July 17, 2018

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Tentative Agreement between the County of Marin and the Marin County Management Employees’ Association

Dear Board Members:

RECOMMENDATION: The Human Resources Department recommends that your Board approve the tentative agreement reached between the County of Marin and the Marin County Management Employees’ Association for a successor 3-year collective bargaining agreement and authorize the Board President to execute the Collective Bargaining Agreement.

SUMMARY: This 3-year agreement reflects many of the County’s long-term priorities, which include providing market-based equity adjustments to employee salaries, eliminating “hold harmless” monies, and amending health benefits to ensure affordability for represented employees. The Collective Bargaining Agreement with this bargaining unit expired on June 30, 2018.

The agreed upon terms include:

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td>Term</td>
<td>July 1, 2018 – June 30, 2021</td>
</tr>
<tr>
<td>Salaries (Cost of Living Adjustment)</td>
<td>Year 1:</td>
</tr>
<tr>
<td></td>
<td>Effective, the first full pay period in July 2018, or in the first full pay period following ratification and approval, whichever is later, the rate of pay for all represented employees shall be increased by two and one-half percent (2.5%).</td>
</tr>
<tr>
<td></td>
<td>Year 2:</td>
</tr>
<tr>
<td></td>
<td>Effective the first full pay period in July 2019, the rate of pay for all represented employees shall be increased by three percent (3.0%).</td>
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<tr>
<td></td>
<td>Year 3:</td>
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<tr>
<td></td>
<td>Effective the first full pay period in July 2020, the rate of pay for all represented employees shall be increased by two percent and one-half (2.5%).</td>
</tr>
</tbody>
</table>
**Equity:**

**Year 1:**
Effective, the first full pay period in July 2018, or in the first full pay period following ratification and approval, whichever is later, the rate of pay for the classifications listed below shall be increased as follows:

- Airport Manager: 2.70%
- Assistant Chief Fiscal Officer-H&HS: 1.05%
- Audit Manager: 1.05%
- BHRS Division Director: 1.42%
- BHRS Program Manager: 1.42%
- Chief Deputy Public Administrator: 1.05%
- Chief Deputy Recorder-County Clerk: 1.05%
- Chief Investigator Special Investigations Unit: 1.42%
- Chief of Sheriff’s Fiscal Services: 1.05%
- Collections Manager: 1.05%
- Emergency Medical Services Administrator: 2.73%
- Epidemiology Manager: 1.42%
- Nursing Services Manager: 2.73%
- Principal Landscape Architect: 2.52%
- Public Health Division Director: 1.42%
- Public Health Program Manager: 1.42%
- Quality Improvement Coordinator: 2.30%
- Social Services Division Director: 1.42%
- Social Services Program Manager: 1.42%
- Senior Librarian: 2.07%
- Supervising Public Health Nurse: 5.53%
- Supervising Registered Nurse: 2.73%
- Victim Witness Program Supervisor: 5.63%

**Year 2:**
Effective, the first full pay period in July 2019, the rate of pay for the classifications listed below shall be increased as follows:

- Airport Manager: 2.68%
- Emergency Medical Services Administrator: 2.72%
- Nursing Services Manager: 2.72%
- Supervising Registered Nurse: 2.72%
- Victim Witness Program Supervisor: 5.62%

**Administrative Response Compensation:**
The Health and Human Services Facilities Manager classification will be added to the list of classifications that are eligible to receive the ARC.
License Renewal Reimbursement:
The Quality Improvement Coordinator classification will be added to list of classifications that are eligible to receive $300 reimbursement once every two years.

Health Benefits:
Effective December 2018, in the pay period in which there will be an increase in health insurance premiums, the County will increase the bi-weekly fringe benefit package in an amount equivalent to zero to five percent (0% to 5.0%) based on the Kaiser Silver premium increase (or the premium increase to the County’s lowest cost HMO at that time) to benefited employees at the employee plus one (1) and employee plus family benefit levels.

Effective December 2019, in the pay period in which there will be an increase in health insurance premiums, the County will increase the bi-weekly fringe benefit package in an amount equivalent to zero to five percent (0% to 5.0%) based on the Kaiser Silver premium increase (or the premium increase to the County’s lowest cost HMO at that time) to benefited employees at the employee plus one (1) and employee plus family benefit levels.

Effective December 2020, in the pay period in which there will be an increase in health insurance premiums, the County will increase the bi-weekly fringe benefit package in an amount equivalent to zero to five percent (0% to 5.0%) based on the Kaiser Silver premium increase (or the premium increase to the County’s lowest cost HMO at that time) to benefited employees at the employee plus one (1) and employee plus family benefit levels.

Cash Back:
Effective July 1, 2018, there will be no cash back of any remaining unused amount of an employee’s bi-weekly fringe benefit package for employees hired on or after July 1, 2018 and for employees who do not receive cash back as of July 1, 2018.

Hold Harmless:
The County will eliminate all hold harmless payments as of the end of the final full pay period of the 2018-2021 agreement.
Overtime:

For the following classifications only, who work exclusively in the Road Maintenance Division in the Department of Public Works, overtime shall be defined as time in paid status in excess of the full-time work week of 37.5 or 40 hours:

Chief of Construction (only when assigned to Roads)
Engineering Assistant (only when assigned to Roads)
Road Maintenance Superintendent
Road Maintenance Supervisor
Senior Road Maintenance Supervisor
Traffic Safety Maintenance Supervisor

For the following classifications only, who work exclusively in the Department of Public Works, overtime shall be defined as time worked in excess of 40 hours per work week (or 37.5 hours for 75-hour employees). For the purposes of calculating overtime eligibility, holidays and paid sick leave shall be considered time worked. In addition, employees who work alternative work schedules and use paid time off to supplement legal holidays shall have such paid time off hours considered as time worked.

Airport Manager
Assistant Engineer
Building and Maintenance Manager
Building and Maintenance Supervisor
Chief of Construction (When NOT assigned to Roads)
Chief Real Property Agent
Communications Engineering Manager
Custodial Supervisor
Engineering Assistant (When NOT assigned to Roads)
Fleet Manager
Fleet Supervisor
Junior Engineer
Principal Transportation Planner
Public Works Program Manager
Stormwater Program Administrator
Supervising Communications Technician
Supervising Hazardous Materials Specialist
Supervising Purchaser
Supervising Reprographic Technician

For all other MCMEA classifications, overtime will be paid based on actual hours worked in excess of 40 or 37.5 hours per week.
Miscellaneous:

**One-Time Payment:**
Effective the first full pay period of July 2018, or in the first full pay period following adoption of the agreement, whichever is later, regular hire full-time employees whose combined annual compensation, inclusive of base wages and any form of cash back and exclusive of overtime, that is equal to or greater than $90,000, shall receive a one-time, non-pensionable payment of $500 (prorated for part time employees). This amount will be prorated for regular hire part-time employees based on the part-time employee’s FTE.

Effective the first full pay period of July 2018, or in the first full pay period following adoption of the agreement, whichever is later, regular hire full-time employees whose combined annual compensation, inclusive of base wages and any form of cash back and exclusive of overtime, is less than $90,000, shall receive a one-time, non-pensionable payment of $1000 (prorated for part time employees). This amount will be prorated for regular hire part-time employees based on the part-time employee’s FTE.

Effective the first full pay period of July 2018, or in the first full pay period following adoption of the agreement, whichever is later, contingent hire employees who do not have a regular hire appointment will receive the following one-time payment based on hours worked in the July 1, 2017-June 30, 2018 fiscal year:

- 1,000 hours or more but less than 1,800 hours: $250
- 1,800 hours or more: $500

**Teamsters Health and Welfare Trust**
The parties agree that the County will enter into negotiations with Teamsters Health and Welfare Trust regarding the Trust’s Anthem PPO plan.

**Rental Assistance**
The parties agree to meet no later than September 30, 2018 to develop a countywide pilot rental assistance program using the $250,000 that the County has allocated for this program.
Shift Differential
Swing and graveyard shifts shall be clearly defined as 4pm to midnight for the swing shift and midnight to 8am for the graveyard shift.

Salary Survey Committee
For the term of the 2018-2021 contract, the parties will participate in a joint salary survey committee.

Temporary Promotions
When an employee is temporarily promoted into a higher level classification, the employee shall be placed on the salary scale of the new classification at the step that is a minimum of five percent (5%) above the salary of the employee’s regular classification. Once placed on the scale, the salary shall then be adjusted to the nearest whole percentage. In addition, if the temporary promotion is into a classification in which the full time hours are different from the regular classification (37.5 hours v 40 hours), the employee shall maintain the same hours as his/her regular classification. Leave accruals and overtime eligibility shall be pursuant to the employee’s regular classification.

Temporary Special Assignment Pay
An employee who is working on a temporary special assignment shall receive a five percent (5%) differential for hours worked on the special assignment.

New Employees
On a monthly basis, the County shall provide to MCMEA an electronic copy of the employee personnel listing for the MCMEA bargaining unit that includes the job title, department, work location, work, home, and cellular telephone numbers, personal email addresses on file with the County, home address, dates of employment, classification, rates of pay and terminations.

Grievance Procedure
The parties agreed to change the grievance procedure to allow for electronic signatures.

CBA Clean-Up
The parties also agreed to several clean up items, including deleting outdated language; clarifying that employees need to be in paid status the work day before and after a legal holiday in order to be paid for
the legal holiday; and incorporating issues previously agreed-to during the reopener to address impacts of the modifications that are required for the County to implement its new Enterprise Resource Planning system, including changing from years to months of service associated with each level of vacation accrual.

**FISCAL IMPACT:** These salary and benefit adjustments will result in incremental cost increases of $1,885,323 in FY 2018-19, $1,803,553 in FY 2019-20 and $1,542,445 in FY 2020-21. Adjusting for the one-time payments, the ongoing increase to the baseline budget is 9.4 percent of pay over the three-year agreement. The cumulative ongoing baseline increase of $4,992,320 will be offset by approximately $70,000 in savings associated with the elimination of Hold Harmless payments at the end of the 2018-2021 agreement. Please see the attached costing summary which identifies a more detailed fiscal impact of the proposal. Funds have been allocated by the County Administrator's Office in departmental budgets for the proposed adjustments.

**REVIEWED BY:**

[ X ] County Administrator  [ X ] County Counsel  
[ ] Department of Finance  [ X ] Human Resources

Please let me know if you have any questions or concerns.

Respectfully submitted,

Mary Hao  
Director of Human Resources

cc: Matthew Hymel, County Administrator  
Angela Nicholson, Assistant County Administrator, CAO  
Roy Given, Director of Finance  
Jeff Wickman, Retirement Administrator, MCERA  
Susan Lewitt, Deputy Director of Human Resources
Marin County Management Employees' Association - Tentative Agreement

**Baseline Information**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Salary Base</td>
<td>$42,574,632</td>
</tr>
<tr>
<td>Current Benefit Base</td>
<td>$16,023,665</td>
</tr>
<tr>
<td>Current Non-Pensionable Salary Base</td>
<td>$715,238</td>
</tr>
<tr>
<td>FTE</td>
<td>405</td>
</tr>
<tr>
<td>1% of Pay with Variable Benefits</td>
<td>$534,105</td>
</tr>
<tr>
<td>Average Base Salary</td>
<td>$105,123</td>
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</table>

**Incremental Cost of Tentative Agreement**

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary</td>
<td>$1,064,366</td>
<td>$1,309,170</td>
<td>$1,128,015</td>
</tr>
<tr>
<td>(Cost Of Living Adjustments)</td>
<td>2.5%</td>
<td>3.0%</td>
<td>2.5%</td>
</tr>
<tr>
<td>Equity</td>
<td>$139,015</td>
<td>$33,400</td>
<td>-</td>
</tr>
<tr>
<td>Wage-related fringes</td>
<td>$278,722</td>
<td>$310,990</td>
<td>$261,296</td>
</tr>
<tr>
<td>Non Pensionable wages</td>
<td>$17,881</td>
<td>$21,994</td>
<td>$18,878</td>
</tr>
<tr>
<td>License Renewal Reimbursement</td>
<td>$150</td>
<td>-</td>
<td>$-</td>
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**Health Benefits**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowance increase</td>
<td>$121,190</td>
<td>$127,250</td>
<td>$133,612</td>
</tr>
<tr>
<td>(percent of salary)</td>
<td>0.2%</td>
<td>0.2%</td>
<td>0.2%</td>
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</table>

**Other**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>One time</td>
<td>$239,000</td>
<td>-</td>
<td>$-</td>
</tr>
<tr>
<td>Administrative Response Compensation</td>
<td>$25,000</td>
<td>$750</td>
<td>$644</td>
</tr>
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</table>

**Total Incremental**

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Incremental</td>
<td>$1,885,323</td>
<td>$1,803,553</td>
<td>$1,542,445</td>
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</table>

Incremental Increase as % of Pay with Variable Benefits

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5%</td>
<td>3.3%</td>
<td>2.7%</td>
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</table>

Total Cumulative above FY 2017-18

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5%</td>
<td>6.9%</td>
<td>9.8%</td>
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</tbody>
</table>

Cumulative Baseline Increase Cost

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,646,323</td>
<td>$3,449,876</td>
<td>$4,992,320</td>
<td></td>
</tr>
</tbody>
</table>

Ongoing Increase as % of Pay with Variable Benefits

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>9.4%</td>
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7/10/2018