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 Association of Public Employees General Unit

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 Association of Public Employees (MAPE) 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, 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>
<th>July 1, 2018 – June 30, 2021</th>
</tr>
</thead>
</table>
| Salaries (Cost of Living Adjustment): | 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 all represented employees shall be increased by two and one-half percent (2.5%).

Year 2: 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%).

Year 3: 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%).
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:

- Cadastral Mapping Technician I: 7.87%
- Cadastral Mapping Technician II: 13.34%

Footwear:

The following classifications shall be added to the list of classifications that are eligible to receive the footwear allowance:

- Hazardous Material Specialists I/II
- Communications Technicians
- Senior Communications Technicians
- Communications Network Systems Analyst

Regular hire part-time employees and Contingent Hire Seasonal employees will also be eligible to receive the footwear allowance.

In the agreement that expired on June 30, 2018, employees had to be on the payroll as of the first full pay period of the new fiscal year in order to get the full footwear allowance. Under the new 2018-2021 agreement, the parties agreed to expand the time period that allows full-time and part-time regular hire employees to receive the full allowance of $250 if they are appointed as of July 1 – December 31. Full-time and part-time regular hire employees appointed as of January 1 – June 30 of the fiscal year shall receive half of the allowance, or $125.

Contingent Hire Seasonal employees in the classifications listed will also be eligible for reimbursement for the footwear and fire boot allowance after being employed for thirty (30) calendar days. Should the Contingent Hire Seasonal employee leave County employment before half of the season is complete (season to be determined by each department/division), the employee shall reimburse the County fifty percent (50%) of the allowance, which will be deducted from the employee’s final paycheck.

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 all MAPE classifications, overtime shall be defined as time worked in excess of 40 or 37.5 hours per work week. For the purposes of calculating overtime eligibility, legal holidays 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.
For the following classifications only, overtime shall be defined as time in paid status in excess of the full-time work week of 37.5 or 40 hours:

Sheriff Service Assistant
Road Maintenance Worker I/II
Senior Road Maintenance Worker
Sign Fabricator
Traffic Safety Maintenance Worker
Communications Dispatcher
Communications Dispatcher Trainee
Supervising Communications Dispatcher

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. 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 $1,000. 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
Y-Rate Sheriff’s Service Assistant One-Time Payment:
Effective the first full pay period of July 2018, or the first full pay period following adoption of the agreement, whichever is later, Sheriff’s Service Assistants who are y-rated as of July 1, 2018 will receive a one-time payment of $1500.

Jail Assignment Differential:
Employees in the following classifications will receive a ten percent (10%) hourly assignment differential when assigned to work in the County jail:

- Building Maintenance Worker I/II/III/Trainee
- Maintenance Electrician
- Sr. Maintenance Electrician
- Stationary Engineer
- Clinical Psychologist I/II

Temporary Promotions:
Employees who are temporarily promoted, in excess of 10 days, to assume the duties of a position in a higher classification will be paid for all hours in paid status at the rate that is closest to, but not less than five percent (5%) above his or her base hourly rate in the classification in which he/she holds regular status at the time he/she is temporarily promoted. Employees in a temporary promotional status will retain the full-time work schedule (either 37.5 or 40 hours) of his/her underlying classification. An employee’s eligibility for overtime and leave accrual shall be pursuant to his/her 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.

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 5pm to 10pm for swing shift and 10pm to 8am for the graveyard shift.

New Employee Orientation:
The County shall provide MAPE written notice of New Employee Orientations at least ten (10) business days prior to the orientation. Representatives shall be permitted to meet with the new employees for up to thirty (30) minutes during a portion of the orientation. If MAPE staff are unavailable, the County shall grant release time for one (1) union steward to attend.

The County shall make best efforts to provide the Union with the name, job title, department, work location, work, home and personal cellular telephone numbers, personal email address, and home address of all employees in the bargaining unit every 90 days, but no less than once every 120 days.

Los Gamos and Work Schedules:
The County may contract out custodial and building maintenance work at 1600 Los Gamos Drive. Employees in the Building Maintenance I, II, III and Stationary Engineering classifications may maintain or request alternative work schedules, consistent with the parties' MOU section 4.1.4.

If the County seeks a reduction in force in the Building Maintenance or Custodial classifications during the life of the Agreement, the section will be reopened.

Labor Management Committee:
The parties have agreed to establish the following labor management committee:
- Discuss retirement contribution options for Contingent Hire employees and Part Time employees under 0.75 FTE. The intent of this LMC is not to recommend funding or
contributing to such retirement plans during the term of this agreement.

Clean-up Items:
The parties also agreed to several clean up items, including deleting outdated language; retitling "personal leave" to "professional leave"; incorporating an existing side letter regarding Library employees into the Agreement; 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 how seniority will be calculated and 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 $3,261,671 in FY 2018-2019, $3,010,397 in FY 2019-2020 and $2,610,350 in FY 2020-21. Adjusting for the one-time payments, the ongoing increase to the baseline budget is 9.1 percent of pay over the three-year agreement. The cumulative ongoing baseline increase of $8,166,731 will be offset by approximately $77,800 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
## MAPE - General Unit

### Baseline Information

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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Current Salary Base</td>
<td>$69,598,547</td>
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<tr>
<td>Current Benefit Base</td>
<td>$29,614,550</td>
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<td>Current Non-Pensionable Salary Base</td>
<td>$3,626,614</td>
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<td>FTE</td>
<td>885</td>
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<td>1% of Pay with Variable Benefits</td>
<td>$893,829</td>
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<tr>
<td>Average Base Salary</td>
<td>$78,685</td>
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### Incremental Cost of Tentative Agreement

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2021-22</th>
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<tbody>
<tr>
<td>Base Salary</td>
<td>$1,739,964</td>
<td>$2,163,019</td>
<td>$1,837,538</td>
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<tr>
<td>2.5%</td>
<td>2.5%</td>
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<tr>
<td>Equity</td>
<td>$22,198</td>
<td>$-</td>
<td>$-</td>
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<tr>
<td>Wage-related fringes</td>
<td>$409,079</td>
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<td>Non Pensionable Wages</td>
<td>$90,665</td>
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<td>Health Benefits</td>
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<tr>
<td>Allowance increase</td>
<td>$225,987</td>
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<td>(percent of salary)</td>
<td>0.3%</td>
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<tr>
<td>Other</td>
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<tr>
<td>One time</td>
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<tr>
<td>Footwear</td>
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<td>Differential</td>
<td>$52,342</td>
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<tr>
<td>Total Incremental Cost</td>
<td>$3,261,671</td>
<td>$3,010,397</td>
<td>$2,610,350</td>
</tr>
</tbody>
</table>

- Incremental Increase as % of Pay with Variable Benefits: 3.6% 3.3% 2.8%
- Total Cumulative above FY 2017-18: 3.6% 7.0% 9.9%
- Cumulative Baseline Ongoing Increase: 2,545,984 5,556,381 8,166,731
- Ongoing Increase as % of Pay with Variable Benefits: 9.1%

July 10, 2018