

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
ADMINISTRATIVE ASSISTANT
AND
APTOS/LA SELVA FIRE PROTECTION DISTRICT**

This Memorandum of Understanding is made and entered into at Aptos, California, this 11th day of January, 2018 by and between the Administrative Assistant and the APTOS/LA SELVA FIRE PROTECTION DISTRICT. All references regarding Aptos/La Selva Fire Protection District Administrative Assistant will hereby be referred to as "Employee". All references to the Aptos/La Selva Fire Protection District will be referred to as "District".

ARTICLE I. POSITION

Pursuant to the provisions of applicable state law, the position of Administrative Assistant is hereby recognized as a "non-safety employee".

ARTICLE II. PURPOSE AND UNDERSTANDING

The purpose of this Memorandum of Understanding is to promote and provide harmonious relations, cooperation and understanding between the Employee and the District.

This Agreement sets forth the understanding of the parties regarding the matters covered herein. Existing matters and benefits provided by ordinance, practice, policy, regulation or rules of the District or provided in this Agreement shall be continued without change during the term of this Agreement.

Unless specifically modified by the terms of this Agreement, the District's Personnel Rules, Policies and Procedures, as set forth in the current District Personnel Policies shall apply to the Employee subject to this Agreement. To the extent there is a conflict between specific provisions of this Agreement and other District Rules, Policies and Procedures addressing a subject covered by this Agreement, the terms of this Agreement shall govern.

ARTICLE III. DISTRICT RIGHTS

Except as expressly limited by this Agreement, and as thereafter amended or modified, it is understood and agreed by the Employee that the District retains all of its powers to direct, manage and control the affairs of the District to the full extent of the law. Included in, but not limited to, those duties and powers is the District's right to determine its organization; direct the work of Employee; determine the times and hours of operation; determine the kinds and levels of services to be provided and the methods and means of providing them; establish District policies, goals and objectives; maintain the efficiency of District operations; acquire District property; build, move or modify District facilities; establish budget procedures and determine budgetary allocation;

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determine the methods of raising revenue; and contract out work. In addition, the District retains the right to increase, decrease or reassign the work force; hire, promote, demote; discharge or discipline for cause; or reclassify special work requirements.

ARTICLE IV. COMPENSATION

SECTION 1. BASE SALARY ADJUSTMENT

- a) The District agrees to pay the Employee for services rendered pursuant to a monthly base salary of \$4,524.00 (2.0% increase) retroactive to January 1, 2018, payable pursuant to Section 5 herein.
- b) The District and Employee shall meet once annually to discuss the performance of Employee with reference to goals and objectives established by the Director of Business Services, as well as potential salary step grade increases. Accomplishment of such goals and objectives by Employee shall be a factor in the determination of any base salary increase. Said meetings shall occur within 30 days after the annual anniversary date of the term of the MOU or December 31st of each year.
- c) Effective January 1, 2019, a 2.0% increase in base salary.

SECTION 2. EMPLOYEE GROUP INSURANCE

a. MEDICAL, DENTAL AND VISION

1. Continue Membership in the PERS Medical Insurance Program.

Adopt a medical contribution per active Employee and per retiree in accordance with the minimums as specified in Government Code Section 22892 with the balance of the District contribution going into a qualified cafeteria plan for active Employees.

2. Under the cafeteria plan Employees may select any PERS Medical Insurance Plan, the Ameritas-Incentive Plan and Vision Care for themselves and eligible Employees of their families. The District agrees to provide a contribution toward medical, dental and vision according to the following schedule which will become effective the first of the month following the signing of this contract:

The District shall pay a monthly contribution toward Employee medical insurance equal to the PERS Choice PPO monthly premium cost for the level of Employee participation (Employee only, Employee and 1 dependent, or Employee and 2+ dependents). Employees selecting a more costly medical insurance plan shall pay the excess premium cost. Employees selecting a less costly plan shall not receive the excess contribution.

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3. An Employee whose spouse is currently covered under PERS Health Plan is not allowed by PERS to maintain a separate medical insurance policy with PERS (dual coverage). Such Employees may waive participation in the District's health plan, and retain dependent coverage under the spouse. In addition, other Employees with outside medical insurance may opt out of the employer offered medical plan. In either event, such Employees shall receive a payment equal to the then current single employee PERS Choice PPO monthly premium cost per month to be used towards flex options offered under the Flex Benefit Program.
4. The District shall provide and pay the full monthly insurance premium for the dental and vision plan throughout the term of this MOU.
5. Health premium contribution upon retirement. For one full month following the month of an Employee's retirement, the District will provide the same monthly contribution toward health plan premiums that the employee received during the final month of employment with the District.

b. POST RETIREMENT LONGEVITY BENEFIT

In 2004 the District and the Employees met and agreed upon how to provide a more responsive post retirement longevity benefit. It is understood by both parties that the program below will transition a prior plan design to a new plan design over time to accomplish that.

The District established the ICMA Retirement Health Savings Plan (RHS) in March 2005. All plan design features of the RHS have been negotiated and are mandatory as described in this section. Employer-level administrative fees or maintenance charges for the RHS will be paid by the District.

For Members hired before March 31, 2005 the District will contribute three hundred and fifty dollars (\$350.00) per month into the Member's RHS upon retirement, provided the retirement is for service (or service connected disability) and the retiring Member has a minimum of fifteen (15) years with the District. This contribution shall terminate on the retiree's 65th birthday or death whichever comes first. Members shall make a mandatory ten dollar (\$10.00) monthly contribution into their RHS and the District shall match that contribution equally each month. The District matching contribution to the RHS shall vest to the Member only in the event that the Member meets the fifteen (15) year service requirement and retires from the District for service (or service connected disability).

In addition, all Employees (those hired before or after March 31, 2005), upon service or disability related retirement, shall have all terminal sick leave and vacation leave payoff funds contributed directly into the Employee's RHS. Any other form of separation from employment will result in terminal sick and vacation leave payoffs being made directly to the terminating employee.

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Employee, new Employee, and retiree participation in the RHS is mandatory in order to receive any Post Retirement Longevity Benefit. All mandatory contributions to the RHS described herein shall be made on the first business day of the month or as close to that as is practical. In the event that Employee or new Employee mandatory RHS contributions are not made for any reason the District is relieved of its obligation to make RHS contributions. RHS deposits, withdrawals, and related income tax consequences are governed by the Internal Revenue Code and Internal Revenue Service and both the District and all Employees understand this.

- c. The District will pay one hundred percent (100%) of the premium for group life insurance for Employee for coverage in the amount of fifty thousand dollars (\$50,000.00).
- d. The California State Firefighters' Association Group Long Term Disability Insurance Partial Self Funded 60 Day Wait program administered by Myers-Stevens will be provided as an option available for Employee purchase under the Flex Benefit Program.

SECTION 3. RETIREMENT

- a. Employer Paid Member Contribution (EPMC). The District will pay one hundred percent (100%) of the Employee's contribution for PERS. This contribution is to be credited to the Employee's individual account as per Section 20615 of the Public Employees' Retirement Law.
- b. Miscellaneous personnel are under a "3% at 60" contract, effective January 1, 2006, and in addition to the basic benefits, the following benefits are included:

- One-Year Final Compensation
 - Credit for Unused Sick Leave
 - Reporting the Value of Employer Paid Member Contribution (EPMC)

SECTION 4. LONGEVITY PAY

Employee receives a 2.5% salary increase for ten (10) years of service.

SECTION 5. PAY PERIODS

The annual base pay amount shall be divided by 26 and the resulting amount shall be paid on a regular biweekly basis, plus earned overtime.

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SECTION 6. WORK SCHEDULE

Employee's normal work day is working between 0800 and 1700 hours Monday through Friday. Employee shall be entitled to a one hour lunch period between 1200 and 1300 hours during which time no work may be required of employee. Employee shall also be entitled to two 15 minute breaks, the first beginning between 0945 and 1015, and the second break beginning between 1445 and 1545.

SECTION 7. OVERTIME

All authorized overtime, that time worked in any one pay period in excess of the normal work hours, shall be compensated at time and one-half (1-1/2) with a minimum of thirty (30) minutes pay for each period of work. Additional time will be paid in one-half (1/2) hour increments. Overtime must be approved by the Director of Business Services or Fire Chief prior to the time the overtime is worked.

ARTICLE V. PERFORMANCE REPORTS

SECTION 1. POLICY

It is the policy of the District that regular reports be made as to the efficiency, competency, conduct and merit of its employees. To this end, it is declared to be the responsibility of the Director of Business Services that these evaluations of Employee be made.

SECTION 2. PROCEDURE

- a. Evaluations will be prepared for Employee within thirty (30) days past the MOU's annual anniversary date.
- b. Written reports shall be prepared for Employee for a salary increase in accordance with District Personnel Policies. Copies of the reports shall be furnished to Employee.

SECTION 3. REVIEW

Each performance report shall be reviewed with Employee as a tool for improving performance. Employee shall sign the report to acknowledge this review and is entitled to submit a signed statement, to be attached, if he/she does not concur with the contents of said report.

SECTION 4. DISTRIBUTION

Reports shall be prepared in two (2) copies. After review by the appointing authority, one copy (1) shall be retained for file, one (1) copy shall be returned to Employee.

ARTICLE VI. LEAVES

SECTION 1. HOLIDAYS

a. Employee shall earn holiday leave currently approved: Thirteen (13) eight (8) hour days per year designated as follows:

New Year's Day	Thanksgiving
Martin Luther King's Day	Friday following Thanksgiving
President's Day	Last working day before Christmas
Memorial Day	Christmas
Independence Day	New Year's Eve
Labor Day	Floating Holiday
Veteran's Day	

- 1) All requests to take Floating Holiday Time off shall be submitted to the Director of Business Services with a minimum of twenty-four (24) hours in advance
- 2) Once a Floating Holiday has been granted, it may not be rescinded without the Employee's approval.

SECTION 2. VACATIONS

a. Member shall earn and accrue vacation time as follows:

- 1) After completion of the eleventh (11th) year, Member will be given one (1) additional vacation day for each additional year of service, to a maximum of thirty (30) days after twenty (20) years of service with the District.
- 2) Member shall be permitted to carryover or accrue vacation to the maximum of 480 hours after which no further hours will be earned or accrued:

Maximum accrual excludes those days accrued in the current calendar year.

b. Full-Time Employees

- 1) An Employee in continuous full-time service of the District who terminates employment and has earned vacation time shall be paid for such time on the effective date of such termination. When separation is caused by death of Employee, payment shall be made to the estate of such Employee.

- 2) An Employee incurring a serious injury or illness which requires Employee to be hospitalized or confined while on paid vacation leave may have those days changed to sick leave with pay and vacation days restored accordingly, provided Employee has sufficient sick leave accrued and the period of hospitalization and/or confinement is certified by a physician's written statement.
- 3) An Employee may sell back forty (40) hours of accrued vacation leave at the then current base rate of pay each calendar year. Election to sell back vacation shall be consistent with District Policy.

SECTION 3. SICK LEAVE

a. Full Time Employees

1. Sick leave is that amount of time allocated by the District each calendar year from January 1st through December 31st.
2. All Employees shall be entitled to sick leave as follows:

Employees shall accrue sick leave at the rate of sixteen (16) hours per month (192 hours per year), with a maximum accumulation of 1600 hours.

Maximum accrual excludes those days accrued in the current calendar year.
3. Sick leave shall not be considered as a right which an Employee may use at her/his discretion, but shall be allowed only in case of necessity or as required by law.
4. An Employee is entitled to sick leave with pay who are unable to work because of their own illness or disability, for the illness or disability of an eligible family Employee and other purposes required by federal and state law.
5. No Employee shall be entitled to sick leave with pay while on a District granted Leave of Absence without pay.
6. Notification and Verification
 - a) Advance Notice Requirement. In order for sick leave to be granted, Employee who, because of illness or injury, is unable to report to work, shall notify the Administration Office in accordance with District regulations or policies. Failure to notify the Administration Office without good reason will result in an unauthorized leave of absence without pay. The determination in this regard shall be made by the Fire Chief.

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- b) Where the length of absence due to injury or illness is not known at the outset, it shall be the responsibility of the Employee to remain in contact with the Administration Office of the District.
- c) Verification.
 - 1) In the case of injury, Employee shall present to District Administration Office a physician's "release to return to work" prior to or upon reporting for duty.
 - 2) In the case of illness, the Employee may be required to file a physician's certificate or a personal affidavit with the Fire Chief, stating the cause of absence in the case of:
 - (a) An Employee's absence for two consecutive workdays which is due to illness;
 - (b) Whenever the Fire Chief reasonably believes that cause exists to request such verification.
 - (c) The Fire Chief may require a medical examination before allowing an Employee to return to work. Such examination shall be performed by a physician selected by the District, and shall be at the District's expense.

b. Pay for Sick Leave

- 1. At the end of each calendar year, one-half (1/2) of the accumulated sick leave in excess of 1600 hours shall be paid at the Employee's regular hourly rate of pay.

Upon retirement, any accumulated sick pay not compensated for, may be applied as service credit as provided for by Public Employee's Retirement Law, Section 20862.8

The Employee will receive payoff for accumulated sick leave upon termination except for discharge for upheld cause (for which payoff shall be forfeited). Payoff of accumulated sick leave will be limited to 800 hr's, plus the current year's accumulation. One-half (1/2) of the above 800 hr's, plus one-half (1/2) of the current year's accumulation, shall be paid at the Employee's regular hourly rate of pay, with any accumulated sick leave not compensated for applied as service credit as provided for by Public Employee's Retirement Law, Section 20862.8

- 2. Employees retiring on a service or disability pension shall have the option of:
 - a) Being paid for their unused sick leave. This shall apply to one-half (1/2) of the first 800 (eight hundred) hours accumulation plus one-half of the current

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calendar year accumulation. This shall be paid at the Employee's current regular hourly rate of pay; or

- b) Taking their unused sick leave as time off to increase the time credit for pension purposes. This shall apply to one-half (1/2) of the first 800 (eight hundred) hours accumulation plus one-half of the current calendar year accumulation. Vacation, sick leave, and holiday hours or any other benefits shall not accrue while using this option.
- 3. An Employee discharged for upheld cause shall forfeit all the right to any payment for accumulated sick leave.
 - 4. An Employee resigning shall not qualify for payment of any accumulated sick leave.
 - 5. The survivor(s) of any Employee will be paid for that Employee's accumulated sick leave, not to exceed that amount entitled the Employee upon retirement.

SECTION 4. PERSONAL LEAVE

Full-Time Permanent Employees

- a. Personal Leave is leave necessary for reasons other than injury or illness directly to Employee.
- b. Personal Leave will be charged against any time Employee has accrued, such as sick leave and vacation time, as approved by the Business Manager.
- c. Employee shall be entitled to Personal Leave as follows:
 - 1) Not more than twelve (12) days of leave each calendar year in case Employee's presence is required elsewhere because of sickness, disability or childbirth of a member of his/her immediate family as defined in the District Personnel Policies. Proof of need must be approved by Director of Business Services or designee prior to leave.
 - 2) Employee may be granted one (1) day personal leave to attend the funeral of a relative (not defined as immediate family) at the discretion of the Business Manager.
 - 3) If Employee is required to appear before a court (for other than subpoenas due to actions as a District employee or jury duty) he/she will receive the necessary time as paid personal leave, providing:
 - a) Employee notifies his/her superior in advance, with adequate time remaining so that a relief may be obtained, and

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- b) Employee returns to duty immediately after being released.
- d. Employee shall not be entitled to personal leave with pay while on a District granted Leave of Absence.

SECTION 5. BEREAVEMENT LEAVE

In the event of a death in Employee's immediate family, Employee shall be granted five (5) working days paid bereavement leave.

SECTION 6. MILITARY LEAVE

Military leave shall be provided in accordance with Federal and State Law.

SECTION 7. JURY DUTY

Jury Duty benefits will be provided in accordance with current District policies.

ARTICLE VII. TERM OF AGREEMENT

SECTION 1. DURATION AND EXISTING BENEFITS

This Agreement shall become effective on January 1, 2018 and shall remain in effect through December 31, 2019.

SECTION 2. SAVINGS CLAUSE

In the event any portion of this Agreement is declared null and void by a court of competent jurisdiction, the remaining portions of the Agreement shall continue in full force and effect, and the parties shall immediately commence negotiations to ensure that the superseded portion(s) are rewritten to conform as nearly as possible to the original intent.

SECTION 3. AMENDMENTS CLAUSE

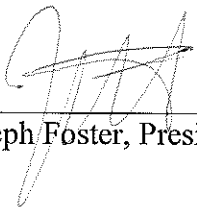
Amendments to this contract on non-economic, non-substantive issues which are agreeable to both sides and do not require negotiations, may be accomplished with the use of addendum which shall be dated, signed and attached to this M.O.U.

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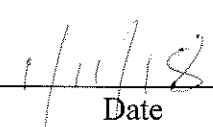
SECTION 4. STATUS CLAUSE

Except as otherwise expressly modified by this Agreement, Employee's terms and conditions of employment shall remain as established in the current DISTRICT Personnel Policies.

APTOS/LA SELVA FIRE PROTECTION DISTRICT:

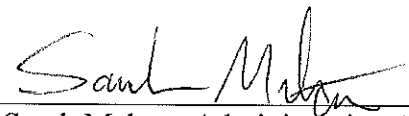


Joseph Foster, President of the Board

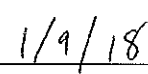


Date

ADMINISTRATIVE ASSISTANT:



Sarah Melton, Administrative Assistant



Date