest of the economy to reduce the number of permanent and/or probationary employees in CDCR/CCHCS, the State may lay off employees pursuant to this section and CalHR/SPB Law and Rules which are not superseded by this section.
- B. Order of Layoff: Layoff shall be made in order of seniority pursuant to Government Code Sections 19997.2 through 19997.7 and applicable CalHR rules except as superseded by this MOU. Seniority scores shall be determined pursuant to Section 12.01 of this MOU. In determining seniority scores, one (1) point shall be allowed for each qualifying monthly pay period of full-time State service in Unit 6, regardless of when such service occurred. A pay period in which a full-time employee works eleven (11) or more days will be considered a qualifying pay period, except that when an absence from State service resulting from a temporary or permanent separation for more than eleven (11) consecutive workdays falls within two (2) consecutive qualifying pay periods, the second pay period shall be disqualified.
- C. Employees compensated on a monthly basis shall be notified in writing thirty (30) calendar days in advance of the effective date of the layoff. Where the notices are mailed, the beginning of the thirty (30) calendar day period will be determined by the postmark of the notice. Notice of the layoff shall be sent to CCPOA.

The reason for the proposed layoff, the anticipated classifications affected, the number of employees in each class, the estimated number of surplus employees in each classification and the proposed effective date of the layoff, will be clearly stated in the layoff notice sent to CCPOA and the employee.

- D. Transfer or Demotion in Lieu of Layoff: The State may offer affected employees a transfer or a demotion, in lieu of layoff, to another position deemed appropriate by the Department, pursuant to Government Code Section 19997.8 through 19997.10 and applicable CalHR Rules. If an employee refuses a transfer or demotion, the employee may be laid off from State service.
- E. Whenever the State determines it necessary to lay off employees, the State shall Meet and Confer in good faith with CCPOA regarding the impact of said layoff(s) and alternatives to the layoff(s). The State and CCPOA shall meet in good faith to explore alternatives to laying off employees such as, but not limited to, voluntary reduced work time, retraining, early retirement, job sharing and unpaid leaves of absence.
- F. In accordance with Government Code Section 19997.11 and 19997.12, the State shall establish a reemployment list by class for all employees who are laid off. Such lists shall take precedence over all other types of employment lists for the classes in which the employees are laid off. Employees shall be certified from department or subdivision reemployment lists in accordance with Section 19056 of the Government Code.
- G. An appeal of any portion of this layoff provision shall solely be through the procedures established in Government Code Section 19997.14 and shall not be subject to the grievance and arbitration Article of this MOU.

ARTICLE XIII HEALTH AND WELFARE

13.01 Health Benefits

A. Contribution Amounts

The State agrees to continue to pay the following 2023 contribution rates established on January 1, 2023. To be eligible for this contribution, an employee must positively enroll in a health plan administered or approved by CalPERS.

1. The State shall contribute \$689 per month for coverage of an eligible employee (party code one).
2. The State shall contribute \$1,386 per month for coverage of an eligible employee plus one (1) dependent (party code two).
3. The State shall contribute \$1,784 per month for coverage of an eligible employee plus two (2) or more dependents (party code three).

The employer health benefits contribution for each employee shall be a flat dollar amount equal to eighty percent (80%) of the weighted average of the Basic health benefit plan premiums for a State active civil service employee enrolled for self-alone, during the benefit year to which the formula is applied, for the four (4) Basic health benefit plans that had the largest State active civil service enrollment, excluding family members during the previous benefit year. For each employee with enrolled family members, the employer shall contribute an additional flat dollar amount equal to eighty percent (80%) of the weighted average of the additional premiums required for enrollment of those family members, during the benefit year to which the formula is applied, in the four (4) Basic health benefit plans that had the largest State active civil service enrollment, excluding family members, during the previous benefit year.

Effective on the first day of the pay period following ratification of this agreement by the legislature and the Union, and upon approval of funding by the Legislature, the established flat dollar amounts shall be increased or decreased as appropriate pursuant to the formulas above on January 1, 2024, and January 1, 2025. The established dollar amount(s) shall not be increased or decreased in subsequent years without a negotiated agreement by both parties.

B. Employee Eligibility

1. For purposes of this section, "eligible employee" shall be defined by the Public Employees' Medical and Hospital Care Act.
2. Permanent Intermittent Employees

Permanent Intermittent Employees (PIEs) will be eligible to enroll for health benefits the first day of the pay period following graduation from the academies of CDCR. PIEs will have sixty (60) calendar days to enroll. This coverage is to be applied to the control period that the graduation date is in and the eligibility continues through the following control period.

Thereafter, PIEs must be credited with a minimum of four hundred eighty (480) paid hours in a control period or nine hundred sixty (960) paid hours in two consecutive control periods as established by CalPERS to continue coverage, pursuant to Government Code Section 22806.

C. Family Member Eligibility

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

13.02 Dental/Vision ERISA Trust

A. Dental Contribution

Effective on the first day of the pay period following ratification of this agreement and upon approval of funding by the Legislature, the State agrees to provide CCPOA the net sum of \$69.06 per month per eligible employee (regardless of the number of enrolled dependents) for the duration of this agreement to provide a dental benefit through the CCPOA Benefit Trust Fund.

1. Employee Eligibility

Employee eligibility for dental benefits will be the same as that prescribed for health benefits under Section 13.01 subsections B.1. and B.2.

2. Family Member Eligibility

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

3. Coverage During First 12 Months of Employment

Employees appointed into State service who meet the above eligibility criteria, will not be eligible for enrollment in the Union sponsored fee-for-service plan until they have maintained enrollment in the Union-sponsored prepaid plan for twelve (12) consecutive months. However, if no prepaid plan is available within a fifty (50) mile radius of the employee's residence or an eligible family member resides in another service area, the employee will be allowed to enroll in the Union's fee-for-service plan.

4. Employees covered by this agreement and who meet the benefit enrollment eligibility criteria set forth in this provision are required to enroll into one of the CCPOA Benefit Trust Fund sponsored dental programs.

The only exclusion to mandatory enrollment in CCPOA Benefit Trust Fund sponsored dental programs is when an employee's spouse works for the State and the employee is receiving dental benefits under the spouse's State dental program.

B. Vision Contribution

Effective on the first day of the pay period following Union ratification of this agreement and upon approval of funding by the Legislature, the State will provide the sum of \$8.27 or the negotiated rate for all employees whichever is less, per eligible employee to provide a vision benefit through the CCPOA Benefit Trust Fund.

1. Employee Eligibility

Employee eligibility for vision benefits will be the same as that prescribed for health benefits under Section 13.01 subsections B.1. and B.2.

2. Family Member Eligibility

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

C. Permanent Intermittent Employees

Qualifying PIEs: PIEs will be eligible to enroll for dental and vision benefits the first day of the pay period following graduation from the CDCR academies. PIEs will have sixty (60) calendar days to enroll. This coverage is to be applied to the control period that the graduation date is in; and, the eligibility continues through the following control period. Thereafter, PIEs must be credited with a minimum of four hundred eighty (480) paid hours in a control period or nine hundred sixty (960) paid hours in two (2) consecutive control periods, as established by CalPERS, to continue coverage, pursuant to Government Code Section 22806.

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

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

13.03 Employee Assistance Program and Wellness

- A. The State recognizes that alcohol, drug abuse and stress may adversely affect job performance and are treatable conditions. The intent of this section is to assist an employee's voluntary efforts to receive treatment or counseling on a variety of substance-related or stress-related problems so as to retain or recover their value as an employee. As a means of correcting job performance problems, the State will normally refer employees who need assistance to obtain treatment or counseling on substance-related or stress-related problems, such as marital, family, emotional, financial, medical, prescription drug, legal or other personal problems. This is intended solely as a referral system.
- B. In an effort to keep records concerning an employee's referral and/or treatment for substance-related or stress-related problems confidential, such records shall not be included in the employee's personnel file.
- C. The State shall continue to provide confidential professional counseling benefits to all employees and their dependents, at the same level of benefits, including the same confidentiality protections as are presently provided employees and dependents. Up to seven (7) sessions per problem type per contract year shall be made available at no cost to the employee. There shall be no charge to employees or family members except for extended counseling (beyond the seven [7] sessions per problem type per contract year) which, if needed, is to be specifically and personally arranged between the employee and the counselor.
- D. If an employee desires counseling and wishes to maintain total confidentiality, they should call the independent Employee Assistance Program (EAP) vendor directly or CCPOA for assistance. The independent EAP vendor's number is (866) EAP-4SOC (866-327-4762). If this number for some reason has changed and/or is no longer in service, please be sure to call CCPOA at (800) 821-6443 for the current provider number. Other information is available at <https://www.cdcr.ca.gov/wellness>.

- E. Should an employee contact the local EAP Coordinator for help, the EAP records concerning the employee's problems are considered confidential and shall not be included in the employee's personnel file. The local EAP Coordinator shall not be a Peace Officer employee.
- F. The State and CCPOA shall form a Joint Labor/Management Committee to study common avenues of approach in preventing substance abuse problems among employees.
- G. CalHR and CCPOA shall engage in Labor/Management discussions to study the feasibility of integrating the benefits of the Employee Assistance Program with the health benefits plan administered by CCPOA.
- H. CDCR and CCPOA shall continue to engage in Labor/Management discussions and gather input from CCPOA regarding BU6 Employee Wellness issues and the voluntary Peer Support program. The meetings shall occur at least quarterly.

13.04 Flexible Benefits (FlexElect) Program

A. Program Description

- 1. The State agrees to provide a flexible benefits program (FlexElect) under Section 125 and related Sections 129, 213(d), and 105(b) of the Internal Revenue Code. All participants in the FlexElect Program shall be subject to all applicable state and federal laws and related administrative provisions adopted by CalHR. The administrative fee paid by the participants will be determined each year by CalHR.
- 2. Employees who have qualifying group health coverage as defined by CalHR from another source and who meet the eligibility criteria in Section B. will be eligible to enroll into a Cash Option Program (a monthly cash payment) in lieu of health coverage under the FlexElect Program. Employees may not receive the Cash Option in lieu of dental coverage.
- 3. Employees who meet the eligibility criteria in Section B.1. will be eligible to enroll into a Medical Reimbursement Account and/or a Dependent Care Reimbursement Account.

B. Employee Eligibility

- 1. Eligible employees must have a permanent appointment with a time base of half time or more, or if in a limited term or a temporary authorized position, must have mandatory return rights to a permanent position (not permanent intermittent). Permanent Intermittent Employees (PIEs) are not eligible for the FlexElect Medical Reimbursement Account or the Dependent Care Reimbursement Account.
- 2. PIEs shall only participate in the Cash Option and will be eligible to receive a six (6) month cash payment for the first control period of each plan year. PIEs choosing the Cash Option will qualify if they meet all of the following criteria:
 - a. Must be eligible to enroll in health and/or dental coverage as of January 1 of the Plan Year for which they are enrolling.
 - b. Must have a PIE appointment that is effective January 1 through June 30 of the Plan Year for which they are enrolling.
 - c. Must be credited for at least four hundred eighty (480) paid hours during the January through June control period of the Plan Year for which they are enrolling.
 - d. Must have submitted an enrollment application during the FlexElect Open Enrollment period or as newly eligible.

C. This section is not grievable or arbitrable.

- D. The parties agree that nothing in this provision prevents CCPOA from pursuing litigation related to FlexElect benefits.

13.05 Long-Term Care Insurance Plans

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

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

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

13.06 Industrial Disability Leave

- A. For periods of disability commencing on or after January 1, 1993, eligible employees shall receive IDL payments equivalent to full net pay for the first twenty-two (22) workdays after the date of the reported injury.
- B. In the event that the disability exceeds twenty-two (22) workdays, the employee will receive sixty-six and two-thirds percent (66 2/3%) of gross pay from the 23rd workday of disability until the end of the 52nd week of disability. No IDL or payments shall be allowed after two (2) years from the first day (i.e., date) of disability.
- C. The employee may elect to supplement payment from the 23rd workday with accrued leave credits including annual leave, vacation, sick leave or compensating time off (CTO) in the amount necessary to match, but not exceed, full net pay. Full net pay is defined as the net pay the employee would have received if they had been working and not on disability. Partial supplementation will be allowed, but fractions of less than one (1) hour will not be permitted. Once the level of supplementation is selected, it may be decreased to accommodate a declining leave balance but it may not be increased. Reductions to supplementation amounts will be made on a prospective basis only.
- D. Temporary Disability (TD) with supplementation, as provided for in Government Code Section 19863, will no longer be available to any State employee who is a member of either PERS or STRS retirement system during the first fifty-two (52) weeks, after the first date of disability, within a two (2) year period. Any employee who is already receiving disability payments on the effective date of this provision will be notified and given thirty (30) days to make a voluntary, but irrevocable, change to the new benefit for the remainder of their eligibility for IDL.
- E. If the employee remains disabled after the IDL benefit is exhausted, then the employee will be eligible to receive TD benefits as provided for in Government Code Section 19863, except that no employee will be allowed to supplement TD payments in an amount which exceeds the employee's full net pay as defined above.
- F. All appeals of an employee's denial of IDL benefits shall only follow the procedures in the Government Code and Title 2. All disputes relating to an employee's denial of benefits are not grievable or arbitrable. This does not change either party's contractual rights which are not related to an individual's denial of benefits.

13.07 Alternate Pre-Retirement Death Benefit

The parties agree to allow for a pre-retirement death benefit as provided under CalPERS Law, Government Code Section 21547.

13.08 Survivors' Benefits

The State agrees to cover Bargaining Unit 6 Peace Officers with the Fifth Level of the 1959 Survivors' Benefits.

- A. Employees in Unit 6 who are members of CalPERS will be covered under the Fifth Level of the 1959 Survivors' Benefits which provides a death benefit in the form of a monthly allowance to the eligible survivor in the event of death before retirement.

This benefit will be payable to eligible survivors of current employees who are not covered by Social Security and whose death occurs on or after the effective date of the MOU (July 1, 1999) for this section.

- B. Pursuant to Government Code Section 21581(c), the contribution for employees covered under the Fifth Level of benefits, will be two dollars (\$2) per month as long as the combined employee and employer cost for this program is four dollars (\$4) per month or less per covered member. If the total cost of this program exceeds four dollars (\$4) per month per member, the employee and employer shall share equally the cost of the program. The rate of contribution for the State will be determined by the CalPERS board.
- C. The Survivors' Benefits are detailed in the following schedule:
 - 1. A spouse who has the care of two (2) or more eligible children, or three (3) or more eligible children not in the care of the spouse\$1,800;
 - 2. A spouse with one (1) eligible child, or two (2) eligible children not in the care of the spouse.....\$1,500;
 - 3. One (1) eligible child not in the care of the spouse; or the spouse, who had no eligible children at the time of the employee's death, upon reaching age sixty-two (62)\$750.
- D. When an active Bargaining Unit 6 employee, on the payroll, dies due to an illness or injury which was not incurred in the line of duty, a request may be made to the Hiring Authority to allow employees to donate annual leave, vacation, holiday, personal leave or excess time to the leave bank of the deceased employee. This time shall be cashed out to provide direct financial assistance to the person otherwise entitled to receive the value of the deceased employee's leave balance. The maximum limit of contributions/compensation shall not exceed \$100,000. Donations will only be accepted for thirty (30) days following the approval of the request and are limited to donations from CDCR employees.

13.09 Rural Healthcare Equity Program (RHCEP)

The State and the Union agree that in those areas/counties which CalPERS has defined as "rural" because no CalPERS HMO plan is available for enrollment in the area, Unit 6 members who are enrolled in a CalPERS-sponsored PPO plan shall be eligible for the Rural Health Care Equity Program (RHCEP). Unit 6 members enrolled in a CalPERS-contracted HMO plan, including an HMO plan offered by CCPOA Health Benefit Trust, will not be eligible for the RHCEP.

Effective January 1, 2005, the parties agree that in those areas/counties which CalPERS has defined as "rural" because no CalPERS HMO plan is available for enrollment in the area, Unit 6 members who are enrolled in a CalPERS-sponsored PPO plan shall be eligible for the following Rural Subsidy Program.

The program shall operate as follows:

- A. The State shall pay \$125 per month to each eligible Unit 6 member (employee) as a subsidy of the higher health care expenses of PPO plan members in addition;
- B. Any monies remaining in the RHCEP fund, as described in the Unit 6 contract (July 1, 2001, through July 2, 2006), section 13.10, for Unit 6 members, for purposes of this contract shall be known as the "available pool". The available pool is defined as the balance of monies remaining in the Unit 6 RHCEP pool as of January 1, 2005, and shall be used for reimbursement of deductible, co-insurance and physician co-payment expenses up to \$1,500 per fiscal year incurred by the eligible State employee.
- C. Members are required to submit an RHCEP claim form along with a copy of their Explanation of Benefits document in order to receive reimbursement of deductible, co-insurance and physician co-payment expenses from the available pool.
- D. Reimbursement from the available pool shall continue until available pool is exhausted. Claims up to \$1,500 per eligible member shall be processed on a "first come" basis.
- E. For eligible expenses incurred in excess of \$1,500, claims will be held until the close of the fiscal year. At

that time, these excess claims shall be paid on a prorated basis to Unit 6 members until the funds in the available pool are exhausted.

- F. Upon exhaustion of the available pool, the State shall pay \$125 per month to each eligible Unit 6 member as a subsidy for the higher health care expenses of PPO plan members.
- G. The program shall be administered by CalHR.
- H. The CalPERS Board shall determine the rural areas for each subsequent year at the same meeting when the board approves premiums for HMOs.
- I. Enrollment for the rural subsidy shall be automatic, based on the employee's residence address and health plan choice as maintained by the State Controller's Office.
- J. It is the responsibility of the employee to establish and maintain accurate address and health plan information in order to receive the rural subsidy.
- K. The parties agree that in those areas/counties which CalPERS staff have defined as "rural" due to PERS HMO plans not being offered at all in the area, or PERS HMO plans in the area, Unit 6 members shall be eligible for the rural area subsidy program if they enroll in PERS PPO plan. If they cannot manage to enroll in a CalPERS approved HMO plan still offering services in that area, they are free to do so, but will not receive the rural area subsidy.

This section shall remain dormant until funded.

13.10 Benefit Trust Fund Contributions

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

The monies will be used solely for the benefit of the BTF's beneficiaries and pursuant to said federal statute and the BTF Plan Document.

- E. CCPOA shall provide CDCR, CalHR, and the Department of Finance, a copy of the BTF's previous calendar year's audited financial statements and a copy of the most recent CalPERS audit, by July 30 of each year.
- F. State contributions to the BTF shall only be used for providing or subsidizing benefit programs for Bargaining Unit 6 members. Surplus funds within the BTF are prohibited from being provided as cash distributions to Bargaining Unit 6 members.

ARTICLE XIV ALLOWANCES AND REIMBURSEMENTS

14.01 Business and Travel Expenses

A. Pending Implementation of New Standards

The State agrees to reimburse employees for actual, necessary, and appropriate business and travel expenses in accordance with CalHR rules and Online HR Manual sections 2201 (Travel and Relocation Policy), 2202 (Mileage Reimbursement), and 2203 (Allowances and Travel Reimbursements).

Lodging, transportation, and per diem expenses incurred will be reimbursed in accordance with the time frame requirements and rates set by CalHR (See Appendix #10). Personal vehicle mileage reimbursement rates will continue to be tied to the Federal Standard Mileage Reimbursement (FSMR) rates.

CDCR OLR will notify the CCPOA Chief of Labor of any rate changes prior to the change.

B. New Standards

The parties agree during the term of this Agreement that the State shall implement the Business and Travel Expenses provisions set forth in Sideletter #11 14.01 New Standards Regarding Business and Travel Expenses upon the date provided by the State to CCPOA. These provisions will allow for the planned conversion of the business and travel expense reimbursement program to one that includes adopting the federal standard meal and incidental expense rate and lodging rates established by the General Services Administration (GSA).

As noted in Sideletter #11, during the term of this Agreement, the parties agree that the State may apply any future changes to the business and travel expense reimbursement program for excluded employees to BU6 employees.

14.02 Overtime Meal Benefits and Allowances

A. An overtime meal allowance of \$8.00 without receipts shall be granted when an employee is required to work in excess of two (2) hours before or after their scheduled shift as follows:

Involuntary Overtime: A meal allowance will be provided irrespective of the amount of time between the scheduled shift and the overtime shift.

Voluntary Overtime: A meal allowance will be provided for breaks of two (2) hours or less between the scheduled shift and the overtime shift.

If the employee is required to work for more extended periods of time, they may be allowed to gain an additional meal allowance for each additional six (6) hour period. For example, if an employee voluntarily signs up for an overtime shift with a break of greater than two (2) hours between the scheduled shift and the overtime shift, they will be eligible for their first meal allowance after completing six (6) hours of work and eligible for their second meal allowance after completing twelve (12) hours of work. In the situation where an employee voluntarily signs up for an overtime shift with a break of two (2) hours or less between the scheduled shift and the overtime shift, they will be eligible for their first meal allowance after completing two (2) hours of work and eligible for their second meal allowance after completing an additional six (6) hours of work (eight [8] additional hours of work equates to two [2] meal allowances). No more than three (3) overtime meal allowances will be claimed during any twenty-four (24) hour period. Overtime worked must be through the approved procedure.

B. Employees' overtime meal allowance will be automatically calculated and reimbursed upon the overtime hours as reported in Business Information System (BIS)/System Application and Products (SAP) by the work hours recorded in TeleStaff. Employees will receive a separate check for the meal allowances that were worked in the prior pay period. For example, July's meal allowance will be distributed with

August's master payroll. Employees not in TeleStaff, who are entitled to a meal allowance, shall submit for reimbursement through SCO CalATERS utilizing the local submission process. These requests must be submitted by no later than July 7th for reimbursement for any meal allowance issued in the prior fiscal year.

- C. If the rates for non-represented employees increase, the proportionate adjustments will be made to this provision for Unit 6.
- D. When an employee is assigned to an out-of-class assignment, the value of the overtime meal allowance shall be that of the position worked, if it is higher than that of a Unit 6 meal allowance.

14.03 Moving and Relocation Expenses

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

14.04 Uniform/Uniform Accessories Replacement Allowance

- A. The parties agree that it is in the best interest of all concerned for employees who are required by the State to provide and wear uniforms and uniform accessories to maintain those uniforms and accessories in a clean and neat condition. To this end, so that employees shall appear at the worksite in uniforms/uniform accessories which are neat, clean and in good repair at all times, the State will provide a uniform/uniform accessories replacement allowance.
- B. When the State requires a uniform and uniform accessories to be worn and when the conditions above are met, the State will provide a uniform/uniform accessories replacement allowance as follows:
 - 1. A full-time employee, or less-than full-time employee who works one thousand forty (1,040) hours or more in an annual reimbursement period, required to wear a uniform and uniform accessories on a full-time basis (see B.3. below) shall receive a uniform allowance of \$1,000.00 per year, to be paid annually.
 - 2. An employee required to wear a uniform and uniform accessories on less than a full-time basis (see B.3. below) the uniform allowance under this subsection shall be \$546 per year.
 - 3. If an employee works fifty percent (50%) or more of the annual reimbursement period, in uniform, said employee shall be paid the full amount stated in B.1. above. If an employee works less than fifty percent (50%) of the annual reimbursement period, in uniform, said employee shall be paid the full amount stated in B.2. above.
 - 4. If an employee, who otherwise meets the conditions in B.1. or B.2. above, promotes or transfers out of a uniform class or otherwise leaves said uniform class, they shall receive a prorated share of the annual uniform allowance for which they are qualified.
 - 5. Employees who successfully complete the Basic Correctional Officer Academy (BCOA) and report to the assignment at the institution shall receive the full allowance; however, they are not eligible to begin earning subsequent uniform allowance until they have worked a total of twelve (12) qualifying pay periods from their date of hire. If they meet this requirement, the first uniform allowance they receive during the annual reimbursement period, as defined in E. below, shall be prorated from the end of the twelfth (12th) qualifying pay period through the end of the annual reimbursement period. Thereafter, they shall receive the uniform allowance as provided above in B.1. and B.2. during the annual reimbursement period.
- C. "Uniform" means outer garments as defined by management which are required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from the design or fashion of the general public. This definition includes items that serve to identify the person, agency,

functions performed, position or time in service. "Uniform accessories" means items which supplement or add to the usefulness of the uniform and which are necessary while carrying out the duties and responsibilities of the position. This definition includes such things as belts, key holders, whistles, baton rings, flashlights, etc.

Whenever a Bargaining Unit 6 employee is authorized to wear an approved jumpsuit, the employee will be responsible for the purchase and maintenance of the required jumpsuit. In CDCR, COs are permitted to wear the Departmentally approved jumpsuit in all non-public contact assignments or posts.

- D. This uniform allowance shall be a separate check apart from the employee's normal check and shall not be included for purposes of computing benefits (including, but not limited to, PERS calculations) and/or additional compensation. This section shall be effective upon enactment of legislation which clearly exempts this provision of the definition of "compensation" contained in Government Code Section 20630. The annual reimbursement period is November 1 to October 31 of the following year. Employees shall receive their allowance no later than December 15th of each year.
- E. All other state laws, rules and departmental policies regarding uniform allowance shall remain in effect.
- F. The State agrees to continue in its uniform policies the use of the present alternative headgear with the regular uniform. This policy shall include the wearing of alternate headgear in tower positions and inmate work crew supervision.
- G. The State agrees to promptly advise new employees as to the typical weather conditions they may be exposed to, and to advise employees what type of clothing to keep stored in their personal vehicles in the event the employee is unexpectedly assigned to a job that would expose the employee to inclement weather.

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

H. DAPO

A BU6 DAPO employee, including Parole Agent Is and Parole Agent II Specialists working at the CCTRP, MCRP and EIS, required to wear a uniform and/or uniform accessories approved by DAPO, shall receive an annual uniform allowance of \$250 for wearing the uniform/accessories approved by the Department.

- 1. If an employee promotes or transfers out of the uniform class or otherwise leaves said uniform class, they shall receive a prorated share of the annual uniform allowance for which they are qualified.
 - 2. Employees who successfully complete the Parole Academy and report to the assigned DAPO location shall receive the full allowance; however, they are not eligible to begin earning subsequent uniform allowance until they have worked a total of twelve (12) qualifying pay periods from their date of hire. If they meet this requirement, the first uniform allowance they receive during the annual reimbursement period as defined in D. above shall be prorated from the end of the twelfth (12th) qualifying pay period through the end of the annual reimbursement period. Thereafter, they shall receive the uniform allowance provided in H. above during the annual reimbursement period.
- I. Uniform inspections shall occur in accordance with Sideletter #9 Regarding Uniform Inspections.
 - J. A polo shirt is approved for wear for Correctional Counselors and Correctional Officers, but will not be required and may be purchased at the Correctional Counselors' or Correctional Officers' own expense should they wish to wear a polo. The approved polos and patches will be included in the Uniform Handbook.

14.05 Badges

- A. The State shall provide a badge for each CDCR DAI employee having Peace Officer status. Beginning January 1, 2024, Parole Agents, upon graduation from the Basic Parole Agent Academy, shall be issued one (1) flat badge and one (1) dome badge.
- B. All other Bargaining Unit 6 Peace Officers, excluding Parole Agents, may purchase up to two (2) additional badges, either a wallet or dome badge, at their own expense. DAPO Parole Agents are only authorized to carry and display a DAPO-issued badge on their person. Parole Agents may purchase one additional, authorized and identical dome badge at their own expense.
- C. Badge size, design, and circumstances specifying badge use and purchase will be determined by CDCR.
- D. When the Unit 6 Peace Officer retires from State service, the CDCR Peace Officer will be provided a flat badge in retired status in an appropriate case with a clear slot for the retiree identification. CDCR divisions employing BU6 Peace Officers shall be responsible for ensuring that an appropriate retired status designation is affixed to the badge. DAPO shall be responsible for ensuring the Parole Agent returns the DAPO-issued flat and dome badges to the Hiring Authority's designee prior to being provided with a retired status badge. If a Unit 6 Peace Officer retires and relinquishes the optional badge to CDCR, CDCR shall reimburse the Peace Officer for the optional badge at the current, fair market value.
- E. When the Unit 6 Peace Officer separates from State service, for other than retirement purposes, the Peace Officer shall relinquish the provided badge(s) to the Hiring Authority's designee. The separating Peace Officer shall relinquish any optional badge they may have, and CDCR shall reimburse the separating Peace Officer for the optional badge at the current, fair market value.
- F. Correctional Counselors shall be allowed to wear a belt badge while on duty.
- G. When CDCR determines that a badge becomes so worn that it becomes difficult to read the badge number or its other significant markings, CDCR shall refurbish the badge (including retention of current badge number) at no cost to the employee.

14.06 Replacement of Damaged Personal Clothing and/or Articles

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

14.07 Commute Program

A. Mass Transit

Effective the first day of the pay period following ratification and approval of this MOU, employees working in areas served by mass transit, including rail, bus, or other commercial transportation licensed for public conveyance shall be eligible for a one hundred percent (100%) reimbursement on public transit passes sold by State agencies up to the current monthly exclusion amount provided by the Internal Revenue Service (IRS). Employees who purchase public transit passes on their own shall be eligible for a one hundred percent (100%) reimbursement up to the current monthly exclusion amount provided by the IRS. The combined maximum allowable monthly exclusion amount for employees who are eligible to claim both mass transit and vanpool shall not exceed the current IRS maximum monthly exclusion amount. This reimbursement shall not be considered compensation for purposes of retirement contributions. The

State may establish and implement procedures and eligibility criteria for the administration of this benefit including required receipts and certification of expenses.

B. Vanpool

Effective the first day of the first pay period following ratification and approval of this MOU, employees riding in vanpools or driving in vanpools shall be eligible for a one hundred percent (100%) reimbursement of the monthly fee up to the current monthly exclusion amount provided by the IRS. The combined maximum allowable monthly exclusion amount for employees who are eligible to claim both mass transit and vanpool shall not exceed the IRS maximum monthly exclusion amount. This reimbursement shall not be considered compensation for purposes of retirement contributions. A vanpool must, at a minimum, meet the definition of a "commuter highway vehicle" in Internal Revenue Code Section 132 (f), including seating capacity requirements. The State may establish and implement procedures and eligibility criteria for the administration of this benefit.

C. Out-of-State Mass Transit and Vanpool

Effective the first day of the pay period following ratification and approval of this MOU, employees headquartered out-of-state shall receive reimbursement for qualified public transportation and vanpool expenses for one hundred percent (100%) of the cost up to the monthly exclusion amount provided by the IRS. The combined maximum allowable monthly exclusion amount for employees who are eligible to claim both mass transit and vanpool shall not exceed the IRS maximum monthly exclusion amount. This reimbursement shall not be considered compensation for purpose of retirement contributions. The appointing power may establish and implement procedures regarding the certification of expenses.

14.08 Bicycle Commuter Program

- A. The Program is a taxable benefit administered by CalHR. This benefit is voluntarily provided by the State of California and encourages active State employees (employees) to consider bicycle commuting as a means of active transportation to and from their residences and places of employment. The Program promotes health and wellness and sustainable commuting practices by encouraging employees to use bicycles as their primary means of commuting.
- B. Eligible employees who regularly commute by bicycle during a substantial portion of a calendar month (currently, for example, 50% or more of the employees scheduled workdays in a month) may submit claims in accordance with current state policy, HR Manual Section 1425 – Bicycle Commuter Program.

**ARTICLE XV
SALARIES**

15.01 Salaries - Adjustment to Salary Ranges

A. General Salary Increase (GSI)

Effective July 1, 2023, all employees in Bargaining Unit 6 shall receive a GSI of 3%.

Effective July 1, 2024, all employees in Bargaining Unit 6 shall receive a GSI of 3%.

B. Salary Ranges

1. Correctional Officer (CO)

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

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

completed the appropriate basic academy established by the Departments, who do not meet the criteria for payment in Range C, Range J or Range K.

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

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

- c. **Range C:** This journeyperson range shall apply to employees who have satisfactorily completed the apprenticeship program, twenty-four (24) months and hourly requirement, unless qualifying credits are awarded by the apprenticeship committee for the employee's classification and who do not meet the criteria for payment in Range K.

NOTE: Consistent with Section 8.03, as soon as can be accomplished, CPOST Commissioners can agree to move an apprentice off apprenticeship and their pay will, correspondingly, be increased to the appropriate salary range. Upon movement to Range C from Range B or Range J, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher, and shall receive a new merit salary adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range C, employees shall receive MSAs in accordance with BU6 MOU until the maximum of the range is reached.

- d. **Range J:** This apprenticeship range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 168 and who are required to work a minimum of forty-one (41) hours in a seven (7) consecutive day work period as established by the Departments under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to forty-one (41) hours in a seven (7) consecutive day work period.
- e. **Range K:** This journeyperson range shall apply to incumbents who meet criteria for payment at Range C under Alternate Range Criteria 168 and who are required to work a minimum of forty-one (41) hours in a seven (7) consecutive day work period as established by the Departments under the 7k provision of the FLSA pursuant to the BU6 MOU.
 - (i) This alternate range represents full compensation for all hours worked up to forty-one (41) hours in a seven (7) consecutive day work period.
 - (ii) Upon movement to Range K from Range C, employees shall receive a one-step five percent (5%) increase and shall retain their merit salary adjustment anniversary date.
 - (iii) Upon movement to Range K from Range J, employees shall receive the minimum salary rate and shall receive a new merit salary adjustment anniversary date.
 - (iv) Thereafter, every twelve (12) qualifying pay periods, employees shall receive merit salary adjustments in accordance with the BU6 MOU until the maximum of the range is reached.
 - (v) When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range C with one-step five percent (5%) decreased from their Range K salary rate and shall retain their merit salary adjustment anniversary date. Salary Ranges 1, A, B, and C may be used individually to make salary comparisons for discretionary actions between classes. Salary Range C shall be used to make salary comparisons for mandatory

actions if the move is "to" the class of Correctional Officer (CO). Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.17.

3. Correctional Counselor I (CC I) and Parole Agent I (PA I)

CC I (XS40/9904) and PA I (XE70/9765) will be appointed to the appropriate alternate ranges as follows:

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

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

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

- b. **Range B:** This journeyman range shall apply to employees who have satisfactorily completed the twenty-four (24) months of service and hourly requirement, unless qualifying credits are awarded by the apprenticeship committee, in Range A and the apprenticeship program for the employee's classification.

NOTE: Consistent with Section 8.03, as soon as can be accomplished, CPOST Commissioners can agree to move an apprentice off apprenticeship and their pay will, correspondingly, be increased to the appropriate salary range.

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

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

- c. **Range J:** This apprenticeship range shall apply to employees who meet the criteria for payment at Range A under Alternate Range Criteria 329 and who are required to work a minimum of forty-one (41) hours in a seven (7) consecutive day work period as established by the Department under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to forty-one (41) hours in a seven (7) consecutive day work period.
- (i) Upon movement to Range J from Range A, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date. Thereafter, employees are eligible to receive a one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum range is reached.
 - (ii) When employees are no longer eligible for payment under the provisions of Range J, they shall be placed in Range A with one-step five percent (5%) decreased from their Range J salary rate and shall retain their MSA anniversary date.

- d. **Range K:** This journey person range shall apply to incumbents who meet the criteria for payment at Range B under Alternate Range Criteria 329 and who are required to work a minimum of forty-one (41) hours in a seven (7) consecutive day work period as established by the Department under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to forty-one (41) hours in a seven (7) consecutive day work period.
- (i) Upon movement to Range K from Range B, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive MSAs in accordance with the BU6 MOU until the maximum of the range is reached.
 - (ii) Upon movement to Range K from Range J, employees shall receive the minimum salary rate or one-step five percent (5%) increase, whichever is higher, and shall receive a new MSA anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive MSAs in accordance with the BU6 MOU until the maximum of the range is reached.
 - (iii) When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step five percent (5%) decreased from their Range K salary rate and shall retain their MSA anniversary date.

Employees INITIALLY appointed on or after October 1, 1992, to the classification of Correctional Counselor I; or Parole Agent I shall NOT be eligible for appointment nor subsequent movement to Ranges W, X, L or M.

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

- e. **Range W:** This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992, who do not meet the criteria for payment in Ranges X, Range L or Range M.
- f. **Range L:** This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992, who meet the criteria for payment at Range W under Alternate Range Criteria 329 and who are required to work a minimum of forty-one (41) hours in a seven (7) consecutive day work period as established by the Department under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to forty-one (41) hours in a seven (7) consecutive day work period.
- Upon movement to Range L from Range W, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date.
- When employees are no longer eligible for payment under the provisions of Range L, they shall be placed in Range W with one-step five percent (5%) decrease from their Range L salary rate and shall retain their MSA anniversary date.
- g. **Range X:** This range shall apply to employees hired to the above classifications PRIOR to October 1, 1992, who have satisfactorily completed twelve (12) months' experience in California State service in the classification of Correctional Counselor I or Parole Agent I.
- Upon movement to Range X from Range W, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range X, employees shall receive MSAs in accordance with the BU6 MOU until the maximum of the range is reached.

- h. **Range M:** This range shall apply to incumbents who meet the criteria for payment at Range X under Alternate Range Criteria 329 and who are required to work a minimum of forty-one (41) hours in a seven (7) consecutive day work period as established by the Department under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to forty-one (41) hours in a seven (7) consecutive day work period.
 - (i) Upon movement to Range M from Range X, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.
 - (ii) Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step five percent (5%) increase, whichever is higher, and shall receive a new MSA anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range M, employees shall receive MSAs in accordance with the BU6 MOU until the maximum of the range is reached.
 - (iii) When employees are no longer eligible for payment under the provisions of Range M, they shall be placed in Range X with one-step five percent (5%) decreased from their Range M salary rate and shall retain their MSA anniversary date.
- i. Salary Ranges A, B, W, and X may be used individually to make comparisons for discretionary actions between classes. Salary Ranges B and X shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Parole Agent I (PA I) or Correctional Counselor I (CC I). Salary Ranges J, K, L and M shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.17.

4. Fire Captain, Correctional Institution

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

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

Upon appointment to this range, employees are eligible to receive a one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every twelve (12) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as an MSA in order to automate the increase. This increase is subject to the MSA process.
- b. **Range B:** This journey person range shall apply to employees who have completed twenty-four (24) months of service and hourly requirement, (unless qualifying credits are awarded by the apprenticeship committee) in Range A, or Range J, or Range L, and the apprenticeship program for the employee's classification and who do not meet the criteria for payment in Range K, Range M or Range P.

NOTE: Consistent with Section 8.03, as soon as can be accomplished, CPOST Commissioners can agree to move an apprentice off apprenticeship and their pay will, correspondingly, be increased to the appropriate salary range.

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

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive MSAs in accordance with the BU6 MOU until the maximum of the range is reached.

- c. **Range J:** This apprenticeship range shall apply to incumbents who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of forty-one (41) hours in a seven (7) consecutive day work period as established by the Department under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to forty-one (41) hours in a seven (7) consecutive day work period.
- d. **Range L:** This apprenticeship range shall apply to full-time incumbents who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of one hundred ninety-two (192) hours in a twenty-eight (28) consecutive day work period as established by the Department under the 7k provision of the FLSA pursuant to the BU6 MOU.
- e. **Range N:** Effective March 18, 2002, this apprenticeship range shall apply to full-time employees who enter the class, on or after March 18, 2002, and who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of two hundred sixteen (216) hours in a twenty-eight (28) consecutive day work period as established by the Department under the 7k provisions of the FLSA pursuant to Section 17.02 of the BU6 MOU. This alternate range represents full compensation for all hours worked up to two hundred sixteen (216) hours in a twenty-eight (28) consecutive day work period.
 - (i) Upon movement to Range J from Range A, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date.
 - (ii) Upon movement to Range L from Range A, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date.
 - (iii) Upon movement to Range N from Range A, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date.
 - (iv) Thereafter, employees are eligible to receive a one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every twelve (12) qualifying pay periods thereafter until the maximum of the range is reached. Qualifying pay periods include time served in Range A, if applicable.

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

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

- f. **Range K:** This journeyman range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of forty-one (41) hours in a seven (7) consecutive day work period as established by the Department under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to forty-one (41) hours in a seven (7) consecutive day work period; or

- (i) Upon movement to Range K from Range B, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date.
- (ii) Upon movement to Range K from Range J, employees shall receive the minimum salary rate and shall receive a new MSA anniversary date.

Upon movement to Range M from Range B, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date.

Upon movement to Range P from Range B, employees shall receive a one-step five percent (5%) increase and shall retain their MSA anniversary date.

- g. **Range M:** This journeyperson range shall apply to full-time incumbents who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of one hundred ninety-two (192) hours in a twenty-eight (28) consecutive day work period as established by the Department under the 7k provision of the FLSA pursuant to Section 17.02 of the BU6 MOU.
- h. **Range P:** Effective March 18, 2002, this journeyperson range shall apply to full time employees who enter the class on or after March 18, 2002, and who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of two hundred sixteen (216) hours in a twenty-eight (28) consecutive day work period as established by the Departments under the 7k provisions of the FLSA pursuant to Section 17.02 of the BU6 MOU. This alternate range represents full compensation for all hours worked up to two hundred sixteen (216) hours in a twenty-eight (28) consecutive day work period.
 - (i) Upon movement to Range M from Range L, employees shall receive the minimum salary rate and shall receive a new MSA anniversary date.
 - (ii) Upon movement to Range P from Range N, employees shall receive the minimum salary rate and shall receive a new MSA anniversary date.
 - (iii) Thereafter, every twelve (12) qualifying pay periods after movement to Range K, Range M or Range P, employees shall receive MSAs in accordance with the BU6 MOU until the maximum of the range is reached. Qualifying pay periods include time served in Range B, if applicable.
 - (iv) When employees are no longer eligible for payment under the provisions of Range K, Range M or Range P, they shall be placed in Range B with one-step five percent (5%) decreased from their Range K, Range M or Range P salary rate and shall retain their MSA anniversary date.

Salary Ranges A and B may be used individually to make salary comparisons for discretionary actions between classes. Salary Range B shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Fire Captain, Correctional Institution (FC, CI). Salary Ranges J, K, L, M, N and P shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.17.

C. PERMISSIVE reinstatement to State service after a permanent break in service into the CO classification:

Employees who had a prior appointment in Range 1 or Range A of CO who have NOT graduated from or completed the basic academy who are permissively reinstating to state service after a permanent break in service to the classification of CO shall only be eligible for appointment to Range 1.

15.02 Housing Stipends and Recruitment/Retention Incentives

A. Housing Stipends

In recognition of recruitment and retention problems, the parties agree that the State shall provide a \$200 per month housing stipend for all employees employed at San Quentin (SQ), Salinas Valley State Prison (SVSP) and the Correctional Training Facility (CTF).

1. This housing stipend shall be part of the employee's normal check for permanent full-time and permanent part-time employees, but shall not be included for purposes of computing benefits (including, but not limited to, PERS calculations) and/or additional compensation. In terms of withholding for tax purposes, this stipend shall be subject to the same withholding rules as the normal checks. The housing stipend shall be applicable for each full pay period of employment at the eligible facilities or offices.
2. In order to receive this housing stipend, an employee must make a commitment to stay at the eligible facilities or offices through June 30 of each eligible year.
3. The parties agree to reopen this section in regard to new facilities and/or institutions.
4. When CDCR believes a recruitment or retention problem exists in a specific parole unit, they agree to request that CalHR authorize a plus adjustment for the affected unit.
5. Employees on IDL shall continue to receive this stipend.

B. Recruitment and Retention Incentives

Employees who are employed at Avenal, Ironwood, Chuckawalla Valley, Calipatria, Centinela, Pelican Bay, and High Desert State Prison for twelve (12) consecutive qualifying pay periods, shall be eligible for a recruitment and retention incentive of \$2,600.00, payable in two (2) semi-annual payments of one half (\$1,300.00) after the completion of the first six (6) months at the institution and the other half after the completion of one year. Thereafter, the employee would be eligible for the incentive every six (6) months. Payment will occur in the pay period following completion of the six (6) month period.

1. If an employee voluntarily terminates, transfers or is discharged prior to completing twelve (12) consecutive pay periods at the above referenced institutions, there will be no pro rata payment for those months.
2. If an employee is mandatorily transferred by the Department, they shall be eligible for a pro rata share for those months served.
3. If an employee promotes to a different institution or department other than the above referenced institutions prior to completion of the twelve (12) consecutive qualifying pay periods, there shall be no pro rata of this recruitment and retention incentive. After completing the twelve (12) consecutive qualifying pay periods at qualifying institutions, an employee who promotes within the Department will be entitled to a pro rata share of the existing retention bonus.
4. Part-time and intermittent employees shall receive a pro rata share of the semi-annual recruitment and retention incentive based on the total number of hours worked, excluding overtime, during the twelve (12) consecutive qualifying pay periods.
5. Recruitment and retention payments shall not be considered as compensation for purposes of retirement contributions.
6. If the State plans to make any changes to this section prior to the expiration of the MOU, the State shall Meet and Confer with CCPOA over the impact of such change.
7. Employees on IDL shall continue to receive this stipend.

8. If an employee is granted a leave of absence, the employee will not accrue time towards the twelve (12) qualifying pay periods, but the employee shall not be required to start the calculation of the twelve (12) qualifying pay periods all over. For example, if an employee has worked four (4) months at a qualifying institution, and then takes six (6) months maternity leave, the employee will have only eight (8) additional qualifying pay periods before receiving the initial payment.

15.03 Merit Salary Adjustments (MSAs)

- A. Employees who are not paid at the maximum step of the salary range for their classification shall receive annual Merit Salary Adjustments (MSA) in accordance with Government Code Section 19832 and applicable CalHR rules.
- B. An MSA shall occur effective on the first of the monthly pay period next following completion of:
 1. Twelve (12) months of qualifying service after (a) appointment; (b) the employee's last MSA; (c) the employee's last special in-grade salary adjustment; (d) movement between classes which resulted in a salary increase of one or more steps; or (e) as provided in subsection B.2.
 2. The number of months of qualifying service as provided by CalHR after movement between classes which resulted in a salary increase of less than one-step as provided in CalHR Rule 599.683.
- C. Employees shall be informed in writing that their MSA is being denied ten (10) working days prior to what would have been the effective date of the MSA along with a written explanation of the reason why.
- D. The provisions of this section do not apply to salary ranges that are subject to the "apprentice increase" process stated in Section 15.01 (e.g., Range B/J for Correctional Officer).
- E. Employees who are certified as successful job performers shall receive their MSA. Successful job performance shall be based on the latest performance evaluation on file as of the date of the pay increase. If no performance report is on file, the employee shall be deemed to have been performing successfully and shall receive their MSA. Employees who are denied their MSA may be reconsidered for the MSA at any future time, but at least every three (3) months. An employee whose MSA is denied under this section may grieve the denial under the procedure described below up to the mini-arb procedure process described in Section 6.13. Grounds for the grievance shall be limited to the following:
 1. Failure to receive a performance appraisal during the one (1) year period prior to the employee's MSA, in which case the arbitrator shall direct that the employee receive the MSA.
 2. Clear and compelling disparity between the Hiring Authority or designee's failure to grant the MSA and the employee's performance.
 3. Circumstances clearly and substantially indicating that the Hiring Authority or designee's denial of the MSA was determined by factors other than the employee's job performance.

15.04 Employer-Paid Retirement Contributions

The purpose of this Article is to implement the provisions contained in Section 414 (h)(2) of the Internal Revenue Code and IRS Ruling 2006-43 concerning the tax treatment of employee retirement contributions paid by the State of California on behalf of employees in the bargaining unit. Pursuant to Section 414(h)(2) contributions to a pension plan, although designated under the plan as employee contributions, when paid by the employer in lieu of contributions by the employee, under circumstances in which the employee does not have the option of choosing to receive the contributed amounts directly instead of having them paid by the employer, may be excluded from the gross income of the employee until these amounts are distributed or made available to the employee. Implementation of Section 414(h)(2) is accomplished through a reduction in wages pursuant to the provisions of this Article.

A. Definitions

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

1. The term "employees" shall mean those employees of the State of California in Bargaining Unit 6 who make employee contributions to the PERS retirement system.
2. The term "employee contributions" shall mean those contributions to the PERS retirement system which are deducted from the salary of employees and credited to individual employees' accounts.
3. The term "employer" shall mean the State of California.
4. The term "gross income" shall mean the total compensation paid to employees in Bargaining Unit 6 by the State of California as defined in the Internal Revenue Code and rules and regulations established by the Internal Revenue Code.
5. The term "retirement system" shall mean the PERS retirement system as made applicable to the State of California under the provisions of the Public Employees' Retirement Law (California Government Code Section 20000, et. seq.).
6. The term "wages" shall mean the compensation prescribed in this MOU.

B. Pick Up Employee Contributions

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

C. Wage Adjustment

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

D. Limitations of Operability

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

E. Non-Arbitrability

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

15.05 Flight Pay

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

15.06 Bilingual/Sign Language Pay

Effective the first day of the first pay period following ratification of this MOU, an employee, certified "bilingual" or sign linguist, who is required to utilize their bilingual/sign language skills, shall receive a \$200 per month bilingual/sign language pay differential. Payment shall commence after certification and utilization of these skills on the first pay period in which the employee was certified by the Board as being bilingual or sign linguist.

- A. Bilingual/sign language pay of \$200 per month shall be paid to employees utilized by the State to interpret or translate either verbal or written communications to and from a foreign language.
- B. An employee is entitled to receive bilingual/sign language pay provided that employee has passed the State's bilingual/sign language proficiency examination and has been required by a supervisor to use these skills on a continuing basis. Use of bilingual/sign language skills includes any combination of conversational, interpretational, translation in a second language or related activities performed with the specific bilingual/sign language transactions.
- C. The position or post held by the employee is irrelevant to the employee's entitlement to bilingual/sign language pay status.
- D. The bilingual/sign language pay program is to be administered in accordance with CalHR Rules and Regulations.

15.07 Fitness Incentive Pay

Effective the first day of the pay period following ratification of this agreement by the legislature and the Union, Bargaining Unit 6 employees shall continue to receive a flat rate of \$130 per pay period included in their regular base pay to be utilized for the promotion of their health and physical fitness. This will be implemented by adjusting the appropriate salary ranges.

15.08 Night Shift Differential/Weekend Differential

Night Shift Differential

- A. Effective the pay period following ratification and approval of the MOU, employees who work four (4) or more hours of a scheduled work shift falling between 1800 and 0600, and who are in a class listed below, shall receive a \$2.50 shift pay differential per hour.

Class Title	Class	Schem
Correctional Counselor I	9904	XS40
Correctional Officer	9662	WY50
Fire Captain, CI	9001	VZ38

Weekend Differential

- B. Effective the pay period following ratification and approval of the MOU, employees who work four (4) or more hours of a scheduled shift on either a Saturday or a Sunday, and who are listed in the classes above, shall receive a \$2.50 pay differential per hour for their scheduled weekend work.

Weekend shift differentials are not to be combined with night shift differential. If an employee is currently receiving night shift differential, they are only entitled to the additional amount up to the total weekend differential shift amount.

15.09 K-9 Duty Compensation and Overtime

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

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

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

15.10 Defined Contribution Plans

The State of California administers two (2) voluntary defined contribution plans, under Sections 457(b) and 401(k) of the Internal Revenue Code. Employees in Unit 6 are eligible to be included in these defined contribution plans.

15.11 Salary Definitions

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

- A. "Salary range" is the minimum and maximum rate currently authorized for the class.

- B. "Step" is a five percent (5%) differential above or below a salary rate, rounded to the nearest dollar.
- C. "Rate" for employees compensated on a monthly basis is any one of the full dollar amounts found within the salary range and, for employees compensated on a daily or hourly basis, any one of the dollar and cents amounts found within the salary range.
- D. "Range differential" is the difference between the maximum rate of two (2) salary ranges of the pay plan.
- E. "Substantially the same salary range" is a salary range with the maximum salary rate the same as or less than two (2) steps higher or lower than the maximum salary rate of another salary range.
- F. "Higher salary range" is a salary range with the maximum salary rate at least two (2) steps higher than the maximum salary rate of another salary range.
- G. "Lower salary range" is a salary range with the maximum salary rate at least two (2) steps lower than the maximum salary rate of another salary range.
- H. Under paragraph B., one (1) step higher is calculated by multiplying the rate by 1.05 (rounded) (e.g., $\$2,300 \times 1.05 = \$2,415.00$ [rounded to $\$2,415$]). One (1) step lower is calculated by dividing the rate by 1.05 (rounded) (e.g., $\$2,415$ divided by 1.05 = $\$2,300.00$ [rounded to $\$2,300$]).
- I. Under paragraphs E., F. and G., two (2) steps higher is calculated by multiplying the rate by 1.05 (rounded) and then multiplying the result by 1.05 (rounded) (e.g., $\$2,300 \times 1.05 = \$2,415.00$ [rounded to $\$2,415$]; $\$2,415 \times 1.05 = \$2,535.75$ [rounded to $\$2,536$]). Two (2) steps lower is calculated by dividing the rate by 1.05 (rounded) and then dividing the result by 1.05 (rounded) (e.g., $\$2,536$ divided by 1.05 = $\$2,415.2381$ [rounded to $\$2,415$]; $\$2,415$ divided by 1.05 = $\$2,300.00$ [rounded to $\$2,300$]). This method is referred to as the Universal Salary Schedule calculation.

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

The numbers in this section are examples.

15.12 Overpayments/Payroll Errors (Accounts Receivable)

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

Where overpayments have continued for more than one (1) year, full payment may be required by the State through payroll deductions over the period of one (1) year. In those cases involving large accounts receivables, longer periods of replacement may be agreed to; or

- 3. Upon employee request, the overpayment shall be satisfied by use of leave credits, excluding sick leave.

- D. In any event, the maximum part of the aggregate disposable earnings of an individual for any pay period which may be subject to garnishment may not exceed the lesser of twenty-five percent (25%) of their disposable earnings for the pay period or the amount by which the individual's disposable earnings for the pay period exceed the state minimum hourly wage, in effect at the time the earnings are payable, multiplied by 173 1/3 hours. The term "garnishment" means any legal or equitable procedure (including, but not limited to, tax payments, child support payments, spousal support payments, earnings withholding orders and accounts receivable) through which the earnings of any individual are required to be withheld for payment of any debt.
- E. If an employee who was given an advance, signed a waiver and should have reasonably known that the overpayment occurred, the schedule of repayment may be determined by the State, and will not be subject to paragraphs C. above and H. below.
- F. An employee whose employment is terminated prior to full repayment of the amount owed shall have withheld from any money owing the employee, upon termination, an amount sufficient to provide full repayment. If the final amount owed to the employee is insufficient to provide full reimbursement to the State, the State shall have the right to exercise any and all other legal means to recover the additional amount owed.
- G. No provision of this section shall supersede the current procedure for the correction or repayment of errors or other losses directed by third parties covering areas such as insurance, retirement, social security, court ordered payments or disability pay.
- H. The State agrees to hold CCPOA harmless with respect to reasonable legal expenditures, costs and/or judgments.
- I. If the employee believes an overpayment did not occur, or that the repayment schedule is not equitable, they may appeal by grievance at Step 2 within ten (10) workdays of the notice of overpayment. No action shall be taken to establish an "accounts receivable", if a grievance has been filed, until after the Department has responded to the grievance at Step 3.
- J. In CDCR, if an accounts receivable is established because an employee has failed to submit a completed "998", the employee may file a grievance at the second level of review. If the grievance is not resolved, the grievance may be appealed to arbitration under the mini-arb process pursuant to Article VI of this MOU. The arbitrator may order the reversal of the accounts receivable if they find there are mitigating circumstances for failure to submit the 998A, or if the State fails to follow the correct process as outlined in the Agreement.
- K. No administrative action shall be taken by the State to recover an overpayment unless the action is initiated within three (3) years from the date of the overpayment.

15.13 Timely Payment of Wages/Salary Advances

When an employee does not receive a payroll warrant on payday, the Department agrees to issue a salary advance as follows:

Regularly Scheduled Paydays

- A. When errors or delays occur in processing the payroll documents through no fault of the employee, a salary advance shall be issued on the next workday for an amount close to the actual net pay upon request of the employee. A salary advance for employees with late dock shall be issued within five (5) workdays after payday.

The affected employee may waive a salary advance and wait for the pay warrant to arrive from the State Controller's Office.

- B. Employees are eligible for up to one (1) salary advance per pay period due to errors/delays by the State. Unit 6 Employees shall be limited to four (4) salary advances per calendar year, including those resulting from delays within the employee's control (e.g., late dock, missing 998A, etc.).

Overtime Checks

- A. For payroll errors involving overtime checks, an affected employee may request in writing an advance for an amount close to the actual net pay. The advance shall be issued by the end of the pay period following the actual month for which the overtime is worked if the overtime check is not available at the time.
- B. The affected employee shall not be required to repay the salary advance until the corrected overtime pay warrant is received from the State Controller's Office.
- C. Salary advances for overtime checks will not be issued in the following circumstances:
1. When mass delays occur that result in late overtime checks generally at a work location.
 2. The affected employee participates in Direct Deposit. The affected employee shall have the option of terminating Direct Deposit and requesting a salary advance. The employee will not be allowed to enroll in Direct Deposit until the outstanding salary advance has been cleared.
 3. When the State is able to issue a correct overtime check before the next Master Payday.
 4. The amount of the salary advance is less than \$500.
 5. The employee has been on pay dock status within the previous six (6) months.
 6. The employee has already received four (4) salary advances in a calendar year as indicated in B. above.

15.14 Senior Peace Officer Pay Differential

- A. Employees meeting the service criteria listed below, shall be eligible to receive the corresponding pay differential listed below:
- | | |
|---|----|
| 17 years in Bargaining Unit 6 | 2% |
| 18 years in Bargaining Unit 6 | 3% |
| 19 years in Bargaining Unit 6 | 4% |
| 20 years in Bargaining Unit 6 | 5% |
| 21 years in Bargaining Unit 6 | 6% |
| 22, 23, and 24 years in Bargaining Unit 6 | 7% |
| 25 years in Bargaining Unit 6 | 9% |
- B. For purposes of determining eligibility, all time spent in Bargaining Unit 6 or related non-represented classes (C06 or S06) shall count, as long as the employee is in the bargaining unit at the time eligibility for the pay differential is approved.
- C. The above percentages are non-cumulative; i.e., an employee who has been in Bargaining Unit 6 for twenty (20) years is eligible for a pay differential of five percent (5%) above base salary, not the cumulative total of years 17, 18, 19 and 20 (e.g., fourteen percent [14%]).

15.15 CO Cadet Pay

- A. The rate of pay for CO Cadets, while attending all training at the Basic Correctional Officer Academy (BCOA) shall be as described in Section 15.01 B. CO Cadets who are appointed to Range B or Range C of the CO classification while attending the BCOA, will be paid their appointed hourly rate of pay and one and one-half (1½) overtime rate. Shift differential pay, and other special pay provided for in the Unit 6 MOU shall not apply to, or be included with this, pay program for CO Cadets.
- B. CO Cadets, while attending all training at the BCOA, shall work a scheduled forty (40) hour Monday through Sunday workweek. Days off during the BCOA may vary according to the scheduled curriculum. CO Cadets will be scheduled a minimum of four hundred eighty (480) hours of training, education and instruction during the thirteen (13) week BCOA.
- C. Upon successful graduation from the BCOA, employees will receive eight (8) hours of holiday credit for each holiday that occurred during their tenure at the BCOA. The recorded holiday credit will be considered full compensation for holidays that occurred while attending the BCOA.
- D. The Department will make every reasonable effort to provide warrant release dates similar to other employees.
- E. If and when the structure or length of the BCOA is altered, the parties agree to reopen this section and Meet and Confer regarding the impact of any change.

15.16 Education Incentive Pay

- A. The State agrees to pay a differential of \$100 per qualifying pay period for COs, and Fire Captains who have attained either an Associate of Arts degree from an accredited college or university, sixty (60) semester units from an accredited college or university or the equivalent quarter units, or a Bachelor's Degree or higher from an accredited college or university. This differential shall be \$100 or the equivalent of two point two percent (2.2%) of the top step of the salary range for the Correctional Officer classification, whichever is greater.
- B. Effective the first pay period following ratification and approval of the MOU, PSAs who meet the criteria listed in Section A. above shall also receive an education pay differential of \$100 or the equivalent of two point two percent (2.2%) of the top step of their salary range.
- C. The State agrees to pay a differential of \$100 per qualifying pay period to PAs and Correctional Counselors who have attained a Master's Degree or higher from an accredited college or university. This differential shall be \$100 or the equivalent of two point two percent (2.2%) of the top step of the salary range for the Correctional Officer classification, whichever is greater.
- D. PIEs must work eighty-eight (88) hours in a pay period to receive the full differential described in this section, and any hours under eighty-eight (88) shall not receive a pro-rated amount of this differential.

15.17 7k Compensation

- A. The State agrees to maintain alternate ranges for the classifications subject to the provisions of the FLSA 7k provision. These alternate ranges shall be five percent (5%) above the existing ranges for the identified classes except for Range 1 for CO. When Unit 6 employees in a 7k salary range are appointed via a list appointment to a non-represented classification, the salary rate used for purposes of determining their new rate of pay shall be their present 7k salary.
 - 1. Consistent with Sections 11.10 and 17.02, employees shall be required to work either fifty-two (52) seven (7) day work periods or thirteen (13) twenty-eight (28) day work periods. Wages will be paid in twelve (12) equal monthly pay warrants on the last working day of the State pay period. Each pay warrant will represent one-twelfth (1/12) of the employee's annual wage. Hours exceeding those specified in section 11.10 for an employee's seven (7) day/twenty-eight (28) day work period shall be considered overtime and will be paid at the time and one-half (1 ½) rate.

2. The State agrees that the work period hours will be tracked. There will no longer be excess hours accrual/debit based on the number of hours worked in the State pay period.
 3. Failure to work the required hours during any work period will result in a deficit for which the employee must charge leave credits (other than sick leave) or dock if no leave credits are available or if the absence is unapproved. The leave credit usage or dock will occur during the State pay period in which the seven (7) day/twenty-eight (28) day work period ends.
 4. If employed for less than a full State pay period (i.e., mid-month appointments, separations), the employee will be compensated for only those days and hours actually employed in the State pay period. That compensation shall be based on the monthly rate of pay divided by one hundred sixty-eight (168) hours (in a twenty-one [21] day State pay period) or one hundred seventy-six (176) hours (in a twenty-two [22] day State pay period).
- B. PIEs working in institutional-based classifications identified in Section 11.10 shall receive pre and post work activity compensation up to four point five (4.5) hours per State pay period based on the following:

HOURS WORKED		PPWA
0	7.9	0
8	15.9	.25
16	23.9	.5
24	31.9	.75
32	Over	1

15.18 Lump Sum Leave Cash Out Upon Separation

- A. To the extent permitted by federal and state law, employees who separate from State service who are otherwise eligible to cash out their vacation, annual leave, PLP, furlough, holiday, CTO and any other compensable leave credits may ask the State to transfer a designated amount from their cash payment into their existing 457(b) and/or 401(k) plan offered through the State's Savings Plus Program (SPP).
- B. If an employee does not have an existing 457(b) and/or 401(k) plan account, they must enroll in the SPP and become a participant in one or both plans prior to their date of separation.
- C. Such transfers are subject to and contingent upon all statutes, laws, rules and regulations authorizing such transfers including those governing the amount of annual deferrals.
- D. Employees electing to make such a transfer shall bear full tax liability, if any, for the leave transferred that exceeds the annual limits (e.g., "over-defers").
- E. Implementation, continuation and administration of the defined contribution plans are expressly subject to and contingent upon compliance with the SPP's governing Plan documents (which may at the State's discretion be amended from time to time), and applicable federal and state laws, rules and regulations.
- F. Disputes arising under this section of the MOU shall not be subject to the grievance and arbitration provision of this agreement.

15.19 Retention Differential for Hard-to-Keep/Fill Institutions

- A. Effective the first day of the pay period following ratification and approval of the MOU, new and current BU6 employees who work at Salinas Valley State Prison, California State Prison, Sacramento, or Richard J. Donovan will be eligible to start accruing up to a \$10,000 retention differential, payable in two (2) payments during the term of the MOU.

For the first payment, BU6 employees shall receive \$416.66 for each qualifying pay period worked between July 2023 and June 2024, which will be paid in a single lump sum during the month of July 2024. For the second payment, BU6 employees shall receive \$416.66 for each qualifying pay period worked between July 2024 and June 2025, which will be paid in a single lump sum during the month of July 2025.

- B. If an employee transfers from one of the institutions listed above to another institution listed above, the qualifying time shall be cumulative.
- C. If an employee voluntarily terminates, retires, transfers to a facility not listed in Subsection A., or is discharged prior to completing all the requirements listed in Subsection A. above, the employee will forfeit any and all of the accrued differential.
- D. This retention differential shall not be considered as compensation for retirement purposes.
- E. Retired Annuitants are not eligible for this retention differential.
- F. This retention differential will be provided during the term of this MOU and sunset upon its expiration.
- G. This retention differential shall only be grievable up to Step 4 (CalHR) of the grievance procedure.

15.20 Employer Contributions to Savings Plus

Effective with the November 2024 pay period, the State shall make a one-time contribution in the amount of \$475 to a Savings Plus 401(k) plan on behalf of all permanent full-time employees in the bargaining unit who are active as of November 1, 2024.

Effective with the January 2025 pay period, the State shall make a monthly contribution equivalent to one percent (1%) of the employee's monthly base salary to a Savings Plus 401(k) plan on behalf of all permanent full-time employees in the bargaining unit pursuant to the following.

Both of these payments are subject to the following:

- A. All contributions by the State shall be pre-tax.
- B. Employees not enrolled in a Savings Plus 401(k) plan will be automatically enrolled to receive the monthly contributions.
- C. Employees may continue making, or start making, their own monthly contributions to their 401(k) plan in conjunction with the State's contributions.
- D. Employees will be solely responsible for logging in and maintaining their 401(k), which may include fund allocations, investment strategies, withdrawals, etc.
- E. The State's contribution will apply to employees' existing Savings Plus investment selection for employer contributions. For employees who do not have a current investment selection, the employer contributions will be placed in a target date fund based on estimated retirement age.
- F. All Savings Plus 401(k) accounts are subject to the applicable plan fees.
- G. Currently, employer contributions do not count toward the annual IRS deferred compensation contribution limits; however, all employee contributions to Savings Plus accounts, and the State's contributions to those accounts, are subject to IRS laws, rules, limits, and regulations governing 401(k) accounts and are subject to change during the life of this contract.
- H. The State is not responsible for the performance of the 401(k) account, including gains or losses of any kind.
- I. State contributions to Savings Plus are not considered compensation for CalPERS retirement calculations.
- J. This section is not subject to the grievance or arbitration processes.

15.21 Mental Health and Wellness Differential

- A. The parties support BU6 employees engaging in services (e.g., mental health counseling) and activities (e.g., exercising) that have a positive impact on their mental health and wellness.
- B. Effective the first day of the pay period following ratification and approval of the MOU, BU6 employees will receive two (2) one-time payments of \$1,200 to be paid once in November 2023 and once in November 2024 for employees to support their mental health and well-being.
- C. To be eligible for this mental health and wellness differential, employees must be in pay status as of November 1, 2023, and November 1, 2024, respectively.
- D. This mental health and wellness differential shall not be considered as compensation for retirement purposes.
- E. This mental health and wellness differential will be provided during the term of this MOU and sunset upon its expiration.
- F. Retired Annuitants are not eligible for this differential.
- G. This mental health and wellness pay differential shall only be grievable up to Step 4 (CalHR) of the grievance procedure.

15.22 Location Incentive Bonus

- A. Effective the first day of the pay period following ratification and approval of the MOU, cadets who accept/choose to work at one (1) of the eligible institutions listed below will be eligible to receive a \$5,000 location incentive bonus, provided that the cadet meets all of the following criteria:
 - 1. The institution they accept/choose is fifty (50) or more miles away from their current home address;
 - 2. They are required to move their home address closer to their new institution; and
 - 3. They are required to provide substantiation of their address change and move within one hundred twenty (120) days of reporting to the institution.
- B. The first payment of \$2,500 will be provided upon graduation from the academy and the second payment of \$2,500 will be provided within thirty (30) calendar days of reporting to the institution.
- C. Eligible Institutions:
 - California Health Care Facility (CHCF)
 - California Medical Facility (CMF)
 - California State Prison, Corcoran (COR)
 - California State Prison, Los Angeles County (LAC)
 - California State Prison, Sacramento (SAC)
 - Correctional Training Facility (CTF)
 - High Desert State Prison (HDSP)
 - Kern Valley State Prison (KVSP)

Pelican Bay State Prison (PBSP)

Richard J. Donovan Correctional Facility (RJD)

Salinas Valley State Prison (SVSP)

San Quentin State Prison (SQ)

Substance Abuse Treatment Facility and State Prison, Corcoran (SATF)

- D. If, after receiving the initial payment upon graduation, the employee fails to report to the institution or fails to move, they will be required to pay back the State any location incentive bonus paid.
- E. If an employee voluntarily terminates or is discharged prior to completing all the requirements listed in Subsection A. above, there will be no pro-rata payment and they will be required to pay back the State any location incentive bonus paid.
- F. This location incentive bonus shall not be considered as compensation for retirement purposes.
- G. This location incentive bonus will be provided during the term of this MOU and sunset upon its expiration.
- H. Retired Annuitants are not eligible for this bonus.
- I. This location incentive bonus shall only be grievable up to Step 4 (CalHR) of the grievance procedures.

ARTICLE XVI GENERAL MISCELLANEOUS – ALL CLASSIFICATIONS

16.01 Employee Suggestions

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

16.02 Gun Lockers and State Firing Ranges

- A. The State agrees to construct and install gun lockers at its DAI Institutions/Camps for the storage of Unit 6 Peace Officer employees' off-duty weapons. The locations of the lockers shall be at management's determination, but the State agrees to meet with CCPOA for its input regarding the construction and installation of the gun lockers at any given facility. Chapter Presidents can request to meet and discuss with local management (1) the number of lockers to be made available at each institution and (2) the condition of existing lockers.
- B. Each facility with a departmentally-approved handgun firing range and certified Range Master available shall provide, at no cost to the facility or department, reasonable access to that range in accordance with the following:
 - 1. Only those persons who, pursuant to the provisions of Penal Code Section 830.5(c), are permitted to carry a firearm while off duty or who have from the employee appointing Director or chairperson written verification of such authorization, shall be allowed under the conditions stipulated in these rules to qualify with their off-duty weapon utilizing a departmental firing range.
 - 2. A "Guide to Off-Duty Weapon Qualification Range Access" explaining the range access procedure shall be prepared by the facility and made available upon the request of those persons who are eligible to use the range. The guide shall include, but not be limited to:
 - a. The name and telephone number of the person or position to contact regarding use of the range for off-duty weapon qualification.

- b. A minimum of two (2) scheduled sessions per month, plus any additional days and times that the sessions on the range will be regularly scheduled, for off-duty weapon qualification.
 - c. The specific procedures as to how an eligible person shall participate in, and if necessary schedule, an off-duty weapon qualification session.
 - d. Any restrictions on the type or color of clothing which may be worn at the range on institutional property.
 - e. Any restrictions on and/or requirements for transporting the person's weapon and ammunition to a range on institution property.
 - f. To what facility office and by when the nine dollar (\$9.00) fee must be paid to participate in a qualification session. The parties shall meet in February of each year to review the fees paid for range use and modify the costs as appropriate.
3. Off-duty weapon qualification is accomplished during the officer's own time on a voluntary basis. Each person retains the right to use any other public or private facility to qualify with their privately-owned off-duty weapon as provided in Penal Code Section 830.5(d). Nothing in these rules shall be construed as a requirement that any person must utilize a departmental facility to qualify with their privately-owned off-duty weapon. Access to departmental ranges is conditionally provided to those persons specified in subsection B.1. above as a means to qualify with their privately-owned off-duty weapon.
 4. Any scheduled qualification session may be canceled due to inclement weather or the lack of participants to cover the costs for providing the session. If a session is canceled, the facility shall not be required to schedule a make-up session and all fees paid by the participants for that canceled session shall be returned to them.
 5. Off-Duty Weapon Qualification Requirements and Restrictions
 - a. Each off-duty weapon qualification participant shall repay a user fee for each use of the range to qualify (i.e., one course of fire session) which covers the expense of one weapon qualification session, the target, the Range Master's salary and the officer's use of the range.
 - b. Each participant shall have with them a valid identification card or other appropriate documentation which verifies their eligibility to participate in the qualification session.
 - c. Each participant shall provide their own ammunition necessary for qualification. The only type of ammunition which may be used for a qualification session shall be:
 - (i) Loaded or reloaded by a factory, including factory wadcutters.
 - (ii) Standard loads; no "magnum" loads.
 - (iii) Standard or hollow-point bullets; no shot, plastic, cap and ball or other variation of bullets.
 - d. Each participant shall provide their own off-duty weapon and a strong-side hip holster. The only type of weapons which may be used for qualification sessions shall be:
 - (i) Double action on the first round; no single action revolver.
 - (ii) Revolver or semi-automatic pistol; no single shot pistol, shot gun or rifle.
 - (iii) From .22 to .45 caliber (includes 9mm).
 - e. Range Masters shall be currently State-certified and employed at the same institution as the range unless authorized by the Warden or designee of the institution that has the range. Also, a Range Master shall be able to identify the safe handling of both revolvers and semi-automatic pistols.

- f. Each participant shall sign a document annually during off-post training, the CDCR-1798, acknowledging that they have:
 - (i) Read and understand the applicable Penal Code Sections (identified on the CDCR 1798) relating to the possession and use of a weapon while off duty and lawful storage of firearms in a home and/or vehicle.
 - (ii) Read and understand that, pursuant to Penal Code Sections 830.5 and 12031, carrying a concealed weapon without maintaining the quarterly qualification is both a crime punishable as a misdemeanor and good cause for suspending or revoking the right to carry a weapon off duty.
 - (iii) Received material on the facility's range rules and received material on firearms safety and home safety rules.
- g. To qualify for certification, each participant shall be required, using the B-27 type target, to complete the below course of fire with a score of no less than twenty-nine (29) hits out of a possible thirty-six (36) hits on or within the seven (7) ring of the target while demonstrating safe handling of the weapon at all times:
 - (i) Hip level, strong hand or both hands, at three (3) yards distance from the target; starting with six (6) rounds loaded in the weapon; the participant shall have thirty (30) seconds within which to fire the six (6) rounds then reload (speed loaders permitted) and fire six (6) more rounds (a total of twelve [12] rounds) at the target.
 - (ii) Instinctive shooting (not using the weapon's sights), chin level, strong hand or both hands, at seven (7) yards distance from the target; starting with six (6) rounds loaded in the weapon; the participant shall have thirty (30) seconds within which to fire the six (6) rounds then reload (speed loaders permitted) and fire six (6) more rounds (a total of twelve [12] rounds) at the target.
 - (iii) Using sights, strong hand or both hands, at fifteen (15) yards distance from the target; starting with six (6) rounds loaded in the weapon; the participant shall have forty-five (45) seconds within which to fire the six (6) rounds then reload (speed loaders permitted) and fire six (6) more rounds (a total of twelve [12] rounds) at the target.
 - (iv) Scores shall be calculated by counting the number of hits scored on and within the seven (7) ring of the target. A round which touches or breaks the outer seven (7) ring line shall be scored as a hit. A round that does not strike the scoring area shall not be counted.
- h. While at the range, every participant shall follow the facility's range rules and all instructions of the Range Master. The Range Master may at any time order a participant to leave either the firing line or the range for the safety of persons.

6. Off-Duty Weapons Qualification Records

- a. Facilities shall maintain on file for a period of six (6) months the documents signed by the participants and the participant's official weapon qualification score sheet indicating the participant's score and, when applicable, the reason for their failure to qualify.
- b. The facility shall provide each participant who qualifies as required an official card certified by the Range Master which indicates the participant's name, the date and location of qualification and confirmation their quarterly qualification requirements were completed on that date.

Peace Officers may cross departmental and institutional lines to exercise their rights under this section.

16.03 Early Intervention Program/Work Injuries

- A. CDCR in conjunction with CCPOA and other recognized employee bargaining unit representative associations are initiating a voluntary Early Intervention Program within the Workers' Compensation field at every Unit 6 institution, camp and parole region. Early Intervention seeks to ensure, before it becomes necessary to engage an attorney, that interested employees involved in Workers' Compensation cases are fully informed of available options by an authorized, independent Early Intervention Counselor and are evaluated by the services of a mutually-agreed upon, independent medical panel to assist in expeditiously reaching timely decisions regarding compensability for qualifying employees. Important to this program is the fact that the Early Intervention counselors, the medical panel and the rehabilitation counselors are picked by the departments in conjunction with CCPOA and the other recognized employee representative associations. Additionally, a primary goal of the Early Intervention Program is to assist, if possible, expedited return to work of the injured employee; using where applicable, such concepts as, but not limited to, temporary limited-duty assignments; the employee being provided, if necessary, with special equipment; or job-site modification; or the retraining of the employee, and the provision of an alternate job in the same department or another State department. If you desire further information regarding this program, you may call CCPOA's "Early Intervention Coordinator" at (800) 821-6443, or call your local CCPOA office, or contact the State's "Return to Work Coordinator" at your worksite. Additionally, CCPOA should have a local, institutional or parole region, Job Steward designated as an Early Intervention ombudsman who hopefully can help you.
- B. The State will conduct no meetings of local selection committees to choose additional Early Intervention counselors without a prior written notice to CCPOA's main office in Sacramento. Such notice will be provided at least fourteen (14) calendar days in advance of the proposed date. The parties shall then select a mutually satisfactory date for said selection committee to convene on.
- C. Disputes regarding this section shall be grievable only up to the Department Director or designee, which shall constitute an exhaustion of administrative remedies.

16.04 Post Orders/Duty Statements

Upon request, the local CCPOA chapter will be provided access to existing post orders/duty statements for review, and may make recommendations for changes to the Hiring Authority or designee. The Chapter President will be notified of substantive updates/changes to post orders.

Once per year, the State shall authorize, "State Release Time" time for the Chapter President or designee to review all institutional post orders/duty statements. If more than one (1) CCPOA representative, CCPOA will utilize "Release Time Bank" for the additional designated local CCPOA representatives. If necessary, additional time off may be authorized by the Hiring Authority and/or CCPOA in accordance with the aforementioned.

16.05 Redirections

- A. DAI will not utilize any institutional redirection plans (formerly Institutional Vacancy Plans) during the term of this MOU.
- B. Management may only reassign staff after post workload has been temporarily eliminated/reduced (e.g., when there are no inmates in the community hospital, education is closed for the day, modified program, staff may be reassigned to avoid overtime or in accordance with section 12.07 H.15.).

As necessary, remaining workload will be prioritized to ensure safety of staff and inmates. Based upon the officer's experience in the work area, remaining workload that the officer believes can reasonably be performed during the remainder of the shift may be prioritized. If staff has questions regarding remaining workload priorities, they should seek clarification from the direct Supervisor and ask for guidance on how to prioritize tasks performed during the remainder of the shift (e.g., if a floor officer has been redirected, day room activities would be modified and reduced to only showers and phone calls). The Supervisor is free to ask how work has been prioritized by the officer and reorder the priority of the work remaining. This section

does not permit a supervisor to direct that the remaining staff perform all of the work that could or would have been performed if no officer(s) had been redirected. The supervisor is free to substitute tasks, but shall not normally add tasks to the remaining workload.

- C. The institution will document with specificity on the Daily Activity Report (DAR) or the equivalent (e.g., Program Status Report) the elimination, reduction or modification that supports the redirection. A copy of this documentation will be given to the local CCPOA Chapter President upon request.
- D. Except in an emergency or rare circumstances (e.g., a high profile transport, requiring a CRT member), management will not redirect an officer from an assigned watch to a different watch.
- E. Management will not redirect staff and then fill behind the redirected staff (e.g., redirect library staff and then fill behind in the library). If, however, workload has been reduced/eliminated for a portion of the shift, staff may be redirected for that portion of the shift (e.g., work portion of shift in library and a portion of the shift on a yard when library is closed). This section does not preclude an institution from redirecting in the following unique circumstances: staffing visiting with appropriate visiting staff, reassigning behind a staff member who volunteers for a redirection (such as a volunteer for unscheduled transport), or staff are reassigned due to the requirement for a specialized license or certificate (such as a Class B driver license). These exceptions shall be outlined in the institutions' equitable distribution redirection plans referenced in Subsection I. below.
- F. Redirections should not result in altering of RDOs nor a change in start/stop times (unless properly noticed). RDOs, however, are altered during training weeks and in some disciplinary matters.
- G. Should CC Is be redirected from their current caseload to another assignment, their workload will be adjusted pursuant to Section 20.02 A.
- H. Unforeseen vacancies should only occur for one (1) shift. After the initial shift, the vacancy must be filled pursuant to normal hiring procedures.
- I. Main table developed prior direction to the locals regarding local equitable distribution redirection plans (taking into consideration augmented staffing that was approved for unscheduled medical guarding/transport), modified program/program closures, the expanded role of security patrol and the appropriate alarm response plans. Some existing 16.05/redirection agreements require modification and conflict the direction below.

As such, within sixty (60) days of ratification and approval of the MOU, current local 16.05/redirection agreements that conflict with the following requirements will be reviewed and modified by local institutional management and the CCPOA Chapter to ensure compliance and correction of deficiencies in the plan: Agreements should not combine the local 16.05/redirection plan with either hiring procedures or with staff shortage contingency plans. Each of these three (3) topics should be contained in stand-alone documents.

Existing agreements not requiring modification (because they are already compliant with the foregoing) and modified agreements shall remain in effect during the term of this MOU unless reopened upon written approval of the Undersecretary after meeting with the CCPOA Executive Vice President.

Redirection agreements will also be reopened upon notice of conversions and staffing adjustments.

Disputes regarding modification of existing of 16.05/redirection agreements will be elevated to the respective DAI Associate Director and the CCPOA Rank and File Vice President for final resolution.

- J. Other disputes concerning this section shall first be brought to the attention of the local Warden, or designee, by written memo within ten (10) calendar days of having knowledge of the alleged violation. After the face-to-face meeting with the Warden, a response will be provided to the local Chapter President within ten (10) calendar days. If not satisfied with the Warden's response, the matter may be appealed to the Associate Director within twenty-one (21) calendar days of receipt of the response by filing an appeal with CDCR Chief of Labor.

The Associate Director shall respond to the Union within ten (10) calendar days of the appeal. If not satisfied with the decision of the Associate Director, the Union may appeal to the Director of DAI within five (5) calendar days of receipt of response. The Director of DAI shall review the appeal and respond to the Union within ten (10) calendar days of receipt of the appeal. This is the final level of review. The Director has the right to determine the remedy should there be a determination that a violation has occurred. The established timelines may be extended by mutual agreement of the parties.

If the Union believes that an institution is repeatedly violating this contract section, the Union can reduce its concerns to writing and meet with the Secretary to discuss the specific concerns. CCPOA's documentation should be submitted to CDCR Chief of Labor at least forty-eight (48) hours before the meeting with the Secretary.

16.06 CDCR and CCHCS Information Documentation

- A. The State agrees to provide CCPOA with the following information when such information is necessary and relevant to CCPOA's duty to represent Unit 6 employees in CDCR/CCHCS under this MOU:
 - 1. The current Post Assignment Schedules (PAS or equivalent), complete with summary page(s), i.e., summary parts A, B and C.
 - 2. The current Master Assignment Rosters (MAR or equivalent), complete with summary page(s).
 - 3. The Post Assignment Schedules "legend" (or equivalent).
 - 4. The most current version of Standardized Staffing.
 - 5. The current Post Assignment Schedules (PAS or equivalent) and Master Assignment Rosters (MAR or equivalent) listing any positions budgeted at another location but assigned to institutions/camps.
- B. The State agrees that such information is necessary and relevant in the following circumstances:
 - 1. When necessary for CCPOA to carry out a Meet and Confer obligation incurred under the terms of this MOU.
 - 2. When necessary to monitor compliance with specific sections of this MOU, and existing local agreements.
- C. The State agrees to provide this information in a timely manner, (e.g., the information will be provided in enough time prior to a Meet and Confer or other contractual obligation for the local Unit 6 leadership to verify the document[s] validity).
- D. CCPOA agrees that the State is not obligated to provide a copy of the above in each and every instance as long as the most recent information provided to CCPOA is current. CCPOA agrees that it is prohibited from misusing requests for information to delay the completion of any Meet and Confer obligation under this MOU.
- E. The State agrees that, in keeping with the PERB Decision No. S-CE-730-S, it may be necessary to provide additional documentation that would allow CCPOA to reconcile the PAS and MAR with the most recent Governor's Budget.
- F. Alleged violations of this section may be appealed to arbitration after Step 3 of the grievance procedure. The arbitrator shall adhere to PERB Decision No. S-CE-730-S and other relevant precedent in determining whether information requested and/or provided under this section is necessary and relevant.

16.07 TeleStaff Workgroup

The TeleStaff workgroup will continue to have access to the TeleStaff system or any successor program during the term of this MOU and will continue to meet to resolve problems arising out of TeleStaff and/or any successor program.

**ARTICLE XVII
INSTITUTIONAL FIRE CAPTAINS**

17.01 Fire Captain Training

- A. The State shall provide Fire Captains with training and certification within five (5) years of hire date as a Fire Captain. Fire Captains shall progress toward the successful completion of their training responsibilities each year until accomplished in full (e.g., no years should be without successful training completion). Fire Captains shall attend such training and obtain requisite licensure, in accordance with the California State Fire Marshal, California Specialized Training Institute (CSTI), Emergency Medical Services Authority (EMSA) and National Wildfire Coordinating Group (NWCG) and as further identified below:
1. California State Emergency Medical Technician (EMT) (For employees that have an EMT license, they will be required to maintain that license. For employees who do not yet have an EMT license, the EMT licensure must be obtained within one [1] year for those hired on or after July 3, 2023, or within one [1] year of ratification and approval of this contract for employees hired before July 3, 2023.)
 2. Firefighter I (Firefighter I shall be completed within eighteen [18] months of hire for those hired on or after July 3, 2023, or within eighteen [18] months of ratification and approval of this contract for employees hired before July 3, 2023.)
 3. Driver Operator 1-A and 1-B
 4. Hazardous Materials First Responder Operations (FRO)
 5. Hazardous Materials Incident Commander
 6. Company Officer Qualifications, which presently includes:
 - Company Officer 2A
 - Company Officer 2B
 - Company Officer 2C
 - Company Officer 2D
 - Company Officer 2E
 - Instructor 1
 - I-300
 7. Firefighter II
 8. Confined Space Awareness
 9. Intermediate Wildland Fire Behavior S-290
 10. Firefighter Survival
 11. Low Angle Rope Rescue Operations
 12. S-212 Wildland Fire Chain Saws

The foregoing CDCR training does not supersede state or federally-mandated training.

When feasible, Fire Captains will be notified in writing forty-five (45) days (but not less than thirty [30] days) in advance of scheduled offsite training. After completing and passing any of the above referenced training courses, Fire Captains are responsible for submitting proof of passing and completion or certification documentation if applicable to the In-Service Training (IST) Manager.

The parties agree and acknowledge that they will cooperate to effectuate the above referenced training in a cost-effective and cost-conscious manner (e.g., utilizing existing qualified staff to conduct trainings, holding trainings on-site to the extent permissible, scheduling trainings such that the overtime required to backfill is diminished where possible, etc.). CDCR will explore local training opportunities and will notify the SWEAT Committee via the Office of Labor Relations prior to any such opportunity being offered.

Non-substantive title changes by the State Fire Marshal shall not serve as a basis for denial to attend a course.

- B. The training and certification shall be provided by an instructor recognized by the State Board of Fire Services to complete certification. The training records for each Fire Captain shall be maintained by IST. The IST Manager shall meet with each Fire Captain to ensure courses from Section 17.01 are completed in the timeframe specified in 17.01 A. In the event a Fire Captain is deficient in or has failed to pass 17.01 courses, the IST Manager and the Fire Chief will meet with the Fire Captain to schedule or reschedule/ training courses consistent with the timeframes specified in 17.01 A.
- C. Fire Extinguisher Inspection and Servicing certification shall be assigned to the Fire Department staff member(s) at management discretion.
- D. CDCR will continue to provide annual Departmental Refresher Training for training courses outlined in 17.01 A. and in compliance with CICCIS. The State will endeavor to provide thirty (30) to forty-five (45) days' notice prior to the offsite trainings in this subsection to allow Fire Captains to make necessary arrangements and/or mitigate financial impact.
- E. Upon completion of training, licensure and certification in the courses listed in paragraph 17.01 A. above, and as determined by the State, CDCR Fire Captains may be provided the following training by the State:
 - 1. Task Force/Strike Team Leaders AH-330
 - 2. Basic Air Operations S-270
 - 3. Courses required to obtain Engine Boss qualification in accordance with CICCIS Qualification Guide and Equivalency Guide
 - 4. Firing Operations CA-219
 - 5. Fire Apparatus Driver/Operator 1E Wildland

The parties agree CDCR Fire Captains may also be provided training for Chief Fire Officer certifications, including Chief Fire Officer 3A, 3B, 3C, 3D, and other relevant training to improve the BU6 employee's ability to accomplish the complex mission expected by the State.

- F. The State and CCPOA agree to continue meeting to formulate a comprehensive and standardized inmate Fire House training program for CDCR Fire Captains to use to instruct as part of their normal duties, which will be implemented no later than one (1) year after ratification of this MOU.
- G. During the term of this MOU, if the Minimum Qualifications (MQ) of a Fire Captain (CI) are revised, the parties agree to reevaluate the courses outlined in 17.01 A.

17.02 Fire Captain Hours of Work and Compensation

- A. The regular work schedule for full-time 7k exempt Fire Captains on twenty-four (24) hour shifts hired by CDCR beginning on or after March 18, 2002, shall be two hundred sixteen (216) hours in a twenty-eight (28) day work period beginning March 18, 2002. These Fire Captains' monthly salary includes the straight time portion of overtime worked between two hundred twelve (212) and two hundred sixteen (216) hours for each work period. These Fire Captains will also receive a supplemental warrant for the remaining half-time due for overtime worked between two hundred twelve (212) and two hundred sixteen (216) hours for each work period.

- B. Overtime shall be calculated at the end of each twenty-eight (28) day work period, the first of which shall begin at 0800 hours on March 18, 2002. Base pay and any applicable salary differentials shall continue to be paid on a pay period basis. For the purposes of computing the number of hours worked, time spent on jury leave, military training leave, and subpoenaed witness leave shall be counted as hours worked for purposes of calculating overtime.
- C. In accordance with MOU Section 17.06, each institution shall develop a Fire Captain schedule which reflects the 7k exemption provided under the FLSA, except CHCF, CAC and Lancaster. Each Fire Captain will be notified by their institution that they have been placed in the 7k exemption waiver. Fire Captain employees will not be moved in and out of the 7k exemption waiver to avoid overtime payment.
- D. All full-time 7k exempt Fire Captains hired by CDCR beginning on or after March 18, 2002, shall normally be scheduled nine (9) twenty-four (24) hour shifts per work period, except at CHCF, CAC, and Lancaster. The Fire Captains at CHCF, CAC and Lancaster shall be scheduled as 7k exempt as described in Section 11.10.
- E. The method of calculating the hourly wage for twenty-four (24) hour shift Fire Captains is as follows:
 - 1. Base salary per month ÷ 216 hours = straight time hourly rate of pay
 - 2. Straight time hourly rate x 1.5 = overtime hourly rate of pay
 - 3. Straight time hourly rate ÷ 2 = half-time rate of pay

Note: Monthly pay differentials shall be included in the above formula.

17.03 Fire Captain SWEAT Committee

- A. The State and CCPOA agree to maintain a committee consisting of up to four (4) management employees and up to four (4) rank and file employees for the purpose of evaluating CDCR Fire Stations, Work Environment, Apparatus and Training (SWEAT). The parties, by mutual agreement, may include additional people as appropriate. The committee shall continue to identify and focus on all SWEAT-related issues and explore solutions.
- B. The committee shall meet during January, April, July and October unless otherwise mutually agreed upon by both parties. Up to four (4) BU6 members will participate without loss of compensation. Any mutually agreed upon additional attendees shall either be on their own time or RTB.
- C. No later than fourteen (14) days prior to the committee meeting, CCPOA shall provide CDCR OLR a detailed agenda. Within seven (7) days, management will review and respond to the provided agenda.
- D. The members of the SWEAT Committee shall meet during the term of this MOU to discuss standardized Personal Protective Equipment (PPE) and radio equipment.

17.04 Fire Captain Safety Equipment and Maintenance

- A. The Department shall provide CDCR Fire Captain employees, who are assigned to firefighting duties, safety equipment as specified in General Industrial Safety Orders, Title 8, Article 10.1 sections 3401 through 3410, Personal Protective Clothing and equipment for Fire Captains. Additionally, CDCR shall equip its Fire Captains with helmet lights. CDCR agrees that each Fire Captain will be issued handcuffs and chemical agents consistent with Section 7.05 B.
- B. The State and CCPOA agree that any staff member assigned to perform the duties of a Fire Captain shall not engage in any emergency response duties until they have been provided a full complement of Personal Protective Equipment (PPE) as described above and outlined below, have been fit tested and trained appropriately for the Self Contained Breathing Apparatus (SCBA) they will utilize, and possess the appropriate DMV-issued driver's license and/or endorsement to operate the institutions' fire apparatus to meet the standard of: NFPA 1851, NFPA 1971, NFPA 1500, CCR Title 8, CCR Title 22, and NFPA 1977.

- C. CDCR Fire Stations shall maintain a minimum staffing of four (4) trained fire suppression personnel (which can include a combination of inmates and staff). In the event this number of personnel is not available, fire staff (trained to the level of Firefighter I) shall supplement the staffing to maintain the minimum staffing described above (i.e., two-in-two out rule) in accordance with following: CCR Title 8, 5144, DOM 52090.1 and 52090.3, NFPA 1001 and NFPA 1500.

17.05 Fire Captain License Renewal

The Department will reimburse Fire Captains who are required by the State to maintain any certification or license. If an employee is required by the Hiring Authority to test during their off-duty hours, the employee shall be compensated for actual hours worked.

17.06 Fire Captain Scheduling

A. Scheduling by Local Agreements

Each Fire Station will develop and agree locally to a schedule that meets the needs of the Fire Captains and the Fire Chiefs/Management. As such, the parties shall use best efforts to agree locally on such a schedule, which will be bid by seniority. Agreement shall be established by the consent of all the Fire Captains assigned to that institution and the Fire Chief.

B. Default Schedule

In the event that a schedule cannot be agreed upon locally, the parties have developed the following default schedule. Two (2) contiguous (back-to-back) twenty-four (24) hour shifts can be used in either the locally agreed upon or the default schedule.

If a local agreement cannot be reached according to Subsection A. by September 30th, the Fire Chief will select and enact the following default shift schedule, which will be bid by seniority.

Fire Stations with four (4) Fire Captains will use "A Shift" through "D Shift." If there are five (5) Fire Captains, "E Shift" will be added, etc.

Default

- A Shift: Monday/Tuesday (the 9th day will be the 1st Thursday of work period)
- B Shift: Wednesday/Thursday (the 9th day will be the 1st Monday of work period)
- C Shift: Friday/Saturday (the 9th day will be the 1st Wednesday of work period)
- D Shift: Sunday/Monday (the 9th day will be the 2nd Friday of work period)
- E Shift: Tuesday/Wednesday (the 9th day will be the 3rd Friday of work period)

C. Timing and Implementation

If the parties agree locally in accordance with Subsection A., then the local agreement shall either continue or commence in accordance with that agreement.

If the parties do not agree locally, the default schedule will begin with the first work period that starts in January and will remain in effect through the last work period that starts in December.

D. Local Schedule Discussions and Vacation Bid

Whether the parties have agreed locally or a default schedule has been enacted, the parties, consistent with Subsection A., will meet locally each year between September 1st and September 21st to discuss the next year's shift schedule.

Locally approved shift schedules for the following calendar year shall be distributed to each Fire Captain no later than September 30th.

The annual Vacation Bid period shall be between October 1st and October 31st.

The Fire Chief shall have the approved shift schedule for the following calendar year distributed to each Fire Captain by November 30th.

E. Maximum Shift Schedule

Fire Captains shall not work any regularly scheduled shift in excess of twenty-four (24) hours. However, this does not exclude Fire Captains from working in the case of an emergency. This section does not prohibit an approved swap.

No Fire Captain shall be scheduled for work more than seventy-two (72) hours consecutively or three (3) twenty-four (24) hour contiguous shifts except in the event of an institutional emergency need (e.g., strike team deployment and resulting shift coverage, riot, etc.) as determined by the Fire Chief.

F. Scheduling Reassignments

If scheduling reassignments are needed, volunteers will be sought before mandating Fire Captains. If reassignments are needed when two (2) or more Fire Captains are scheduled on the same day, the least senior Fire Captain(s) will be reassigned. Written notice of an involuntary reassignment will be provided at least fourteen (14) days prior to any involuntary schedule change except in the event of an institutional emergency need. Efforts will be made to leave the shift schedules of the higher seniority Fire Captains unchanged. In accordance with Section 10.01 I., involuntary scheduling reassignments may occur during a vacation week (i.e., Monday through Sunday) due to institutional emergency needs.

17.07 Fire Captain Physical Fitness

- A. The employer shall furnish one (1) hour for approved exercise activities during normal working hours for each 7k exempt Fire Captain, except during emergency assignment or during full day training programs.
- B. Employees will utilize physical fitness equipment presently provided by each institution. Fire Captains may purchase or arrange for the donation of physical fitness equipment to be kept at each CDCR Fire Station for the use by Fire Captains subject to existing policy and procedure and space considerations. Requests will not be unreasonably denied. If a request is denied at the Warden's level, the issue may be brought to SWEAT for resolution.
- C. The Fire Chief has the authority to schedule the exercise period.

17.08 Fire Captain Vacation Leave

A. Accrual for Fire Captains Covered by Section 11.10 (CHCF, CAC and Lancaster)

Employees working a twenty-eight (28) day, 7k work period as provided in Section 11.10 shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying pay periods, employees covered by this section shall receive a one (1) time vacation credit of forty-eight (48) hours. Thereafter, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

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

B. Accrual for Fire Captains Not Covered by Section 11.10

For Fire Captains on 216 Hour Work Period:

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

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

C. If an employee does not use all of the vacation that they have accrued in a calendar year, the employee may carry over their accrued vacation credits to the following calendar year.

D. Converting Hours Accrued

1. When a Section 11.10 7k exempt Fire Captain is changed to a Section 17.02 7k exempt Fire Captain, their accrued vacation leave shall be multiplied by 1.2 for Fire Captains working two hundred sixteen (216) hours in a work period.
2. When a Section 17.02 7k exempt Fire Captain is changed to a Section 11.10 7k exempt Fire Captain, their accrued vacation leave shall be multiplied by .83, for Fire Captains working two hundred sixteen (216) hours in a work period.

E. Notwithstanding the above, during the July pay period, Fire Captains who are members of CCPOA shall accrue one (1) hour less of vacation than identified above.

For each CCPOA member in Unit 6, including Fire Captains, during the July pay period, the employer shall credit the Union's Release Time Bank in Article X, Section 10.12 with one (1) hour.

F. This leave shall be applied consistently with Appendix #11.

17.09 Fire Captain Sick Leave

- A. CDCR 7k exempt Fire Captains on twenty-four (24) hour shifts shall accrue twelve (12) hours of credit for sick leave with pay on the first day of the monthly pay period following completion of each qualifying period of continuous service.
- B. CDCR 7k exempt Fire Captains identified in Section 11.10 shall accrue eight (8) hours of credit for sick leave with pay on the first day of the monthly pay period following completion of each qualifying pay period, subject to the provisions in Section 10.02 B.
- C. Sick leave may be taken in thirty (30) minute increments.
- D. When a CDCR Section 11.10 7k exempt Fire Captain is changed to being a CDCR Section 17.02 7k exempt Fire Captain, the Fire Captain's then-accrued hours of credit for sick leave shall be multiplied by 1.5.

When a Fire Captain is changed from being a Section 17.02 7k exempt Fire Captain to a Section 11.10 7k exempt Fire Captain, their accrued hours of credit for sick leave shall be multiplied by .67.

- E. A Fire Captain, who has no sick leave usage or AWOLs/LWOPs in a twelve (12) consecutive month period will receive a commendation for their excellence in the area of "attendance".
- F. Sick leave usage shall be subject to the provisions in Section 10.02 B. and C.

17.10 Fire Captain Holidays

- A. All permanent full-time Section 17.02 7k exempt Fire Captains shall be credited with the following paid holiday credits per fiscal year in lieu of those holidays contained in Article X, Section 10.10:
 - 1. Twenty-four (24) hours holiday credit effective July 1.
 - 2. Twenty-four (24) hours holiday credit effective October 1.
 - 3. Twenty-four (24) hours holiday credit effective January 1.
 - 4. Twenty-four (24) hours holiday credit effective April 1.
- B. All holiday credits must be taken in one (1) hour increments.
- C. The Hiring Authority or designee may require five (5) calendar days advance notice before a holiday is taken and may deny use subject to operational needs or an emergency. When an employee is denied use of a holiday, the Hiring Authority or designee may allow the employee to reschedule the holiday.
- D. Accrued holiday credits are not subject to the State-initiated buy-back without prior approval of the employee.

17.11 Fire Captain Annual Leave Accrual Rate

- A. Fire Captains may elect to enroll in the Annual Leave Program outlined in Section 10.16 of this MOU. The following are the accrual rates for 7k exempt Fire Captains on twenty-four (24) hour shifts.
- B. Full-time 7k exempt Fire Captains employed by CDCR who work nine (9) twenty-four (24) hour shifts, totaling two hundred sixteen (216) hours in a work period, opting to enroll in the Annual Leave Program shall be subject to the following accrual rate:

7 months to 3 years	14 hours per month
37 months to 10 years	18 hours per month
121 months to 15 years	20 hours per month
181 months to 20 years	22 hours per month
241 months and over	23 hours per month

When a Section 11.10 7k exempt Fire Captain is changed to a Section 17.02 7k exempt Fire Captain, their accrued annual leave shall be multiplied by 1.2. When a Section 17.02 7k exempt Fire Captain is changed to a Section 11.10 7k Fire Captain, their accrued annual leave shall be multiplied by .83 and rounded to the nearest whole number.

- C. Notwithstanding the above, during the July pay period, Fire Captains who are members of CCPOA shall accrue one (1) hour less of vacation than identified above.

For each CCPOA member in Unit 6, including Fire Captains, during the July pay period, the employer shall credit the Union's Release Time Bank in Article X, Section 10.12 with one (1) hour.

- D. This leave shall be applied consistently with Appendix #11.

17.12 Fire Captain Assignments and Overtime

- A. All local overtime is by rotation. The local overtime rotation list is established by seniority (highest to lowest) and will be reestablished annually by seniority on January 1st.

Newly assigned Fire Captains will be added to the bottom of the rotation list.

- B. When a local overtime shift of twenty-four (24) hours becomes available, the Fire Captain who is highest on the rotation list and has signed up for voluntary overtime, will be offered the overtime. When necessary, a voice message will be left requesting a return call to the Fire Station for an overtime shift of twenty-four (24) hours, the time of the call will be included in the voice message and noted on the overtime sign-up sheet. If the Fire Captain does not respond in five (5) minutes, the next Fire Captain on the rotation list, who has signed up on for voluntary local overtime, will be contacted. However, if the Fire Captain responds after five (5) minutes, overtime will be offered if any is still available. If overtime is needed and no supervisor is on duty, the Duty Fire Captain will call to fill the position. All calls and responses will be noted in the Daily Log and notification given to the AW/BS or Watch Commander with the resulting action for purposes of staff accountability.

If a local overtime shift of twenty-four (24) hours is accepted, the Fire Captain's name moves to the bottom of the rotation list.

If the local overtime shift of twenty-four (24) hours is declined, the Fire Captain's name shall remain in its current position on the rotation list.

An involuntary local overtime shift of twenty-four (24) hours moves the Fire Captain's name to the bottom of the rotation list.

Assignments requiring specialized qualifications (Strike Teams, Hazardous Materials, etc.) will be offered to the Fire Captain who is the highest on the rotation list, meets the specialized qualifications requirement and has signed up for voluntary overtime. As a result, any Fire Captains bypassed will retain their position on the rotation list.

Overtime cannot be swapped.

- C. Involuntary overtime will be filled by inverse local firehouse seniority without regard to the rotation list. If no Supervisor is on duty, the Duty Fire Captain will make the involuntary overtime calls. All calls and responses will be noted in the log.

- D. Strike Team/Task Force/Single Resource/Overhead Assignment Rotation List

A Strike Team/Task Force/Single Resource/Overhead Assignment that is less than forty-eight (48) hours will result in the name of the individual who worked the assignment remaining at the top of the rotation list. Any such assignment lasting longer than forty-eight (48) hours will move the name of the individual who worked the assignment to the bottom of the rotation list. In the event two (2) Fire Captains are assigned at the same time the Fire Captain with higher seniority will be placed higher on the rotation list upon return. The rotation list will be continuous.

Any new Fire Captain, Limited Term, or out-of-class Fire Captain will be added to the bottom of the rotation list. If a Fire Captain goes out as a single resource or with another CDCR Fire Engine, their name will move to the bottom of the rotation list if the assignment lasts more than forty-eight (48) hours. If the assignment is less than forty-eight (48) hours, the name will remain in its current position on the rotation list.

If a Strike Team/Task Force/Single Resource/Overhead Assignment is declined, the Fire Captain's name shall remain in its current position on the rotation list.

In the event there is a need for specialized qualifications (e.g., Engine Boss, Field Observer [FOBS], Food Unit Leader [FDUL], Dozer Boss, name requests), the individual working the assignment will bump

others on the rotation list but will move to the bottom of that list upon return. If a person with the same qualifications is requested for a single resource assignment (excluding name requests), the person higher on the rotation list shall fill the position if the assignment lasts longer than forty-eight (48) hours and their name will be moved to the bottom of this list. If the assignment lasts less than forty-eight (48) hours, the name of the individual working the assignment will remain in its current position on the rotation list.

- E. Within one hundred and twenty (120) days of the ratification and approval of this MOU, the State and CCPOA agree to Meet and Confer regarding uniform overtime hiring procedures, including Strike Team/Task Force/Single Resource/Overhead Assignments for Fire Captains. If the parties are unable to reach agreement, the CCPOA Executive Vice President and the CDCR Undersecretary will meet to resolve outstanding issues.

17.13 Fire Captain Strike Team Qualifications

Effective July 1, 2024, to qualify for a Strike Team Deployment/Overhead Assignment/Single Resource, the following requirements must be met: compliance with CICCIS, have attended the CDCR Annual Training, and received the certifications/license for State Fire Marshal Firefighter I, Haz-Mat Operations, Confined Space Awareness and Public Safety First Aid (PFSA) certificate or higher for employees that have less than one (1) year as a CDCR Fire Captain or an EMT license or higher for employees who have been a CDCR Fire Captain for one (1) year or more. At no time will any deployment governed by this section take precedence over attending a scheduled training identified in Section 17.01 A.

ARTICLE XVIII RETIRED ANNUITANTS

18.01 Retired Annuitants

- A. CDCR retired annuitants (who are working in BU6-represented classifications) are members of Bargaining Unit 6 for purposes of recognition, dues deductions, and representation. All other terms and conditions of employment shall remain as existed on the date of ratification of this agreement.
- B. Such CDCR retired annuitants will only be hired after the voluntary overtime list has been exhausted and prior to involuntary overtime. Retired annuitants will be hired on an alphabetical rotational basis.
- C. DAI retired annuitants, however, for the purposes of overtime avoidance may be prescheduled. For the purposes of this section, a prescheduled assignment will be defined as a minimum of one (1) week and a maximum of two (2) weeks placement in a specific post.

When prescheduled, DAI retired annuitants will not be placed in posts with premium RDOs (FS, SS, SSH, SM).

The Continuous/Conditional PPPA process in Sections 12.07 E. and 12.07 F. will supersede any retired annuitant job assignment.

ARTICLE XIX CDCR PAROLE AGENTS

19.01 CDCR PA Safety Equipment and Procedures

- A. The Department shall provide or otherwise make available to Parole Agents (PAs), subject to the mandatory arming policy of the Department, necessary safety equipment which includes, but is not limited to: baton, handcuffs, chemical agents, distinguishable clothing, cell phones, departmentally-issued weapons, ammunition carriers, holster, handcuff cases, waist chains, leg irons, "mag" type flash light with deadman's switch, first-aid kit, shooting trauma kit, spit protection hood, nitrile gloves, vehicle law enforcement placards, and CPR masks with a one-way valve. The State shall provide each PA a "ready bag" suitable for storing the individually-assigned protective equipment.

- B. The State will provide each PA in CDCR with an appropriately-sized protective soft body armor. All vests shall minimally be a ballistic Level IIIA (3A) vest.
- C. Each PA assigned a State-owned vehicle shall also be assigned the following standard emergency equipment: fire extinguisher, reflectors and jumper cables which will be stored in the PA's ready bag or vehicle.
- D. Parolee Transportation from Custody Facilities/High Risk Interactions and Areas as determined by the Unit Supervisor after a case conference.

The parties agree that two (2) or more PAs may be utilized when safety concerns or other circumstances are present. Disputes regarding the staffing ratios will be first discussed with the immediate supervisor for resolution. If the parties do not agree with the first level response, then the issue may be brought to the attention of the District Administrator (DA) for immediate response. The need for overtime will not be the sole factor when deciding whether to approve the secondary PA for safety related issues.

Adjustments will be made when possible to avoid having PAs transport the above-referenced parolee on weekends or holidays.

The Department will develop a process that will advise the PA of any and all immediate health concerns regarding the parolee, so that appropriate safety measures can be implemented (i.e., TB, Hepatitis, Bloodborne Pathogens).

Mechanical restraints may be utilized by the PA, within Departmental guidelines, for the transport of these parolees.

The PA will be provided a safe and secure full-size vehicle for this transport. The options available to the PA in obtaining the full-size vehicle include utilizing their assigned vehicle, a caged car or a pool car. PAs will not be held liable for safety equipment stored in the passenger compartment of the flexible fuel vehicle that does not provide adequate storage space. Safety equipment other than a firearm may be stored in a State vehicle's trunk, DAPO-issued secured locked storage compartment or secured inside the Parole Agent's residence overnight.

E. Parolees with Infectious Diseases

1. The State will make available to all PAs Departmentally-approved disposable protective clothing kit to be used as needed. The disposable protective clothing kit will include a fluid-resistant coverall, eye-shield/goggle, latex gloves, disposable paper mask, TB masks and any other protective equipment deemed appropriate by the Department.
2. The Department will continue to provide PAs updated information regarding Departmental policy and procedures and other information concerning the handling of infectious inmates and parolees.
3. The Department will provide to each parole unit, and update as needed, a listing of the designated CDCR Chief Medical Executives for each institution.
4. The Department has developed protocols for handling biohazardous material and adequately train each PA in the protocol. The State shall provide each PA with a bloodborne pathogen cleanup kit that is carried in the PA's ready bag and transported from vehicle to vehicle. Additionally, each parole unit/complex and day reporting center shall have biohazardous material disposal "containers".

- F. The State shall provide a gun locker and/or secured storage locker at the PA's worksite.
- G. The Department agrees to provide access to a radio and/or cellular telephone to each PA.

19.02 CDCR PA Training

- A. All Agents shall be armed and carry either the Departmentally-issued semi-automatic pistol, or a personal, Departmentally-approved semi-automatic pistol, and ammunition.
- B. An Agent wishing to carry a personal, Departmentally-approved semi-automatic pistol, may do so only after successfully completing an approved Departmental instruction course. The Department will authorize at the Parole Agent's expense, the ability to purchase and install Departmentally-approved options, i.e., night sights, adjustable sights, aftermarket stocks (grips) and factory authorized or approved modifications for accuracy and/or ease of use. The Agent shall adhere to the rules, policies and directives of the Department in the use, wearing and maintenance of the weapon. Participation in this program is voluntary. Prior to participation, the PA must sign the agreed upon Participation Agreement.
- C. This weapon may only be carried in properly designated holster(s) which have been approved by the Department.
- D. The Agent shall attend the prescribed initial optional weapons training program on State time.
 - 1. The Agent shall be allowed to drive their State vehicle to and from any range training and be allowed to transport their personally-owned, Departmentally-approved weapon.
 - 2. The Department shall provide the Agent Departmentally-approved ammunition necessary to initially qualify on the optional weapon and for quarterly re-qualifications.
 - 3. The Agent shall carry only Departmentally-issued ammunition for on-duty use of the weapon.
- E. PAs shall be allowed to use CDCR ranges and/or permit/licensed private or public ranges for off-duty practice with either the State-issued weapon, or the Agent's personal, Departmentally-approved weapon. Ammunition and/or permit/licensed private range fees will be incurred by the PA.
- F. Should the employee fail to qualify on the first attempt, or qualify but still have deficiencies that need to be addressed, the employee shall be provided an opportunity to re-qualify/remediate as soon as possible, which, depending upon availability of slots, and Range Master's approval, could potentially be the same day or at the next scheduled range or shooter's clinic. PAs may attend shooter's clinics on a voluntary basis, unless they have been mandated by the Range Master and the reason for the mandated remediation identified. Failure to qualify shall not be the sole determining factor in mandating remedial training (shooter's clinic).

Any PA who fails to achieve a qualifying score within the quarter will surrender the State-issued firearm to the Regional Parole Administrator or designee. If a PA, who as a condition of employment is issued a firearm, does not qualify within thirty (30) calendar days of the end of the calendar quarter in which they have failed, the PA shall be placed on leave without pay for no longer than sixty (60) calendar days until said PA qualifies. Failure to qualify during this period of time will result in the PA being separated from State service pursuant to Government Code Section 19585, or other applicable Government Code section(s). However, the employee shall receive at least seven (7) calendar days' written notice of separation from State service, if personally served, and at least ten (10) calendar days' written notice, if served by mail.

- G. Parole Agents shall participate in the Parole Agent Safety and Tactical Training (PAST) no more than once per quarter and no less than once annually as determined by the DAPO Director. The DAPO Director may waive up to three (3) of the non-mandated PAST trainings annually and may replace that training with other Departmentally-approved training (e.g., SIMS, MILO, Entry, New Legislation, etc.) and shall inform the CDCR Chief of Labor of the waiver who in turn will inform the CCPOA Chief of Labor.
- H. CDCR and CCPOA agree that the State shall establish and maintain all training records pertaining to the Parole Agent classification. The State shall provide a written record of training to the Parole Agent within forty-five (45) days of the written request.

- I. In the event of mandatory Departmental training for Agents, the Department will determine the need for reduction in specifications/overtime and notify the Agent in writing that the reduction in specifications/overtime is available if requested.

Overtime requests related to such training hours will be submitted to the requesting Agent's supervisor on a STD 682. Denials of overtime or modifications to requested hours will be documented on the STD 682 by the requesting Agent's supervisor.

To the greatest extent possible, yearly training mandates (including the number of hours required to complete the training) set forth by DAPO shall be provided to CCPOA Headquarters with a copy of the corresponding training materials (which are subject to change) annually on a calendar basis prior to the implementation of yearly training.

All DAPO-required training shall be conducted during on-duty hours.

Any time DAPO issues or rescinds a statewide policy, directive, or informational memoranda, DAPO agrees to notify all affected DAPO BU6 staff and the CDCR Chief of Labor who will notify the Parole Chapter President and the CCPOA Chief of Labor via e-mail or memorandum of the policy issuance or rescission.

19.03 CDCR PA Workweek

A. Parole Agents (excluding SEB [Special Enforcement Branch])

The normal work schedule for CDCR PAs shall be a four (4) or five (5) day workweek, as dictated by the workload, and approved by the supervisor in accordance with paragraph D. below. PAs may schedule, with supervisory approval, other than an eight (8) or ten (10) hour day. When requesting a four (4) or five (5) day workweek one (1) shift shall include an additional hour to make up for the forty-one (41) hour mandate. The workweek shall start on Monday and end on Sunday.

PAs may elect the daily start and stop times, with the exception of the Officers of the Day (OD) duty. OD schedules shall be equitable and follow a consistent pattern (e.g., alphabetical order) taking into consideration vacation and leave schedules.

Work hours, subject to supervisor approval, will be scheduled between 0600 and 2200, except as emergency and operational needs dictate. The workday may include, at an employee's discretion, no meal break, or an optional one (1) hour, or one-half (½) hour meal break which shall occur approximately in the middle of the workday.

Certain core hours of 0700 to 1800 may be established for PAs in administrative assignments. A work schedule may be denied to fulfill the need to cover these core hours. The rejection of one or more schedules because of this need to cover core hours shall not be deemed a blanket denial.

If there are no volunteers, the necessary core hour coverage in the administrative assignments shall be determined by inverse seniority.

- B. No work will be routinely scheduled between the hours of 2200 and 0600. Each workday will be a minimum of at least four (4) work hours and a maximum not to exceed twelve (12) work hours, except as emergency and operational needs dictate.
- C. Work schedules shall include a minimum of four (4) evenings/early mornings per month with evening meaning until at least 1900 hours and early morning meaning starting at 0600 unless waived by the supervisor at the request of the PA. At least two (2) of the four (4) shifts must be evenings. Such evenings/mornings shall be in the field, except if previously waived by the supervisor. **This shall not prohibit PAs from scheduling additional voluntary evenings.**

- D. Each PA shall submit a proposed work schedule to the supervisor for each month at least seven (7) calendar days, but no more than fourteen (14) calendar days, prior to the beginning of the scheduled month for supervisory approval. The State shall develop and standardize a work schedule form to be utilized statewide. The schedule will represent all work hours, which shall include all workdays, weekend work, evening work, days off, OD duties and other special assigned responsibilities.

The supervisor shall ensure that all PAs comply with the scheduling requirements of the contract and the meeting of operational needs. The supervisor shall approve the work schedule at least three (3) days prior to the scheduled month, unless it can be documented that the scheduled work hours as submitted would be detrimental to the needs of the office or would hinder the PA in the performance of their duties and responsibilities. **This documentation shall be provided if requested by the employee in an email or other electronic communication.** If the PA does not submit a monthly work schedule, the supervisor will assign the work schedule.

During the scheduled month, the supervisor may adjust the work hours based on operational needs, with written justification to the PA. This adjustment shall not be utilized to avoid the assignment of overtime. PA requested changes in the work schedules, excluding emergencies, will require prior supervisory approval. PAs will advise the supervisor of emergency changes no later than the next workday.

- E. Recognizing the need for representatives from local enforcement agencies to contact PAs during non-scheduled work hours and days about parolee/inmates assigned to their supervision, PAs shall have their home telephone or contact number on file with all local law enforcement agencies in the geographical area covered by the PA's assigned unit. A State contracted answering service will comply with the above needs.
- F. Should a PA need to respond in person to such calls, the PA shall receive a minimum of four (4) hours call-back and shall be compensated in accordance with other provisions of this MOU (e.g., Section 11.12).

G. Travel Time

1. Office days: When a PA has an "Officer of the Day" duty or when they have to go to the office at the beginning of their shift, the PA shall be paid beginning at the time of arrival at the office, unless that PA began their workday in the field.
2. Field days: When the PA leaves their home and travels to a field contact, hours of work shall start on the arrival of the PA at the field contact location. If it takes longer to travel from the PA's home to the field contact location than the amount of time it takes the PA to travel from their home to the office, then the PA's work time shall start at the interval of time the PA usually uses to get to work.
3. Emergencies or call-back: If the PA is requested to respond to an emergency or suffers any other work before arriving at the office, field contact location or traveling for the period of time it usually takes to get to the office, the PA's workday shall start at the moment they suffer work.
4. The Department shall enforce the sixty-five (65) mile (as the crow flies) resident limit for all PAs with a home storage permit subject to State Vehicle Home Storage Permit rules.

PAs will not be administratively transferred more than fifty (50) miles from their residence.

- H. PAs may work as two (2) person team(s) with prior supervisory approval.
- I. The Department shall attempt to provide reasonable advance notice of scheduled mandatory training.

19.04 CDCR PA Standby

- A. Standby is defined as an assignment whereby a PA must remain physically and geographically able to respond when contacted by telephone or electronic device. The assignment shall be in addition to the Agent's normal work schedule.

The State will determine when and where standby assignments and back-up PAs' assignments will be made. The PA will be notified in writing at least three (3) working days prior to the start of the standby assignment. Operational needs may prevent the State from notifying the PA of the standby assignment three (3) working days prior to the assignment, however, the PA shall be notified in writing prior to the start of the standby assignment.

- B. Any time a PA is on standby, they shall receive two (2) hours of compensation per day (straight time pay).

19.05 CDCR PA Caseload Audits and Monthly Roster Reconciliations

- A. PA II Supervisors, PA IIIs, Parole Administrators or their equivalent will complete all audits and roster reconciliations.

An audit identifies deficiencies for a specified time period.

The person performing the audit or monthly roster reconciliation shall, within ten (10) workdays of the completion of the audit or monthly roster reconciliation, provide to that PA a written summary of the audit or monthly roster reconciliation.

A monthly roster reconciliation covers the current month's workload or a supervisory review of the previous month. Management retains the right to review rosters and a monthly roster reconciliation does not include every time management reviews rosters or accesses data contained in them.

Audits or roster reconciliations for the previous month shall identify deficiencies, requirements that are/were waived as a result of excessive caseload, all Departmentally-recognized absences and those areas that the PA is performing to expectations or higher.

- B. Grievances under this Section may be grieved according to Article VI of this MOU but shall only be arbitrable under the mini-arb process described in Section 6.13.
- C. This provision shall only apply to DAPO PAs.
- D. If possible, audits of State vehicles will be performed on the Parole Agent's "OD" or Unit meeting day.
- E. In order to address discrepancies in a timely fashion, when appropriate and reasonable, Agents will be allowed to be present during case audits.

19.06 Parole Agent Requested Transfers (PART)

- A. The State has varying business needs to fill vacant positions by using existing eligible lists, involuntary transfers, reassignments, Executive Orders, program closures, or other selection methods based on, for example, balancing the work force, or pre-announced specialized skills, abilities or aptitudes. The parties agree that Division of Adult Parole Operations (DAPO) will post new PA I, PA II Specialist, (PA, hereafter) and Parole Services Associate (PSA) seniority lists semi-annually on the intranet. Further, DAPO will provide updated seniority lists as well as a PART vacancy list thirty (30) calendar days prior to the initiation of the PART process. DAPO shall not exclude geographic locations from participating in the PART process.

The parties acknowledge that PA/PSA (PA I/PA II Specialists/PSAs) may want to transfer to another Region/Complex/Unit within DAPO. Therefore, the following seniority-based procedure, which is consistent with Section 12.01 of the MOU, is established to facilitate a PA's/PSA's request to transfer within the same classification but different location consistent with this section.

- B. PAs and PSAs cannot utilize this process to either transfer between Units within the same Complex or transfer out of a Complex that has a vacancy rate of more than fifteen percent (15%). Court Agent, Notice Agent, Special Enforcement Branch (SEB) and Administrative Assignments are ineligible for this PART process.
- C. PAs in a non-specialized caseload can only transfer to a non-specialized caseload or GPS Sex Offender Agent caseload. PAs in a specialized caseload can transfer to the same specialized caseload or a non-

specialized caseload. PA II Specialists may transfer between Electronic Monitoring Unit (EMU), Reentry Unit, Sex Offender Unit (SOU), and Interstate Community-Based Programs (i.e., Custody to Community Transitional Reentry Program [CCTRP] and Male Community Reentry Program [MCRP]) assignments within DAPO. PSAs may transfer within Community Transition Program (CTP) Division Intelligence Unit (DIU), Reentry Immigration and Naturalization Services (INS) Unit, SOU, and Field PSA assignments within DAPO.

- D. PAs and PSAs desiring to transfer must submit to the applicable Regional Headquarters a Standard Application Form 678 and CDCR Form 923, which shall identify the desired District(s)/Complex(es)/Unit(s) and the numerical order of preference. The employee's written requests shall be processed at the Regional Headquarters within thirty (30) calendar days of submission and placed in seniority order with the others who have requested transfer to the same District(s)/Complex(es)/Unit(s). The Hiring Authority or designee shall provide the PA(s) and/or PSA(s) submitting a request for transfer with an acknowledgment of receipt of the transfer request within thirty (30) calendar days from the initial transfer request being placed.
- E. PA/PSA requests shall be kept on file at the applicable Regional Headquarters through June 30 of each fiscal year or removed earlier at the request of a PA/PSA. All requests shall be (re)submitted on or after the following July 1. At the request of CCPOA, the location of and access to a PA's/PSA's transfer file will be provided to the CCPOA Representative. The State shall utilize and maintain a real-time SharePoint or similar technology to track active transfer requests. The SharePoint or similar technology will be accessible to the Parole Chapter President or designee and each of the designated State parole region PART coordinators.
- F. The State agrees to fill vacancies in PA/PSA classifications by either lateral transfers, list appointments, reinstatements, closures, training and development or permanent full-time appointments from the Academy. In the interest of continuously facilitating lateral transfers, the Regional/Unit Managers will determine the number of vacant positions to be filled in a given District/Complex/Unit and will fill at least every other vacancy via lateral transfer until all requests for that District/Complex/Unit have been exhausted. The parties acknowledge and agree that decreases in funding/population may delay a PART move or eliminate previously available vacancies. A decrease in position authority may delay a corresponding PART move until a vacancy becomes available, at which time the parties shall be made whole. DAPO HQ, Northern and Southern Parole HQs, PART transfers shall be based upon three (3) separate lists: Parole Agent I, Parole Agent II Specialist, and PSA. The PA I list shall have no impact on the PA II Specialist or PSA PART transfers. PA Is, PA II Specialists and PSAs shall only compete with others in the same classification. The qualifying senior BU6 employee on each of these lists shall be granted a PART and the process will proceed with the next qualifying most senior BU6 member in that classification, until such time as the list is exhausted or no more vacant positions exist. All qualifying vacancies will be filled by the PART process until such time as the PART transfer list is exhausted. The effective date of transfer shall be agreed upon by the sending and receiving Hiring Authority(s), within thirty (30) calendar days following approval.
- G. Within sixty (60) days after the ratification and approval of this MOU, the parties agree to meet and form a Joint PART Committee to meet to develop a new system for tracking vacancies and PART transfers. The Joint PART Committee will be comprised of four (4) management members (and the CDCR Chief of Labor or designee) and four (4) CCPOA members (and the CCPOA Chief of Labor or designee). CCPOA members will be released on Official Business (OB) time and shall suffer no loss of compensation for time spent at Joint PART Committee meetings.

At the initial meeting, the parties will discuss the documents needed to identify a point-in-time in order to commence reconciliation of BU6 DAPO positions in the State budgetary authority and population projections. The agreed upon documents will be used to create a report that will establish a baseline for the first quarter of PART moves under this Agreement. The parties agree to reallocate positions to their proper authority if it is discovered that an improper allocation occurred subject to the position still being available (e.g., population has not dropped impacting the position).

Once the development of the PART tracking system is complete, the parties agree to meet not less than once within each subsequent quarter to reconcile updates/changes to any position authority and PART moves from the prior quarter. The following will be provided at least thirty (30) calendar days prior to the quarterly scheduled PART Committee meeting: the updated tracking system report, seniority rosters for the DAPO positions consistent with this Section and an updated vacancy report for each Complex and the list of outstanding position moves after reviewing the previous quarter's PART moves. CCPOA will identify and provide any discrepancies back to the State within fifteen (15) calendar days prior to the quarterly Joint PART Committee meeting.

As part of the foregoing Joint PART Committee process, reconciliation of vacant positions, lateral transfer requests, seniority lists, and lateral transfers will be made quarterly and provided to the CCPOA Parole Chapter President or designee via email or share drive/SharePoint. The PART Committee will meet not less than once within each quarter to reconcile all PART requests and to ensure the one (1) for one (1) PART process referenced in Section B. is maintained, and to discuss PART-related issues unless there are no transfer requests on file for the specified District/Complex/Unit.

Any disputes regarding the development/maintenance of the tracking system (e.g., the documents to be used or provided, budget authority, vacancies, transfer reconciliation, equitable filling of statewide vacancies) that the Joint PART Committee is unable to resolve will be elevated to the CDCR Undersecretary of Operations and the CCPOA Executive Vice President for final resolution through the CDCR and CCPOA Chiefs of Labor.

- H. When PART is the means being used to fill a vacant position, the most senior employee with a request to transfer on file at that location shall be transferred unless there is clear evidence that such a transfer would be adverse to the best interest of the Department, for example, the employee (1) is currently under investigation for misbehavior which could lead to adverse action, (2) the employee does not have an unexpired adverse action in their Official Personnel File or (3) has had an overall substandard performance evaluation in the preceding twelve (12) months. In addition, in order to be eligible for transfer under this section, the employee must have been employed by DAPO as a PA or PSA for more than twenty-four (24) months immediately prior to the PART transfer request and must have completed the DAPO apprenticeship program if applicable. Those employees who accept a PART transfer under the provisions of this Section shall not be eligible to utilize the provisions of this section for a period of two (2) years from the effective date of such a transfer unless the employee has demonstrated a hardship that did not exist at the time of the initial transfer.
- I. This procedure may be superseded in favor of an employee receiving a transfer based on a bona fide hardship. If the transfer is contested, the Hiring Authority or designee shall explain the basis for the waiving of this section to CCPOA's Representative.
- J. Travel Time Allowance: Upon request, the State may authorize an employee to take a reasonable amount of vacation, PLP, CTO, furlough or holiday time off between transfers from one (1) location to another where the transfer requires the employee to move their residence at their own expense. Such requests will not be unreasonably denied by the receiving District/Complex/Unit.
- K. During the term of this MOU, DAPO will utilize a one (1) for one (1) job exchange (i.e., two [2] people of the same classification want to exchange Field Unit to Field Unit locations).

19.07 CDCR PA's Use of State Vehicles

- A. State vehicles may be made available for those parole staff at their work locations for use during the scheduled workday. A parole staff person, with prior supervisory approval, may be permitted temporary overnight home storage of a State vehicle based on workload or operational needs.
- B. PAs, with prior supervisory approval, may be authorized to use their private vehicle and be reimbursed for mileage.

- C. Specially funded programs which provide State vehicles for PA Is and IIs are excluded from this provision.
- D. State vehicles assigned to PAs shall have adequate trunk space to accommodate safety equipment. Depending on the availability of a vehicle with adequate trunk space, PAs currently assigned flexible fuel vehicles shall have the option of exchanging them.
- E. The parties agree there shall be no marked vehicles (i.e., "CA Exempt" plates) for BU6 Parole Agents during the term of this MOU. Normally, PAs will not be assigned caged vehicles, except when requested by a PA or in temporary circumstances where a caged vehicle better meets operational/safety needs (e.g., sweeps, specialized task force, etc.).

19.08 Authorizing Overtime and/or Modifying Case Supervision Specifications for California Parole Supervision and Reintegration Model Caseloads (CPSRM)

- A. The Regional Parole Administrator or designee shall delegate the authority to approve overtime to the Unit Supervisor (US), unless compelling circumstances require the authority to be elevated. The authority shall be elevated to a classification no higher than a Parole Administrator where appropriate, in order to manage excessive use of overtime for CPSRM caseloads.

B. Caseload-Related Management Considerations

Caseloads shall be governed by Policy 08-08, provided that workload adjustments and overtime approval shall be evaluated on a weekly basis giving due consideration to workload outside of case count (there shall be no mandate to be at the maximum caseload to receive overtime/waiver considerations).

The US shall implement the following process in order to reduce and/or eliminate the need for overtime during the normal workweek. The US shall:

1. Ensure adherence to the work schedule consistent with current memorandum of understanding as it relates to the administration of workload.
2. Ensure PAs are not scheduled to work more than forty-one (41) total hours in the seven (7) day 7k work period when approving each month's work schedule.
3. Ensure the PA does not schedule a regular day off on a day when the PA has any other work commitments requiring their attendance, such as scheduled Officer of the Day duties.
4. Review caseload rosters for scheduled releases and mandatory pickups and/or case contacts pursuant to Penal Code Section 3060.7.
5. Upon request of a PA, the US will review the PA's caseload roster with the PA.
6. The State shall fill vacant positions and/or new positions in a timely manner.

C. RDOs

Consistent with long-standing practice, RDOs shall be consecutive and follow a consistent pattern during each week, unless specifically requested by the Agent.

D. Ratio-Driven Caseload Management Considerations (CPSRM Caseloads)

Consistent with the terms of the CPSRM Operations Manual – Policy and Procedures, including parolee case specifications, the approved workload for non-specialized caseloads shall be 53:1. This includes the following levels of supervision: Transition Phase (TP), Categories A, B, C, D, E, P, EX, EO, MX, OH, PD, DP, IS, IM, MD and Transfer Investigation Request (TIR) active cases, PALs at the High Control and Specialized level are included in the total number of cases. The exceptions are listed below:

1. The approved Enhanced Outpatient Program (EOP) participant caseload ratio shall be 40:1.
2. The approved Specialized Active Global Positioning System (GPS) gang and GPS sex offender caseload ratios shall be 25:1. The ratios will include in-custody cases. EOPs assigned to the GPS unit shall be distributed equitably amongst all GPS Agents in unit.
3. GPS sex offender agents will participate in DAPO's Pre-Release Video Conference (PRVC) program for sex offender pre-parole cases.

E. Parole Agent II (Supervisor/Specialist)

The PA II shall be assigned twenty-five percent (25%) of the average PA workload in the unit, regardless of supervision category. The caseload should be proportionate to the equitable breakdown of cases by category being supervised within the Parole Unit. Under no circumstances shall a PA II be assigned a number of category D cases that is disproportionate to such assignments for the other PAs in the Unit. The District Administrator will regularly review PA II Assistant US case counts to ensure that cases are distributed in an equitable manner.

F. Workload Ratio Special Considerations

The US shall address workload in excess of the approved workload ratio within a Parole Unit. When a Unit has an excessive workload, excess cases shall be assigned equitably to all PAs in the unit. The State shall endeavor to distribute pre-parole and TIR cases equitably, taking into account geography and current workloads.

The differential in caseloads between agents shall not exceed 10% with due consideration to equitable distribution.

Exceptions to ratios within a unit can be considered for the PA(s) assigned to caseloads meeting the following criteria or under the following circumstances:

1. Rural caseloads that require excessive vehicle travel to complete supervision specifications.
2. Urban caseloads in an area with heavy traffic congestion.
3. Caseloads in areas where inclement weather conditions result in modified driving conditions, such as chain requirements.
4. PAs that are current participants in the apprenticeship program.
5. PAs required participating in the Field Training Program.
6. Other reasonable circumstances to include time spent away on OB/RTB.

Only PA Is and PA IIs who have successfully completed the PA Academy, or have been placed into (1) an out-of-class assignment or (2) a training and development assignment, shall be reflected on the Unit Workload Summary. If a PA separates, is on Enhanced Industrial Disability Leave or on any other long-term absence (defined as greater than thirty [30] days), they shall be immediately removed from the Unit Workload Summary. All cases assigned to such a PA shall be reassigned to an active PA I or PA II within the Parole Unit. Under no circumstances shall an active, revoked, suspended or pre-parole case be assigned to a PA III, Parole Services Associate or any support staff, excluding the Regional Re-entry Unit and the Intelligence Unit. Pending assignment, such cases, however, may be placed briefly (for a few hours) with the US, provided that such cases shall be reassigned to PA Is or PA IIs and the US shall be removed from the Cal Parole workload roster by the close of business each day.

G. CPSRM Unit Workload Summary

Beginning on the first workday of each month, the US or designee shall utilize the Unit Workload Summary Report to review and adjust the assigned workload for each case carrying agent within the assigned Parole

Unit on a weekly basis. Upon review, the US or supervisory peace officer designee shall attempt to balance the unit workload and maintain an equitable mix of categories on each caseload. No PA shall have more than forty (40) parolees in either the "TP" or Category "A" to include EOP or Mentally Disordered Offender (MDO) combined. The remaining cases shall consist of cases that include, but are not limited to: from Categories "B," "C," and/or "D," "E," "P," "EX," "IS," "IM," "EO," "MX," "OH," "PD," "DP," and "MD."

PALs at the High Control and Specialized level are included in the total number of cases. There shall be no more than four (4) EOP cases assigned to a 53:1 caseload, except as described below. These cases shall be designated as "EX" and shall be supervised pursuant to the EOP cases specifications, except in the following circumstances:

1. There is a sufficient number of EOP, including MDO, cases assigned to a Parole Unit or Complex to create a 40:1. Specialized EOP caseload. EOP Specialized caseloads may be established if there are a minimum of thirty-two (32) cases. The approved 40:1 caseload ratio may be exceeded under the following circumstances: (1) a parolee previously supervised who is now in custody or PAL or (2) an excessive Unit workload situation as described above.
2. If there are insufficient numbers of EOP cases to form an EOP Specialized caseload, the EOP shall be placed on a 53:1 caseload. No more than four (4) EOP, including MDO, cases shall be placed on any non-specialized caseload except in situations where there are not enough case carrying agents (less than eight [8] PAs in a unit) to allow for four (4) EOPs per agent and less than thirty-two (32) EOPs total. If it is necessary to exceed the preferred maximum level of four (4) cases per PA, an equitable distribution of EOP cases within the unit will occur.

H. Requesting/Approval of Overtime and Workload Adjustment Modifications

Ongoing communication between the US/designee and staff regarding workload is encouraged and expected to be bilateral.

1. Requesting Overtime

If, at any time during the month, staff believe that workload circumstances warrant overtime, they shall submit the request for overtime to the US or designee. Requests for overtime shall be made and approved, as noted below, in advance via the California Human Resource form titled "Authorization of Extra Hours" STD, Form 682 (Rev. 2/2007) available on the Intranet on the following page:

http://intranet/ops/AO/dapo/DForms/Pages/std_forms.aspx

In the event overtime is incurred as the result of unforeseen exigent circumstances, for example, a delay in booking an arrested parolee, participation in an unplanned arrest, unplanned/unavoidable after hour phone calls/contacts or other necessary but unanticipated after-hours work, the PA shall notify the US by telephone, as soon as it is reasonable and practical to do so. The PA shall submit a STD, Form 682 the next working day. The PA shall not be required to adjust their work schedule to avoid overtime.

2. Approval of Overtime

- a. Paid overtime must be approved by the US or designee in advance except for exigent circumstances and unplanned/unavoidable/necessary after hour work noted above. The US or designee shall document the date and time of the approved overtime on the STD Form 682, and shall provide a copy to the PA. The US or designee shall notate all approved overtime on the attached CDCR Form 2262 (11/12), District Overtime Report. Upon working overtime during the approved period, the PA is required to return the STD Form 682 to the US or designee, noting the actual hours worked (which shall not exceed the hours approved) and a brief synopsis of the duties completed, which would include the name, CDCR number and brief description of tasks.

b. Tasks that can be approved for overtime include, but are not limited to:

- Coverage/workload of another PA's caseload when that PA is out on leave or otherwise unavailable;
- Completing required reports such as violation, discharge or service referrals;
- Home contacts;
- Completing assigned pre-parole packets, including Pre-Release residence verification;
- Transportation and booking of a parolee, or picking up an inmate from prison;
- Supervision of cases utilizing Electronic In-Home Detention;
- Completing TIR's, Interstate requests and in custody interviews;
- Excessive OD coverage;
- Extensive parole supervision dedicated to one individual (i.e., EOP, CCC, DD3);
- Any other workload that is not directly attributable to an Agent's assigned caseload.

3. Workload Adjustment

Modifications and Adjustments

The US or designee shall review the workload summary to ensure that the weekly adjustments to workload are maintained appropriately and are equitable. However, at any time the PA has perceived that they are unable to meet the workload requirements, the PA shall case conference with the US or designee to address workload issues. There should be on-going face-to-face communication between case-carrying PA staff and the US or designee regarding workload modifications and adjustments.

Workload adjustments may include correcting the status of an offender after a court action or transferring cases between PAs. If these workload adjustments still result in excess workload, additional adjustments, such as modifying case supervision specifications as identified below or authorization of overtime may be required. When case supervision specifications are modified, the US shall note which cases' specifications have been modified for the month in the Record of Supervision, CDCR Form 1650-D. When a US makes an adjustment to a caseload to comply with this provision, they must document the remedy taken for each caseload that was adjusted. This documentation shall be made on the Caseload Roster/Unit Workload Summary. The documentation can be handwritten directly on the Unit Workload Summary or by attaching copies of the approved STD Form 682 from each Agent.

The Department retains the discretion to determine which of the below options can be selected to adjust PA workload to manage CPSRM caseloads. When it is determined by the US that a workload/overtime adjustment is necessary, the US or designee shall:

- a. Modify case supervision workload specifications;
- b. Authorize paid overtime; or
- c. Utilize a combination of the above.

If issues are not resolved after raising concerns at the local/Unit level regarding a failure to modify case supervision workload specifications and/or authorize paid overtime, CCPOA may elevate those concerns through the Regional chain of command, up to and including the Regional Parole Administrator for further discussion.

4. US or Designee (On the First Working Day of Month)

a. Reviews all active and non-active cases on the roster.

- (i) Meets with Parole Agents to reconcile caseload rosters to ensure parolees are appropriately classified.
- (ii) Reviews workload assigned to each PA on the Unit Workload Summary Report, to include the PA II.
- (iii) Caseload reconciliation should be an on-going process and is not restricted to the first working day of the month. However, the initial roster reconciliation at the first of the month must be completed.

b. Waiver of Specifications

The waiving of case contact specifications or other workload is the sole responsibility of the US. Each case must be considered on a case-by-case basis relative to the individual parolee's case factors and specific needs. When tasks are waived, the US shall note this decision on the Record of Supervision. The US shall normally refrain from waiving cases which present a de minimus impact on workload (i.e., in-custody cases) as defined by DAPO. The US may waive the following tasks:

(i) Home visits;

- (a) Home visits shall not be waived for the same parolee during two (2) consecutive months unless the parolee is homeless or the parolee resides in a geographically remote area (under these circumstances, the US, considering public safety, may waive this contact).
- (b) The US may waive the requirement of home visits being unannounced to allow the PA to notify the parolee in advance of the home visit. When this requirement is waived, the PA shall document the parolee's notification on the Record of Supervision.

(ii) Additional face-to-face contacts;

(iii) Anti-narcotic tests;

(iv) Significant collateral contacts;

(v) Resource contacts; and

(vi) Pre-release residence verification – residence verification (CDCR Form 1658) must then be completed during the initial home visit.

c. Except as provided below, the US may not waive the following tasks:

- Initial interview;
- Initial home visit (The US may, however, waive the time frame so that the Agent has more time to complete this task.);
- Comprehensive interview;
- Residence verification (CDCR Form 1658);
- Goal and progress reports;

- Case Conference Review (CDCR Form 1657) – Other than Case Conference Review while a parolee is in the transition phase, a parolee's participation is not required during Case Conference Reviews;
- Violation reports; or
- Discharge review reports.

The Regional Parole Administrator, however, has the authority to waive any of the foregoing specifications, except violations reports and discharge review reports.

I. Training Related Overtime

Training shall be considered in determining whether overtime approval is necessary to allow PAs to meet specifications for their caseloads. However, overtime does not necessarily result from training. A PA III or PA II Supervisor determined to be a certified instructor in block training courses may be utilized in an effort to mitigate the need for overtime expenditures.

J. Tracking and Monitoring the Use of Overtime

The US or designee shall report planned and unplanned, use of overtime to the District Administrator (DA) who is responsible for overseeing and managing the overall parole supervision efforts at the field parole unit level.

At the end of each month, the US or designee shall submit the CDCR Form 2262, and the CDCR Form 3044 to the DA. By the fifth (5th) of each month, the DA shall electronically forward the preceding month's CDCR Form 2262 to their respective Deputy Regional Parole Administrator. By the tenth (10th) of each month, the Deputy Regional Parole Administrator or designee shall electronically forward one consolidated Regional Overtime Report, on the attached CDCR Form 2263 (11/12), Regional Overtime Report, to the Deputy Director, DAPO Headquarters.

In order to ensure compliance with this provision, the Regional Overtime Reports and related documents shall be reviewed by the DAPO Headquarters and Regional Executive Staff on a monthly basis. PAs shall not conduct State business outside of approved scheduled work hours or approved overtime, as articulated in this provision.

K. Reporting

Prior to ratification of this MOU, the parties agree to meet and commence developing a new Position Vacancy/Utilization Report that will reflect actual viable vacancies, as well as include information regarding budgeted positions and the location of positions (funded/blanket) in a more real-time manner than SCO's MIRS report. If there are disputes or concerns regarding availability of or access to this information, either CCPOA or DAPO may engage the CDCR Chief of Labor to assist in resolving the dispute/concern.

This Report, once development is complete, will be provided to CCPOA upon request, but in no event more often than quarterly.

L. Remedies

This section is subject to the grievance procedure delineated in Article VI of this Agreement, including full arbitration. However, remedies for a violation of this section shall not include monetary compensation, provided that the foregoing limitation shall not prevent issuance of a monetary remedy based on a finding of a simultaneous violation of one or more other sections of this Agreement.

19.09 PA Uniforms - Exposed Carry, Visible Identifiers, Uniforms and BPAA Attire

PAs will exercise discretion whether to be visibly armed in the community (exposed carry). In exercising this discretion, and in the interest of public safety, PAs will visibly display DAPO-approved identifiers and clearly identify themselves as Peace Officers in the community as the need arises. These identifiers will abide by the current best practices documented in current DAPO policy.

Parole Agent students assigned to the Basic Parole Agent Academy (BPAA) will be required to wear BPAA-approved and provided attire consisting of pants, a belt, and a polo shirt. If the student chooses to purchase their own academy attire, the attire must be approved by the BPAA Director, Commander or Coordinators consistent with DAPO policy. Students will also be required to provide their own athletic or boot style shoes.

19.10 DAPO Joint Labor-Management Meetings and Meetings with the Director of DAPO/Undersecretary of Operations

A. **DAPO JLM:** Unless mutually agreed otherwise by both parties, CCPOA (with up to four [4] members and a CCPOA Field Representative) and DAPO (with regional/statewide representatives and OLR in attendance) will conduct quarterly Joint Labor/Management (JLM) meetings to discuss ongoing labor relations issues and maintain communication and dialogue regarding: contract administration and items of mutual interest or of concern to each party in an effort to resolve issues at the lowest level. Agendas may be requested by either party and will be provided no later than seven (7) business days prior to the JLM meeting. The parties reserve the right on a case-by-case basis to add time-sensitive, urgent items to the agenda. The party adding such last-minute items, however, shall come to the meetings with specifics and/or documents relating to the underlying issue. CCPOA members will be released on Official Business (OB) time and shall suffer no loss of compensation in connection with attending these quarterly meetings. Any mutually agreed upon additional attendees shall either be on their own time or RTB. The parties, upon mutual approval of the CDCR and CCPOAs Chiefs of Labor, may schedule up to two (2) additional JLM meetings annually.

PSA issues will be included in JLM meetings.

B. **Director Meetings:** For the term of this agreement, the parties agree to pilot an additional, higher-level meeting. CCPOA (with up to four [4] members and the CCPOA Chief of Labor or designee) may, in addition to the quarterly JLM above, request a quarterly meeting to be scheduled on a mutually agreed upon date with the DAPO Director and OLR to discuss issues, concerns or ideas regarding the following items:

- Safety Equipment (i.e., ballistic vest options that are concealable and appropriate for daily wear for PAs, Electronic Control Devices [ECDs], and protective equipment/kits);
- Communication Devices (i.e., exploring efficiency, efficacy, updates, upgrades, capabilities, maintenance and distribution of smart phones and radios and the potential use of tablets);
- Course of Fire requirements, training/remediation opportunities, scheduling range time and improving scheduling/communication protocols;
- PA Vehicles (i.e., storage capacity of vehicles, Vehicle Home Storage Permits, rules regarding PAs storing their vehicles overnight at a safe, preapproved location en route to their residence, code 3 lights within the SEB unit vehicle pool, vehicle replacement survey policy), and Department of General Services requirements/exceptions related to PA vehicles;
- Parole Agent Academy curriculum and length extensions;
- OB/RTB caseload reduction considerations;
- PSA issues not resolved at JLM above; and
- Exploration of Unit Preference Options for PAs.

CCPOA will provide an agenda to the CDCR Chief of Labor no later than seven (7) business days prior to the Director meeting. The parties reserve the right on a case-by-case basis to add time-sensitive, urgent items to the agenda. The party adding such last-minute items, however, shall come to the meetings with specifics and/or documents relating to the underlying issue. CCPOA members will be released on Official Business (OB) time and shall suffer no loss of compensation in connection with these Director's meetings. Any mutually agreed upon additional attendees shall either be on their own time or RTB.

For the first four (4) Director Meetings, the Undersecretary of Operations shall be present. Afterward, if either party believes it would be helpful to the discussions, they may request that the Undersecretary of Operations attend a Director's Meeting.

19.11 PA Vacation Scheduling and Use of Leave Credits

- A. During the period of October 1 through October 31 of each year, Agents may submit a vacation request for the following year to their supervisor. In the event that an Agent will be absent during the period listed above, they may submit their request to the supervisor prior to the leave. No later than December 1, the reviewing supervisor will approve or deny the vacation request in writing for the following calendar year. Requests to modify or rescind a previous vacation request must be submitted in writing no less than thirty (30) calendar days prior to the scheduled vacation.
- B. When multiple Parole Agents request the same vacation slots and the supervisor cannot grant the requests to all employees in the same Parole Unit making requests for the same vacation time, approval shall be granted in seniority order. For example, if four (4) Parole Agents submit vacation requests for the same time period and the supervisor determines that work conditions for the Parole Unit require that only three (3) Parole Agents can be absent during the time period, the three (3) most senior Parole Agents' vacation requests will be approved.
- C. Single day leave usage requests shall be submitted with a PA's monthly schedule and, if granted, will be based on BU6 seniority. Any subsequent single day leave usage requests shall not be unreasonably denied and, if granted, will be on a first come first served basis.

19.12 CPSRM Parole Agent I Workload Study

DAPO has contracted with University of California of Los Angeles (UCLA) to conduct a workload study for DAPO Parole Agent Is with CPSRM caseloads. A copy of the full and complete contract with UCLA shall be provided to CCPOA immediately.

19.13 PSA Training

- A. PSAs will normally attend annual block training at their assigned institution or assigned work location (which may be in-person or virtual at management discretion).
- B. The State and CCPOA agree that within ninety (90) days of ratification and approval of the MOU, the parties will commence local joint labor management discussions with CDCR and CCPOA Labors' involvement regarding online access to PSA-specific voluntary cross-training (e.g., COMPAS, ARMS, SOMS, ERMS, LMS, etc.), which will be conducted on the PSA's own time.

19.14 CDCR PSA Workweek, Work Schedule, Travel Time

- A. The normal work schedule for CDCR PSAs shall be a four (4) day workweek (DAPO institutional and DRP PSAs) or five (5) day workweek (DAPO, BPH and DRP PSAs), as dictated by the workload, and approved by the supervisor in accordance with paragraph B. below. The PSA may schedule, with supervisor approval, other than an eight (8) or ten (10) hour day. The workweek shall start on Monday and end on Friday.

PSAs may elect the daily start and stop times consistent with the supervisory approval contained in this section.

Except as emergency and operational needs dictate, work hours, subject to supervisor approval, will be scheduled between 0600 and 1800 (DAPO institutional and DRP PSAs); between 0700 and 1700 (BPH PSAs), and between 0800 and 1700 (DAPO Unit PSAs).

- B. Each PSA shall submit a proposed work schedule to the supervisor for each month at least seven (7) calendar days, but no more than fourteen (14) calendar days, prior to the beginning of the scheduled month for supervisors' approval.

The supervisor shall ensure that all PSAs comply with the scheduling requirements of the contract and the meeting of operational needs. The supervisor shall approve the work schedule at least three (3) days prior to the scheduled month, unless it can be documented that the scheduled work hours as submitted would be detrimental to the needs of the office or would hinder the PSA in the performance of their duties and responsibilities. This documentation shall be provided if requested by the employee. If the PSA does not submit a monthly work schedule, the supervisor will assign the work schedule.

During the scheduled month, the supervisor may occasionally adjust the work hours based on operational needs with written justification to the PSA. This adjustment shall not be intended to avoid the assignment of voluntary overtime. PSA requested changes in the work schedules, excluding emergencies, will require prior supervisor approval. PSAs will advise the supervisor of emergency changes no later than the next workday.

C. Travel Time

The CTP PSAs shall be paid beginning at the time of arrival at their assigned institution.

- D. The Department shall attempt to provide reasonable advance notice of scheduled mandatory training.
- E. PSAs directed to work beyond their scheduled and approved work hours will be paid appropriately and not have a subsequent shift shortened by management to avoid overtime.
- F. PSAs shall request overtime based on excess workload on an STD 682 that includes the justification for supervisory consideration. Denials shall be provided in writing to the employee with a copy of the initial request.

19.15 PSA Vacation Scheduling and Use of Leave Credits

- A. During the period of October 1 through October 31 of each year, PSAs may submit a vacation request for the following year to their supervisor. In the event that a PSA will be absent during the period listed above, they may submit their request to the supervisor prior to the leave. No later than December 1, the reviewing supervisor will approve or deny the vacation request in writing for the following calendar year. Requests to modify or rescind a previous vacation request must be submitted in writing no less than thirty (30) calendar days prior to the scheduled vacation.
- B. When multiple PSAs request the same vacation slots and the supervisor cannot grant the requests to all employees in the same worksite making requests for the same vacation time, approval shall be granted in seniority order. For example, if three (3) PSAs submit vacation requests for the same time period and the supervisor determines that work conditions for the worksite require that only two (2) PSAs can be absent during the time period, the two (2) most senior PSA's vacation requests will be approved.
- C. Single day leave usage requests shall be submitted with a PSA's monthly schedule and, if granted, will be based on BU6 seniority. Any subsequent single day leave usage requests shall not be unreasonably denied and, if granted, will be on a first come first served basis.

ARTICLE XX
CORRECTIONAL COUNSELORS I

20.01 Correctional Counselor I Work Hours

A. Work Schedules

1. The normal work schedule for Correctional Counselors shall be either a four (4) day or five (5) day workweek, Monday through Friday up to a maximum of twelve (12) hours per day.
2. The Counselor may deviate/flex from the normal workdays or core hours (e.g., 0500-1300 or 1200-2000) with prior supervisory approval.
3. Certain core hours that must be covered appropriately, may be set by individual institutions so long as the core hours fall between 0600 to 1800 and will be communicated to CC Is via memoranda.

- B. Each Correctional Counselor shall submit a work schedule to the supervisor for each calendar month at least seven (7) calendar days, but no more than fourteen (14) calendar days, prior to the beginning of each work period. Schedules must reflect a total of forty (40) hours for the seven (7) day 7k work period. In submitting their schedule for supervisory approval, each Correctional Counselor will propose whether or not they will take a lunch break during the period of time which is covered by that schedule. The supervisor shall approve the work schedule at the facility/Complex using BU6 seniority at least three (3) days prior to the scheduled work period, provided it meets the Correctional Counselor's duties, responsibilities and institutional need, and is consistent with paragraph A. above. If a requested work schedule is denied, the specific reasons for the denial will be given to the employee in writing. All denials must be based on case circumstances specific to a counselor's duties rather than "blanket denials." Denials of a work schedule shall not be based solely upon overdue casework. If the Correctional Counselor does not submit a work schedule, the supervisor will assign the work schedule.

A work schedule may be denied to fulfill the need to cover the core hours identified in paragraph A. above. The rejection of one or more schedules because of this need to cover core hours shall not be deemed a blanket denial.

If there are no volunteers, the necessary core hour coverage shall be determined by inverse seniority.

- C. Current daytime schedules will be maintained unless deviation therefrom is mutually agreed to by the supervisor and employee. The institution may require Correctional Counselors, excluding camp counselors, working a given unit (on a non-overtime basis) to work up to one (1) evening per week (up to 2030 hours) based on legitimate institutional program needs. Evening work is defined as those hours worked after 1800 hours. None of this precludes scheduled or unscheduled overtime work.
- D. Positions that are required to attend IDTT for Inpatient Psychiatric Care (e.g., mental health crisis bed and PIP with a fifty [50] or more bed capacity), which will be noted on the duty statements and job bulletins, may include one day of weekend work.

Designated positions will not exceed two (2) and will either have Friday/Saturday or Sunday/Monday as RDOs.

- E. The supervisor may occasionally require a work schedule change for events that were not originally foreseen when the work schedule was originally submitted. This might occasionally include evening work or a weekend day, but shall be based on legitimate institutional program needs. The supervisor shall give a seven (7) calendar day prior notice for this temporary change. The notice shall be in writing and document the specific reasons for the change.
- F. Employee-requested changes in the work schedule will require supervisory approval.

20.02 Correctional Counselor I Workload

- A. CDCR shall provide equitable workload assignments for all Correctional Counselors within an institution. The status of Correctional Counselor workload assignments shall be monitored by management, and appropriate steps will be taken to balance the workload. The Correctional Counselor can request an accommodation via the Classification Services Unit (CSU) SharePoint site/comparable system that details with specificity the Correctional Counselor's concerns regarding timely completion of workload. The Hiring Authority/Correctional Counselor II (Supervisor) has a total of four (4) business days to respond via the CSU SharePoint site/comparable system and to adjust the Correctional Counselor I's workload.

The Hiring Authority or designee shall authorize overtime, when necessary, or a reasonable accommodation will be made to avoid unrealistic work expectations, which may occur as a result of any of the following examples: the number and complexity of cases (including whether caseload is above the established ratios), institutional conversions/transfers, implementation of special programs/administrative bulletins, leaves of absence (including vacation), prolonged illness, out-of-class assignments, training of new employees and introduction of new technology or operational systems.

Correctional Counselors utilized for short-term, non-emergency (e.g., cell searches, yard sweeps, or escorts) and acting assignments which preclude them from performing their full range of normal duties shall be reasonably accommodated by reassigning the duties to another Correctional Counselor, postponing deadlines or authorizing overtime when a need exists. Short-term shall be defined as less than two (2) hours, not an entire shift, multiple days, or multiple CC Is to make up a day (e.g., each CC I does a two-(2-) hour shift until eight [8] hours is complete).

A Correctional Counselor shall not be expected to act as the supervisor in the Unit Classification Committee (UCC) when the supervisor is also on duty, except in extremely rare circumstances.

- B. The Hiring Authority shall fill vacant positions and/or new positions in a timely manner.
- C. In order to increase inmate access to counselors, Correctional Counselors shall be able to ducaat inmates for classification and other related casework subject to administrative approval.
- D. The parties agree to convene an annual committee, to meet at the start of the calendar year, to review and assess possible redistribution of Correctional Counselor I workload.
- E. A copy of the Correctional Counselor semi-annual report will be provided to CCPOA.
- F. The State agrees that separate and apart from the monthly Labor Management Meeting, local administrations will meet upon request with CCPOA Chapter President or designee and a CC I representative to discuss CC I workload issues. The parties agree that these meetings will occur no more than twice a month.

If workload issues are not resolved at the local level, the Union can reduce their concerns to writing and meet/teleconference with the Assistant Deputy Director, Facility Support within ten (10) calendar days of the request. CCPOA's documentation should be submitted to the CDCR Chief of Labor at least forty-eight (48) hours before the meeting.

- G. The State shall offer testing for the Correctional Counselor classification every three (3) years pursuant to Government Code. The Correctional Counselor I hiring list shall remain in effect until the next test is offered, unless otherwise proscribed in the Government Code.
- H. The parties agree that the SOMS agreement dated February 26, 2015, and subsequent SOMS agreements are hereby incorporated into this MOU by reference and are subject to MOU Section 27.01, Subsection C. for the term of this MOU.

20.03 Post and Bid by Seniority for Correctional Counselor Is

There shall be seventy percent (70%) of each institution's budgeted CC I positions assigned by Unit 6 seniority (bid positions) and thirty percent (30%) shall be assigned by management (management positions). All bid/management CC I positions shall have a description of assigned position and location.

A. CC I Eligibility for Post and Bid

1. Must be a permanent full-time or Limited Term CC I.
Limited Term CC Is are eligible to participate if CC I apprenticeship requirements have been completed.
2. Performance evaluations will not be considered in determining eligibility or participation in the Post and Bid process.
3. CC Is who laterally transfer and report on or before the bid process begins (i.e., first Monday in November) will be permitted to bid.

B. Post and Bid Process

Post and bid selections shall typically be in place for three (3) calendar years. For purposes of this MOU, the next bid is scheduled to commence in November 2025.

1. **Determining the 70/30 Split:** A Local Joint Labor/Management Post and Bid Committee at each institution will meet to identify the total number of institutional posts, which will be seventy percent (70%) of the total authorized posts listed on the Master Assignment Roster. The remaining thirty percent (30%) shall be designated as management positions. The following posts may be exempted from the Post and Bid process but **will** be included in the count for purposes of establishing the foregoing 70/30 calculations: (1) Administrative Segregation Unit posts at the CC I level and (2) Non-Case Carrying posts at the CC I level. Such determinations must be made no later than the first Monday of November.
2. **Seniority:** On the first Monday in November, the Personnel Assignments Office (PAO) at each institution will post an updated seniority roster. CC Is alleging errors in the computation of seniority dates may file a complaint to the Personnel Assignments Lieutenant. If unresolved, the CC I may submit to the Hiring Authority for second (2nd) level review with resolution required within fourteen (14) days of the posting of the seniority roster. The second (2nd) level shall be the final level of review in the complaint process. Errors in favor of the CC I will result in the adjustment of the CC I seniority date at their institution.
3. **Posting of Positions/Bid Forms:** On the second Monday in November, the PAO at each institution will make the standardized bid forms available and publish a listing of CC I positions available for bid that will include the date the bid forms are due. This list shall be posted publicly (e.g., outside the PAO, on a public bulletin board and/or the institutional share drive).
4. **Submission of Bid Forms:** Completed CC I bid forms must be submitted to the PAO or designated PAO drop box, on or before the close of business on the second Monday of December. At the time the CC I submits the bid form, it will be date-stamped and a copy given to the CC I. The original will be retained in the PAO.
5. **Walk-Up Bid:** Institutions may use a walk-up bid process. Any disputes regarding this process must be resolved at the local level.

C. Time Frames

1. Beginning the first Monday of December, the PAO shall have up to twenty-one (21) calendar days to determine the CC Is' placement into the bid positions of their selection.

2. No later than the first Monday of January, the PAO shall publish the listing of CC Is who were successful in their bid.
3. At the time of publishing, a thirty (30) day window will be allowed for correcting errors. CC Is who believe they were placed into a position in error will have fourteen (14) calendar days to dispute the placement. Management will respond within ten (10) calendar days in writing and will make any necessary and appropriate adjustments.
4. The PAO shall publish movement sheet(s) reflecting assignment changes. The assignment changes may occur as a single process or as locally agreed.
5. Movement shall take place the first Monday of February in line with CC I caseload expectations.

D. Caseload Expectations

Prior to vacating their previously assigned position, CC Is shall work with their supervisor to ensure completion of casework (e.g., BITS, Annual Reviews, Initials/Intake).

E. Continuous Bid Process

If there is no interest in a vacant bid position, management shall fill the position by existing rules, policies and practices. For those positions retained by management, existing rules, policies and practices, with regard to filling vacancies, shall remain in effect.

1. Vacant CC I positions will be posted on the first Monday of each month and remain posted for ten (10) calendar days. Any eligible CC I will be allowed to bid including those already in a bid position. No continuous bids will be accepted after the expiration of the ten (10) calendar days posting period.
2. Results for those who were successful in their continuous bid will be posted by the fourth Monday of each month. All job changes will have an effective date of not more than fourteen (14) calendar days from the date of the posting results.
3. Subsequent to the initial Post and Bid, an otherwise eligible CC I may participate in the continuous bid process up to six (6) times during the bid period. Conditional bids count toward this limit. Bids due to deactivations shall not count towards this cap.
4. CC Is who laterally transfer and have reported may bid on any vacant bid position.
5. After a CC I completes the apprenticeship program, they can bid on any vacant seniority position.

F. Conditional Bid Process

The Conditional Bid Process will be the process in which CC I positions are filled on a temporary basis. Once it is determined that a CC I position could be temporarily vacant for more than thirty (30) calendar days, the CC I position will be posted for a "conditional bid". A CC I displaced from a conditional bid may participate in the continuous bid process.

G. Changes to Bid Position: A legitimate reason to change a bid position would be if the CC I bid position becomes a specialized unit requiring specific knowledge, skills and training for casework.

1. The local Chapter President and/or designee and the affected CC I must be notified in writing prior to the change as to the specific reasons for the change. The CC I will have the first right of refusal for special training to do the special needs casework; therefore, no change would be necessary.
2. The affected CC I may either: (a) remain in the position, (b) bid to a vacant bid position, or (c) request placement and be placed in any vacant management position. If the affected CC I accepts the management position, then the bid position reverts to management until the CC I returns to another bid position.

H. Disputes

All disputes concerning Post and Bid issues that cannot be resolved at the local level shall be directed to the Joint Labor/Management Committee.

1. All disputes concerning Post and Bid issues that are unable to be resolved at the local level shall be directed to the Joint Labor/Management Committee for final resolution, as the final level of review. The Joint Labor/Management Committee shall be comprised with equal representation of three (3) persons appointed by the Secretary or designee of CDCR and CCPOA, respectively. Disputes will be resolved by majority vote. In the event of a tie vote, the Secretary shall make the final determination.
 2. Any dispute regarding Post and Bid issues will begin with a grievance filed directly at second (2nd) level (Step 2). The affected CC I must file the grievance within twenty-one (21) days of the action giving rise to the dispute. The Hiring Authority must respond to the grievance within ten (10) days of filing. If the issue is not resolved at the local level, the grievance will be referred to the next available Joint Labor/Management Committee for resolution, unless the parties mutually agree otherwise.
 3. If the jurisdiction of the Joint Labor/Management Committee is in question, the grievance will be referred to the Joint Labor/Management Committee for resolution. Should the Joint Labor/Management Committee determine the issue is not related to Post and Bid, the grievance will be directed to the appropriate level for disposition. All decisions reached by the Joint Labor/Management Committee will be reduced to writing and implemented within fifteen (15) days unless otherwise mutually agreed to by the committee.
 4. The Joint Labor/Management Committee will meet as necessary to hold committee meetings. At least ten (10) days prior to the scheduled meeting, an agenda of the grievances to be heard and considered shall be provided to CDCR's Chief of Labor. If there are two (2) or fewer grievances to be heard, the meeting will be cancelled and the grievances rescheduled. This meeting shall not be delayed for more than one (1) calendar month. The parties agree that the Joint Labor/Management Committee shall use their meeting time efficiently.
- I. **Lock-Up Units:** A CC I who bids to a lock-up unit cannot remain longer than two (2) years without an approved management exemption. When a CC I requests to stay longer, local management may, on an exception basis, approve an exemption.
- J. **Management Rights:** Nothing in this section shall diminish management's right to carry out Departmental goals and objectives or interfere with management's rights to meet operational needs. The afore-stated will not be done in an arbitrary or capricious manner.

20.04 Counselor Policy Committee

- A. The Counselor Policy Committee (CPC) shall continue during the term of this contract consistent with current practice, which may be modified upon mutual agreement. The CPC shall meet once every two (2) months unless mutually agreed by both parties to convene less or more frequently. No later than fourteen (14) days prior to CPC meeting, CCPOA shall provide a detailed agenda to CDCR OLR. Within seven (7) days from receipt of the agenda, Management will review and respond to the agenda provided and may also add agenda items as necessary.
1. Any grievances resolved by CPC shall be considered a 3rd Level response and resolution. If the CPC resolves a grievance then the decision shall be final and binding on both parties.
 2. If the CPC 3rd Level resolution is not reasonably implemented within fifteen (15) calendar days, the issue shall be elevated to either the Associate or Deputy Director as follows:
 - a. Local Issues: the appropriate Associate Director for the affected facility shall respond within fifteen (15) calendar days.

- b. Statewide Issues: the Deputy Director of Operations of DAI Facility Operations. The AD/DD shall respond within thirty (30) calendar days. If unsatisfied with the AD/DD response, the grievance will be elevated to the next level consistent with Article VI.
- 3. If the CPC is unable to come to a mutually agreed upon resolution/response to a grievance, the documented response indicating the reason shall be elevated to either the Associate or Deputy Director as follows:
 - a. Local Issues: the appropriate Associate Director for the affected facility. If unsatisfied with the AD/DD response, the grievance will be elevated to the next level consistent with Article VI.
 - b. Statewide Issues: the Deputy Director of Operations of DAI Facility Operations. The AD/DD shall respond within fifteen (15) calendar days. If unsatisfied with the AD/DD response, the grievance will be elevated to the next level consistent with Article VI.
- B. The State and CCPOA agree to maintain a committee consisting of up to three (3) Management employees and up to three (3) Rank & File employees for the purpose of the CPC. The parties by mutual agreement may include additional people as appropriate.
- C. All timelines in this section may be extended by mutual agreement of the parties.
- D. The CPC members shall receive a current copy of the Reasonable Workload Accommodation Report from the CSU SharePoint site on a monthly basis. Up to three (3) CPC members may receive eight (8) hours of time off, equally distributed between OB and RTB, to assess and research the issues presented in the Reasonable Workload Accommodation Report for up to the six (6) months per year that the CPC does not meet.
- E. The CCPOA CPC members shall receive remote access to SOMS for CPC related functions.

20.05 Correctional Counselor Vacation Leave

- A. No later than December 1 of each year, each Correctional Counselor shall submit vacation requests for the following year to their supervisor. No later than January 1, the reviewing supervisor will approve or deny the vacation request in writing.
- B. When multiple Correctional Counselors request the same vacation time and the supervisor cannot grant the requests to all employees in the same work area making requests for the same vacation time, approval shall be granted in seniority order. For example, if seven (7) counselors submit vacation requests for the same time period and the supervisor determines that work conditions for the work area require that only five (5) counselors can be absent during the time period, then the five (5) most senior counselors' vacation requests will be the ones approved.
- C. Vacation requests shall not be unreasonably denied. Denial of vacation requests shall not be solely based upon having overdue casework.

20.06 Correctional Counselor I Requested Transfers Between Appointing Authorities

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

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

- B. Correctional Counselor I (CC I) employees desiring to transfer shall apply in writing in a manner prescribed by the State to the Hiring Authority of the institution to which the employee desires to transfer.

Such requests shall be to permanent positions in the same department within the employee's same classification. The employee's written requests shall be processed within thirty (30) days of submission and placed in seniority order with those of others who have similarly filed a request to the same position at the location. The Hiring Authority or designee shall provide the employee submitting a request for transfer a date-stamped or initialed and timed copy of the first page of the transfer request. Employee requests shall be kept on file at the location through June 30 of each fiscal year or removed earlier at the request of the employee. At the request of the CCPOA Chapter President, the location of employee transfer files will be furnished to the Chapter President.

- C. The State agrees to fill true vacancies in the CC I classification at institutions by either lateral transfers, list appointment and reinstatements, excluding mandatory reinstatements. In the interest of facilitating lateral transfers, two (2) of every five (5) vacancies filled in the CC I Classification must be via lateral transfers. Offers to fill by lateral transfers will be made on a seniority basis consistent with B. above. A reconciliation of the lateral transfers will be made six (6) months after ratification of the MOU and every six (6) months thereafter with each local Chapter President and the Hiring Authority.
- D. When lateral transfer is the means being used to fill a vacant position, the most senior employee with a request to transfer on file at that location shall be transferred provided that (1) the employee is not currently under investigation for misbehavior which could lead to adverse action, (2) the employee does not have an unexpired adverse action in their Official Personnel File, (3) has not had an overall substandard performance evaluation in the preceding twelve (12) months, and (4) the employee must have completed the probationary period and apprenticeship program.
- E. Those employees who obtained employee-requested transfer under the provisions of this section shall not be eligible to utilize the provisions of this section for a period of two (2) years from the effective date of such transfer unless the employee has demonstrated a hardship that did not exist at the time of the initial transfer.
- F. This procedure may be superseded in favor of an employee requesting a transfer based on a bona fide hardship. If the matter is contested, the Hiring Authority or designee shall explain the basis for the waiving of this section to CCPOA's local Chief Job Steward or designee and/or CCPOA's representative.
- G. Travel Time Allowance: Upon request, the State may authorize an employee to take a reasonable amount of vacation, PLP, furlough, CTO, or holiday time off between transfers from one institution to another where the transfer requires the employee to move their residence. Such requests will not be unreasonably denied by the sending institution.

20.07 Correctional Counselor I Overtime

- A. The State shall establish and maintain a seniority roster for all CC Is at each work location.
- B. Each Institution will maintain a local agreement regarding voluntary overtime for CC Is. This agreement may include offering overtime assignments to CC Is on the same Yard/Facility as the affected caseload prior to offering to CC Is throughout the institution, subject to mutual agreement. This agreement will be reduced to writing, signed and copies provided to the CCPOA Chief of Labor and CDCR Chief of Labor.

If unable to reach an agreement locally, the issue will be elevated to the CCPOA Chief of Labor and the CDCR Chief of Labor.

- C. To the extent that a CC I has workload/caseload concerns, they may request reasonable accommodation consistent with the process outlined in 20.02 A. In the event there are concerns with a reasonable accommodation denial, CCPOA can pursue the appropriate avenues outlined in 20.02 F.
- D. Voluntary and involuntary overtime violations are addressed consistent with Sections 12.05 H. and 12.06 J., respectively.

20.08 Computer Access

For work-related research (i.e., casework, arrest reports, etc.), all Correctional Counselor computers shall be equipped with access to the internet subject to CDCR's security requirements. Employees approved per MOU Section 9.07 in an Out-of-Classification (OOC) Correctional Counselor assignment shall be given internet access during the duration of their OOC assignment.

20.09 Statewide Rehabilitative and Efficiency Measures

The State and CCPOA agree to maintain a Statewide committee consisting of up to four (4) management employees and up to four (4) rank and file employees for the purpose of focusing on meaningful rehabilitation and exploring efficiency measures designed to, for instance, eliminate needless redundancies. This committee is not intended to address local issues. The committee will meet at least semi-annually, but more often upon mutual agreement. It is the intent of this committee to continue to have meaningful and productive communications regarding rehabilitative and efficiency measures.

ARTICLE XXI

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ARTICLE XXIII

TRANSPORTATION UNITS

23.01 CDCR Transportation Unit Assignments and Hours

Due to the uncertainty of schedules and transport requirements, all Statewide Transportation Unit (STU) employees have varied hours. Normally, the start times will be during the morning hours; however, there are instances that will require start times outside of the usual or accustomed hours based on operational needs.

- A. Any employee assigned to transport inmates shall be compensated for all hours during which they are performing assigned duties. When on an overnight trip of eight (8) hours or more, a reasonable amount of time, not to exceed one-half ($\frac{1}{2}$) hour, will be allowed to travel from the worksite to approved overnight lodgings.
- B. When on an overnight trip of eight (8) hours or more, the employee shall be allowed a full eight (8) hours between shifts.
- C. Any transportation officer scheduled for, or called back to, work who upon reporting is subsequently instructed not to work shall be entitled to four (4) hours of compensation at their regular salary rate.
- D. Where work is completed prior to the end of an eight (8) hour day, the State may allow the officer, upon request, to utilize leave credits for the remainder of the eight-hour (8) shift.
- E. Assignments
 - 1. Staff assigned to work on the buses will be considered "Intrastate" (I/S) staff during that specific week. Staff not assigned to the I/S will be considered "Hub" staff.
 - 2. Each Hub will create a yearly I/S Rotational Schedule after the conclusion of the vacation bid, and officers will be assigned in seniority order.
 - 3. Hub staff shall perform transports via assigned STU vehicles or be assigned other duties as required. Generally, Hub staff will be notified of their assignments the day prior. The State will endeavor to provide notice of layovers at least three (3) days in advance.

4. The objective during scheduling staff assignments is to distribute the weekly workload equitably amongst all available staff.
5. Assignments may require overnight travel, ranging from one (1) to four (4) nights of layover. STU staff shall take their personal belongings with them when leaving the approved overnight lodging. This requirement will ensure that staff are personally prepared to relocate, as required.
6. The I/S Bus Schedule Listing (BSL) shall be developed on a weekly basis by Statewide Scheduling. The BSL is normally finalized every Wednesday for the following week. The number of bus schedules is dictated by the operational needs of the Department.

F. Filling of Vacant Intrastate Bus Assignments

The Missed Intrastate Assignment (MIA) list will be comprised of officers that missed a bus run due to an issue outside the officer's control, such as no run available or a cancellation of the run (i.e., not due to the officer's personal absence). Once an officer is placed on the MIA list, they, irrespective of seniority, shall not be removed from a subsequently scheduled I/S run if it also is no run available/cancelled and shall remain on the MIA list until they are assigned off the MIA list. Stated differently, an officer will not have two (2) consecutive missed bus runs due to no run available/cancellation.

Should an officer remain on the MIA list for two (2) months, they will be assigned by management to fill-in for staff absences and vacancies and then removed from the MIA list.

The Fill-In list is available for sign-ups in the Hub office for STU officers not pre-scheduled for the I/S. Except as provided above, vacancies on bus runs occurring on the I/S Bus Assignment Schedule due to staff absences or vacancies will be filled utilizing the Fill-In list until all assignments are filled. At each Hub, assignments from the Fill-In list will be seniority-based on a weekly basis. Staff with pre-approved leave will not be scheduled for I/S Fill-In assignments.

If an officer on the MIA list secures a Fill-In make-up assignment, they will be removed from the MIA list.

G. Extradition Assignments

Extradition staff may be required to conduct transports outside of their normally assigned extradition duties, to include additional assignments to the Northern Transportation Hub (NTH) or placement at local institutions based on workload. Extradition staff shall not displace (bump) NTH staff. Every effort will be made to give staff as much advanced notice of their assignment. In an effort to provide each Extradition staff forty (40) hours of work per week during times of decreased workload, temporary redirects will be accomplished first by canvassing for volunteers and then by inverse seniority if needed, except when precluded by operational needs of the Extradition Unit (e.g., gender-specific extradition, high-risk transport).

H. Overtime (Weekend and Holiday) Assignments

1. All STU staff are able to sign up for monthly overtime at their assigned work location via the Overtime Sign-Up list.
2. If the Overtime Sign-Up list has been exhausted and vacant assignments remain, staff will be assigned to the vacancies utilizing inverse seniority.
3. If the overtime assignment is cancelled prior to the date of the transport and there is no other overtime assignment available, the affected employee will only have the option to bump the last person hired for overtime, as long as the cancellation occurred before the close of business the day prior.

23.02 CDCR Statewide Transportation and Unit Training

The State shall ensure Statewide Transportation officers assigned to transportation teams are scheduled for Class B commercial driver's license (CDL) training within thirty (30) days of being assigned to the position.

23.03 CDCR Statewide Transportation Unit Quarterly Joint Labor Management Committee

CDCR and CCPOA will continue to schedule quarterly joint labor/management meetings in January, April, July, and October in order to discuss ongoing labor relations issues and to maintain on-going communications. This committee will consist of up to four (4) STU employees (who will be released on Official Business [OB] time and shall suffer no loss of compensation) and management employees who are subject matter experts and have the authority to respond to agenda items for the purpose of the STU JLMC. CCPOA will provide the agenda three (3) weeks prior to the scheduled meeting. The parties reserve the right on a case-by-case basis to add time sensitive, urgent items to the agenda.

ARTICLE XXIV

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ARTICLE XXV CAMPS

25.01 DAI Camp Files

- A. The State will provide a copy of an employee's personnel file via the US Postal Service mail process upon their request.
- B. The State will ensure that the supervisory file will be maintained at the camp to which the employee is currently assigned. These files will be maintained in a central location under lock and key and accessible to the employee at their request.

25.02 Camp Continuous Hours of Work/Dead Time/Emergencies

- A. Section 11.02 shall not apply to camp officers during emergencies. Once an officer has returned to the camp from an extended emergency (three [3] days and over), the officer shall be afforded one (1) hour to complete all paperwork and clean and repack equipment in order to be ready for the next fire.

If, at that point, the officer has put in sixteen (16) or more continuous hours of work, the Department representative shall ask the officer if they are able to complete the officer's shift. If not, the officer shall be allowed to go home and have at least an eight (8) hour break. If the officer feels that they can complete that shift, they shall be allowed to do so and then be allowed the eight (8) hour break.

- B. In the event that an employee has been involuntarily ordered over and works more than sixteen (16) hours in camp, the employee will be given an eight (8) hour break. If the eight (8) hour break extends into the employee's next regularly scheduled shift, the employee shall receive paid administrative time off for the hours of the break that extended into the shift.

25.03 Camp Overtime

Camp overtime will be separated into two (2) categories: in-camp (black) or fire (red). All overtime in-camp will be calculated as black, including while working behind a position that is assigned to a fire/flood. The only in-camp overtime that will be calculated as fire (red) will be if the officer has been assigned an Overhead number (O-number) from an incident commander. O-numbers will normally be issued for Base Camp Managers, Mobile Kitchen Units (MKU), etc.

Overtime will be offered on a rotational basis starting with the lowest hours first and shall be tallied every night at 2300 hours for the preceding twenty-four (24) hours. Fire overtime shall be hired first. Overtime shall be reset to zero for all staff each January 1.

This section shall be inclusive of Camp Transportation offices. Prior to requesting Camp coverage from institutional staff, Camps will first utilize the voluntary overtime sign-up sheets and then canvas other Camps and Camp Transportation offices.

25.04 Camp Vacation Bid Time

To participate in the local vacation bid process, camp officers must be permanently assigned to and working at the camp. A seniority list shall be posted at a mutually agreed upon location prior to October 1st. The local vacation bid process shall be initiated for the following year on October 1st.

Beginning with the most senior, camp officers shall complete the local vacation bid process on or before October 31st, and the submissions shall be reviewed on the first working day of November. Camp officers shall be assigned vacation by seniority. The approved vacation schedule will be posted by December 1st of each year.

25.05 FIRE Camp Committee

The State and CCPOA agree to establish and maintain a quarterly committee to "Further Investigate Relevant Equipment" (FIRE), uniform, and working conditions germane to the camp officer experience and to address and formulate solutions to fire-related equipment access, work environment concerns, and uniform issues. The FIRE committee will consist of four (4) rank and file employees and management employees who are subject matter experts and have the authority to respond to agenda items. The committee shall meet quarterly, virtually or in person, on mutually agreed upon dates, taking the fire season under consideration. CCPOA will provide a detailed agenda fourteen (14) calendar days prior to the quarterly meeting. BU6 members will attend the meeting without loss of compensation.

ARTICLE XXVI PERMANENT INTERMITTENT APPOINTMENTS

26.01 Permanent Intermittent Appointments

- A. A Permanent Intermittent Appointment is an appointment in which the employee is to work periodically or for a fluctuating portion of the full-time work schedule. A Permanent Intermittent Employee (PIE) may work up to two thousand (2,000) hours in any calendar year.

The number of hours and schedule of work shall be determined based upon the operational needs of each department. The State will make every effort to offer each PIE, not otherwise employed by the State, an average of one hundred (100) hours of work per pay period provided that work is available and the employee is ready, willing and able to work as needed. The employer is not obligated to offer any hours to a PIE who holds or secures a full-time appointment with any State agency.

- B. Each department may establish an exclusive pool of PIEs based upon operational need.

Each department will endeavor to provide PIEs reasonable advance notice of their work schedule.

- C. Availability to Work

1. Except in camp settings, PIEs must be available to work all available shifts.
2. PIEs may be assigned regular days off, to a specific watch or area, except by local agreement or when an institutional need arises.
3. In CDCR, work assignments will be offered to PIEs based on an alphabetical rotational basis.
4. In CDCR, PIEs may be assigned to a post in two (2) week increments. PIEs assigned to these posts will be rotated using the continuous alphabetical listing every two (2) weeks.
5. In CDCR, once a PIE accepts work or refuses to work, or contact with the employee was unsuccessful, the employee will not be offered another assignment until their name reappears on the alphabetical rotation list.

6. Any refusal to work other than for reasons of verified illness (self or family), jury duty or military obligations constitutes a waiver.
7. Definitions
 - a. Contact: Verbal contact with the PIE or other adult living at the PIE's address, a page, or message left on voicemail or an answering machine.
 - b. Waiver: Verbal refusal by the employee to work when offered a work assignment. Failure to respond to an electronic page, voicemail message or answering machine message does not constitute a waiver.
8. Only three (3) waivers in a twelve (12) month period are permitted. The fourth waiver to accept a work assignment within a twelve (12) month period may result in non-punitive termination proceedings.

D. Non-availability

1. Upon request, the Hiring Authority may grant a PIE a period of non-availability not to exceed twelve (12) months during which the employee shall not be charged with a waiver. Non-availability may be granted based on the employee's enrollment in an educational program or hardship based on a documented family health care problem.
2. Approved non-availability status may impact the hours of work available to the employee.
3. The period of non-availability may be revoked based on operational needs.
4. An employee on non-availability status who files for unemployment insurance benefits shall be immediately removed from such status.

E. The Hiring Authority or designee may grant a PIE limited availability.

- F. A PIE earns one (1) "qualifying pay period" for every one hundred sixty (160) hours of paid employment in a monthly pay period or accumulated pay periods. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated. When an employee has a break in service or changes to full-time, any combination of time worked which does not equal one (1) qualifying pay period of full-time service shall not be counted or accumulated.

G. Retirement

A PIE qualifies for retirement membership after working one thousand (1,000) hours in a fiscal year (July 1 through June 30). All hours paid in a pay period are credited toward retirement membership eligibility.

After accruing one thousand (1,000) hours in a fiscal year, a portion of each employee's monthly pay is deducted and put into the retirement fund. In addition, the State contributes an amount on an employee's behalf each month according to a formula.

H. Each department will establish a date by which its PIEs shall receive their regular pay.

- I. All remaining conditions of employment that relate to the employee shall be administered in accordance with applicable rules and regulations, unless modified by this MOU.

J. Change in Time Base to Full-Time

1. To be considered for a change in time base, the PIE must:
 - a. Be eligible for a change in time base pursuant to SPB Rule 277 or be reachable on the CO eligibility list; and
 - b. Have a satisfactory performance evaluation for the prior six (6) month period or term of service, whichever is shortest. Satisfactory performance is an overall average of standard or above on the employee's most recent performance evaluation.

2. Once eligibility is determined, appointments to full-time positions will be made in accordance with Bargaining Unit 6 Institutional Seniority.

Tie breakers shall be made in the following order:

- a. Total Bargaining Unit 6 Seniority;
- b. Score on CO Eligibility List; and
- c. Last four digits of the Social Security Number (ascending order).

K. The number of PIEs in the classification of CO at each institution in CDCR, as a general rule, will not exceed twelve percent (12%) of the institutions' budgetarily-authorized CO position count. The cap may be exceeded, upon discussion with the local CCPOA Chapter President due to the following:

1. Change in status is requested by employee in writing and approved by the Hiring Authority to go from Permanent Full-Time to Permanent Intermittent.
2. When a PIE has requested in writing and has been approved by the Hiring Authority to work less than the full number of hours available to all PIEs at the institution. This exception applies when the employee works less than one hundred (100) hours.
3. Where the institution is authorized to conduct an activity or program and has been funded for said activity or program in lieu of PYs. In most instances this would be a temporary situation pending submittal and approval of a Budget Change Proposal.
4. Assignment of PIEs from the Academy when:
 - a. the PIE was not requested by the Hiring Authority, or
 - b. the PIE was requested but the need for the PIE no longer exists.
5. Where a deactivation has occurred resulting in an overage of Permanent Full-Time Employees.
6. A PIE who has declined an offer of full-time employment may not be included as an exception as it applies to K. 1. and K. 4., above.

No PIE shall be subject to an involuntary transfer or layoff as a result of implementation of this section.

Where the cap has been exceeded and the reason for it no longer exists, the institution will meet with the local CCPOA Chapter President to discuss a plan to return to the authorized level.

Disputes concerning this section shall first be brought to the attention of the Warden or designee within ten (10) calendar days of having knowledge of the alleged violation. After a face-to-face meeting with the Warden, the Warden will respond to the local Chapter President within ten (10) calendar days.

If not satisfied with the Warden's response, the matter may be appealed to the Associate Director within five (5) calendar days of receipt of the response. The Associate Director shall review all appeals at a monthly meeting, if requested by the Union. Otherwise, the Associate Director shall respond to the Union within ten (10) calendar days of receipt of the appeal.

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

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

Any modification of the statewide cap in this section is subject to the notification process in accordance with Section 27.01, Entire Agreement.

26.02 Minimum Work Time for Intermittent Employees

- A. When an intermittent employee is offered an assignment of less than four (4) hours, the employee may decline the assignment without the refusal being counted as a waiver under Section 26.01. Employees declining an assignment shall maintain their position on the hire list.
- B. Anytime an intermittent employee is ordered to work, the employee shall be credited with a minimum of four (4) hours of work. For the purposes of this section, "ordered to work" is defined as any offer of work that, if declined, would constitute a waiver under Section 26.01 of the MOU.

ARTICLE XXVII APPLICATION AND DURATION

27.01 Entire Agreement

- A. This Agreement sets forth the full and entire understanding of the parties regarding the matters contained herein and any other prior or existing understandings or agreements between the parties, whether formal or informal regarding any such matters, are hereby superseded. Except as provided in this Agreement, it is agreed and understood that each party to this Agreement voluntarily waives its rights to negotiate with respect to any matter raised in negotiations or covered in this Agreement for the duration of the Agreement.

All existing agreements negotiated pursuant to the Entire Agreement clause of previous MOUs (27.01 or 19.01), or pursuant to the Ralph C. Dills Act, are made a part of this MOU and may be modified consistent with this Section. If provisions of any existing agreement are inconsistent with this MOU, this MOU supersedes the inconsistent provisions.

Negotiations may be required during the term of this Agreement as provided below.

- B. The parties agree that the provisions of this subsection shall apply only to matters which are not covered in this Agreement.

The parties recognize that during the term of this Agreement, it may be necessary for the State to make changes in areas within the scope of negotiations. Where the State finds it necessary to make such changes, the State/CCHCS shall notify CCPOA's Chief of Labor of the proposed change as follows, except where a shorter notice period is provided for in this Agreement.

1. At least thirty (30) days prior to a proposed local implementation (i.e., implementation involving one [1] institution);
2. At least forty-five (45) days prior to an implementation involving two (2) institutions; or
3. At least sixty (60) days prior to a statewide implementation (i.e., an implementation involving more than two [2] institutions).

The parties can mutually agree to extend the implementation.

CCPOA shall request to negotiate with the State within ten (10) business days from the receipt of the notice via designated electronic mailbox or USPS regarding the impact of such changes. Any agreement resulting from such negotiations shall be executed in writing and shall become an addendum to this Agreement, subject to reopening and modification as discussed in the subsection C.

CCPOA should be provided initial information in written form (e.g., policies, procedures, post orders) relevant to the proposed change at least forty-eight (48) hours prior to the first scheduled negotiation session. If such information is not timely provided, CCPOA may contact the CDCR/CCHCS Chief of Labor to request to delay negotiations until the information/documentation is provided and to request that implementation be extended by a like number of days. Determinations regarding such delay and extension will be made on a case-by-case basis depending upon the nature and scope of the proposed

implementation. CDCR/CCHCS does not unreasonably expect CCPOA to negotiate in the absence of having the relevant documentation and will not, as a result, unreasonably deny CCPOA's requests to delay negotiations and extend implementation.

The State will provide CCPOA final (i.e., post-negotiation) copies of policies, procedures, and post orders prior to implementing.

If CCPOA has a significant concern regarding a change that is not due to an emergency, a court order or Receiver directive requiring implementation sooner than 30/45/60 days, respectively, of the notice, CCPOA can request an extension of the implementation date to accommodate more time to meet and confer from the CDCR/CCHCS Chief of Labor. If CCPOA remains concerned regarding the implementation date, it may meet with the Secretary regarding an extension (or further extension) of the implementation date.

C. Historic and Future Local and Statewide Agreements

Local Agreements Older Than Two (2) Years: For any existing or future Local Agreement that is more than two (2) years old, upon approval by both CDCR/CCHCS Headquarters and CalHR Labor Relations, CDCR/CCHCS may notice a change or changes that would be inconsistent with Local Agreement(s) or portions thereof. Within ten (10) business days of receipt of the notice, and after first discussing any concerns regarding the notice with the local Hiring Authority, CCPOA may request a meeting with the Division Director of the person approving the notice from CDCR/CCHCS Headquarters. The scheduling and holding of this meeting shall not delay the noticed implementation, but is designed to provide an opportunity for the parties to discuss further CCPOA's concerns regarding the subject matter of the notice.

Taking into consideration information provided by both CCPOA and the local Hiring Authority, the Division Director shall determine how and whether the implementation shall proceed.

Local Agreement Two (2) Years Old or Younger: For any Local Agreement that is two (2) years old or younger, upon approval by both CDCR/CCHCS Headquarters and CalHR Labor Relations, CDCR/CCHCS may notice a change or changes that would be inconsistent with said Local Agreement(s) or portions thereof. Within ten (10) business days of receipt of the notice, and after first discussing any concerns regarding the notice with the local Hiring Authority, CCPOA may request a meeting with a position one (1) step below the Secretary, which is currently the position of Undersecretary. The scheduling and holding of this meeting shall not delay the noticed implementation, but is designed to provide an opportunity for the parties to discuss further CCPOA's concerns regarding the subject matter of the notice.

The Undersecretary shall hold a meeting with both CCPOA and the local Hiring Authority (who shall appear in person or telephonically as directed by the Undersecretary) to discuss CCPOA's concerns regarding the subject matter of the notice and CDCR/CCHCS's position regarding the change(s). All parties agree that this meeting will be conducted with professionalism and civility.

Taking into consideration the information provided by both CCPOA and the local Hiring Authority, the Undersecretary shall determine how and whether the implementation shall proceed.

Statewide Agreements: For any Statewide issue, upon approval by both CDCR Headquarters and CalHR Labor Relations, CDCR/CCHCS may notice a Statewide change or changes that could be inconsistent with Local and/or Statewide Agreement(s). Within ten (10) business days of receipt of this notice, CCPOA may request a meeting with the Secretary and the Secretary shall meet CCPOA. The scheduling and holding of this meeting shall not delay implementation, but is designed to provide an opportunity for the parties to discuss further CCPOA's concerns regarding the subject matter of the Statewide notice.

Taking into consideration the information provided by both CCPOA and CDCR/CCHCS, the Secretary shall determine how and whether the Statewide implementation shall proceed.

- D. Once the State has noticed CCPOA pursuant to the Entire Agreement clause of this MOU and CCPOA timely has requested to negotiate within ten (10) business days of the receipt of CDCR/CCHCS's notice of implementation, the State and CCPOA agree to mutually engage in good faith bargaining for the period of time remaining before CDCR/CCHCS's noticed implementation date. This, in part, means each side will Meet and Confer as often as necessary to potentially reach agreement. Both sides agree to work extended hours if necessary. If after the expiration of the period of time remaining before CDCR's/CCHCS's noticed implementation date, the parties have failed to come to an agreement, CDCR/CCHCS may implement the proposed change, including any items tentatively agreed upon up to that point in bargaining. However, the parties can mutually agree to extend the implementation date. (Dills Act impasse procedures are not required as to any negotiations occurring pursuant to this entire Section 27.01.) The parties shall continue meeting and conferring to impasse or agreement even after implementation has occurred (obviously CCPOA can waive this opportunity).

CCPOA reasonably may request information which is relevant to the issue noticed and CDCR/CCHCS, in good faith, shall use its best efforts to fulfill such reasonable and relevant information requests. If the State believes CCPOA's information request to be unreasonable, or if CCPOA believes the State's response to an information request to be unreasonable, the "grieved party" may request to meet with the CDCR Secretary and/or their designee, who shall determine the issue.

If either party believes the other party to be engaged in bad faith bargaining, either party may take the issue to the CDCR Secretary. Nothing in this Agreement will prevent either party from filing a grievance.

- E. CDCR/CCHCS and CCPOA agree that the Meet and Confer process has at times been viewed as cumbersome and inefficient. In an effort to modify this perception, CDCR/CCHCS and CCPOA agree to the following:

1. During the term of the MOU, in the event CDCR/CCHCS finds it necessary to make changes in areas within the scope of negotiations, and also believes that it has a business necessity to expedite the standard procedure for noticing CCPOA of such changes, or believes that the proposed change will have a de minimus impact on employees in Unit 6, then CDCR/CCHCS may notify CCPOA and request a waiver of thirty (30), forty-five (45), or sixty (60) day notice requirement and/or the necessity to Meet and Confer over the proposed change.

CCPOA is cognizant of the need of CDCR/CCHCS to move quickly to implementation in some circumstances. Further, CCPOA is cognizant of the need to avoid unnecessary or excessive meetings on de minimus matters. This procedure, could result in waiver of the right to Meet and Confer, deferral to local negotiations or implementation with post-implementation Meet and Confer over impact. The potential flexibility in these procedures will meet the needs of CDCR/CCHCS and CCPOA.

2. In the event that there is no waiver from CCPOA, as described in subsection 1. above, but the State employer still feels that the business necessity exists and that it must move forward with a change in under thirty (30), forty-five (45), or sixty (60) days, it shall immediately inform CCPOA, as otherwise described in this section, of its intent to move forward. It shall also offer to commence negotiations immediately and if CCPOA requests to Meet and Confer, the parties shall do so, with all dispatch, as described in subsection D. above. If the parties do not complete the Meet and Confer process before implementation, the State shall continue the Meet and Confer process until agreement or impasse, should the Union so choose. This section shall be used only in rare and exceptional circumstances.
3. In atypical circumstances where CDCR/CCHCS believes in good faith that it is impracticable or impossible to notice prior implementation, CDCR/CCHCS will notice as soon as possible and will offer to Meet and Confer on an expedited basis. Should CCPOA believe that this subsection is being overused, CCPOA may request a meeting with the Secretary or Undersecretary to address their concerns regarding the lack of notice.

4. Under any scenario in this subsection E., CDCR/CCHCS Chief of Labor or CDCR/CCHCS Assistant Chief of Labor will contact the CCPOA representative, as described below, and provide the following information regarding the proposed change: The nature of the proposed change, location of the proposed change, the proposed implementation date for such change and an explanation why the proposed change is appropriate for shortened notice or waiver of Meet and Confer under this Agreement.

CCPOA agrees to provide to CDCR/CCHCS a prioritized list of CCPOA employees to whom telephonic notice may be conveyed under this procedure. CDCR/CCHCS agrees to provide notice to the highest listed individual who is available to take the call. This telephonic contact must then be confirmed in writing by both CDCR/CCHCS and CCPOA.

F. 27.01 Unilateral Change Resolution Process:

1. Step One: If it is discovered that a local institution has made a unilateral change without properly noticing consistent with this section, a local Chapter President or designee shall immediately initiate this 27.01 Unilateral Change Resolution Process (not an Article VI grievance) by submitting a written statement of concerns and requesting a local meet and discuss that shall occur within five (5) business days of the submission and request to identify and discuss impact.
2. Step Two: Upon receipt of such a request, the LRA shall immediately notify, in writing, the CDCR/CCHCS Chief of Labor of CCPOA's concerns. Additionally, the local Chapter President or designee shall immediately notify, in writing, the CCPOA Chief of Labor of their concerns.
3. Step Three: If during the meeting, it is determined by both parties the unilateral change has impacted CCPOA and the request to return to status quo ante is being granted at the local level, the LRA will notify CDCR/CCHCS's Chief of Labor and the institution will immediately begin the official notice/meet and confer process. CDCR/CCHCS's Chief of Labor will notify, in writing, within two (2) business days, the CCPOA Chief of Labor of the return to status quo ante decision.

If during the meeting, the request to return to status quo ante is being denied at the local level, the LRA will immediately elevate the denial to CDCR/CCHCS's Chief of Labor for further review.

Absent special circumstances, it is anticipated that a return to status quo ante will be appropriate. If the return to status quo ante request is denied by the CDCR/CCHCS Chief of Labor or designee, the CDCR/CCHCS Chief of Labor or designee must respond in writing within five (5) business days to CCPOA's Chief of Labor providing the reason for the denial. However, if more time is required, an extension will be requested by the CDCR/CCHCS Chief of Labor. The CCPOA Chief of Labor will communicate the denial to the CCPOA Local Chapter President or designee.

4. Step Four: Upon denial of return to status quo ante by the CDCR/CCHCS Chief of Labor or designee, CCPOA may proceed with filing a grievance directly at the Fourth Level pursuant to Article VI.
- G. Should CDCR/CCHCS need to implement with less than the requisite notice at the direction of a Receiver and/or in order to comply with the Court's directive, CDCR/CCHCS will arrange for CCPOA to be provided a statement from the Receiver/Court to that effect. In such circumstances, CDCR/CCHCS may implement, but then must negotiate, if requested by CCPOA within ten (10) business days of receipt of the notice, as soon as possible and on an expedited basis.
- H. Every time a court, a judge or special master proposes (or has a motion before them) to enter an order that may impact terms and conditions of employment, the State employer shall notify CCPOA/CCHCS's Chief of Labor in writing as soon as possible of the proposed order and the hearing date relative thereto. This includes the State notifying CCPOA as soon as possible of it submitting to a court or court-appointed Receiver any proposed plan, program, directive or order that would, if implemented, have an impact within the scope of negotiations.

- I. An expedited arbitration procedure shall be available in the following limited circumstances. In situations in which irreparable injury will result from a noticed implementation and for which there is no adequate remedy at law (e.g., backpay), CCPOA may request an expedited arbitration of the matter. The parties will exercise best efforts to secure an arbitrator, have the arbitration (including arbitrating during non-business hours, e.g., on weekends and holidays) and receive the decision (written or bench depending upon the circumstances) prior to the noticed implementation. The parties may develop a list of arbitrators who commit to be available for these short-notice, expedited proceedings.
- J. If the parties are in disagreement as to whether a proposed change is subject to this section, such disagreement may be submitted to the arbitration procedure for resolution. The arbitrator's decision shall be binding.
- K. Unless otherwise provided herein, or unless changed by mutual agreement, there shall be no diminution of existing wage rates and/or substantial monetary employee benefits during the term of this Agreement. Provided, however, the parties agree to Meet and Confer over alternatives to layoff and/or other unforeseen economic crises.

27.02 Application of Agreement

Consistent with the Preamble to this Agreement, it is mutually agreed by both parties that all agreements reached in this MOU shall not be arbitrarily, capriciously, discriminatorily or unreasonably applied or denied.

27.03 Term

The term of this MOU shall be July 3, 2023, through July 2, 2025. Specific provisions contain prospective effective dates (e.g., within a certain number of days of ratification, etc.).

SIDELETTERS

SIDELETTER #1 REGARDING SECTION 27.01 - RETIREMENT BENEFITS

During the term of this Agreement, if legislation is enacted providing any State employees either an increase of the income cap on retirement benefits above eighty-five percent (85%) or a Deferred Retirement Option Plan (DROP), the State agrees to include Bargaining Unit 6 employees in the legislation.

SIDELETTER #2 REGARDING CONTINUOUS APPROPRIATION

The State and CCPOA agree to present to the Legislature, as part of the MOU bill, proposed legislation that appropriates funds to maintain employee salaries and benefits in the event a timely budget is not enacted in any fiscal year during the term of this agreement.

SIDELETTER #3 REGARDING SECTION 10.15 ABSENCES FOR DUTY IN THE UNIFORMED SERVICES

If the parties are not able to resolve disputes regarding this section at the departmental level, the Union can reduce its concerns to writing and meet with the Secretary to discuss the specific concerns. CCPOA documentation should be submitted to CDCR Chief of Labor at least forty-eight (48) hours before the meeting with the Secretary.

SIDELETTER #4 REGARDING COURT DIRECTIVES

As to any provision of this MOU wherein a court or officer thereof (e.g., Special Master or Receiver) issues an order or directive arguably inconsistent with such provision(s), the State Employer is free to obey such directive. However, in that event, CCPOA may challenge such directive in any judicial forum of its choosing (at its own expense). The State Employer shall stay neutral regarding, or may support the Union in, that challenge.

SIDELETTER #5 REGARDING THIRTEEN (13) WEEK ACADEMY

After completing thirteen (13) weeks at the Academy site, new COs will continue to be paid at the appropriate apprenticeship range and will have one (1) week of new employee orientation and three (3) weeks of on-the-job observational training.

SIDELETTER #6 REGARDING STIPULATED AGREEMENT

The parties incorporate by reference as bargaining history, mutual interpretations, or "gloss" the "Stipulation to Confirm Application of Memorandum of Understanding," U.S. District Court for the Northern District of California, Case No. C90-3094-T.E.H. This history and the like involve the following sections of the MOU (including related side letters, addenda or appendices) as they existed on March 10, 2006: Section 2.10, Section 9.05, Section 9.09, the 2004 MOU Addendum Section Re: CDCR/DJJ Video Access, and Appendix #7.

SIDELETTER #7 REGARDING WOUNDED WARRIORS TRANSITIONAL LEAVE ACT

In accordance with legislative changes which modified the California Government Code Section 19859, the State of California and CCPOA agree to the following:

In addition to any other entitlement for sick leave with pay, a State officer or employee hired on or after January 1, 2016, who is a military veteran with a military service-connected disability rated at thirty percent (30%) or more by the United States Department of Veterans Affairs shall be entitled to additional credit for sick leave with pay of up to ninety-six (96) hours for the purpose of undergoing medical treatment, including mental health treatment, for his or her military service-connected disability. Credit for sick leave granted under this subdivision shall be credited to a qualifying officer or employee on the first day of employment and shall remain available for use for the following twelve (12) months of employment. Sick leave credited pursuant to this subdivision that is not used during the twelve (12) month period shall not be carried over and shall be forfeited.

Effective January 1, 2018, Government Code Section 19859 was amended to include State officers or employees who serve as a member of the National Guard or federal military reserve force who are called upon to active service and as a result sustain a service-connected disability. Ninety-six (96) hours of sick leave shall be available for use to a qualifying officer or employee on the effective date of the employee's disability rating decision from the USDVA or on the first day the qualifying employee begins or returns to employment after active duty, whichever is later. The ninety-six (96) hours of sick leave is a one-time allocation that is available for use on the employee's first day of the employment and remains available for use for the following twelve (12) month period of employment. The sick leave credits will not be prorated based on time-base and any unused hours will expire thereafter.

Submission of satisfactory proof that sick leave granted under this subdivision is used for treatment of a military service-connected disability may be required pursuant to rules adopted by the Department.

SIDELETTER #8 REGARDING BENEFIT TRUST FUND CONTRIBUTION

Consistent with Section 13.10 of the parties' MOU, and the parties' past practice, the Benefit Trust Fund contribution shall continue at existing contribution levels.

SIDELETTER #9 REGARDING UNIFORM INSPECTIONS

- Uniform inspections shall only occur annually on one (1) day during custody staff's off-post training period.
- Uniform inspections shall not be scheduled on the same day as range or baton qualifications.
- The custody staff's "uniform of the day" is the approved uniform for the annual uniform inspection.
- Custody staff working in public posts (visiting, entrance building, transportation, medical guarding, etc.) including relief positions worked weekly, will be inspected in their Class A uniform. Custody staff in regular non-public posts will be inspected in their Class B uniform or the line duty shirt with the line duty cargo pant (Class C/two-piece jumpsuit).
- One-piece jumpsuits are not authorized for the annual inspection.
- Specialized units (statewide transportation, K-9 officers, in-service training staff, and fire camp personnel) will be inspected in their unit-approved uniform.
- If an officer is unable to present themselves in a required uniform due to unforeseeable circumstances (i.e., gassing or the uniform is in evidence) they may present a receipt indicating the correct uniform has been purchased and may schedule a time with their supervisor to demonstrate uniform inspection compliance.
- Supervisors are not precluded from individual discussions with officers or individual discussions with staff regarding the conditions of their uniform/attire.
- Uniform inspections commenced July 1, 2019.

SIDELETTER #10 REGARDING PERSONAL LEAVE PROGRAM 2020

- A. Employees will be given discretion to use PLP 2020 subject to operational considerations.
1. PLP 2020 time must be used before any other leave with the exception of sick leave in accordance with Appendix Item #11.
 2. Employees may elect to use PLP 2020 in lieu of approved sick leave.
 3. PLP 2020 shall be requested and used by the employee in the same manner as vacation/annual leave.
 4. Subject to the above, requests for use of PLP 2020 leave must be submitted in accordance with departmental policies on vacation/annual leave.

- B. All leave earned under PLP 2020 must be used prior to voluntary separation. Appointing powers may schedule employees to take PLP 2020 time off to meet the intent of this section. If an employee's separation is not voluntary and the separation date cannot be extended, PLP 2020 shall be cashed out. Time during which an employee is excused from work because of PLP 2020 leave shall not be considered as "time worked" for purposes of determining the number of hours worked in a workweek.
- C. Disputes regarding the denial of the use of PLP 2020 time may be appealed through the grievance procedure. The decision by the Department of Human Resources shall be final and there may be no further appeals.

SIDELETTER #11 REGARDING SECTION 14.01 – NEW BUSINESS AND TRAVEL STANDARDS

The parties agree Sideletter #11 – 14.01 Business and Travel Expenses, below, shall be operative and controlling effective upon the implementation date provided by the State to CCPOA.

The State agrees to reimburse employees for actual, necessary and appropriate business expenses and travel expenses incurred fifty (50) miles or more from home and headquarters, in accordance with existing Department of Human Resources (CalHR) rules and as set forth below. Lodging and/or meals provided by the State or included in hotel expenses or conference/registration fees or in transportation costs such as airline tickets or otherwise provided shall not be claimed for reimbursement. Employees who are unable to consume meal(s) provided by the State or included in hotel expenses or conferences/registration fees because of time constraints or other considerations such as reasonable accommodation may be reimbursed in accordance with the rates established in Section A. 1. below provided an alternate meal was purchased.

Unless otherwise specified, each item of expenses of twenty-five dollars (\$25) or more requires a receipt; receipts may be required for items of expense that are less than twenty-five dollars (\$25). When receipts are not required to be submitted with the claim, it is the employee's responsibility to maintain receipts and records of their actual expenses and make them available for audit upon request by their department, State control agencies and/or the Internal Revenue Service. Each State agency shall determine the necessity for travel and the mode of travel to be reimbursed after leveraging available remote technology such as video and/or phone conference. The State reserves the right to direct employees to use contracted or preferred providers for lodging, transportation and other travel-related services.

When the Department determines travel is necessary, it shall ensure that:

- Allowable travel expenses are incurred in accordance with State policy, including any applicable travel services contracts, such as airline, rental car, or lodging contracts.
- The mode of travel to be reimbursed is in the best interest of the State.

Normally, an official State business trip begins when the traveler leaves their residence or headquarters, whichever occurs last, and ends when the traveler returns to their residence or headquarters, whichever occurs first.

A. **Meals and Incidentals** - Meal expenses for breakfast, lunch, dinner, and incidentals will be reimbursed in the amount of actual expenses up to the agreed upon maximums. Receipts are not required to claim meal and incidental expenses up to the maximum allowable reimbursement rates specified below unless the State or the employing department requires that receipts be submitted. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed. Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of actual expense. CalHR must comply with current IRS definition of "incidental expenses".

1. **Rates:** Actual meal and incidental expenses incurred while on travel status will be reimbursed in accordance with the maximum rates and time frame requirements outlined below.

For each full twenty-four (24) hours of travel: Up to the federal standard rate for meals and incidental expenses established by the U.S. General Services Administration (GSA).

On the first and last day of travel: Up to seventy-five percent (75%) of the federal standard rate for meals and incidental expenses established by the GSA.

2. **Timeframes:** For continuous short-term travel of more than twenty-four (24) hours but less than thirty-one (31) days, the employee will be reimbursed for actual costs up to the maximum for each meal and incidental expense as follows:

- a. For each full twenty-four (24)-hour day of travel: As indicated in A. 1. above.
- b. On the fractional day of travel at the beginning of a trip of more than twenty-four (24) hours: Up to seventy-five percent (75%) of the standard federal daily rate for actual expenses.
- c. On the fractional day of travel at the end of a trip of more than twenty-four (24) hours: Up to seventy-five percent (75%) of the standard federal daily rate for actual expenses.
 - If the fractional day includes an overnight stay, receipted lodging may be claimed.
 - No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.

- d. For continuous travel of less than twenty-four (24) hours, the employee will be reimbursed for actual expenses up to the maximum as follows:

For travel of at least twelve (12) hours up to twenty-four (24) hours: Up to seventy-five percent (75%) of the standard federal daily rate for actual expenses.

For travel of less than twelve (12) hours: No reimbursement may be claimed for meals and incidental expenses.

If the trip extends overnight, receipted lodging may be claimed.

- B. **Lodging:** All lodging reimbursement requires a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. No lodging will be reimbursed without a valid receipt.

- 1. When employees are required to conduct State business and obtain lodging, reimbursement will be for actual receipted lodging up to the below identified maximums plus applicable taxes and mandatory fees.

For the 48 contiguous states and Washington, D.C. (CONUS): Up to the applicable federal rate established by the U.S. General Services Administration (GSA) for the travel destination.

For certain out-of-state travel (Alaska, Hawai'i, U.S. Territories and Possessions): Up to the applicable federal rate established by the Department of Defense (DOD) for the travel destination.

For out-of-country (foreign) travel: Up to the applicable federal rate established by the U.S. Department of State for the travel destination.

- 2. Reimbursement of lodging expenses in excess of specified amounts, excluding taxes requires advance written approval from CalHR. CalHR may delegate approval authority to departmental appointing powers or increase the lodging maximum rate for the geographical area and period of time deemed necessary to meet the needs of the State. An employee may not claim lodging, meal or incidental expenses within fifty (50) miles of their home or headquarters.

- C. **Long-term Travel:** The long-term daily expense rate shall be authorized when a traveler can reasonably be expected to incur expenses in one location comparable to those arising from the use of establishments

catering to long-term visitors, and when the traveler is expected to be in one location for thirty-one (31) or more consecutive days. Actual expenses for long-term meals, incidentals, and receipted lodging will be reimbursed up to the maximum rates provided above in A. and B. Departments and traveling employees should continue to make reasonable efforts to secure lodging that is in the best interest of the State. Such lodging may include contracted or preferred providers, long-term lodging establishments, and non-hotel accommodations such as an apartment or extended stay facility. The supervisor must determine prior to the beginning of the assignment if the time away from home or headquarters area will be more than thirty (30) days, but less than one year. Long Term Assignments (LTA) lasting longer than one (1) year may require the long-term reimbursements to be reported as a fringe benefit.

1. **Full Long-term Travel:** In order to qualify for full long-term travel reimbursement, the employee on long-term field assignment must meet the following criteria:
 - The employee continues to maintain a permanent residence at the primary headquarters, and
 - The permanent residence is occupied by the employee's dependents, or
 - The permanent residence is maintained at a net expense to the employee exceeding two hundred dollars (\$200) per month.
2. Employees who, with supervisor's approval, after completing the work shift, remain at the job or LTA location past the Friday twelve (12)-hour clock will receive up to the federal standard reimbursement rate for meals and incidental expenses established by the GSA for Friday. Those staying overnight shall not receive any additional reimbursements for meals and incidental expenses regardless of the Saturday departure time. An employee returning to the temporary residence on Sunday will receive up to seventy-five percent (75%) of the federal standard reimbursement rate for meals and incidental expenses established by the GSA. This does not change CalHR policy regarding the meals and incidentals reimbursement clock which starts at the beginning of the work shift on Monday. If the normal workweek is other than as stated above, the same principle applies.

The following clarifies CalHR policy regarding an employee leaving the LTA location on personal business:

Employees who leave the LTA location are not entitled to reimbursement of lodging, meals, incidentals, or transportation costs if they stayed overnight elsewhere.

- D. **Out-of-State Travel:** For short-term out-of-State travel, State employees will be reimbursed for actual lodging expenses, supported by a receipt, and actual meal and incidental expenses in accordance with the rates provided above in A. and B.

Long-term out-of-State travel will be reimbursed in accordance with the provisions of Long-term Travel above.

- E. **Out of Country Travel:** For short-term out of country travel, State employees will be reimbursed actual lodging, substantiated by a receipt, in accordance with the rates provided above in B. and will be reimbursed actual meals and incidentals up to the maximums published in column B of the Maximum Travel Per Diem Allowances for Foreign Areas, section 925, U.S. Department of State Standardized Regulations and the meal/incidental breakdown in Federal Travel Regulation Chapter 301, Travel Allowances, Appendix B. Long-term Out of Country Travel will be reimbursed in accordance with the provisions of Long-term Travel above, or as determined by CalHR.

Reimbursement for lodging, meals and incidentals shall be paid in accordance with procedures prescribed by CalHR. It is the responsibility of the individual employee to maintain receipts for their actual meal expenses.

F. **Transportation:** Transportation expenses include, but are not limited to airplane, train, bus, and taxi fares, rental cars, parking, mileage reimbursement and tolls that are reasonably and necessarily incurred as a result of conducting State business. Each State agency shall determine the method of and necessity for travel. Transportation will be accomplished and reimbursed in accordance with the best interest of the State considering both direct expense as well as the employee's time. Provided the mode of transportation selected does not conflict with the needs of the agency, the officer or employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. Both modes of transportation will be shown on the travel claim.

1. **Mileage Reimbursement**

- a. When an employee is authorized by their Hiring Authority or designee to operate a privately owned vehicle on State business the employee will be allowed to claim and be reimbursed at the Federal Standard Mileage Rate (FSMR). Mileage reimbursement includes all expenses related to the use, and maintenance of the vehicle, including but not limited to gasoline, up-keep, wear and tear, tires, and all insurance including liability, collision and comprehensive coverage; breakdowns, towing and any repairs, and any additional personal expenses that may be incurred by an individual as a result of mechanical breakdown or collision.
- b. When an employee is required to report to an alternative work location, the employee may be reimbursed for the number of miles driven in excess of their normal commute.

2. **Private Aircraft Mileage:** When an employee is authorized by their department, reimbursement for the use of the employee's privately owned aircraft on State business shall be made at the FSMR rate per statute mile and shall be computed on the basis of the shortest air route from origin to destination. Pilot qualifications and insurance requirements will be maintained in accordance with CalHR Rule 599.628 and the State Office of Risk and Insurance Management.

3. **Mileage to/from a common carrier:** When the employee's use of a privately owned vehicle is authorized for travel to or from a common carrier terminal, and the employee's vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less, while the employee occupies the vehicle. Exception to "whichever is less": If the employee begins travel one (1) hour or more before they normally leave their home, or on a regularly scheduled day off, mileage may be computed from their residence.

G. **Receipts:** Unless otherwise specified, receipts shall be submitted for every item of expense of twenty-five dollars (\$25) or more. In addition, receipts are required for every item of transportation and business expense incurred as a result of conducting State business except for actual expenses as follows:

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

H. During the term of this Agreement, the State agrees to apply any future changes to the business and travel expense reimbursement program for excluded employees to BU6 employees.

Sideletter #12 Regarding the California State Payroll System Project

The State provided notice on March 8, 2023, to begin discussions regarding the implementation of the California State Payroll System (CSPS) Project. The parties agree that the MOU will not impede the implementation of the payroll system and they will promptly open the appropriate and necessary MOU Sections, as needed, to effectuate the required necessary changes for CSPS.

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APPENDIX

APPENDIX ITEM #1 REGARDING SECTION 6.07 B

SUPERVISOR'S INFORMAL GRIEVANCE WORKSHEET

Date Received:

Date Discussed With Employee:

Date Copy Given to Employee:

THE FOLLOWING TO BE COMPLETED BY THE EMPLOYEE:

Employee's Name:

Institution/Facility:

Grievance Issue (Summarize):

Grievance Remedy Requested:

THE FOLLOWING TO BE COMPLETED BY THE SUPERVISOR:

(Check one and describe)

☐ A. I have been able to resolve this matter by taking the following action:

☐ B. I have been unable to resolve this matter due to the following reasons:

Supervisor's Name (Print) and Signature:

Date:

PROCESSING INSTRUCTIONS:

If the grievance is resolved, no additional written documentation is necessary. If the grievance is not resolved, the supervisor must complete this worksheet and give a signed copy to the employee and the Labor Relations Analyst within ten (10) calendar days.

Please attach supporting documentation if necessary.

APPENDIX ITEM #2 REGARDING SECTIONS 6.08 C. AND 6.13

MASTER LIST FOR NUMBERING OF GRIEVANCES

Upon the filing of the written grievance, the grievance shall be assigned a number in the following fashion: The year (e.g., 92 for the year 1992) – a letter symbolizing the appropriate CCPOA office (e.g., ASP would assign a "C" for CCPOA's Central Office in Visalia) – the location by number (see the number assignments below) – and the number of the grievance at that location in order of filing (e.g., the first grievance filed at that location would be assigned #1, the second grievance filed at that location would be assigned #2). For example, the first written grievance filed at Avenal State Prison in 1992 would be assigned the following number: 92-C-1-1. The parties agree to update this listing should there be any changes that occur during the term of the MOU. Designations listed below may be modified or revised and updates will be provided to the Office of Labor Relations Chief of Labor.

N CCPOA NORTHERN OFFICE 755 Riverpoint Drive, Ste. 200 West Sacramento, CA 95605

- #4 CCWF
- #5 VSP
- #9 CMF
- #19 FSP
- #20 CHCF
- #23 MCSP
- #26 PBSP
- #28 SCC
- #29 SQ
- #30 SOL
- #33 CTC
- #34 HDSP
- #35 SAC
- #73 DAI CAMPS
- #76 BPH
- #78 CCPOA (STATEWIDE)
- #83 CDCR HQ

C CCPOA CENTRAL OFFICE 3303 S. Fairway Street Visalia, CA 93277

- #1 ASP
- #8 CMC
- #11 CTF
- #15 PVSP

#16 COR

#36 SVSP

#37 SATF

#38 KVSP

#77 CCHCS

S CCPOA SOUTHERN OFFICE
9227 Haven Avenue, Ste. 200
Rancho Cucamonga, CA 91730

#3 CCI

#6 CIM

#7 CIW

#10 CRC

#12 CVSP

#13 CEN

#14 CAL

#18 NKSP

#21 LAC

#24 CAC

#25 PATTON

#27 RJD

#31 WSP

#32 ISP

#40 NORTHERN PAROLE REGION

#41 SOUTHERN PAROLE REGION

#44 DAPO ACADEMY

#79 STATEWIDE TRANSPORTATION NORTHERN REGION

#80 STATEWIDE TRANSPORTATION CENTRAL REGION

#81 STATEWIDE TRANSPORTATION SOUTHERN REGION

APPENDIX ITEM #3 REGARDING SECTION 13.01

Government Code Section 22874

- (a) Notwithstanding Sections 22870, 22871, and 22873, a State employee, defined by subdivision (c) of Section 3513, who becomes a State member of the system after January 1, 1989, may not receive any portion of the employer contribution payable for annuitants unless the person is credited with 10 years of State service at the time of retirement.
- (b) The percentage of the employer contribution payable for postretirement health benefits for an employee subject to this section shall be based on the completed years of credited State service at retirement as shown in the following table:

Credited Years of Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

- (c) This section shall apply only to State employees that retire for service. For purposes of this section, "State service" means service rendered as an employee of the State or an appointed or elected officer of the State for compensation. Notwithstanding Section 22826, for purposes of this section, credited State service includes service to the State for which the employee, pursuant to Section 20281.5, did not receive credit.
- (d) This section does not apply to employees of the California State University, the judicial branch, or the Legislature.

This section shall not apply to State employees in Bargaining Unit 6 first employed by the State on or after January 1, 2017.

APPENDIX ITEM #4 REGARDING SECTION 11.10**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION'S
2024 – 7k / 7 DAY OVERTIME WORK PERIOD SCHEDULE**

DAI: Correctional Officer, Correctional Counselor I, Correctional Counselor II (Specialist)
DAPO: Parole Agent I, Parole Agent II (Specialist)

Pay Period	Overtime Work Period Schedule	Overtime Pay Issued by 15th of:
January	January 1, 2024 – January 28, 2024 WK 1: 01/01/24 – 01/07/24 WK 2: 01/08/24 – 01/14/24 WK 3: 01/15/24 – 01/21/24 WK 4: 01/22/24 – 01/28/24	February 2024
February	January 29, 2024 – February 25, 2024 WK 1: 01/29/24 – 02/04/24 WK 2: 02/05/24 – 02/11/24 WK 3: 02/12/24 – 02/18/24 WK 4: 02/19/24 – 02/25/24	March 2024
March	February 26, 2024 – March 31, 2024 WK 1: 02/26/24 – 03/03/24 WK 2: 03/04/24 – 03/10/24 WK 3: 03/11/24 – 03/17/24 WK 4: 03/18/24 – 03/24/24 WK 5: 03/25/24 – 03/31/24	April 2024
April	April 1, 2024 – April 28, 2024 WK 1: 04/01/24 – 04/07/24 WK 2: 04/08/24 – 04/14/24 WK 3: 04/15/24 – 04/21/24 WK 4: 04/22/24 – 04/28/24	May 2024
May	April 29, 2024 – May 26, 2024 WK 1: 04/29/24 – 05/05/24 WK 2: 05/06/24 – 05/12/24 WK 3: 05/13/24 – 05/19/24 WK 4: 05/20/24 – 05/26/24	June 2024
June	May 27, 2024 – June 30, 2024 WK 1: 05/27/24 – 06/02/24 WK 2: 06/03/24 – 06/09/24 WK 3: 06/10/24 – 06/16/24 WK 4: 06/17/24 – 06/23/24 WK 5: 06/24/24 – 06/30/24	July 2024

Pay Period	Overtime Work Period Schedule	Overtime Pay Issued by 15th of:
July	July 1, 2024 – July 28, 2024 WK 1: 07/01/24 – 07/07/24 WK 2: 07/08/24 – 07/14/24 WK 3: 07/15/24 – 07/21/24 WK 4: 07/22/24 – 07/28/24	August 2024
August	July 29, 2024 – August 25, 2024 WK 1: 07/29/24 – 08/04/24 WK 2: 08/05/24 – 08/11/24 WK 3: 08/12/24 – 08/18/24 WK 4: 08/19/24 – 08/25/24	September 2024
September	August 26, 2024 – September 29, 2024 WK 1: 08/26/24 – 09/01/24 WK 2: 09/02/24 – 09/08/24 WK 3: 09/09/24 – 09/15/24 WK 4: 09/16/24 – 09/22/24 WK 5: 09/23/24 – 09/29/24	October 2024
October	September 30, 2024 – October 27, 2024 WK 1: 09/30/24 – 10/06/24 WK 2: 10/07/24 – 10/13/24 WK 3: 10/14/24 – 10/20/24 WK 4: 10/21/24 – 10/27/24	November 2024
November	October 28, 2024 – November 24, 2024 WK 1: 10/28/24 – 11/03/24 WK 2: 11/04/24 – 11/10/24 WK 3: 11/11/24 – 11/17/24 WK 4: 11/18/24 – 11/24/24	December 2024
December	November 25, 2024 – December 29, 2024 WK 1: 11/25/24 – 12/01/24 WK 2: 12/02/24 – 12/08/24 WK 3: 12/09/24 – 12/15/24 WK 4: 12/16/24 – 12/22/24 WK 5: 12/23/24 – 12/29/24	January 2025

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION'S
2025 – 7k / 7 DAY OVERTIME WORK PERIOD SCHEDULE**

**DAI: Correctional Officer, Correctional Counselor I, Correctional Counselor II (Specialist)
DAPO: Parole Agent I, Parole Agent II (Specialist)**

Pay Period	Overtime Work Period Schedule	Overtime Pay Issued by 15th of:
January	December 30, 2024 – January 26, 2025 WK 1: 12/30/24 – 01/05/25 WK 2: 01/06/25 – 01/12/25 WK 3: 01/13/25 – 01/19/25 WK 4: 01/20/25 – 01/26/25	February 2025
February	January 27, 2025 – February 23, 2025 WK 1: 01/27/25 – 02/02/25 WK 2: 02/03/25 – 02/09/25 WK 3: 02/10/25 – 02/16/25 WK 4: 02/17/25 – 02/23/25	March 2025
March	February 24, 2025 – March 30, 2025 WK 1: 02/24/25 – 03/02/25 WK 2: 03/03/25 – 03/09/25 WK 3: 03/10/25 – 03/16/25 WK 4: 03/17/25 – 03/23/25 WK 5: 03/24/25 – 03/30/25	April 2025
April	March 31, 2025 – April 27, 2025 WK 1: 03/31/25 – 04/06/25 WK 2: 04/07/25 – 04/13/25 WK 3: 04/14/25 – 04/20/25 WK 4: 04/21/25 – 04/27/25	May 2025
May	April 28, 2025 – May 25, 2025 WK 1: 04/28/25 – 05/04/25 WK 2: 05/05/25 – 05/11/25 WK 3: 05/12/25 – 05/18/25 WK 4: 05/19/25 – 05/25/25	June 2025
June	May 26, 2025 – June 29, 2025 WK 1: 05/26/25 – 06/01/25 WK 2: 06/02/25 – 06/08/25 WK 3: 06/09/25 – 06/15/25 WK 4: 06/16/25 – 06/22/25 WK 5: 06/23/25 – 06/29/25	July 2025

Pay Period	Overtime Work Period Schedule	Overtime Pay Issued by 15th of:
July	June 30, 2025 – July 27, 2025 WK 1: 06/30/25 – 07/06/25 WK 2: 07/07/25 – 07/13/25 WK 3: 07/14/25 – 07/20/25 WK 4: 07/21/25 – 07/27/25	August 2025
August	July 28, 2025 – August 31, 2025 WK 1: 07/28/25 – 08/03/25 WK 2: 08/04/25 – 08/10/25 WK 3: 08/11/25 – 08/17/25 WK 4: 08/18/25 – 08/24/25 WK 5: 08/25/25 – 08/31/25	September 2025
September	September 1, 2025 – September 28, 2025 WK 1: 09/01/25 – 09/07/25 WK 2: 09/08/25 – 09/14/25 WK 3: 09/15/25 – 09/21/25 WK 4: 09/22/25 – 09/28/25	October 2025
October	September 29, 2025 – October 26, 2025 WK 1: 09/29/25 – 10/05/25 WK 2: 10/06/25 – 10/12/25 WK 3: 10/13/25 – 10/19/25 WK 4: 10/20/25 – 10/26/25	November 2025
November	October 27, 2025 – November 30, 2025 WK 1: 10/27/25 – 11/02/25 WK 2: 11/03/25 – 11/09/25 WK 3: 11/10/25 – 11/16/25 WK 4: 11/17/25 – 11/23/25 WK 5: 11/24/25 – 11/30/25	December 2025
December	December 1, 2025 – December 28, 2025 WK 1: 12/01/25 – 12/07/25 WK 2: 12/08/25 – 12/14/25 WK 3: 12/15/25 – 12/21/25 WK 4: 12/22/25 – 12/28/25	January 2026

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION'S
2024 – 7k / 28 DAY OVERTIME WORK PERIOD SCHEDULE**

DAI: FIRE CAPTAINS

Overtime Work Period	Overtime Pay Issued by 15th of:
November 27, 2023 – December 24, 2023	January 2024
December 25, 2023 – January 21, 2024	February 2024
January 22, 2024 – February 18, 2024	March 2024
February 19, 2024 – March 17, 2024	April 2024
March 18, 2024 – April 14, 2024	May 2024
April 15, 2024 – May 12, 2024	June 2024
May 13, 2024 – June 9, 2024	July 2024
June 10, 2024 – July 7, 2024	August 2024
July 8, 2024 – August 4, 2024	September 2024
August 5, 2024 – September 1, 2024 September 2, 2024 – September 29, 2024	October 2024
September 30, 2024 – October 27, 2024	November 2024
October 28, 2024 – November 24, 2024	December 2024
November 25, 2024 – December 22, 2024	January 2025

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION'S
2024 – 7k / 28 DAY OVERTIME WORK PERIOD SCHEDULE**

DAI: FIRE CAPTAINS

Overtime Work Period	Overtime Pay Issued by 15th of:
November 25, 2024 – December 22, 2024	January 2025
December 23, 2024 – January 19, 2025	February 2025
January 20, 2025 – February 16, 2025	March 2025
February 17, 2025 – March 16, 2025	April 2025
March 17, 2025 – April 13, 2025	May 2025
April 14, 2025 – May 11, 2025	June 2025
May 12, 2025 – June 8, 2025	July 2025
June 9, 2025 – July 6, 2025	August 2025
July 7, 2025 – August 3, 2025 August 4, 2025 – August 31, 2025	September 2025
September 1, 2025 – September 28, 2025	October 2025
September 29, 2025 – October 26, 2025	November 2025
October 27, 2025 – November 23, 2025	December 2025
November 24, 2025 – December 21, 2025	January 2026

APPENDIX ITEM #5 REGARDING SECTION 9.12

CalHR RULES/TITLE 2, ARTICLE 29, SUBSTANCE ABUSE

CalHR Rules 599.960-599.966; 49 CFR Part 40

APPENDIX ITEM #6 REGARDING SECTION 10.15

Note: The Government Code sections listed in this appendix were current as of the date of publication of this MOU. Check the specific Government Code section to ensure that the legislature has not amended the code.

GOVERNMENT CODE

**TITLE 2. Government of the State of California DIVISION 5. Personnel PART 2. State Civil Service
CHAPTER 11. Military Service ARTICLE 1. General Cal Gov Code § 19770-19776 & 19780-19786**

APPENDIX ITEM #7 WITNESS ADMONISHMENT

STATE OF CALIFORNIA

DEPARTMENT OF CORRECTIONS
OFFICE OF INTERNAL AFFAIRS

WITNESS ADMONISHMENT – ADMINISTRATIVE INVESTIGATION

CDC Case Number:	
Interviewer:	
Title:	
Witness:	
Title:	
Authorized by (DA/AG or prosecuting authority):	
Start Time	End Time
Others Present:	

and the time is _____.

This interview is being held at _____

This inquiry is being tape recorded to preserve an accurate record of the issues being discussed.

You are being ordered to cooperate fully in this investigation, and to make full, complete, and truthful statements. As such, you do not have the right to refuse to answer questions regarding your knowledge of information pertaining to the above allegations. **Your failure to answer any questions completely and accurately or any type of evasion, deception or intentional distortion of material facts on your part may constitute insubordination and may lead to disciplinary action up to and including termination.**

As a result of your participation in this interview neither your statements nor any information or evidence gained as a result can be used against you in any criminal or administrative proceedings, including adverse action.

Further, the Department ensures that you will not receive any form of adverse action due to your involvement, conduct or failure to act in the events described in the scope of this investigation. You are entitled to a representative during this interview if requested. Your representative must be secured within a reasonable period of time so as not to delay the investigative process. You are entitled to tape record this interview. However, the tape-recorded copy of your interview will be kept in an envelope jointly sealed by participating parties and kept in the investigative file. The tape will be made available to you in advance of any subsequent interview regarding the same or related subjects, and will be provided to you on request after the investigation has been concluded.

Your representative may participate in the interview, may ask to have questions clarified, may suggest that you give more complete answers, may object to questions outside the announced scope of the investigatory interview, and may object to what they believe is harassment of you. However, your representative cannot impede the progress of the interview, nor can they direct you not to answer any of the questions asked of you.

Until the investigation is completed, you are directed not to discuss the information discussed during this interview with anyone other than your attorney or representative. A violation of this directive may be considered insubordination and could be cause for referral for disciplinary action up to and including dismissal.

Do you understand this admonishment and order? Do you have any questions?

Witness Signature _____ Date _____

Investigator's Signature _____ Date _____

APPENDIX ITEM #8 REGARDING SECTION 10.18

Department of Human Resources

Memorandum

TO: Personnel Management Liaisons (PML)

SUBJECT: Unused PLP 2012, PLP 2010, and Furlough Hours	REFERENCE NUMBER: 2013-013
DATE ISSUED: 03/26/13	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers
Personnel Transactions Supervisors

FROM: Department of Human Resources
Labor Relations Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 322-0765
Email: psb@calhr.ca.gov

As a reminder, all departments are required to comply with existing PMLs relating to the Personal Leave Program (PLP) 2010, PLP 2012 and Furlough Program. PLP 2012 must be used in the pay period in which it is earned. Departments should develop a system for using PLP 2012 in the month that it accrues.

For example, for PLP 2012 earned in the April 2013 pay period, supervisors should meet with their employees by the end of March 2013 to schedule PLP leave for the April 2013 pay period. When this is not operationally feasible or required by a Memorandum of Understanding (MOU), PLP 2012 shall carry over and should be used before any other leave, except sick leave.

All departments must continue to monitor and ensure that all accrued unused PLP 2012 hours, PLP 2010 hours, and furlough hours are exhausted prior to voluntary separation, termination, layoff, separation from State service (e.g., retirement), or other personnel actions such as rejection of probation or dismissal. Employees should use PLP 2012 hours first, followed by PLP 2010 hours, and then furlough hours. PLP 2012, PLP 2010, and furlough hours should be used before vacation, annual leave, personal holiday, holiday credit, and compensating time off (CTO). With regard to sick leave, each employee and his or her supervisor must approve the use of PLP 2012, PLP 2010, or furlough hours in lieu of using sick leave.

Whenever feasible, an employee's separation date should be extended out to ensure PLP 2012, PLP 2010, and furlough hours are exhausted prior to separation. In instances where an employee's separation date is scheduled in advance or at the employer's discretion such as layoff or termination, departments must require employees to use all unused PLP 2012, PLP 2010 and furlough hours prior to separation. Employees must be directed to take time off from work to use these hours without exception and shall not be permitted to refuse to use accrued PLP 2012, PLP 2010, or furlough hours.

On rare occasions, when an employee separates from State service and has accumulated PLP 2012 hours, PLP 2010 hours, and/or furlough hours which cannot be used prior to separation, these unused hours must be paid at the time of the employee's separation.

Personnel Office staff with questions regarding unused PLP 2012, PLP 2010, and/or furlough hours may contact the Personnel Services Branch as shown above.

/s/Julie Chapman
Director

APPENDIX ITEM #9 REGARDING DUES DEDUCTION

CCPOA dues shall be set at 1.3% of the top step Correctional Officer salary amount.

APPENDIX ITEM #10 REGARDING SECTION 14.01 BUSINESS AND TRAVEL EXPENSES

Pending New Standards (See Sideletter #11 for Process After Adoption of New Standards)

Human Resources Manual – Travel and Relocation Policy.

Please visit the following links to view current travel and relocation policies:

Section 2201 (Travel and Relocation Policy)

<http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2201>

Section 2202 (Mileage Reimbursement)

<http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2202>

Section 2203 (Allowances and Travel Reimbursements)

<http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>

APPENDIX ITEM #11 REGARDING LEAVE USAGE

In accordance with Personnel Management Liaison Memo 2013-013, employees shall use PLP and furlough hours before all other accrued paid leave. The order in which leave shall be used is PLP 2012 first followed by PLP 2010, and then furlough hours.

When an employee has PLP 2020, PLP 2012, PLP 2010, furlough hours or CTO (as a result of Section 12.06) available and uses any other accrued paid leave, except sick leave, the leave used will be corrected on the 998A by personnel to reflect usage of PLP 2020, PLP 2012, PLP 2010, furlough hours or CTO without prior notification to the employee. Personnel will provide a notification to the employee informing them of the appropriate leave deduction.

APPENDIX ITEM #12 REGARDING SECTION 11.02 C. (BACK-TO-BACK DOUBLE EXAMPLES)

First Watch Regular Shift (2 scenarios)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1W (10p-6a)	Reg (Starts 10pm prior Sunday)	Reg	Reg	Reg	Reg	RDO	RDO
2W (6a-2p)	OT/HOLD	OT/HOLD		HOLD/VOL			
3W (2p-10p)	OFF	OFF	VOL ONLY (32hr ends)	HOLD/VOL			

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1W (10p-6a)	Reg (Starts 10pm prior Sunday)	Reg	Reg	Reg	Reg	RDO	RDO
2W (6a-2p)	OFF	OFF		VOL ONLY (32hr ends)			
3W (2p-10p)	OT/HOLD	OT/HOLD		HOLD/VOL			

Second Watch Regular Shift (2 scenarios)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1W (10p-6a)	OT/HOLD	OT/HOLD		HOLD/VOL			
2W (6a-2p)	Reg	Reg	Reg	Reg	Reg	RDO	RDO
3W (2p-10p)	OFF	OFF	VOL ONLY (32hr ends)	HOLD/VOL			

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1W (10p-6a)	OFF	OFF		VOL ONLY (32hr ends)			
2W (6a-2p)	Reg	Reg	Reg	Reg	Reg	RDO	RDO
3W (2p-10p)	OT/HOLD	OT/HOLD		HOLD/VOL			

Third Watch Regular Shift (2 scenarios)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1W (10p-6a)	OFF	OT/HOLD	OT/HOLD		HOLD/VOL		
2W (6a-2p)	OFF	OFF	OFF	VOL ONLY (32hr ends)	HOLD/VOL		
3W (2p-10p)	Reg	Reg	Reg	Reg	Reg	RDO	RDO

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1W (10p-6a)	OFF	OFF		VOL ONLY (32hr ends)			
2W (6a-2p)	OT/HOLD	OT/HOLD		HOLD/VOL			
3W (2p-10p)	Reg	Reg	Reg	Reg	Reg	RDO	RDO

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**California Correctional
Peace Officers Association**
755 Riverpoint Drive
West Sacramento, CA 95605-1634
1-800-821-6443
(916) 372-6060
Fax (916) 374-1824



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