

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

CHIEF'S PREFACE

As the Chief Investigator, I am honored to serve with such a strong group of professionals who re-commit themselves daily to serving the County of San Bernardino with honor, pride and dignity.

To assist all of us in maintaining the highest of standards, the Bureau has retained the expert services of Lexipol to provide guidance and recommendations on the latest, most up to date laws and best practices in the form of a new manual.

This policy manual is the ongoing product of changing laws, practices and procedures that are integral to providing guidance and direction to all Bureau of Investigation personnel. The efficiency of this law enforcement agency depends largely on the conduct and orderly disciplined performance of its employees and the leadership of the Bureau is charged with ensuring that the performance of all members, including ourselves, follow these established guidelines.

With the Bureau adopting the Lexipol system, you can be assured that our policy manual is current with applicable state and federal laws and law enforcement best practices. This manual is not a substitute for critical thinking and good judgment. No written guidance document can anticipate the entire range of human behaviors that employees might encounter daily. Therefore, we provide this document along with current training, mentoring and responsive supervision to guide our employees in making the right decisions to properly represent the Bureau in a positive manner while representing the District Attorney's Office and those we serve. Please refer to the District Attorney's Office Policy Manual, the County Personnel Rules, and the County Policy Manual for additional guidance. If you are unable to locate the information you are seeking, please contact your supervisor.

The standards of conduct to which we hold ourselves responsible, as outlined herein, govern not only the aspects of our day-to-day operations, but also form the foundation of our professional service and accountability to members of the public. With this full revision to our existing policy manual we continue an ongoing process of advancement and growth as a professional law enforcement organization and re-affirm our commitment of service to those in need.

Thank you for the opportunity to serve alongside each of you.

Eric Hopley

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

MISSION STATEMENT / VALUES

MISSION STATEMENT

The District Attorney's Bureau of Investigation is committed to providing quality and responsive investigative services to prosecutors, our community, and all those serving throughout the criminal justice system.

VALUES

We value and respect the ideas and opinions of our employees and our community.

While accomplishing our mission, Bureau members maintain exemplary professional standards and customer service.

We hold ourselves accountable to the principles of the mission of the Bureau of Investigation.

We accomplish our responsibilities through the fair and courteous treatment of others.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Table of Contents

Chief's Preface	1
Mission Statement / Values	2
Chapter 1 - Law Enforcement Role and Authority	7
100 - Law Enforcement Authority	8
101 - Chief Investigator	12
102 - Oath of Office	13
103 - Law Enforcement Code of Ethics	14
104 - Policy Manual	15
Chapter 2 - Organization and Administration	18
200 - Organizational Structure and Responsibility	19
201 - General Orders	21
202 - Emergency Operations Plan	22
203 - Training Policy	23
204 - Electronic Mail	27
205 - Administrative Communications	28
Chapter 3 - Operations	29
300 - Use of Force	30
301 - Handcuffing and Restraints	40
302 - Control Devices and Techniques	44
303 - Conducted Energy Device	49
304 - Officer-Involved Shootings and Deaths	55
305 - Officer-Involved Shooting Response Team	64
306 - Firearms	67
307 - Vehicle Pursuits	80
308 - Search and Seizure	89
309 - Discriminatory Harassment	91
310 - Victim and Witness Assistance	97
311 - Standards of Conduct	100
312 - Information Technology Use	114
313 - Report Preparation	118
314 - Media Relations	120
315 - Subpoenas and Court Appearances	122
316 - Outside Agency Assistance and Notification	125
317 - Critical and Serious Incident Notification	127
318 - Tactical Alert Personnel Mobilization	128
319 - Incident Command System	133
320 - Evacuations	143
321 - Debriefing of Critical Incidents	148
322 - Off-Duty Law Enforcement Actions	149
323 - Special Response Team / Special Investigations Unit	151

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

324 - Response to Bomb Calls	156
325 - Rapid Response and Deployment	160
326 - Foreign Diplomatic and Consular Representatives	162
327 - Public Recording of Law Enforcement Activity	166
328 - Foot Pursuits	169
329 - Vehicle Towing and Release	173
330 - Vehicle Impound Hearings	177
331 - Political Activity	179
332 - Office Security	181
333 - Traffic Stops	186
334 - Undercover Operations	187
335 - Extraditions	192
336 - Office Alarms	194
337 - Investigation and Prosecution	196
338 - Informants	200
339 - Eyewitness Identification	207
340 - Brady Material Disclosure	211
341 - Warrant Service	214
342 - Opening Initial and Special Investigations	223
343 - Witness Cash Fund	226
344 - Special Investigation Funds	229
345 - Cash Handling, Security and Management	231
346 - Bias-Based Policing	233
348 - Training Officer Program	236
Chapter 4 - Equipment	239
400 - Bureau of Investigation Owned and Personal Property	240
401 - Personal Communication Devices	244
402 - Vehicle Maintenance	248
403 - Vehicle Use	249
404 - Use of Police Radios	257
405 - Respirator Protection	260
406 - Electronic Surveillance Equipment	266
Chapter 5 - Support Services	268
500 - Property and Evidence	269
501 - Computers and Digital Evidence	280
502 - Custodian of Records	283
503 - Records Maintenance and Release	285
504 - Protected Information	294
Chapter 6 - Personnel	298
600 - Recruitment and Selection	299
601 - Evaluation of Employees	302
602 - Grievance Procedure	304
603 - Anti-Retaliation	305
604 - Reporting of Employee Convictions and Involvement in Criminal Incidents	309

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

605 - Drug- and Alcohol-Free Workplace	312
606 - Communicable Diseases	316
607 - Smoking and Tobacco Use	330
608 - Personnel Complaints and Administrative Investigations	331
609 - Seat Belts	343
610 - Body Armor	345
611 - Personnel Records	347
612 - Request for Change of Assignment	356
613 - Commendations	357
614 - Fitness for Duty	359
615 - Employee Assistance	362
616 - Payroll Records	364
617 - Outside Employment, Community Activities and Volunteer Work	365
618 - Occupational Disease and Work-Related Injury Reporting	369
619 - Personal Appearance Standards	371
620 - Uniform Standards	374
621 - Dress Standards	379
622 - Nepotism and Conflicting Relationships	384
623 - Bureau of Investigation Badges	386
624 - Temporary Modified-Duty Assignments	388
625 - Employee Speech, Expression and Social Networking	391
626 - Ride-Alongs	395
627 - Line-of-Duty Deaths	397
628 - Expenses and Travel	398
629 - Retiree Concealed Firearms	399
Attachments	405
Teamsters Local 1932 MOU 2019 -2023 MOU Updated SW POSTING Part 2.pdf	406
Informant Worksheet.pdf	407
DAs Office DEOP - Sept 2019.pdf	408
Informant - Contributor Admonishment Form.pdf	409
Threat Procedures and Checklist 2019.pdf	410
Statutes and Legal Requirements.pdf	411
B of I Logo - Embroidery Sample 6-2021.pdf	412
Respirator Protection policy attachments.pdf	413
Ten-Eleven Police Radio Codes.pdf	414
County Policy 07-01 Prohibiting Discrimination and Harassment - and pamphlet.pdf	415
Course Evaluation.pdf	416
The Counseling Team Intl Contract 2019 - 2021.pdf	417
form_207-fillable-_Incident_Organization_Chart.pdf	418
OIS MOA 03-2020.pdf	419
Evidence Guide 1-2018.pdf	420
Lineup Admonition form 12-2019.pdf	421
2019 - 2024 Safety Management MOU.pdf	422
Teamsters Local 1932 MOU 2019 -2023 MOU Updated SW POSTING Part 1.pdf	423
Equipment Sign Out Sheet.pdf	424
Hate Crime Checklist.pdf	425

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Critical and Serious Incident Notification Guide 08-2017.pdf	426
Informant - Expense-Payment Receipt.pdf	427
Contact Numbers - Oct 2020.pdf	428
form_202-fillable-Incident_Objectives.pdf	429
form_214-fillable.pdf	430
Warrant Matrix - 6-2019.pdf	431
Code of Safe Work Practices-Medical Facilities-Acknowledgement.pdf	432
County Substance Abuse-Reasonable Suspicion Drug and Alcohol Testing policy 9-12-06.pdf	433
Authorized B of I Logo - 5-2021.pdf	434
PROCEDURES FOR WITNESS TRAVEL ARRANGEMENTS 1-2018.pdf	435
form_201-fillable_ICS_Briefing.pdf	436
Undercover Forms - Jan 2019.pdf	437
CRITICAL INCIDENT DEBRIEFING PROTOCOL.pdf	438
2019 - 2024 Safety MOU.pdf	439
form_203-fillable_Organization_Assignment_List.pdf	440
OIS Guide Sheet 01-2020.pdf	441
Informant Background Check.pdf	442
Bloodborne Pathogen Program - County 09-2019.pdf	443
form_204-fillable_ICS_Assignment_List.pdf	444
Training Courses 6-2021.pdf	445
form 215-fillable Incident Action Plan.pdf	446
Commission on Peace Officer Standards and Training Hate Crimes Model Policy 2019.pdf	447
Firearms Remediation.pdf	448
County Standards of Dress and Grooming 2-6-07.pdf	449
Informant Information Questionnaire.pdf	450
County Policy Section 09 - Email-Telephone-Internet-Computer Systems.pdf	451
Employee Acknowledgement of Policies - 5-2020.pdf	452
First Aid Record Form - Final - SM 8-30-16.pdf	453
OIS MOA with SBCSD 3-2016.pdf	454
Shared Vehicle Use Log.pdf	455
Cell Phone Agreement.pdf	456
form 221-demobilization check-out (v2).pdf	457

Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the employees of the San Bernardino County District Attorney's Bureau of Investigation to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to limit its employees to only exercise the authority granted to them by law.

While this Bureau of Investigation recognizes the power of peace officers to make arrests and take other enforcement action, investigators are encouraged to use sound discretion in the enforcement of the law. The Bureau of Investigation does not tolerate the abuse of law enforcement authority.

100.3 INVESTIGATIVE RESPONSIBILITY

The Bureau of Investigation is charged with general responsibility for conducting investigations at the direction of the District Attorney, and as the investigative arm of the legal staff. The Office of the District Attorney was created by Article XI, Section 5 of the California Constitution in 1849. The duties of a district attorney are imposed by Government Code § 26500 through 26525.

100.3.1 PRIMARY DUTIES

Assisting the deputy district attorney with properly preparing a case for court proceedings is a primary responsibility of Bureau of Investigation employees. This may require investigation that is supplemental to a police or sheriff investigation. A pre-trial investigation is generally opened when there is need for further investigation to adequately prepare for trial. During an actual trial, additional investigation may be necessary due to a new facet of the case being brought to light during trial testimony.

100.3.2 DISCRETIONARY INVESTIGATIONS

The Bureau of Investigation's specialized units typically become involved in or initiate the investigation of activities related to public integrity, complex fraud, and other more involved crimes occurring within this jurisdiction. Investigations arising out of the abuse of judicial process such as perjury, witness intimidation, falsification of evidence, and conspiracy to obstruct justice may be referred to the District Attorney by judges in whose court the offense was committed. Also included are bribery and California Election Code violations requiring the gathering of sufficient evidence to prove the crime has been committed by a litigant in court, a public official or a well known public figure.

100.3.3 ORGANIZED CRIME

The Bureau of Investigation may assist with analysis of information about subjects involved in organized crime in the County. The District Attorney must be kept informed of any filtration of organized crime into the County and its affect on local law enforcement. If evidence of prosecutable

Law Enforcement Authority

crimes is obtained, such evidence should be pursued or turned over to the proper law enforcement agency for further investigation.

100.3.4 COOPERATIVE INVESTIGATION

It is the policy of the District Attorney to provide whatever investigative or technical assistance possible when so requested by other law enforcement or prosecutorial agencies.

100.3.5 GRAND JURY

The Bureau of Investigation will provide investigative assistance to the grand jury as requested through the District Attorney. All information and evidence collected during an investigation must be considered confidential.

100.4 PEACE OFFICER POWERS

Sworn personnel of the Bureau of Investigation are authorized to exercise peace officer powers pursuant to applicable state law (Penal Code § 830.1 et seq.).

100.4.1 ARREST AUTHORITY INSIDE THE JURISDICTION OF THE SAN BERNARDINO COUNTY DISTRICT ATTORNEY'S BUREAU OF INVESTIGATION

The arrest authority within the jurisdiction of the San Bernardino County District Attorney's Bureau of Investigation includes (Penal Code § 830.1; Penal Code § 836):

- (a) When the investigator has probable cause to believe the person has committed a felony, whether or not committed in the presence of the investigator.
- (b) When the investigator has probable cause to believe the person has committed a misdemeanor in this jurisdiction and in the presence of the investigator.
- (c) When the investigator has probable cause to believe the person has committed a public offense outside this jurisdiction, in the presence of the investigator and the investigator reasonably believes there is an immediate danger to person or property, or of escape.
- (d) When the investigator has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized or required by statute even though the offense has not been committed in the presence of the investigator such as certain domestic violence offenses.
- (e) In compliance with an arrest warrant.

100.4.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE SAN BERNARDINO COUNTY DISTRICT ATTORNEY'S BUREAU OF INVESTIGATION

The arrest authority outside the jurisdiction of the San Bernardino County District Attorney's Bureau of Investigation includes (Penal Code § 830.1; Penal Code § 836):

- (a) When the investigator has probable cause to believe the person committed a felony.
- (b) When the investigator has probable cause to believe the person has committed a misdemeanor in the presence of the investigator and the investigator reasonably believes there is immediate danger to person or property or of escape.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Law Enforcement Authority

- (c) When the investigator has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized even if not committed in the presence of the investigator such as certain domestic violence offenses and there is immediate danger to person or property or of escape or the arrest is mandated by statute.
- (d) When authorized by a cross jurisdictional agreement with the jurisdiction in which the arrest is made.
- (e) In compliance with an arrest warrant.

On-duty arrests will not generally be made outside the jurisdiction of this Bureau of Investigation except in cases of hot or fresh pursuit, while following up on crimes committed within the County, or while assisting another agency.

On-duty investigators who discover criminal activity outside the jurisdiction of the County should when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.

100.4.3 DELIVERY TO NEAREST MAGISTRATE

When an investigator makes an arrest pursuant to a warrant with bail set, and the warrant was issued in a county other than where the person was arrested, the investigator shall inform the person in writing of the right to be taken before a magistrate in the county where the arrest occurred (Penal Code § 821; Penal Code § 822).

100.4.4 TIME OF MISDEMEANOR ARRESTS

Investigators shall not arrest a person for a misdemeanor between the hours of 10:00 p.m. of any day and 6:00 a.m. of the next day unless (Penal Code § 840):

- (a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:
 - 1. A misdemeanor committed in the presence of the investigator.
 - 2. Misdemeanor domestic violence offenses (See the Domestic Violence Policy).
- (b) The arrest is made in a public place.
- (c) The arrest is made with the person in custody pursuant to another lawful arrest.
- (d) The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

100.5 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an investigator enters an adjoining state in close or fresh pursuit of a person believed to have committed a felony (ARS § 13-3832; NRS 171.158; ORS 133.430).

The person arrested out of state must be taken without unnecessary delay before a magistrate of the county in which the arrest was made (ARS § 13-3833; NRS 171.158; ORS 133.440).

Law Enforcement Authority

100.6 CONSTITUTIONAL REQUIREMENTS

All employees of the Bureau of Investigation shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

Chief Investigator

101.1 PURPOSE AND SCOPE

The California Commission on Peace Officer Standards and Training (POST) has mandated that all sworn officers and dispatchers employed within the State of California shall receive certification by POST within prescribed time periods.

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any chief executive officer of this Bureau of Investigation appointed after January 1, 1999, shall, as a condition of continued employment, complete the course of training prescribed by POST and obtain the Basic Certificate by POST within two years of appointment (Penal Code § 832.4).

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to Bureau of Investigation employees.

102.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation that, when appropriate, Bureau of Investigation employees affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Bureau of Investigation and the dedication of its employees to their duties.

102.3 OATH OF OFFICE

All Bureau of Investigation employees, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. All sworn personnel shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Cal. Const. Art. 20, § 3; Government Code § 3102). The oath shall be as follows:

"I, (employee name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (Government Code § 3105).

Law Enforcement Code of Ethics

103.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all Bureau of Investigation employees are aware of their individual responsibilities to maintain their integrity and that of their Bureau of Investigation at all times.

103.2 POLICY

The Law Enforcement Code of Ethics shall be made available to all Bureau of Investigation employees.

103.3 LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Bureau of Investigation. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before god to my chosen profession... law enforcement.

103.3.1 OBJECTION TO RELIGIOUS AFFIRMATION

Reference to religious affirmation in the Law Enforcement Code of Ethics may be omitted where objected to by the investigator.

Policy Manual

104.1 PURPOSE AND SCOPE

The manual of the San Bernardino County District Attorney's Bureau of Investigation is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this Bureau of Investigation. All employees are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual. When a County Personnel Rule, County Policy or provision of a Memorandum of Understanding conflicts with this manual, the former shall take precedence.

104.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to employees of this Bureau of Investigation under the circumstances reasonably available at the time of any incident.

104.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the San Bernardino County District Attorney's Bureau of Investigation and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or employees. Violations of any provision of any policy contained within this manual shall only form the basis for Bureau of Investigation administrative action, training or discipline. The San Bernardino County District Attorney's Bureau of Investigation reserves the right to revise any policy content, in whole or in part.

104.3 AUTHORITY

The Chief Investigator shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief Investigator or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

Policy Manual

104.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CCR - California Code of Regulations (Example: 15 CCR 1151).

CHP- The California Highway Patrol.

CFR - Code of Federal Regulations.

County - The County of San Bernardino.

Professional staff - Employees who are not sworn peace officers.

Bureau of Investigation - The San Bernardino County District Attorney's Bureau of Investigation.

DMV - The Department of Motor Vehicles.

Employee - Any person employed by the Bureau of Investigation, including:

- Full- and part-time employees
- Sworn peace officers
- Investigative Technicians
- Multimedia Coordinators
- Office Assistants

Juvenile - Any person under the age of 18 years.

Manual - The San Bernardino County District Attorney's Bureau of Investigation Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Investigator - Those employees, regardless of rank, who are sworn peace officers of the San Bernardino County District Attorney's Bureau of Investigation. (PC § 830.1)

On-duty - An employee's status during the period when he/she is actually engaged in the performance of his/her assigned duties, during work hours approved by a supervisor.

Order - A written or verbal instruction issued by a superior.

POST - The California Commission on Peace Officer Standards and Training.

Rank - The title of the classification held by a member.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority who directs Bureau of Investigation work of other employees. When the Supervising Investigator of a unit is unavailable, a Senior Investigator may

Policy Manual

be identified as the "primary point of contact" for the unit. If a supervisor is required, any other Supervising Investigator may be called upon.

USC - United States Code.

104.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all employees on the Bureau of Investigation network for viewing and printing. No changes shall be made to the manual without authorization from the Chief Investigator or the authorized designee.

Each employee shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and General Orders. Employees shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

104.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief Investigator will ensure that the Policy Manual is periodically reviewed and updated as necessary.

104.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each employee on or before the date the policy becomes effective. Each employee will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Employees are responsible for keeping abreast of all Policy Manual revisions.

Each Commander will ensure that employees under his/her command are aware of any Policy Manual revision.

All Bureau of Investigation employees suggesting revision of the contents of the Policy Manual shall forward their written suggestions, via the chain of command, to their Commanders, who will consider the recommendations and forward them to the Chief Investigator as appropriate.

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of the Bureau of Investigation is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief Investigator is responsible for administering and managing the San Bernardino County District Attorney's Bureau of Investigation. There are two primary divisions in the Bureau of Investigation as follows:

- Specialized Prosecution Division
- Trial Preparation Division

200.2.1 SPECIALIZED PROSECUTION DIVISION

The Specialized Prosecution Division is generally managed by a Commander, who also manages the Bureau of Investigation's fleet, equipment, training and manuals.

200.2.2 TRIAL PREPARATION DIVISION

The Trial Preparation Division is managed by a Commander, who also manages the Special Investigations Unit (SIU), Special Response Team (SRT), TLO Investigators, Officer-Involved Shooting Response Team, and safety and security for the District Attorney's Office.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief Investigator exercises command over all personnel in the Bureau of Investigation. During planned absences the Chief Investigator may elect to designate the Assistant Chief Investigator to serve as the acting Chief Investigator.

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Bureau of Investigation. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., SRT, TLO), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Employees shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority. An employee receiving an unlawful order shall not obey the order but instead point out the unlawfulness to the superior for the purpose of receiving alternative orders. Failure to comply with a lawful order shall be deemed insubordination.

Organizational Structure and Responsibility

Disregarding the authority of a supervisor or disputing a lawful order is also insubordination. Insubordination may be cause for discipline, up to and including termination.

When an employee has been given conflicting orders, the supervisor giving the second order has the authority to direct the sequence in which the orders will be accomplished.

An employee may appeal a lawful order but shall first obey the order. The appeal is to be made in writing to the Chief Investigator or designee via the chain of command. All circumstances must be stated in the appeal. Appeals involving the disciplinary process are regulated by the Peace Officers Bill of Rights (POBR), County Personnel Rules and/or the employee's MOU, and as such, these governing documents should be consulted for additional direction.

200.3.4 CHAIN OF COMMAND

As a matter of practice, employees shall generally direct communication through their supervisor who will forward this communication up the chain of command when necessary .

The Chief Investigator reports directly to the elected District Attorney. As the highest-ranking official in the Bureau of Investigation, the Chief Investigator is the appointing authority for Bureau of Investigation employees. Next in progression is the rank of Assistant Chief Investigator. The Assistant Chief Investigator answers to the Chief Investigator. Commanders answer to the Assistant Chief Investigator. Supervising Investigators answer to a Commander. Senior Investigators, Investigators, and professional staff (non-sworn employees) assigned to the Bureau of Investigation (Investigative Technicians, Multimedia Coordinator and Office Assistant IVs, excluding the Chief Investigator's Executive Secretary) answer to either a Commander or a Supervising Investigator. The Chief Investigator's Executive Secretary reports directly to the Chief Investigator.

Managers are expected to be approachable and maintain an "open door" policy. This means any Bureau of Investigation employee, regardless of rank, title or employment duration, may meet or discuss matters with any level of supervisor or manager in the organization. Employees are encouraged to resolve work-related issues by speaking directly with their supervisor. Employees may notify the supervisor of their desire to seek redress with their supervisor's manager when mutual issues cannot be resolved at their level.

General Orders

201.1 PURPOSE AND SCOPE

General Orders establish an interdepartmental communication that may be used by the Chief Investigator to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. General Orders will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 GENERAL ORDER PROTOCOL

General Orders will be incorporated into the manual as required upon approval of the Chief Investigator. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

Any General Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number 01. For example, 18-01 signifies the first General Order for the year 2018.

201.2 RESPONSIBILITIES

201.2.1 CHIEF INVESTIGATOR

The Chief Investigator shall issue all General Orders. The Chief Investigator shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a General Order.

201.3 ACCEPTANCE OF GENERAL ORDERS

All employees are required to read every General Order and obtain any necessary clarification. All employees are required to acknowledge in writing the receipt and review of any new General Order. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Commander.

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

The San Bernardino County District Attorney's Office has prepared a Department Emergency Operations Plan (DEOP) for use by all employees in the event of a major disaster or other emergency event. This plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610). The Office has also prepared Emergency Action Plans for each office location.

202.2 ACTIVATING THE EMERGENCY PLANS

The Department Emergency Operations Plan (DEOP) may be activated on the order of the District Attorney or designee. The Emergency Action Plans for the affected office locations shall also be followed.

202.2.1 RECALL OF PERSONNEL

In the event that the DEOP is activated, all employees of the San Bernardino County District Attorney's Bureau of Investigation are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief Investigator or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.3 LOCATION OF THE PLANS

The Department Emergency Operations Plan and the Emergency Action Plans are available on STARnet. All supervisors should familiarize themselves with these plans. The Commander assigned to oversee District Attorney's Office safety and security should ensure that Bureau of Investigation personnel are familiar with the roles personnel will play when the plan is implemented.

202.4 UPDATING OF PLANS

The Chief Investigator or designee shall review and update the DEOP and Emergency Action Plans annually, per County Policy 13-01 - Department Emergency Operations Plans, and to ensure that the plans conform to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

Training Policy

203.1 PURPOSE AND SCOPE

It is the policy of this Bureau of Investigation to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Bureau of Investigation will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the Office and the community.

203.2 PHILOSOPHY

The Bureau of Investigation seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. When employees attend training that has a tuition cost, the Bureau of Investigation prefers use of courses certified by the California Commission on Peace Officer Standards and Training (POST).

203.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public
- (b) Increase the technical expertise and overall effectiveness of our personnel
- (c) Provide for continued professional development of our personnel

203.4 DEVELOPING TRAINING OPPORTUNITIES

The Bureau of Investigation will develop a multi-faceted approach to providing training opportunities for employees. Webinars and other internet-based training can be a valuable option, saving the District Attorney's Office money that may normally be spent as a result of an employee attending training away from the office. Use of in-service training and hosting trainings are also effective options.

The Bureau of Investigation benefits from the many years of experience and training its employees have acquired during their law enforcement careers. The District Attorney's Office also employs many non-Bureau of Investigation employees with substantial expertise in relevant areas. The expertise of employees should be identified and utilized as part of in-service training development.

The Bureau of Investigation has the ability to host trainings at the District Attorney's Office headquarters. Hosting provides an opportunity to decrease training cost, and invite members of other law enforcement agencies to attend.

203.4.1 CROSS-TRAINING

Some job responsibilities within the Bureau of Investigation are only handled by one employee. So that the Bureau of Investigation may adequately maintain operations while an employee is absent or unavailable, other employees, preferably of the same job classification, should be trained as

Training Policy

a back-up. Any employee designated as having a back-up role should be trained and provided detailed, written guidance for related tasks.

203.4.2 EMPLOYEE DEVELOPMENT

So that the Bureau of Investigation is adequately prepared to address future needs, some emphasis shall be given to training focused on employee development. Generally, attendance at formal training of this nature may be provided by another organization. The Bureau of Investigation should also provide occasions for in-service development of employees by way of topic-driven presentations and round table discussions, and hands-on training of systems and equipment utilized by the District Attorney's Office.

203.5 TRAINING COURSES

The Bureau of Investigation should maintain a list of mandated and recommended training courses for each job classification and assignment. The list of courses will be accessible via the policy manual.



203.6 TRAINING NEEDS ASSESSMENT

The Commander assigned to oversee training should conduct an annual training-needs assessment of the Bureau of Investigation. The needs assessment will then be reviewed by the Chief Investigator. Upon approval by the Chief Investigator, the needs assessment will form the basis for training authorized during the fiscal year.

203.7 TRAINING TEAM

The Commander over training may establish a Training Team, which will serve to assist with identifying training needs for the Bureau of Investigation.

The Training Team shall be comprised of at least three members, including at least one member of the professional staff and one Senior Investigator, with the chairperson being the Commander over training. Employees should be selected based on their post-incident evaluation and training needs assessment abilities. The Commander may remove or replace members of the team at his/her discretion.

The Training Team should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Team should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Team should convene on a regular basis as determined by the Chief Investigator or the Commander to review the identified incidents. The Team shall determine by consensus

Training Policy

whether a training need exists and then submit written recommendations of its findings to the Commander. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Commander will consider the recommendations of the team and determine what training should be addressed, taking into consideration the mission of the Bureau of Investigation and available resources.

203.8 TRAINING COORDINATOR

- (a) The Training Coordinator works at the direction of the Commander over training. The Training Coordinator is responsible for the following:
1. Compliance with all legislative and Peace Officer Standards and Training (POST) mandates concerning training.
 2. Notify employees and their supervisors when they need to attend training (other than regular trimester training). Sufficient notice shall be given to the employee to ensure attendance and completion of the training by the deadline.
 3. Maintain training records in a secure file and in a location separate from personnel records to allow for tracking, anticipation of training needs and audits. Training records are confidential and shall only be accessed by the Training Coordinator, a Commander, the Assistant Chief Investigator, or the Chief Investigator.
 4. Develop, coordinate and plan courses relevant to the mission of the Bureau of Investigation.
 5. Provide registration, reservations and logistical assistance for employees assigned to attend a course or conference, and do so in the most cost effective manner.
 6. Identify training needs and deficiencies.
 7. Attend local (STARS) and state (POST / CAPTO) training meetings and conferences.
 8. Liaison with law enforcement agencies for training related issues.

203.9 TRAINING EXPENSES AND REIMBURSEMENT REQUESTS

Payment of training expenses and requests for reimbursement of training related expenses shall be in accordance with requirements set forth by the County's Auditor/Controller/Tax Collector Office.

203.10 RETURNING FROM TRAINING

Employees attending training shall complete the course evaluation form and give it to the Training Coordinator within the first week after they return to their assigned work location. Employee comments and critiques will be used to evaluate the course and course provider. Evaluations are

Training Policy

not required for ongoing trimester training attended by investigators. The course evaluation form is located on STARnet - B of I Forms.

A photocopy scan of any certificate an employee receives shall be sent to the Training Coordinator and will be placed in the employee's department training file. The employee shall personally retain the original certificate.

The employee may be required to provide a synopsis of the training information at a later date. This may need to be accomplished in writing, by presenting at a unit meeting or by presenting as part of in-house training attended by other employees.

203.11 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletin (DTB) is a web-accessed system that provides training on the San Bernardino County District Attorney's Bureau of Investigation Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Commander over training.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Bureau of Investigation.

Employees should not allow DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Office's electronic mail (email) system by employees of this Bureau of Investigation. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices, County Policy 09-01 and current law (e.g., California Public Records Act). Messages transmitted over the email system should only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Bureau of Investigation.

See attachment: [County Policy Section 09 - Email-Telephone-Internet-Computer Systems.pdf](#)

204.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over Office networks are considered Office records and therefore are Office property. The Bureau of Investigation reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over the Office's email system or that is stored on any Office system.

The email system is not a confidential system since all communications transmitted on, to or from the system are the property of the Office. Therefore, the email system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of email. Employees using the Office's email system shall have no expectation of privacy concerning communications utilizing the system.

Employees should not use personal email accounts to exchange email or other information that is related to the official business of the Bureau of Investigation.

204.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Bureau of Investigation or the entire Office are only to be used for official business related items that are of particular interest to all users. The Chief Investigator or designee may require that email containing certain information be approved before dissemination. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's email, name and/or password by others.

Administrative Communications

205.1 PURPOSE AND SCOPE

Administrative communications of this Bureau of Investigation are governed by the following policies.

205.2 MEMORANDUMS

Memorandums may be issued periodically by the Chief Investigator to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Bureau of Investigation are not misused, all external correspondence shall be on Bureau of Investigation letterhead. Personnel should use Bureau of Investigation letterhead only for official business and with approval of their supervisor.

Chapter 3 - Operations

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every investigator of this Bureau of Investigation is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner (Government Code § 7286).

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Any use of force that creates a substantial risk of causing death or serious bodily injury, including but not limited to the discharge of a firearm (Penal Code § 835a).

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the investigator or another person (Government Code § 7286(a)).

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Serious bodily injury - A serious impairment of physical condition, including but not limited to the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement (Penal Code § 243(f)(4)).

Totality of the circumstances - All facts known to the investigator at the time, including the conduct of the investigator and the subject leading up to the use of force (Penal Code § 835a).

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Investigators are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Investigators must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Bureau of Investigation recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting investigators with the authority to use reasonable force and to protect the public welfare requires training, monitoring, evaluation and a careful balancing of all interests.

Use of Force

300.2.1 FAIR AND UNBIASED USE OF FORCE

Investigators are expected to carry out their duties, including the use of force, in a manner that is fair and unbiased (Government Code § 7286(b)). See the Bias-Based Policing Policy for additional guidance.

300.2.2 DUTY TO REPORT EXCESSIVE FORCE

Any investigator who observes a law enforcement officer or an employee use force that potentially exceeds what the investigator reasonably believes to be necessary shall promptly report these observations to a supervisor as soon as feasible (Government Code § 7286(b)).

300.3 USE OF FORCE

Investigators shall use only that amount of force that reasonably appears necessary given the facts and totality of the circumstances known to or perceived by the investigator at the time of the event to accomplish a legitimate law enforcement purpose (Penal Code § 835a).

The reasonableness of force will be judged from the perspective of a reasonable investigator on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that investigators are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an investigator might encounter, investigators are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident. Investigators may only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance (Government Code § 7286(b)).

It is also recognized that circumstances may arise in which investigators reasonably believe that it would be impractical or ineffective to use any of the approved tools, weapons, or methods provided by the Bureau of Investigation. Investigators may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an investigator to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Any investigator may use reasonable force to effect an arrest, to prevent escape or to overcome resistance. An investigator who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an investigator be deemed the aggressor or lose his/her right to self-defense by

Use of Force

the use of reasonable force to effect the arrest, prevent escape or to overcome resistance. Retreat does not mean tactical repositioning or other de-escalation techniques (Penal Code § 835a).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an investigator has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit (Government Code § 7286(b)). These factors include but are not limited to:

- (a) The apparent immediacy and severity of the threat to investigators or others (Penal Code § 835a).
- (b) The conduct of the individual being confronted, as reasonably perceived by the investigator at the time (Penal Code § 835a).
- (c) Investigator/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of investigators available vs. subjects).
- (d) The conduct of the involved investigator leading up to the use of force (Penal Code § 835a).
- (e) The effects of suspected drugs or alcohol.
- (f) The individual's apparent mental state or capacity (Penal Code § 835a).
- (g) The individual's apparent ability to understand and comply with investigator commands (Penal Code § 835a).
- (h) Proximity of weapons or dangerous improvised devices.
- (i) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (j) The availability of other reasonable and feasible options and their possible effectiveness (Penal Code § 835a).
- (k) Seriousness of the suspected offense or reason for contact with the individual prior to and at the time force is used.
- (l) Training and experience of the investigator.
- (m) Potential for injury to investigators, suspects, bystanders, and others.
- (n) Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the investigator.
- (o) The risk and reasonably foreseeable consequences of escape.
- (p) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (q) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the investigator or others.
- (r) Prior contacts with the subject or awareness of any propensity for violence.
- (s) Any other exigent circumstances.

Use of Force

300.3.3 DUTY TO INTERCEDE

Any investigator present and observing another investigator using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. Before interceding, the investigator should take into account there may be a threat posed by the subject that is not apparent. An investigator who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

300.3.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Investigators may only apply those pain compliance techniques for which they have successfully completed Bureau of Investigation-approved training. If POST-approved training completed prior to Bureau of Investigation employment is being relied upon, the curriculum for that training course must meet current POST standards and not be in conflict with current training provided by SBCSD. Investigators utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the person can comply with the direction or orders of the investigator.
- (c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the investigator determines that compliance has been achieved.

300.3.5 RESTRICTIONS ON THE USE OF CAROTID CONTROL HOLD

Investigators of this Bureau of Investigation are not authorized to use a carotid restraint hold, except in situations where the use of deadly force is allowed by law. A carotid restraint means a vascular neck restraint or any similar restraint, hold, or other defensive tactic in which pressure is applied to the sides of a person's neck that involves a substantial risk of restricting blood flow and may render the person unconscious in order to subdue or control the person (Government Code § 7286.5).

300.3.6 USE OF FORCE TO SEIZE EVIDENCE

In general, investigators may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, investigators are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, investigators should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted.

300.3.7 ALTERNATIVE TACTICS - DE-ESCALATION

As time and circumstances reasonably permit, and when community and officer safety would not be compromised, investigators should consider actions that may increase investigator safety and may decrease the need for using force:

Use of Force

- (a) Summoning additional resources that are able to respond in a reasonably timely manner.
- (b) Formulating a plan with responding investigators before entering an unstable situation that does not reasonably appear to require immediate intervention.
- (c) Employing other tactics that do not unreasonably increase investigator jeopardy.

In addition, when reasonable, investigators should evaluate the totality of circumstances presented at the time in each situation and, when feasible, consider and utilize reasonably available alternative tactics and techniques that may persuade an individual to voluntarily comply or may mitigate the need to use a higher level of force to resolve the situation before applying force (Government Code § 7286(b)).

300.3.8 RESTRICTIONS ON THE USE OF A CHOKE HOLD

Investigators of this Bureau of Investigation are not authorized to use a choke hold, except in situations where the use of deadly force is allowed by law. A choke hold means any defensive tactic or force option in which direct pressure is applied to a person's trachea or windpipe (Government Code § 7286.5).

300.4 DEADLY FORCE APPLICATIONS

Where feasible, the investigator shall, prior to the use of deadly force, make reasonable efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the investigator has objectively reasonable grounds to believe the person is aware of those facts (Penal Code 835a).

If an objectively reasonable investigator would consider it safe and feasible to do so under the totality of the circumstances, investigators shall evaluate and use other reasonably available resources and techniques when determining whether to use deadly force. To the extent that it is reasonably practical, investigators should consider their surroundings and any potential risks to bystanders prior to discharging a firearm (Government Code § 7286(b)).

The use of deadly force is only justified when the investigator reasonably believes it is necessary in the following circumstances (Penal Code § 835a):

- (a) An investigator may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury to the investigator or another person.
- (b) An investigator may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the investigator reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended.

Investigators shall not use deadly force against a person based on the danger that person poses to him/herself, if an objectively reasonable investigator would believe the person does not pose an imminent threat of death or serious bodily injury to the investigator or to another person (Penal Code § 835a).

Use of Force

An “imminent” threat of death or serious bodily injury exists when, based on the totality of the circumstances, a reasonable investigator in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the investigator or another person. An investigator’s subjective fear of future harm alone is insufficient as an imminent threat. An imminent threat is one that from appearances is reasonably believed to require instant attention (Penal Code § 835a).

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and may involve additional considerations and risks. When feasible, investigators should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An investigator should only discharge a firearm at a moving vehicle or its occupants when the investigator reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the investigator or others (Government Code § 7286(b)).

Investigators should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.4.2 DISPLAYING OF FIREARMS

Given that individuals might perceive the display of a firearm as a potential application of force, investigators should carefully evaluate each tactical situation and use sound discretion when drawing a firearm in public by considering the following guidelines (Government Code § 7286(b)):

- (a) If the investigator does not initially perceive a threat but reasonably believes that the potential for such threat exists, firearms should generally be kept in the low-ready or other position not directed toward an individual.
- (b) If the investigator reasonably believes that a threat exists based on the totality of circumstances presented at the time (e.g., high-risk stop, tactical entry, armed encounter), firearms may be directed toward such threat until the investigator no longer perceives such threat.

Once it is reasonably safe to do so, investigators should carefully secure all firearms.

300.5 REPORTING THE USE OF FORCE

Any use of force by an employee of the Bureau of Investigation shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The investigator should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis, and related purposes, the Bureau of Investigation may require the completion of additional report forms, as specified in Bureau of Investigation policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Use of Force

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable investigator to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of a TASER device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.5.2 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

Statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is to be reported to the California Department of Justice as required by Government Code § 12525.2. See the Custodian of Records policy.

300.6 MEDICAL CONSIDERATION

Once it is reasonably safe to do so, properly trained investigators should promptly provide or procure medical assistance for any person injured or claiming to have been injured in a use of force incident (Government Code § 7286(b)).

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the investigator's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff, or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another investigator and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling investigator shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the investigator reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain

Use of Force

(sometimes called “excited delirium”), or who require a protracted physical encounter with multiple investigators to be brought under control, may be at an increased risk of sudden death. Incidents involving these persons should be considered medical emergencies. Investigators who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.7 SUPERVISOR RESPONSIBILITY

A supervisor should respond to any reported use of force, if reasonably available. The responding supervisor is expected to (Government Code § 7286(b)):

- (a) Obtain the basic facts from the involved investigators. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:
 1. The content of the interview should not be summarized or included in any related criminal charges.
 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the subject may pursue civil litigation.
 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate. A Commander or the Assistant Chief Investigator should be consulted prior to the commencement of an administrative investigation.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Use of Force

300.7.1 COMMANDER RESPONSIBILITY

The Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy.

300.8 TRAINING

Investigators and supervisors will receive periodic training on this policy and demonstrate their knowledge and understanding (Government Code § 7286(b)).

The Commander over training should ensure that investigators receive periodic training on de-escalation tactics, including alternatives to force.

Training should also include (Government Code § 7286(b)):

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly persons, pregnant individuals, and individuals with physical, mental, and developmental disabilities.
- (b) Training courses required by and consistent with POST guidelines set forth in Penal Code § 13519.10.

300.9 USE OF FORCE ANALYSIS

At least annually, the Assistant Chief Investigator should prepare an analysis report on use of force incidents. The report should be submitted to the Chief Investigator. The report should not contain the names of investigators, suspects or case numbers, and should include:

- (a) The identification of any trends in the use of force by employees.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

300.10 USE OF FORCE COMPLAINTS

The receipt, processing, and investigation of civilian complaints involving use of force incidents should be handled in accordance with the Personnel Complaints Policy (Government Code § 7286(b)).

300.11 POLICY REVIEW

The Chief Investigator or the authorized designee should regularly review and update this policy to reflect developing practices and procedures (Government Code § 7286(b)).

300.12 POLICY AVAILABILITY

The Chief Investigator or the authorized designee should ensure this policy is accessible to the public (Government Code § 7286(c)).

Use of Force

300.13 PUBLIC RECORDS REQUESTS

Requests for public records involving an investigator's personnel records shall be processed in accordance with Penal Code § 832.7 and the Personnel Records and Records Maintenance and Release policies (Government Code § 7286(b)).

Handcuffing and Restraints

301.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

301.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy, and Bureau of Investigation training. Restraint devices shall not be used to punish, to display authority, or as a show of force.

301.3 USE OF RESTRAINTS

Only employees who have successfully completed San Bernardino County District Attorney's Bureau of Investigation-approved training on the use of restraint devices described in this policy are authorized to use these devices. If POST-approved training completed prior to Bureau of Investigation employment is being relied upon, the curriculum for that training course must meet current POST standards and not be in conflict with current Bureau of Investigation-approved training.

When deciding whether to use any restraint, investigators should carefully balance officer safety concerns with factors that include, but are not limited to:

- (a) The circumstances or crime leading to the arrest.
- (b) The demeanor and behavior of the arrested person.
- (c) The age and health of the person.
- (d) Whether the person is known to be pregnant.
- (e) Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- (f) Whether the person has any other apparent disability.
- (g) Whether the investigator has the ability to safely control multiple subjects.

301.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of investigators and others. When deciding whether to remove restraints from a detainee, investigators should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

Handcuffing and Restraints

301.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the investigator has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, investigators, or others (Penal Code § 3407; Penal Code § 6030).

301.3.3 RESTRAINT OF JUVENILES

Generally, a juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the investigator has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the investigator or damage property. Refer to the Transport of Prisoners section below for additional guidance.

301.3.4 NOTIFICATIONS

Whenever an investigator transports a person with the use of restraints other than handcuffs, the investigator shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the investigator reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

301.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety. Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Bureau of Investigation.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists. Whenever possible, a second law enforcement officer should be present when a subject is being arrested or handcuffed. Information regarding the double-locking of handcuffs should be included in a report.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, investigators should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

Investigators shall carry at least one pair of handcuffs while on-duty, unless specifically authorized by the Chief Investigator or designee.

Handcuffing and Restraints

301.5 APPLICATION OF FACE MASKS

Face masks are temporary protective devices designed to prevent the wearer from transferring or transmitting fluids (saliva and mucous) to others.

Face masks may be placed upon persons in custody when the investigator reasonably believes the person will spit, or the person may be infectious.

Investigators utilizing face masks should ensure that the face mask is placed over the person's mouth and nose properly to allow for adequate ventilation and so that the restrained person can breathe normally. Investigators should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing face masks with other detainees.

Face masks should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has difficulty breathing or is vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a face mask, the face mask should be promptly removed then properly discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a face mask.

Those who have a face mask on should be continually monitored and shall not be left unattended until the face mask is removed. Face masks placed on arrestees or detainees shall be discarded after each use.

301.6 TRANSPORT OF PRISONERS

All prisoners, including juveniles, transported by investigators from any custodial facility shall be restrained by ankle chains and cuffs in addition to handcuff restraints. Prisoners transported from a custodial facility shall not be brought to any office of the District Attorney without prior approval from a Supervising Investigator or investigator of higher rank. If the prisoner is to be interviewed or prepared as a witness, arrangements should instead be made for this to occur at a local law enforcement agency in order to provide a more secure setting.

Two investigators shall be utilized when transporting a prisoner in a vehicle without a cage. The prisoner shall be seated in the right rear passenger seat. The second investigator should be seated behind the driving investigator. If circumstances do not allow for this, the second investigator may be seated in the right front passenger seat.

Prisoners being transported by investigators shall always be properly restrained and wearing a seat belt.

The handcuffing and ankle cuffing of prisoners being transported by commercial means can be affected by the policies and procedures of the commercial carrier. Investigators shall take the necessary precautions to ensure their own safety and the safety of other citizens while complying with the commercial carrier's policies and procedures. If the policies and procedures of the carrier are restrictive to the point where they may cause undue risk to the safety of Investigators or the public, another carrier shall be sought.

Handcuffing and Restraints

301.7 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only Bureau of Investigation-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

Investigators are to receive training on the proper use of restraint devices before using them.

301.8 RECOMMENDED DOCUMENTATION

If an individual is restrained and released without an arrest, the investigator should document the details of the detention and the need for handcuffs or other restraints.

If an individual is arrested, the use of restraints other than handcuffs should be documented in the related report or paperwork. The investigator should include, as appropriate:

- (a) The amount of time the suspect was restrained.
- (b) How the suspect was transported and the position of the suspect.
- (c) Observations of the suspect's behavior and any signs of physiological problems.
- (d) Any known or suspected drug use or other medical problems.

301.9 TRAINING

Subject to available resources, the Commander over training should ensure that investigators receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Bureau of Investigation.
- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Control Devices and Techniques

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices and techniques that are described in this policy.

302.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the San Bernardino County District Attorney's Bureau of Investigation authorizes investigators to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

302.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by investigators only if the device has been issued by the Bureau of Investigation or approved by the Chief Investigator or the authorized designee.

Only investigators who have successfully completed Bureau of Investigation-approved training in the use of any control device are authorized to carry and use the device. If POST-approved training completed prior to Bureau of Investigation employment is being relied upon, the curriculum for that training course must meet current POST standards and not be in conflict with current Bureau of Investigation-approved training.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, investigators should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

Investigators shall carry a minimum of one of the following control devices while on-duty: baton, oleoresin capsicum (OC) spray or taser. Exceptions must be pre-approved by a Supervising Investigator. See below for additional information on batons and OC spray. Refer to the Conducted Energy Device policy for additional information on tasers.

302.4 RESPONSIBILITIES

302.4.1 ASSISTANT CHIEF INVESTIGATOR RESPONSIBILITIES

The Assistant Chief Investigator may authorize the use of a control device by selected personnel of specialized units who have successfully completed the required training.

Control Devices and Techniques

302.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster, or designee approved by a Commander over training, shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

302.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster or designee for disposition.

302.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the investigator reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the investigator or others.

When carrying a baton, investigators should do so in an inconspicuous manner, and concealed when possible.

Investigators are issued the Rapid Containment Baton (RCB), also known as a "Wilmoth" or "Winchester". An ASP expandable baton or personally owned RCB may be carried by an investigator after receiving written Chief Investigator approval, and must be properly maintained by the investigator.

302.6 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of investigators or the public.

302.6.1 OC SPRAY

Investigators carrying OC spray shall carry it in an approved holster, in accordance with the needs of their assignment or at the direction of their supervisor.

302.6.2 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC spray should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

Control Devices and Techniques

302.7 POST-APPLICATION NOTICE

Whenever OC has been introduced into a residence, building interior, vehicle or other enclosed area, investigators should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

302.8 KINETIC ENERGY IMPACT WEAPONS

The Bureau of Investigation maintains for use, the following kinetic energy impact weapons generally for members of the Special Response Team (SRT):

- (a) Def-Tek 40mm projectile launcher system,
- (b) Modified Remington 870 pump shotgun fitted with a yellow, orange or other highly visible color synthetic stock. The sole intended use of these shotguns is for firing bean bag ammunition. These shotguns shall be "parking lot loaded", and are generally issued to members assigned to SRT, SANCATT, Human Trafficking and others as deemed necessary by the Commander over SRT.

302.9 KINETIC ENERGY PROJECTILE GUIDELINES

This Bureau of Investigation is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

302.9.1 DEPLOYMENT AND USE

Only Bureau of Investigation-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Investigators are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved investigator determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and investigators takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Only investigators who have received Bureau of Investigation-approved training may deploy and use these munitions. If POST-approved training completed prior to Bureau of Investigation employment is being relied upon, the curriculum for that training course must meet current POST standards and not be in conflict with current Bureau of Investigation-approved training.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or investigators.

Control Devices and Techniques

- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

302.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the investigator should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of investigators or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other investigators and individuals that the device is being deployed. The investigator providing the verbal warning should specify which device is being used rather than just stating, "Less lethal."

Investigators should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, investigators are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the investigator reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the investigator or others.

302.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Investigators will inspect the shotgun and projectiles at the beginning of each day being worked to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the investigator shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Control Devices and Techniques

Absent compelling circumstances, investigators who must transition from conventional ammunition to kinetic energy projectiles shall employ the two-person rule for loading. The two-person rule is a safety measure in which a second investigator watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

302.10 TRAINING FOR CONTROL DEVICES

The Commander shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the investigator's training file.
- (c) Investigators who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an investigator cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the investigator will be restricted from carrying the control device and may be subject to discipline.

302.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Conducted Energy Device

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of TASER devices.

303.2 POLICY

The TASER device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to investigators and suspects.

303.3 ISSUANCE AND CARRYING TASER DEVICES

Only investigators who have successfully completed Bureau of Investigation-approved training may be issued and carry the TASER device; currently the TASER X2 model.

Investigators shall only use the TASER device and cartridges that have been issued by the Bureau of Investigation. When investigators are wearing the TASER device they shall wear the device in an approved holster on their person. [REDACTED]

Investigators carrying the TASER device should perform a spark test on the unit prior to every shift.

When carried, investigators shall carry the TASER device in a Bureau of Investigation-approved holster on the side opposite the duty weapon.

- (a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
- (b) Investigators shall ensure the TASER device is loaded with two cartridges.
- (c) Investigators shall be responsible for ensuring that their issued TASER device is properly maintained and in good working order.
- (d) Investigators should not hold both a firearm and the TASER device at the same time.
- (e) Investigators, during tactical operations or with the approval of their supervisor, may utilize an approved drop-down TASER leg holster.

Additional TASER devices may be secured in the firearms safes, located in each Bureau of Investigation trial preparation unit office. Investigators obtaining a TASER device from one of these safes shall complete the TASER log when retrieving and returning the TASER device. The supervisors having safes with extra TASER devices shall maintain the TASER logs.

303.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER device should precede its application, unless it would otherwise endanger the safety of investigators or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.

Conducted Energy Device

- (b) Provide other investigators and individuals with a warning that the TASER device may be deployed.

If, after a verbal warning, an individual is unwilling to voluntarily comply with an investigator's lawful orders and it appears both reasonable and feasible under the circumstances, the investigator may display the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the investigator deploying the TASER device in the related report.

303.5 USE OF THE TASER DEVICE

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is generally effective in controlling most individuals, investigators should be aware that the device may not achieve the intended results and be prepared with other options.

303.5.1 APPLICATION OF THE TASER DEVICE

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the investigator at the time indicate that such application is reasonably necessary to control a person:

- (a) The subject is violent or is physically resisting.
- (b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm investigators, him/herself or others.

Mere flight from a pursuing investigator, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

303.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the TASER device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the investigator, the subject or others, and the investigator reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.

Conducted Energy Device

- (e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise close to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
- (f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between investigators and the subject, thereby giving investigators time and distance to consider other force options or actions.

The TASER device shall not be used to psychologically torment, elicit statements or to punish any individual.

303.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the investigator to limit the application of the TASER device probes to a precise target area, investigators should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

303.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE

Investigators should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the TASER device against a single individual are generally not recommended and should be avoided unless the investigator reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the investigator should consider certain factors before additional applications of the TASER device, including:

- (a) Whether the probes are making proper contact.
- (b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (c) Whether verbal commands, other options or tactics may be more effective.

Investigators should generally not intentionally apply more than one TASER device at a time against a single subject.

Conducted Energy Device

303.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Investigators shall notify a supervisor of all TASER device discharges. Some confetti tags should be collected and submitted into evidence. The cartridge serial number should be noted and documented in the report.

303.5.6 DANGEROUS ANIMALS

The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

303.5.7 OFF-DUTY CONSIDERATIONS

Investigators are not authorized to carry Bureau of Investigation TASER devices while off-duty.

Investigators shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

303.6 DOCUMENTATION

Investigators shall document all TASER device discharges in the related arrest or crime report. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. When unintentional discharges, pointing the device at a person, laser activation and arcing the device in an effort to gain compliance occurs, the investigator shall notify a supervisor.

303.6.1 REPORTS

The investigator should include the following in the arrest or crime report:

- (a) The cartridge serial number.
- (b) Date, time and location of the incident.
- (c) The approximate range at which the TASER device was used.
- (d) Location of probe impact and/or drive-stun.
- (e) Medical care provided to the subject.
- (f) Describe any additional injuries sustained by subject.
- (g) Describe any injuries sustained by other investigators.
- (h) Identification of all personnel firing TASER devices.
- (i) Identification of all witnesses.
- (j) Observations of the subject's physical and physiological actions.
- (k) Any known or suspected drug use, intoxication or other medical problems.

303.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only trained investigators or appropriate medical personnel should remove TASER device probes from a person's body. Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Conducted Energy Device

All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another investigator and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting investigator shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device.

303.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The device's onboard memory should be downloaded through the data port by a supervisor, Rangemaster or designee and saved with the related arrest or crime report. Photographs of probe sites should be taken and witnesses interviewed.

The supervisor shall complete a Use of Force report that is to include the following information:

- a. Subject's actions requiring the use of the TASER device .
- b. Effects on the subject..
- c. Names of all investigators and witnesses present.
- d. Number of cartridges fired, and the distance from the subject.
- e. Time required to subdue the subject.
- f. Clothing as a factor in the TASER device use.
- g. Medical attention provided to the subject or officers.

Conducted Energy Device

303.9 TRAINING

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial Bureau of Investigation-approved training.

Proficiency training for personnel who have been issued TASER devices should occur every year. A reassessment of an investigator's knowledge and/or practical skill may be required at any time if deemed appropriate by a Commander. All training and proficiency for TASER devices will be documented in the investigator's training file.

Command staff, supervisors and investigators should receive TASER device training as appropriate for the investigations they conduct and review.

Investigators who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with investigators who use the device.

The Commander over training is responsible for ensuring that all investigators who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injury to personnel and should not be mandatory for certification.

The Commander over training should ensure that all training includes:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing off-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.
- (e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the TASER device.

303.10 TASER DATA

The Commander over training will ensure each TASER issued by the Bureau of Investigation receives periodic maintenance, to include periodic data updating provided by the TASER manufacturer and uploading/downloading as needed or desired.

Officer-Involved Shootings and Deaths

304.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of other action of an investigator.

In other incidents not covered by this policy, the Chief Investigator may decide that the investigation will follow the process provided in this policy.

304.2 POLICY

The policy of the San Bernardino County District Attorney's Bureau of Investigation is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

304.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved investigators.
- A civil investigation to determine potential liability.

304.4 CONTROL OF INVESTIGATIONS

The San Bernardino County District Attorney's Bureau of Investigation has entered into a Memorandum of Agreement with the San Bernardino County Sheriff's Department (SBCSD), which states the SBCSD will handle the criminal investigation of the Bureau of Investigation's officer-involved shootings and deaths within the SBCSD's geographical responsibilities.

304.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the SBCSD if the incident occurred in San Bernardino County. Otherwise, the investigation is controlled by the agency having law enforcement jurisdiction. The Chief Investigator may ask that the SBCSD seek control of the investigation from the agency having law enforcement jurisdiction.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other law enforcement investigation. The criminal investigation may be conducted by the agency in control of the officer-

Officer-Involved Shootings and Deaths

involved shooting or death investigation, at the discretion of the Chief Investigator and with concurrence from the other agency.

304.4.2 CRIMINAL INVESTIGATION OF INVESTIGATOR ACTIONS

The control of the criminal investigation into the involved investigator's conduct during the incident will be determined by Bureau of Investigation protocol. When an investigator from this Bureau of Investigation is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of the Bureau of Investigation to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief Investigator or the authorized designee for approval.

304.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

304.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

304.5.1 UNINVOLVED INVESTIGATOR RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting, the first uninvolved SBCDA investigator will be the investigator-in-charge and will assume the responsibilities of a supervisor until properly relieved. This investigator should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Bureau of Investigation or other agencies.
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

304.5.2 SUPERVISING INVESTIGATOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved SBCDA supervisor should ensure completion of the duties as outlined above, plus:

- (a) Attempt to obtain a brief overview of the situation from any uninvolved investigators or other uninvolved law enforcement officers.
 1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Officer-Involved Shootings and Deaths

- (b) The Supervising Investigator may administratively order any SBCDA investigator to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
 - 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
 - 2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
- (c) Provide all available information to the appropriate Commander and the Communications Center. If feasible, sensitive information should be communicated over secure networks.
- (d) If not already done so by the law enforcement agency with jurisdiction, take command of and secure the incident scene with additional Bureau of Investigation employees until properly relieved by another Supervising Investigator or other assigned personnel or investigator.
 - 1. If the law enforcement agency with jurisdiction has already taken control, offer assistance from Bureau of Investigation personnel.
- (e) As soon as practicable, ensure that involved investigators are transported (separately, if feasible) to a suitable location for further direction.
 - 1. Each involved SBCDA investigator should be given an administrative order not to discuss the incident with anyone other than his/her designated legal counsel pending further direction from a Supervising Investigator.
 - 2. When an involved investigator's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other investigators.

If no uninvolved Supervising Investigator is available, a Commander should respond to handle the duties mentioned above.

304.5.3 COMMANDER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Commander shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Assistant Chief Investigator or the Chief Investigator.

All outside inquiries about the incident shall be directed to the Assistant Chief Investigator or the Chief Investigator.

304.5.4 NOTIFICATIONS

When an officer-involved shooting or death occurs, follow the Critical Incident Notifications Guide for making notifications.

Officer-Involved Shootings and Deaths

304.5.5 INVOLVED INVESTIGATORS

The following shall be considered for the involved investigator:

- (a) Any request for legal or union representation will be accommodated.
 - (a) Involved SBCDA investigators shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
 - (b) Requests from involved officers from other agencies should be referred to their employing agency.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information (Government Code § 3303(i)).
- (d) A licensed psychotherapist referral may be provided by the Bureau of Investigation to each involved SBCDA investigator. A licensed psychotherapist may also be provided to any other affected SBCDA employees, upon request. A contract for these services has been established.
 - (a) Interviews with a licensed psychotherapist will be considered privileged.
 - (b) An interview or session with a licensed psychotherapist may take place prior to the employee providing a formal interview or report. However, involved employees shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
 - (c) A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
- (e) Peer Support members are cautioned against discussing the facts of any incident with an involved or witness investigator (Government Code § 8669.4).

Care should be taken to preserve the integrity of any physical evidence present on the involved investigator's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved SBCDA investigator shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Commander in that investigator's chain of command or designee to make schedule adjustments to accommodate such leave.

304.6 CRIMINAL INVESTIGATION

The SBCSD is responsible for the criminal investigation of any officer-involved shooting or death, occurring within the County, in which an investigator has some level of involvement.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Officer-Involved Shootings and Deaths

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved investigators and to complete their interviews. The following shall be considered for the involved investigator:

- (a) Bureau of Investigation Supervising Investigators, Commanders and the Assistant Chief Investigator should not participate directly in any interview of SBCDA investigators. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
- (b) If requested, any involved investigator will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators (Government Code § 3303(i)). However, in order to maintain the integrity of each involved investigator's statement, involved investigators shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.
- (c) If any involved investigator is physically, emotionally or otherwise not in a position to provide a statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the investigator to schedule an alternate time for the interview.
- (d) Any statement provided by an involved investigator will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the investigator consents.

304.6.1 REPORTS BY INVOLVED SBCDA INVESTIGATORS

In the event that suspects remain outstanding or subject to prosecution for related offenses, the Bureau of Investigation shall retain the authority to require involved SBCDA investigators to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals (Government Code § 3304(a)).

Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved investigators should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved investigators in other reports.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

304.6.2 INVESTIGATIVE PERSONNEL

SBCDA investigators may be asked to assist detectives from SBCSD and may be assigned to separately handle the investigation of any related crimes not being investigated by the SBCSD.

Officer-Involved Shootings and Deaths

304.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a Supervising Investigator should offer to coordinate with criminal investigators to utilize available personnel for the following:

- (a) Identification of all persons present at the scene and in the immediate area.
 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, investigators should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Bureau of Investigation.
 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

304.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, the Bureau of Investigation will conduct an internal administrative investigation of SBCDA investigators to determine conformance with Bureau of Investigation policy. The investigation will be conducted under the supervision of the Assistant Chief Investigator, will be considered confidential, and will be conducted in compliance with the POBR and the California Government Code.

Interviews of employees shall be subject to Bureau of Investigation policies and applicable laws (see the Personnel Complaints Policy).

- (a) If any investigator has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved investigator.
 1. If a further interview of the investigator is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved investigator shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews, when requested.
- (b) In the event that an involved investigator has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

Officer-Involved Shootings and Deaths

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the investigator's physical and psychological needs have been addressed before commencing the interview.
2. If requested, the investigator shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual investigator's statement, involved investigators shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed (Government Code § 3303(i)).
3. Administrative interviews should be recorded by the administrative investigator. The investigator may also record the interview (Government Code § 3303(g)).
4. The investigator shall be informed of the nature of the investigation. If an investigator refuses to answer questions, he/she should be given *Lybarger* or *Garrity* rights and ordered to provide full and truthful answers to all questions. The investigator shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.
5. The Assistant Chief Investigator shall compile all relevant information and reports necessary for the Bureau of Investigation to determine compliance with applicable policies.
6. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

304.8 CIVIL LIABILITY RESPONSE

An investigator may be assigned to work exclusively under the direction of the legal counsel for the Bureau of Investigation to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

304.9 AUDIO AND VIDEO RECORDINGS

Any investigator involved in a shooting or death may be permitted to review available video or audio recordings prior to providing a verbal or written statement to criminal or administrative investigators, or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available mobile audio video (MAV), body-worn video, or other video or audio recordings with approval of assigned investigators or a supervisor.

Any known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or County Counsel's Office, as appropriate.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Officer-Involved Shootings and Deaths

304.10 DEBRIEFING

Following an officer-involved shooting or death, the San Bernardino County District Attorney's Bureau of Investigation should conduct both a critical incident/stress debriefing and a tactical debriefing.

304.10.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur as soon as practicable. The Assistant Chief Investigator is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those employees of the Bureau of Investigation directly involved in the incident, which can include professional staff. Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other employees of the Bureau of Investigation, including supervisory personnel.

304.10.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief Investigator should identify the appropriate participants. This debriefing should not be conducted until all involved employees have provided recorded or formal statements to criminal and/or administrative investigators.

304.11 MEDIA RELATIONS

Any media release shall be prepared by the District Attorney's Public Affairs Officer with input and concurrence from the District Attorney and the Chief Investigator, or their designees. Releases will be available in the event of inquiries from the media.

The Bureau of Investigation shall not subject any involved SBCDA investigator to visits by the media (Government Code § 3303(e)). No involved SBCDA investigator shall make any comment to the media unless he/she is authorized by the Chief Investigator or the Assistant Chief Investigator. Bureau of Investigation employees receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

304.12 REPORTING

If the death of an individual involves San Bernardino County District Attorney's Bureau of Investigation personnel and qualifies to be reported to the state as a justifiable homicide or an in-custody death, the Assistant Chief Investigator will ensure that the Office's Appellate Division is

Officer-Involved Shootings and Deaths

provided with enough information to meet the reporting requirements (Penal Code § 196; Penal Code § 13022; Government Code § 12525).

Officer-Involved Shooting Response Team

305.1 PURPOSE AND SCOPE

This policy is established to provide guidelines for the Bureau of Investigation's response, as part of the District Attorney's Officer-Involved Shooting Response Team, to the scene of a qualifying use of deadly force by a peace officer.

305.2 POLICY

The policy of the Bureau of Investigation is to assist the District Attorney with conducting an independent review of all officer-involved shootings resulting in injury or death, and other uses of force by peace officers resulting in death within San Bernardino County. The review will include a district attorney investigator and a deputy district attorney responding to the scene of the incident.

When peace officers use deadly force, society expects that such force will occur only when prescribed by law. The public also has a right to expect that a complete and impartial examination of the circumstances will be conducted.

305.3 QUALIFYING INCIDENTS

The District Attorney has established a protocol for responding to lethal force incidents. The protocol applies when any of the following incidents occur *within San Bernardino County*:

- (a) A peace officer, on-duty or off-duty, during the scope and course of employment, shoots a firearm and injures or kills a person.
- (b) A person dies while in the custody or control of a peace officer or agency and force was used by a peace officer.
- (c) Any other lethal force encounters not listed above, if the submitting agency requests it and if the District Attorney or the Assistant District Attorney of Criminal Operations approves it.

See attachment: [OIS MOA 03-2020.pdf](#)

305.4 ORGANIZATION AND STRUCTURE

The Officer-Involved Shooting Response Team (OIS Team) is composed of investigators and deputy district attorneys. The Chief Investigator or designee will select the Supervising Investigator(s) who will be responsible for the coordination and response, and the overall effectiveness of investigators assigned to the team. The Supervising Investigator(s) will report directly to the assigned Commander unless directed otherwise by the Chief Investigator. Assignment to the team is considered a voluntary, part-time and ancillary duty.

305.4.1 SUPERVISING INVESTIGATOR RESPONSIBILITIES

The Supervising Investigator(s) assigned to the team will be the primary point of contact for law enforcement agencies. After the on-call Supervising Investigator is notified by law enforcement personnel of a qualifying incident, he/she will immediately assign an investigator to respond. If

Officer-Involved Shooting Response Team

the incident occurs during regular office hours, an on-call investigator will generally be assigned but any on-duty investigator assigned to the team may be called upon to respond to the incident scene. If the incident occurs after hours, an on-call investigator will be assigned to respond to the scene. The Supervising Investigator will also immediately notify the on-call deputy district attorney assigned to the OIS Team.

The Supervising Investigator involved in the call out will be expected to attend the briefing mentioned in the Investigator Responsibilities section.

305.4.2 INVESTIGATOR RESPONSIBILITIES

Investigators will report directly to the Supervising Investigator(s) selected for this assignment. They will immediately make the appropriate Supervising Investigator aware of any conflict that cannot be resolved at the scene. The Supervising Investigator will facilitate a resolution with the other agency(s), involving the assigned Commander when necessary. As the investigation proceeds, the investigator will update the Supervising Investigator when appropriate.

Investigators will be expected to provide a summary briefing to management within three business days of the incident, or as soon as practical when extenuating circumstances exist. The investigator should also be present for the autopsy, if possible.

305.5 ATTIRE

Investigators will wear a dress shirt, tie, dress slacks and dress shoes while involved in the investigation; with a suit coat or sport coat readily available. Generally, the Supervising Investigator(s) will not become directly involved in the investigation. If this occurs, they are expected to dress in the same manner. Any deviation shall be approved by the assigned Commander.

Investigators shall be readily identifiable as District Attorney Investigators, by displaying their photo identification. Investigators shall also wear the required on-duty safety equipment, as stated in this policy manual.

305.6 PERSONNEL STANDARDS AND SELECTION

When vacant positions exist on the team, the assigned Commander, with input from the OIS Team Supervising Investigator(s), will present recommendations to the Assistant Chief Investigator and the Chief Investigator who will then select the investigator who will fill the vacancy.

Minimum standards for OIS Team members are as follows:

- (a) Completion of the first year of employment with the Bureau of Investigation in good standing (unless waived by the Chief Investigator).
- (b) Achieve an overall work performance evaluation rating of 'Meets Standards' or above for the most recent evaluation period.
 1. The continued participation of all team members is contingent upon their ability to maintain their caseload at their regular assignment. Team members who become involved in cases which require their uninterrupted attention, or who

Officer-Involved Shooting Response Team

are unable to manage their caseloads because of OIS Team demands, may be removed from the team.

- (a) Team members who are removed from the team because of demanding caseloads may be reinstated upon receipt of a memorandum from their supervisor indicating that the investigator's caseload has been brought to a manageable level, and his/her participation with the team would not adversely affect his/her regular duty assignment performance. Reinstatement may occur only when there is an opening on the team and after approval from the Chief Investigator.
- (c) The selection process will include an evaluation of the candidate's commitment, availability for assignments as needed, past employee evaluations, past/current work experience, peer review, and any input management feels is appropriate to select the best candidate.
- (d) Assignment to the team is voluntary, the Chief Investigator or designee may remove a team member without appeal or compensation.

305.7 TRAINING

All team members shall attend training courses determined by the Chief Investigator or designee to be directly relevant and necessary for carrying out investigative duties as a member of the OIS Team.

305.8 ON-CALL

OIS Team members, including the Supervising Investigators, will be on-call one week at a time. Each week, one Supervising Investigator and two investigators will be on-call. When an on-call investigator is notified of the need to respond to a qualifying incident, the investigator shall respond within one hour of being notified and arrive as soon as is practical.

On-call compensation will be based on the current relevant MOU.

Refer to the County Rules for additional guidance for on-call assignments.

Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those employees who are authorized to carry firearms.

306.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation will equip its investigators with firearms to address the risks posed to the public and Office employees by violent and sometimes well-armed persons. The Bureau of Investigation will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Investigators shall only use firearms that are issued or approved by the Bureau of Investigation and have been thoroughly inspected by a Rangemaster or designee. Except in an emergency or as directed by a Supervising Investigator, no firearm shall be carried by an investigator who has not qualified with that firearm at an authorized Bureau of Investigation range.

All other weapons not provided by the Bureau of Investigation, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by Bureau of Investigation policy, may not be carried by investigators in the performance of their official duties without the express written authorization of the Assistant Chief Investigator. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 DUTY HANDGUNS

The authorized Bureau of Investigation-issued duty handgun is the Glock 19 9mm. This handgun will be supplied with three magazines, a two-magazine pouch and a "Level 1" retention holster. Handguns not carried in the Bureau of Investigation issued holster shall be carried in a "Level 1" holster, at minimum. See the Personally Owned Duty Firearms section in this policy for information on personally owned handguns that may be carried as duty handguns.

Investigators shall carry an authorized and properly loaded duty handgun at all times while on-duty, along with at least one additional fully loaded magazine, unless specifically authorized by the Chief Investigator or designee. The duty handgun shall be carried in a holster secured from the [REDACTED]

[REDACTED]

[REDACTED]

Firearms

██████████ A properly loaded duty handgun consists of a loaded, inserted magazine and a chambered round.

306.3.2 SHOTGUNS

The authorized Bureau of Investigation-issued shotgun is the Remington Model 870, 12-gauge pump action. These shotguns are not issued to all investigators.

An investigator may also carry a personally owned shotgun. All personally owned shotguns shall be approved by the Bureau of Investigation, then thoroughly inspected by an approved Rangemaster. Each shotgun shall be equipped with a sling approved by the Chief Investigator or designee. The sling must allow the investigator use of both hands when the shotgun is not needed.

When not deployed, the shotgun shall be properly secured ██████████
██████████

306.3.3 RIFLES

The authorized Bureau of Investigation-issued rifle is the Ruger Mini 14 .223 for all investigators. The Colt M-4 5.56 NATO rifle may be issued to Special Response Team members. An investigator may carry a personally owned semi-automatic Mini-14 rifle. An Investigator may also carry a personally owned Bushmaster, Smith & Wesson, LMT, DPMS or *equivalent* AR-15 or M-4 type semi-automatic rifle in 5.56 NATO caliber. All personally owned rifles must be approved by the Bureau of Investigation, then thoroughly inspected by an approved Rangemaster. For investigators issued a Mini-14 rifle, each rifle is issued with two 20-round or 30-round "Ruger" factory magazines. For investigators who wish to purchase their own additional magazines for the Mini-14, only "Ruger" factory magazines of 20- or 30-round capacity are authorized. All rifles are to be accompanied by a minimum of two magazines, each with a minimum 20-round capacity and maximum 30-round capacity. After-market magazines shall be approved by the Chief Investigator or designee. See the Personally Owned Duty Firearms section for additional information on personally owned rifles that may be carried.

An investigator may deploy the rifle in any circumstance where the investigator can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the rifle may include, but are not limited to:

- (a) Situations where the investigator reasonably anticipates an armed encounter.
- (b) When an investigator is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where an investigator reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When an investigator reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When an investigator reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a Supervising Investigator.

Firearms

- (g) When needed to euthanize an animal.

Each rifle shall be equipped with a sling approved by the Chief Investigator or designee. The sling must allow the investigator use of both hands when the rifle is not needed.

When not deployed, the rifle shall be properly secured [REDACTED]

306.3.4 PERSONALLY OWNED DUTY FIREARMS

Investigators desiring to carry an authorized but personally owned firearm while on-duty must receive written approval from the Chief Investigator or the authorized designee. Once approved, personally owned firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order and be Bureau of Investigation approved.
- (b) The authorized calibers for handguns are 9mm, .357 SIG, .40 and the .45. The authorized caliber for rifles is 5.56 NATO.
- (c) Ammunition shall be the same as Bureau of Investigation issue, or ammunition SBCSD has been authorized to issue on behalf of the Bureau of Investigation.
- (d) The firearm and ammunition shall be inspected by the Rangemaster or designee prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (e) Prior to carrying the firearm, the investigator shall qualify under range supervision and thereafter shall qualify in accordance with the Bureau of Investigation qualification schedule. The investigator must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (f) The investigator may be required to supply all accessories.
- (g) Investigators shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster or designee, and the information will be maintained by the Chief Investigator's secretary.

306.3.5 AUTHORIZED ALTERNATE HANDGUN

Investigators desiring to carry a Bureau of Investigation or personally owned alternate handgun is subject to the following restrictions:

- (a) The handgun shall be a semi-automatic, in good working order and be Bureau of Investigation approved.
 - 1. The authorized calibers are 9mm,.357 SIG,.40 and.45.
- (b) A maximum of two alternate handguns is permitted.
- (c) A minimum of two magazines having no less than a six-round capacity each must be readily accessible.
- (d) The purchase and maintenance of the handgun shall be the responsibility of the investigator.

Firearms

- (e) The handgun shall be carried in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (f) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (g) Ammunition shall be the same as Bureau of Investigation issue, or ammunition SBCSD has been authorized to issue on behalf of the Bureau of Investigation.
- (h) Prior to carrying the alternate handgun, investigators shall qualify under range supervision and thereafter shall qualify in accordance with the Bureau of Investigation qualification schedule. Investigators must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (i) Investigators shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.6 SECONDARY (BACK-UP) HANDGUN

Investigators desiring to carry a personally owned secondary (back-up) handgun are subject to the following restrictions:

- (a) The handgun shall be in good working order and be Bureau of Investigation approved.
- (b) The purchase and maintenance of the handgun, ammunition and accessories may be the responsibility of the investigator.
- (c) The handgun shall be carried in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (d) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (e) Ammunition shall either be the same as Bureau of Investigation issue or the same ammunition SBCSD has been authorized to issue on behalf of the Bureau of Investigation. .380 ACP for a semi-automatic pistol or .38 Special for a revolver. It may be the investigator's responsibility to supply .380 ACP or .38 Special ammunition. FMJ ammunition is only to be used for practice and qualification purposes.
- (f) The minimum capacity of the firearm shall be five rounds.
- (g) Prior to carrying the handgun, investigators shall qualify under range supervision and thereafter shall qualify in accordance with the Bureau of Investigation qualification schedule. Investigators must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Investigators shall provide written notice of the make, model, color, serial number and caliber of a secondary (back-up) handgun to the Rangemaster or designee. This information will be maintained in the investigator's personnel file by the Chief Investigator's Executive Secretary.

Firearms

306.3.7 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by investigators while off-duty is not required but is encouraged. The Chief Investigator may suspend an investigator's permission to carry a loaded or concealed firearm should circumstances dictate (example - administrative leave). Investigators who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) The investigator may use his/her duty firearm or may use a personally owned alternate or secondary (back-up) firearm that is carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy. An investigator carrying his/her firearm will be deemed to have complied with (c), (d) and (e) of this section.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent accidental unintentional cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the investigator to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.
- (d) Prior to carrying any off-duty firearm, the investigator shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The investigator will successfully qualify with the firearm prior to it being carried.
- (f) Investigators shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.
- (g) If an investigator desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Investigators shall only carry Bureau of Investigation-authorized ammunition.
- (i) Investigators shall, at minimum, carry their Bureau of Investigation photo ID card at all times when armed. Investigators are encouraged to also carry their Bureau of Investigation badges.

306.3.8 AMMUNITION

Investigators shall carry only Bureau of Investigation-authorized ammunition. The SBCSD range staff are authorized to issue ammunition to investigators. Investigators shall be issued fresh duty ammunition once a year in the specified quantity for all Bureau of Investigation-issued firearms during the investigator's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Bureau of Investigation shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Investigators carrying personally owned authorized firearms of a caliber differing from Bureau of Investigation-issued firearms may be responsible for obtaining fresh ammunition in accordance with the above, at their own expense.

Full Metal Jacket (FMJ) ammunition is not authorized for duty use in sidearms or back-up/off-duty sidearms. FMJ ammunition may be used in specialized situations in 5.56 NATO rifles, such

Firearms

as a barricade or other situation requiring greater penetration than offered by Jacketed Hollow Point (JHP) or soft point ammunition. All ammunition carried by investigators on- or off-duty shall conform to this policy. Ammunition purchased or deployed by investigators shall be inspected and approved by the Rangemaster or authorized designee prior to being carried in the field.

306.3.9 FIREARMS CARRYING RESTRICTIONS

Investigators are restricted from carrying a firearm under the following conditions;

- (a) While under administrative suspension.
- (b) While either on- or off-duty after consuming an amount of an alcoholic beverage, taking any drugs or medication, or taking any combination thereof that would tend to adversely affect the investigator's senses or judgment.
- (c) When the investigator has failed to maintain current firearms qualification and no exemption has been granted by the Chief Investigator or designee.
- (d) Flying on commercial airlines without proper approval from the Chief Investigator and proper TSA authorization.

306.3.10 NON-SWORN EMPLOYEES CARRYING FIREARMS

Though professional staff (non-sworn employees) may possess a concealed weapons permit, per County policy and District Attorney's Office policy, they are not permitted to carry a firearm while on-duty or on County property.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual investigator.

306.4.1 REPAIRS OR MODIFICATIONS

Each investigator shall promptly report any known damage or malfunction of an assigned firearm to a Supervising Investigator or the Rangemaster.

Firearms that are the property of the Bureau of Investigation or personally owned firearms that are approved for Bureau of Investigation use may be repaired or modified only by a person who is Bureau of Investigation-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster. Minor changes, such as alternative weapon sights, weapon mounted sights or grip enhancements are not considered modifications.

Any repairs or modifications to the investigator's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

306.4.2 HOLSTERS

Handguns shall be carried in a "Level 1" retention holster, at minimum. Any deviation shall be approved ahead of time by the Chief Investigator or designee. Bureau of Investigation-approved holsters shall be used and worn by investigators. Supervising Investigators shall periodically

Firearms

inspect the holsters of the investigators they supervise to make sure the holsters are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the investigator shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it. If the mounting of a tactical light, purchased by the investigator, requires the use of a different holster, the purchase of a new holster is the responsibility of the investigator. The holster shall meet the requirements [REDACTED]

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the investigator shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, an investigator may only sight in on a target when the investigator would otherwise be justified in pointing a firearm at the target.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Investigators shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Investigators shall not unnecessarily display or handle any firearm.
- (b) Investigators shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Investigators shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.
- (c) Investigators shall not clean, repair, load or unload a firearm anywhere in a District Attorney's Office facility.
 1. One exception is the Bureau of Investigation armory, where cleaning and repair are permitted.
- (d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle.
- (e) Investigators shall not place or store any firearm or other weapon on Bureau of Investigation premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Firearms

- (f) Investigators shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a Supervising Investigator.
- (g) Any firearm authorized by the Bureau of Investigation to be carried on- or off-duty that is determined by an investigator to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Bureau of Investigation Rangemaster or a Rangemaster approved by the Bureau of Investigation for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the investigator's primary duty firearm, a replacement firearm will be issued to the investigator until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Firearms shall be regularly inspected. Investigators shall also inspect a firearm whenever taking possession of one. Inspection of shotguns and rifles shall be done while standing outside. All firearms shall be pointed in a safe direction or into clearing barrels.

Investigators are required to maintain their firearms in good operating condition. Their duty firearms [REDACTED] shall be examined, cleaned and/or oiled by the investigator at least every 3 months to ensure these tools are functioning properly.

306.5.2 STORAGE AT HOME

Investigators shall ensure that all firearms and ammunition are locked and secured in a lawful manner while in their homes [REDACTED] or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Investigators shall not permit Bureau of Investigation-issued firearms to be handled by anyone not authorized by the Bureau of Investigation to do so. Investigators should be aware that negligent storage of a firearm could result in civil and criminal liability (Penal Code § 25100).

306.5.3 STORAGE IN VEHICLES

[REDACTED]
[REDACTED] Under no circumstances will any firearm be left in an unsecured vehicle, office or other areas readily available to the public or non-sworn employees. Under no circumstances will any weapon (e.g. firearm, OC canister, impact device, TASER) remain in a vehicle that is left at any repair facility, tow company or County repair facility.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Firearms

Investigators are exempt from these requirements during circumstances requiring immediate aid or action in the course of official duties (Penal Code § 25140).

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All Investigators, Senior Investigators and Supervising Investigators who carry a firearm while on-duty are required to successfully complete trimester firearms training and qualification provided by the SBCSD. Investigators, Senior Investigators and Supervising Investigators will qualify with alternate duty firearms each trimester as well. Investigators, Senior Investigators and Supervising Investigators will qualify with secondary (back-up) firearms once per calendar year. Training and qualifications must be on an approved range course.

Trimester firearms training and qualification is also required for the Mini 14 (or AR-15, if the investigator has chosen to carry a personal rifle) and the Remington 870 shotgun. This helps investigators maintain weapons proficiency and familiarity for deployment in the event of a mutual aid or active shooter response.

It is each investigator's responsibility to become familiar with the range safety rules and the range procedures related to firearms handling, loading and unloading.

At least annually, all Investigators, Senior Investigators and Supervising Investigators carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

All sworn personnel above the rank of Supervising Investigator will qualify with any Bureau-issued firearms, alternate duty firearm and back-up firearm on at least an annual basis.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any Investigator, Senior Investigator or Supervising Investigator fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that person shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the person in demonstrating consistent firearm proficiency.
- (b) Investigators, Senior Investigators and Supervising Investigators shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 1. Unauthorized range make-up
 2. Failure to meet minimum standards or qualify after remedial training

Those who repeatedly fail to meet minimum standards will be removed from field work and may be subject to disciplinary action, up to and including dismissal.

Firearms

If an investigator's work status is characterized as "modified duty", due to an injury, the investigator is not automatically exempted from attending and, on some specified level, participating in trimester training. If for any reason an investigator is unable to participate in the firearms qualification, that investigator shall submit a memo to his/her immediate supervisor clearly stating the reason for not being able to attend. An investigator shall successfully complete the firearms qualification with an approved Rangemaster before returning to full-duty status.

Range qualification records are maintained by the SBCSD training staff and the Bureau of Investigation Administrative Technician.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any investigator who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved investigator shall adhere to the additional reporting requirements set forth in the Use of Force and Officer-Involved Shootings and Death policies.

In all other cases, written reports shall be made as follows and forwarded to the Chief Investigator, via the chain of command, without unnecessary delay:

- (a) If on-duty at the time of the incident, the investigator shall file a written report with his/her Commander, via the chain of command, or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a superior.

The investigator shall be truthful when making this report, and shall not provide misleading or incorrect information.

The investigator's supervisor shall, without delay, verbally notify the Chief Investigator, via the chain of command, of the incident. The Chief Investigator's designee shall personally investigate any firearms discharge or display of a firearm as directed by the Chief Investigator.

If the investigator who discharged the firearm is hospitalized, seriously injured, fatally injured, or incapable of filing the written report, the investigator's supervisor shall, as soon as practical, file as complete a report as possible to the Chief Investigator, via the chain of command.

306.7.1 DESTRUCTION OF ANIMALS

Investigators are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

Firearms

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, Bureau of Investigation employees should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER® device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any investigator from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.7.2 INJURED ANIMALS

With the approval of a supervisor (if available), an investigator may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical

Stray or abandoned injured animals that may be moved or taken to an available veterinarian should not be euthanized. With supervisor approval (if available), abandoned injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made. Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed (Penal Code § 597.1).

306.7.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the investigator reasonably believes they are necessary and would be effective and reasonably safe.

306.8 RANGEMASTER DUTIES

Investigators who are Bureau-approved Rangemasters should be POST certified firearms instructors.

The range will be under the exclusive control of a Bureau-approved Rangemaster. All investigators will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all investigators attending a range training. For SBCSD led trimester training, the attendance roster and records of qualification will be maintained by the SBCSD training staff. Failure of any investigator to sign in and out (when required) with the Rangemaster may result in non-qualification.

Range accessibility for use by investigators, other than for SBCSD led trimester training, is established by the SBCSD Rangemaster.

The Commander of Specialized Prosecution or designee has the responsibility of ensuring periodic inspection of all firearms and holsters carried by investigators to verify proper operation, as needed. The Commander of Specialized Prosecution or designee has the authority to deem any Bureau of Investigation-issued or personally owned firearm unfit for service. The investigator will be responsible for all repairs to his/her personally owned firearm and it will not be returned to service until inspected by a Rangemaster or designee.

Firearms

The Rangemaster or designee has the responsibility for ensuring each investigator meets the minimum requirements during training shoots and can demonstrate proficiency in the care, cleaning and safety of all firearms the investigator is authorized to carry.

For training coordinated by the Bureau of Investigation, with the exception of trimester training (SBCSD), documentation should be submitted that includes the qualifications of each instructor who provides the training, and a description of the training provided. A list of investigators who complete the training shall be submitted on a Bureau of Investigation approved form. The Commander of Specialized Prosecution or designee should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records. Investigators shall complete and submit to the Commander or designee documentation of training courses completed.

Brand, model, caliber and serial number information of all firearms carried on- or off-duty, whether personally owned or issued by the Bureau of Investigation, will be recorded with the Commander of Specialized Prosecution.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to investigators who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Investigators wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Bureau of Investigation based on the law and published TSA rules.
- (b) Investigators must carry their San Bernardino County District Attorney's Bureau of Investigation identification card, bearing the investigator's name and a full-face photograph, the official seal of the San Bernardino County District Attorney's Bureau of Investigation, and must present this identification to airline officials when requested. The investigator shall also carry his/her Bureau of Investigation badge and standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).
- (c) The San Bernardino County District Attorney's Bureau of Investigation must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the investigator's travel. If approved, TSA will send the San Bernardino County District Attorney's Bureau of Investigation an NLETS message containing a unique alphanumeric identifier. The investigator must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief Investigator authorizing armed travel may also accompany the investigator. The letter should outline the investigators need to fly armed, detail his/her itinerary, and include that the investigator has completed the mandatory TSA training for a law enforcement officer flying while armed.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Firearms

- (e) Investigators must have completed the mandated TSA security training covering investigator flying while armed. The training shall be given by the Bureau of Investigation-appointed instructor.
- (f) It is the investigator's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any investigator flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The investigator must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Investigators should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Investigators shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time investigators of this Bureau of Investigation are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The investigator shall carry his/her San Bernardino County District Attorney's Bureau of Investigation photo identification card whenever carrying such firearm.
- (b) The investigator is not the subject of any current disciplinary action.
- (c) The firearms shall not be carried by any investigator, either on- or off-duty, who has consumed an amount of an alcoholic beverage, has taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the investigator's senses or judgment.
- (d) The investigator will remain subject to this and all other Bureau of Investigation policies (including qualifying and training).

Investigators are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an investigator from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Vehicle Pursuits

307.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved investigators, the public, and fleeing suspects.

307.1.1 VEHICLE PURSUIT DEFINED

A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to a law enforcement officer's signal to stop.

307.2 INVESTIGATOR RESPONSIBILITIES

Vehicle pursuits shall only be conducted using emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by Vehicle Code § 21055. Investigators are responsible for continuously driving with due regard and caution for the safety of all persons and property (Vehicle Code § 21056).

307.2.1 WHEN TO INITIATE A PURSUIT

An investigator is authorized to initiate a pursuit when the investigator reasonably believes that a suspect, who has been given appropriate signal to stop by a law enforcement officer, is attempting to evade arrest by fleeing in a vehicle.

Factors that should be considered in deciding whether to initiate a pursuit include:

- (a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to investigators, innocent motorists and others.
- (c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.
- (d) The pursuing investigators familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor and the driving capabilities of the pursuing investigators under the conditions of the pursuit.
- (e) Whether the weather, traffic and road conditions unreasonably increase the danger of the pursuit when weighed against the risk of the suspect's escape.
- (f) The performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (g) Emergency lighting and siren limitations on unmarked District Attorney's Bureau of Investigation vehicles that may reduce visibility of the vehicle, such as visor or

Vehicle Pursuits

dash-mounted lights, concealable or temporary emergency lighting equipment, and concealed or obstructed siren positioning

- (h) Suspect and investigator vehicle speeds.
- (i) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (j) Availability of other resources such as air support or vehicle locator or deactivation technology

307.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the investigator or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Investigators and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves, and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

- (a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
- (b) The pursued vehicle's location is no longer definitely known.
- (c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.
- (d) Extended pursuits of violators for misdemeanors not involving violence, risk of serious harm, or weapons (independent of the pursuit) are generally discouraged.
- (e) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.
- (f) Hazards to uninvolved bystanders or motorists.
- (g) The danger that the continued pursuit poses to the public, the investigators, or the suspect, balanced against the risk of allowing the suspect to remain at large.
- (h) The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

307.2.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the investigator and supervisor. Evaluation of vehicle speeds should take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Vehicle Pursuits

Should high vehicle speeds be reached during a pursuit, investigators and supervisors should also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the investigator.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

307.3 PURSUIT UNITS

When involved in a pursuit, unmarked District Attorney's Bureau of Investigation emergency vehicles should be replaced by marked emergency vehicles whenever practicable.

Vehicle pursuits should be limited to three vehicles (two units and a supervisor); however, the number of units involved may vary with the circumstances.

An investigator or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it reasonably appears that the number of law enforcement officers involved may be insufficient to safely arrest the suspects. All other investigators should stay out of the pursuit, but should remain alert to its progress and location. Any investigator who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

307.3.1 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Investigators operating vehicles not equipped with red light and siren are prohibited from initiating or joining in any pursuit.

307.3.2 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless the investigator is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the investigator initiating the pursuit is the apprehension of the suspects without unreasonable danger to any person.

The primary unit should notify the dispatcher commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including but not limited to:

- (a) The location, direction of travel, and estimated speed of the suspect's vehicle.
- (b) The description of the suspect's vehicle, including license plate number, if known.
- (c) The reason for the pursuit.
- (d) The identity or description of the known occupants.
- (e) Known or suspected weapons, threat of force, violence, injuries, hostages, or other unusual hazards.
- (f) The weather, road, and traffic conditions.
- (g) The need for any additional resources or equipment.

Vehicle Pursuits

- (h) The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a supervisor or secondary unit, the investigator in the primary unit is responsible for the broadcasting of the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing investigator should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or air support joining the pursuit to minimize distractions and allow the primary pursuing investigator to concentrate foremost on safe pursuit tactics.

307.3.3 SECONDARY UNIT RESPONSIBILITIES

The second investigator in the pursuit will be designated as the secondary unit and is responsible for:

- (a) Immediately notifying the dispatcher of entry into the pursuit.
- (b) Remaining a safe distance behind the primary unit unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.
- (c) Broadcasting the progress, updating known or critical information, and providing changes in the pursuit, unless the situation indicates otherwise.
- (d) Identifying the need for additional resources or equipment as appropriate.
- (e) Serving as backup to the primary pursuing investigator once the suspect has been stopped.

307.3.4 PURSUIT DRIVING

The decision to use specific driving tactics requires an assessment by the investigator that is the same as when determining whether to initiate and/or terminate a pursuit. The following are tactics for units involved in the pursuit:

- (a) Investigators, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:
 1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
 2. Pursuing units should exercise due regard and caution when proceeding through controlled intersections.
- (c) As a general rule, investigators should not pursue a vehicle driving left of center (wrong way) against traffic. In the event that the pursued vehicle does so, the following tactics should be considered:
 1. Requesting assistance from available air support.
 2. Maintain visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.

Vehicle Pursuits

3. Request other units to observe exits available to the suspects.
- (d) Notify the California Highway Patrol (CHP) and/or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.
- (e) Investigators involved in a pursuit should not attempt to pass other units unless requested to do so by the primary unit, and with a clear understanding of the maneuver process between the involved units.

307.3.5 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or agency, that initiating unit may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspects, and reporting the incident.

307.3.6 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, the air unit should assume control over the pursuit. The primary and secondary ground units, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants the continued close proximity and/or involvement of ground units in the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide investigators and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact of the pursued vehicle and the air support unit determines that it is unsafe to continue the pursuit, the air support unit should recommend terminating the pursuit.

307.3.7 UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Investigators are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Investigators should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

307.4 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving investigators from this Bureau of Investigation.

The supervisor of the investigator initiating the pursuit, or if unavailable, the nearest supervisor will be responsible for:

- (a) Immediately notifying the involved unit and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit.

Vehicle Pursuits

- (b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.
- (c) Exercising management and control of the pursuit even if not engaged in it.
- (d) Ensuring that no more than the required number of units are involved in the pursuit under the guidelines set forth in this policy.
- (e) Directing that the pursuit be terminated if, in the supervisor's judgment, it is unreasonable to continue the pursuit under the guidelines of this policy.
- (f) Ensuring that assistance from air support, canines, or additional resources is requested, if available and appropriate.
- (g) Ensuring that the proper radio channel is being used.
- (h) Ensuring that a Commander or the Assistant Chief Investigator is notified of the pursuit as soon as practicable
- (i) Ensuring the notification and/or coordination of outside agencies.
- (j) Controlling and managing Bureau of Investigation units when a pursuit enters another jurisdiction.
- (k) Responding to the pursuit termination point to assist with determining responsibilities and providing guidance.
- (l) Preparing a post-pursuit review and documentation of the pursuit.
 - 1. Supervisors should initiate follow up or additional review when appropriate.

307.4.1 MANAGEMENT RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Commander or Assistant Chief Investigator should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. Once notified, the Commander or Assistant Chief Investigator has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

All pertinent reports shall be reviewed for content and forwarded to the Chief Investigator.

307.5 THE COMMUNICATIONS CENTER

If the pursuit is confined within the County limits, radio communications will be conducted on the primary channel of the local agency having jurisdiction unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the County or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

307.5.1 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

Vehicle Pursuits

307.6 INTER-JURISDICTIONAL CONSIDERATIONS

Since all Bureau of Investigation vehicles are unmarked, investigators shall request marked units from the agency with jurisdiction respond and take control of the pursuit.

307.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Investigators will relinquish control of the pursuit when another agency has assumed control of the pursuit, unless the continued assistance of the San Bernardino County District Attorney's Bureau of Investigation is requested by the agency assuming control of the pursuit. Upon relinquishing control of the pursuit, the involved investigators may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation.

The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports. Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific.

307.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit is responsible for conducting the pursuit. Units from this Bureau of Investigation should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a supervisor may authorize units from this Bureau of Investigation to join the pursuit until sufficient units from the initiating agency or other marked police units join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this Bureau of Investigation to assist, the supervisor should consider these additional factors:

- (a) The public's safety within this jurisdiction.
- (b) Safety of the pursuing investigators.
- (c) Whether the circumstances are serious enough to continue the pursuit.
- (d) Whether there is adequate staffing to continue the pursuit.
- (e) Ability to maintain the pursuit.

As soon as practicable, a Supervising Investigator or Commander should review a request for assistance from another agency. The Supervising Investigator or Commander, after considering the above factors, may decline to assist in, or assume, the other agency's pursuit.

Assistance to a pursuing allied agency by investigators of this Bureau of Investigation will terminate at the County limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this Bureau of Investigation may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this County, investigators should provide appropriate assistance to officers from the allied agency including but not limited to

Vehicle Pursuits

scene control, coordination and completion of supplemental reports, and any other reasonable assistance requested or needed.

307.7 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Pursuit Intervention Technique), ramming or roadblock procedures. These pursuit intervention tactics by investigators are generally prohibited, unless determined by the investigator to be necessary to protect others from extreme danger being created by the suspect at the time.

307.7.1 USE OF FIREARMS

An investigator should only discharge a firearm at a moving vehicle or its occupants when the investigator reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the investigator or others.

Investigators should not shoot at any part of a vehicle in an attempt to disable the vehicle (see the Use of Force Policy).

307.7.2 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Investigators shall use only that amount of force, which reasonably appears necessary under the circumstances, to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing investigator should coordinate efforts to apprehend the suspects following the pursuit. Investigators should consider safety of the public and the involved investigators when formulating plans for setting up perimeters or for containing and capturing the suspects.

307.8 REPORTING REQUIREMENTS

All appropriate reports should be completed to comply with applicable laws, policies, and procedures.

- (a) The primary investigator should complete appropriate crime/arrest reports.
- (b) The involved Commander shall ensure that an Allied Agency Vehicle Pursuit Report (form CHP 187A) is filed with the CHP not later than 30 days following the pursuit (Vehicle Code § 14602.1). The primary investigator should complete as much of the required information on the form as is known and forward the report to the Supervising Investigator for review and distribution.
- (c) The involved supervisor shall promptly notify a Commander or the Assistant Chief Investigator and provide a brief summary of the pursuit. The summary should include:
 1. Date and time of pursuit.
 2. Initial reason and circumstances surrounding the pursuit.

Vehicle Pursuits

3. Length of pursuit in distance and time, including the starting and termination points.
 4. Involved units and investigators.
 5. Alleged offenses.
 6. Whether a suspect was apprehended, as well as the means and methods used.
 7. Any use of force that occurred during the vehicle pursuit.
 - (a) Any use of force by a member should be documented in the appropriate report (See the Use of Force Policy).
 8. Any injuries and/or medical treatment.
 9. Any property or equipment damage.
 10. Name of supervisor at scene or who handled the incident.
 11. Annually, the Chief Investigator should direct a documented review and analysis of Bureau of Investigation vehicle pursuit reports to minimally include policy suitability, policy compliance, and training or equipment needs.
- (d) After receiving copies of reports, logs, and other pertinent information, the Chief Investigator or the authorized designee should conduct or assign the completion of a post-pursuit review.

307.8.1 REGULAR AND PERIODIC PURSUIT TRAINING

The Commander responsible for training shall make available to all investigators initial and supplementary Police Officer Standard Training (POST) training on pursuits required by Penal Code § 13519.8, and no less than annual training addressing:

- (a) This policy.
- (b) The importance of vehicle safety and protecting the public.
- (c) The need to balance the known offense and the need for immediate capture against the risks to investigators and others (Vehicle Code § 17004.7(d)).

307.8.2 POLICY REVIEW

Investigators of this Bureau of Investigation shall certify in writing that they have received, read and understand this policy initially, upon any amendments, and whenever training on this policy is provided. The POST attestation form, or an equivalent form, may be used to document the compliance and should be retained in the investigators training file.

307.9 APPLICATION OF VEHICLE PURSUIT POLICY

This policy is expressly written and adopted pursuant to the provisions of Vehicle Code § 17004.7, with additional input from the POST Vehicle Pursuit Guidelines.

Search and Seizure

308.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for San Bernardino County District Attorney's Bureau of Investigation personnel to consider when dealing with search and seizure issues.

308.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to respect the fundamental privacy rights of individuals. Investigators will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this Bureau of Investigation will comply with relevant federal and state law governing the seizure of persons and property.

The Bureau of Investigation will provide relevant and current training to investigators as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

308.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each investigator is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, investigators are encouraged to contact a Supervising Investigator to resolve questions regarding search and seizure issues prior to electing a course of action.

Search and Seizure

308.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Investigators will strive to conduct searches with dignity and courtesy.
- (b) Investigators should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) Prior to and after searching a location (Examples - residence, business), the location should be videotaped.
- (e) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (f) When the person to be searched is of the opposite gender as the searching investigator, a reasonable effort should be made to summon an investigator of the same gender as the subject to conduct the search. When it is not practicable to summon an investigator of the same gender as the subject, another investigator or a Supervising Investigator should witness the search.

Discriminatory Harassment

309.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent Bureau of Investigation employees from being subjected to discriminatory harassment, including sexual harassment, retaliation and abusive conduct (Government Code § 12940(k); 2 CCR 11023). Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

309.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment, retaliation and abusive conduct. The Bureau of Investigation will not tolerate discrimination against an employee in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Bureau of Investigation will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Bureau of Investigation may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject an employee to discipline.

[See attachment: County Policy 07-01 Prohibiting Discrimination and Harassment - and pamphlet.pdf](#)

309.3 DEFINITIONS

Definitions related to this policy include:

309.3.1 DISCRIMINATION

The Bureau of Investigation prohibits all forms of discrimination, including any employment-related action by an employee that adversely affects an applicant or employee and is based on the actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status and other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures,

Discriminatory Harassment

cartoons, posters or material; making inappropriate physical contact; or using written material or Bureau of Investigation equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to Bureau of Investigation policy and to a work environment that is free of discrimination.

309.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

309.3.3 SEXUAL HARASSMENT

The Bureau of Investigation prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or an employee because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the employee.
- (c) Such conduct has the purpose or effect of substantially interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

309.3.4 ABUSIVE CONDUCT

Abusive conduct is conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act does not constitute abusive conduct, unless especially severe and egregious (Government Code 12950.1).

309.3.5 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the California Fair Employment and Housing Council guidelines.
- (b) Bona fide requests or demands by a supervisor that an employee improve his/her work quality or output, that the employee report to the job site on time, that the

Discriminatory Harassment

employee comply with County or Bureau of Investigation rules or regulations, or any other appropriate work-related communication between supervisor and employee.

309.4 RESPONSIBILITIES

This policy applies to all Bureau of Investigation personnel. All employees shall follow the intent of these guidelines in a manner that reflects Bureau of Investigation policy, professional standards and the best interest of the Bureau of Investigation and its mission.

Employees are encouraged to promptly report any discriminatory, retaliatory, or harassing or abusive conduct or known violations of this policy to a supervisor. Any employee who is not comfortable with reporting violations of this policy to the employee's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief Investigator, the Director of Human Resources or the Chief Executive Officer.

Any employee who believes, in good faith, that the employee has been discriminated against, harassed or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

309.4.1 QUESTIONS OR CLARIFICATION

Employees with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief Investigator, the Director of Human Resources, the Chief Executive Officer or the California Department of Fair Employment (DFEH) and Housing for further information, direction or clarification (Government Code § 12950).

309.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include, but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensuring that subordinates understand their responsibilities under this policy.
- (d) Ensuring that employees who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Chief Investigator or the Director of Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

Discriminatory Harassment

309.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Bureau of Investigation and professional standards.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling employees or issuing discipline, in a manner that is consistent with established procedures.

309.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved employee should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Bureau of Investigation that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated.

309.5.1 SUPERVISOR RESOLUTION

Employees who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the employee feels uncomfortable or threatened or has difficulty expressing the employee's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

309.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any employees involved. No influence will be used to suppress any complaint and no employee will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Employees who believe they have been discriminated against, harassed or retaliated against because of their protected status, are encouraged to follow the chain of command but may also file a complaint directly with the Chief Investigator, the Director of Human Resources or the Chief Executive Officer.

Discriminatory Harassment

309.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any employee from seeking legal redress outside the Bureau of Investigation. Employees who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Employees are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

309.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Chief Investigator. The outcome of all reports shall be:

- Approved by the Chief Investigator, the Chief Executive Officer or the Director of Human Resources, depending on the ranks of the involved parties.
- Maintained in accordance with the Bureau of Investigation's established records retention schedule.

309.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation.

309.7 WORKING CONDITIONS

The Assistant Chief Investigator or the authorized designee should be responsible for reviewing facility design and working conditions for discriminatory practices. This person should collaborate with other County employees who are similarly tasked (2 CCR 11034).

309.8 TRAINING

All new employees shall be provided with a copy of this policy as part of their orientation, and when receiving a Work Performance Evaluation. The policy shall be reviewed with each new employee. The employee shall certify by signing the prescribed form that the employee has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during the employee's term with the Bureau of Investigation.

309.8.1 STATE-REQUIRED TRAINING

The Commander over training should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.

Discriminatory Harassment

- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by DFEH online training courses, the Commander should ensure that employees are provided the following website address to the training course: www.dfeh.ca.gov/shpt/ (Government Code § 12950; 2 CCR 11023).

309.8.2 TRAINING RECORDS

The Commander over training shall be responsible for maintaining records of all discriminatory harassment training provided to employees. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

Victim and Witness Assistance

310.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

310.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the San Bernardino County District Attorney's Bureau of Investigation will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

310.3 CRIME VICTIM POINT OF CONTACT

The Chief Investigator has designated the Bureau of Victim Services as the point of contact for individuals requiring further assistance or information from the San Bernardino County District Attorney's Office regarding benefits from crime victim resources.

310.4 CRIME VICTIMS

Investigators should advise all victims requesting assistance to contact the Office's Bureau of Victim Services.

Investigators should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Investigators should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution.

310.4.1 VICTIM CONFIDENTIALITY

Investigators investigating or receiving a report involving a victim of a sex offense shall inform the victim, or the victim's parent or guardian if the victim is a minor, that upon the request of the victim the names and images of the victim and his/her immediate family members may be withheld from becoming a matter of public record until the conclusion of the investigation or prosecution (Penal Code § 293).

310.5 VICTIM INFORMATION

The Commander of Trial Preparation shall ensure that victim information handouts, provided by the Bureau of Victim Services, are available and current. These should include guidance on how to receive information on the following, as appropriate:

- (a) Shelters and other community resources for victims of domestic violence.
- (b) Community resources for victims of sexual assault.

Victim and Witness Assistance

- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; Penal Code § 13823.95(a)).
- (d) An explanation that victims of sexual assault who seek a standardized medical evidentiary examination shall not be required to participate or agree to participate in the criminal justice system, either prior to the examination or at any other time (Penal Code § 13823.95(b)).
- (e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (f) A clear explanation of relevant court orders and how they can be obtained.
- (g) Information regarding available compensation for qualifying victims of crime (Government Code § 13962).
- (h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (i) Notice regarding U visa and T visa application processes.
- (j) Resources available for victims of identity theft.
- (k) A place for the investigator's name, badge number and any applicable case or incident number.
- (l) The "Victims of Domestic Violence" card containing the names, phone numbers or local county hotlines of local shelters for battered women and rape victim counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2).
- (m) The rights of sexual assault victims card with the required information as provided in Penal Code § 680.2.
- (n) Any additional information required by state law (Penal Code § 13701; Penal Code § 679.02; Penal Code § 679.04; Penal Code § 679.05; Penal Code § 679.026).

310.6 WITNESSES

Investigators should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Investigators may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Investigators should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

When an investigator is informed that credible evidence may exist that a victim or witness may suffer intimidation or retaliatory violence, an assessment shall be conducted to determine whether the person qualifies for, and desires, assistance from the California Witness Relocation and Assistance Program (CalWRAP). The investigator shall also evaluate the need to contact SRT for

Victim and Witness Assistance

a formal threat assessment and the potential for SRT involvement. (Refer to current CalWRAP procedures for additional information.)

Standards of Conduct

311.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the San Bernardino County District Attorney's Bureau of Investigation and are expected of all Bureau of Investigation employees. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this Bureau of Investigation or an employee's supervisors.

311.2 POLICY

The appointment or continued employment of every employee of the San Bernardino County District Attorney's Bureau of Investigation shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

311.3 MEMORANDUM OF UNDERSTANDING

Three Memorandums of Understanding (M.O.U.s) apply to Bureau of Investigation employees:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

311.4 DIRECTIVES AND ORDERS

Employees shall comply with lawful directives and orders from any Bureau of Investigation supervisor or person in a position of authority, absent a reasonable and bona fide justification.

311.4.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or Bureau of Investigation policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No employee is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the employee from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected employee shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the employee, who shall subsequently be required to justify the refusal.

Standards of Conduct

Unless it would jeopardize the safety of any individual, employees who are presented with a lawful order that is in conflict with a previous lawful order, Bureau of Investigation policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the employee is obliged to comply. Employees who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

311.4.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of an employee to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any employee for malicious or other improper purpose.

311.5 GENERAL STANDARDS

Employees shall conduct themselves, whether on- or off-duty, in accordance with the United States and California constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

All Bureau of Investigation personnel are expected to act professionally and follow established policies when they are called upon to represent the District Attorney's Office in the community and when communicating with the media. Refer to the Media Relations policy.

On-duty employees shall be attentive to reports and complaints by citizens. They shall either give them personal attention or refer them to the proper responsible person or agency. Emergency reports or complaints shall take precedence.

Employees shall familiarize themselves with policies and procedures and are responsible for compliance with each. Employees should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty. Employees shall report to their supervisor any violations of this policy they witness or become aware of.

Standards of Conduct

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

311.5.1 SPECIAL ASSIGNMENTS

Employees with special assignments or ancillary duties (Example - TLO) are expected to attend any associated regular meetings of task forces and informational meetings, which are held locally. Locations requiring air transportation or overnight stay require prior approval by the appropriate Supervising Investigator.

311.5.2 IDENTIFICATION

Employees, when acting on official business, shall identify themselves. If requested, the employee's name shall be provided, and the employee's badge or identification card shall be presented. When making an official visit, an Office business card should be used showing the employee's name and rank. When the employee feels that such identification may jeopardize the outcome of a police activity, he/she shall be excused from doing so.

311.6 WORK HOURS

Employees shall report for duty promptly and properly at the time specified by their supervisor. Employees of the Bureau of Investigation are expected to be at work during work hours established based on the office hours of operation and the needs of the Bureau of Investigation. Office hours are generally 8am to 5pm on weekdays. Supervisors have the responsibility of making sure employees are able to take breaks they are entitled to, while also ensuring adequate staffing is provided. When an employee must be absent from work, the employee shall notify a supervisor as soon as practical. Elective time off (Vacation, Holiday, Administrative Leave and Compensatory Time) shall be preapproved by the appropriate supervisor.

Sick Leave time is an earned benefit that must be used in accordance with County rules, and state and federal laws.

311.6.1 DUTY TIME OF EMPLOYEES

- (a) Employees shall report for duty at the time specified by their supervisor. Supervisors will designate lunch and break times. Any adjustments shall have prior supervisory approval.
- (b) Investigators are sworn peace officers who have police powers 24-hours a day (PC § 830.1).
- (c) The Chief Investigator or designee will set the work hours to suit the needs of the Bureau of Investigation, in accordance with the existing M.O.U.s. As a general rule, employee work hours are expected to cover the hours of 8am to 5pm on weekdays. Some special assignments may require employees to work hours that do not necessarily coincide with office hours.
- (d) Overtime and holiday compensation may be authorized pursuant to employee M.O.U.s and guidelines established by the Chief Investigator or designee.

Standards of Conduct

- (e) All Bureau of Investigation employees shall have an operational cellular phone or residential landline telephone. This will enable management to contact employees during off-duty hours, if necessary. Employees shall report any change of telephone number or address to their supervisor within five working days of the change occurring. Employees are also expected to submit an updated Emergency Personal Information form to their supervisor, which reflects the changes, in a timely manner.

311.6.2 EMPLOYEE ABSENCE

- (a) Elective time off (Vacation, Holiday, Administrative Leave and Compensatory Time) may be used for any reason with prior approval from an employee's supervisor.
- (b) Employees compelled to be absent from duty for any reason shall notify their supervisor as soon as reasonably possible.
- (c) It is the responsibility of the employee to properly complete leave requests for time off. The employee shall anticipate the use of leave as far in advance as practical so that supervisors can plan staffing schedules accordingly.
- (d) The Bureau of Investigation has the right to deny the usage of elective time off if granting such leave places an unreasonable burden on the Bureau of Investigation and negatively impacts its ability to adequately staff operations.
- (e) Absence without pay may be allowed upon application through the chain of command to the Chief Investigator or designee. Mindful that leave without pay generally requires extraordinary circumstances and pre-approval, employees are responsible for ensuring their leave banks have sufficient time in them to cover the leave requested.
- (f) Military leave is governed by County rules and provisions of the Military and Veteran's Code.
- (g) Pregnancy and paternal time off for an employee are governed by the employee's bargaining unit M.O.U. and existing County rules, state law and federal law.

311.6.3 SICK LEAVE

- (a) The goal of Sick Leave is to ensure Bureau of Investigation employees have a bank of time, from which to be compensated, should they fall ill or require medical procedures that keep them from performing their functions at work.
- (b) Sick Leave shall be used only for its intended purpose and in accordance with the employee's existing M.O.U. and County rules.
- (c) Sick Leave with pay is an insurance or protection provided by the County to be granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off of work.
- (d) Employees are required to notify their supervisor, or another person in authority if the supervisor is unavailable, when they are unable to come into work due to an illness. The employee is required to personally speak with his/her supervisor, unless other forms of notification have been authorized. The notification shall also be made in accordance with the employee's current MOU.

Standards of Conduct

- (e) Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see Outside Employment policy).
- (f) Supervisors should not request a doctor's note until after an employee has used half of his/her annual Sick Leave accrual. If a supervisor has a concern about the employee being properly fit for returning to duty after such an absence, the supervisor may require the employee to visit the County Wellness Center for a medical examination authorizing the employee to return to work PRIOR to the employee's actual return to work.
- (g) If a supervisor believes an employee is misusing Sick Leave, the supervisor shall contact and work with the Office's Human Resource Officer to develop a plan to address the alleged Sick Leave abuse.
- (h) A doctor's certificate or other adequate proof of illness shall be provided by the employee in all cases of absence due to illness when requested by the appointing authority. Requests for proof of illness will be made in compliance with the California Labor Code. If the reason for the absence is something that requires a physician's release, the employee may not return to work until such time as the employee delivers to his/her supervisor a written return to work order from the employee's physician.
- (i) If an employee is sick or injured and desires to return to work with restrictions imposed by his/her health care provider, a supervisor will require the employee to visit the County Wellness Center for approval of the restrictions PRIOR to the employee's return to work.
- (j) Employees are encouraged to use one of their regularly scheduled days off for attendance at a routine physician's or medical professional's appointment.
- (k) In accordance with the employee's MOU provisions, non-work related illnesses or injuries requiring a visit to the County Wellness Center are required to be debited against an employee's leave bank.
- (l) On-the-job injury or illness occurring to any employee in the course of Office employment shall be handled in a manner in compliance with state law, County rules and the employee's bargaining unit M.O.U.
- (m) Absence due to the death, or a critical illness where death is imminent, of a member of the employee's immediate family shall be allowed with pay in accordance with the employee's bargaining unit M.O.U.
- (n) Upon return to work, employees are responsible for ensuring their time off is appropriately accounted for in EMACS.

311.6.4 OVERTIME

- (a) In accordance with MOU provisions and the Fair Labor Standards Act, management has the right to control overtime in order to facilitate operations. According to the Employees' MOU provisions and the Fair Labor Standards Act, employees have the right to be fairly compensated for time worked in excess of their standard shift.

Standards of Conduct

- (b) The Bureau of Investigation will ensure proper coverage for all areas of operation in order to minimize any overtime worked by employees. All supervisors and managers, to the extent possible, will schedule time off and develop work schedules that afford the Bureau of Investigation the greatest coverage possible, while limiting the amount of overtime incurred.
- (c) A supervisor must provide approval before an employee may work overtime.
- (d) Supervisors have the right to pre-determine the compensation method for overtime, provided the overtime is announced in advance of the assignment, and the employee agrees to the compensation proposed. Any employee who agrees to work for the compensatory time will be compensated with "compensatory time earned", at a rate of one and one-half times. If there is no volunteer for the assignment, and an employee is selected to perform the overtime assignment, the selected employee has the option of being compensated by either receiving compensatory time or by being paid overtime. The supervisor or manager making the overtime order may not influence the employee to elect a certain type of compensation.
- (e) In situations where an employee is placed in a predicament where the prior overtime approval could not be obtained, as the overtime was unforeseen, the employee must notify his/her supervisor as soon as having to work overtime becomes imminent. In these circumstances, the employee has the right to determine the type of compensation he/she desires.

311.6.5 MODIFIED DUTY ASSIGNMENTS

The Bureau of Investigation does not have any permanent "modified duty" assignments. Employees who are injured (either on-duty or off-duty) or who undergo medical treatment and are in a state of recuperation may request accommodation to return to work with a modified duty assignment. If the Bureau of Investigation can reasonably accommodate the request for a temporary modified duty assignment, such an accommodation may be arranged.

Allowing an employee to return to the workplace in a productive assignment assists in the healing process and increases the employee's morale. To facilitate a rapid return to work, the assigned County Human Resource Officer will assist the Bureau of Investigation with any light duty assignments. If the duration of the light duty assignment will exceed six weeks, the Human Resource Officer will be contacted to ensure compliance with the County's light duty policies.

311.6.6 HEALTH INSURANCE PLAN PORTABILITY ACT

The Health Insurance Plan Portability Act (HIPPA) requires that information regarding an employee's medical history be safeguarded. For this reason, no supervisor will retain medical information in any supervisor's file. All information regarding an employee's medical condition will be forwarded via the chain of command to the Chief Investigator's office for maintenance in the employee's Medical File. Refer to the Personnel Records policy.

311.6.7 FAMILY MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT

A supervisor may designate extended or intermittent leave as FMLA (Family Medical Leave Act) and/or CFRA (California Family Rights Act) leave in accordance with federal and state laws. These

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Standards of Conduct

laws exist to protect the employee's job and employer-paid benefits while the employee is out on a qualified leave of absence.

A *Request for Extended Sick and Special Leave (RESSL)* form shall be completed in such instances requesting an extended leave for the employee's own serious health condition, the serious health condition of the employee's child, spouse, domestic partner, or parent, or for the birth or adoption of a child. Leave for any of these reasons qualifies as FMLA and/or CFRA Leave.

- (a) A "serious health condition" for a family member requires either:
1. Hospitalization; or
 2. Any period of incapacity of more than three successive work days that involves continuing treatment by a health care provider; or
 3. Any health condition that if left untreated would result in a period of incapacity of at least three days (including chronic conditions); or
 4. For prenatal care.

The definition of a "serious health condition" is the same for an employee with the addition that it must prevent the employee from performing the functions of his/her position.

An employee may also take extended leave to gain relief as a victim of domestic violence, sexual assault, or stalking (per SB 579).

If the reason for the leave meets the above criteria and the employee meets the eligibility requirements, the employee's leave will be counted as FMLA and/or CFRA. This does not impact how or if the employee is paid during their leave. The employee is still required to complete the necessary paperwork to receive sick pay and/or disability, if eligible. An Office payroll clerk will send formal notification to the employee indicating the dates covered, what entitlement his/her leave counts against, eligibility, and if there is any additional information required. When requesting FMLA and/or CFRA, if the employee has not already done so, the employee should have his/her health care provider complete a Health Care Provider Certification form and return it to the Office's payroll clerk within 15 days. If this information is not received within 15 days, the employee's leave may be denied.

Additional information is available by obtaining the FMLA and Pregnancy Supplemental Brochures from an Office payroll clerk. Employees who have additional questions should call an Office payroll clerk.

311.6.8 RELEASE TIME FOR LABOR ACTIVITIES

Employees may be granted release time for labor activities in accordance with the provisions of the employee's MOU agreement. Generally, the District Attorney's Office does not grant employees

Standards of Conduct

the use of on-duty release time for labor activities. When operations can continue without incurring overtime to cover an employee's assignments, employees may use personal leave time to attend to labor activities. If an employee has a question about granting release time for labor activities, they should contact their supervisor or the Office's Human Resource Officer for assistance.

311.6.9 ON-CALL ASSIGNMENTS

As part of operational duties, selected Bureau of Investigation personnel will be designated as on-call. Employees with this status are expected to answer after-hours calls made to their Bureau-issued cell phone. Having certain employees on-call ensures the appropriate personnel are available for after-hours phone calls and response, as needed. When an on-call employee determines he/she will be unavailable (e.g., vacation, training, unexpected unavailability), a supervisor shall be notified as soon as is practical so that arrangements may be made to maintain the Bureau of Investigation's on-call responsibilities.

311.7 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action, up to and including dismissal. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient Bureau of Investigation service:

311.7.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in Bureau of Investigation or County manuals.
- (b) Disobedience of any legal directive or order issued by any Bureau of Investigation member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

311.7.2 ETHICS

- (a) Using or disclosing one's status as a member of the San Bernardino County District Attorney's Bureau of Investigation in any way that could reasonably be perceived as an attempt to gain influence or authority for non-Bureau of Investigation business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this Bureau of Investigation and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.

Standards of Conduct

- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

311.7.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

311.7.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the employee knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this Bureau of Investigation.
- (e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the employee knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this Bureau of Investigation.
- (f) Acting as bailer or facilitating bail of any person in custody without notifying the Chief Investigator as soon as practical, via the chain of command.
- (g) Recommending an attorney or bail bondsman when acting in an official capacity.
- (h) Affiliating or associating with any person, organization or group that may compromise duties or allegiance to the Office, and prevent the employee from functioning ethically, legally, properly and promptly for the Office.
- (i) Associating with or doing business with any person or group known to be involved in, or to be affiliated with, crime or terrorism; or whose general reputation in the law enforcement or intelligence community is that which would give the appearance the employee may be placed in a compromising position. If this is occurring for legitimate law enforcement purposes, a Supervising Investigator shall be notified as soon as practical.
- (j) Testifying, either as an expert or regular witness, or providing investigative services or reports for or on behalf of a defense attorney or defendant in a criminal matter

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Standards of Conduct

without proper subpoena, which has been reviewed by the Appellate Services Unit, and notification to the Chief Investigator, via the chain of command, as soon as is practical.

- (k) Engaging in a relationship that could embarrass or discredit the Office and not disclosing this information to a supervisor.
- (l) Arranges personal or financial affairs in such a manner that the Bureau of Investigation is adversely contacted.

311.7.5 ATTENDANCE

- (a) Leaving the job to which the employee is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

311.7.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the employee's position with this Bureau of Investigation.
 - (a) Employees of this Bureau of Investigation shall not disclose the name, address or image of any victim of human trafficking except as authorized by law (Penal Code § 293).
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this Bureau of Investigation for personal or financial gain or without the express authorization of the Chief Investigator or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away or appropriating any San Bernardino County District Attorney's Bureau of Investigation property for personal use, personal gain or any other improper or unauthorized use or purpose.
- (e) Using Bureau of Investigation resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

311.7.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse

Standards of Conduct

- (c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Bureau of Investigation within five working days of any change in residence address or contact telephone numbers.
- (f) Failure to notify the Department of Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

311.7.8 PERFORMANCE

- (a) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.
- (b) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (c) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any Office or Bureau of Investigation record, public record, book, paper or document.
- (d) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any Office or Bureau of Investigation -related business.
- (e) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of the Office, the Bureau of Investigation or the employees.
- (f) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of the Office or the Bureau of Investigation or subverts the good order, efficiency and discipline of the Office or the Bureau of Investigation or that would tend to discredit any of its employees.
- (g) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on Bureau of Investigation premises.
 - 2. At any work site, while on--duty or while in uniform, or while using any Bureau of Investigation equipment or system.
 - 3. Gambling activity undertaken as part of an Investigator's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (h) Improper political activity including:
 - (a) Unauthorized attendance while on-duty at official legislative or political sessions.

Standards of Conduct

- (b) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on Office property except as expressly authorized by County policy, the employee's M.O.U., or the Chief Investigator.
- (c) Use of Office equipment in support of political activity.
- (i) Engaging in political activities during assigned working hours except as expressly authorized by County policy, the employee's M.O.U., or the Chief Investigator.
- (j) Any act on- or off-duty that brings discredit to this Office.

311.7.9 CONDUCT

- (a) Failure of any employee to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable or unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in antics that reasonably could result in injury or property damage.
- (f) Loitering in bars, taverns, theaters or other public places while on-duty, expect in performance of official duties.
- (g) Discourteous, disrespectful or discriminatory treatment of any member of the public or any employee of this Office or the County.
- (h) Becoming involved in, or otherwise interfering with, the criminal or internal investigations of another law enforcement agency without the request of the agency, the Chief Investigator, or the Assistant Chief Investigator. This includes criminal incidents in which the affected employee is a victim.
- (i) Becoming involved in the criminal or internal investigation of another law enforcement agency at the request of that agency but not notifying the Chief Investigator or designee as soon as is practical, within 24 hours.
- (j) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform, unless such use can be sufficiently justified.
- (k) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the employee's relationship with this Office.
- (l) Providing legal counsel or advice to a citizen.
- (m) Unauthorized possession of, loss of, or damage to Office property or the property of others, or endangering it through carelessness or maliciousness.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Standards of Conduct

- (n) Attempted or actual theft of Office property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of Office property or the property of another person.
- (o) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any M.O.U. or contract to include fraud in securing the appointment or hire.
- (p) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief Investigator of such action.
- (q) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of the Bureau of Investigation, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this Office or its members.

311.7.10 SAFETY

- (a) Failure to observe or violating Bureau of Investigation safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).
- (c) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (d) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not specifically authorized by this manual, or for which the Chief Investigator or designee has authorized an exception.
- (e) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (f) Any personal action contributing to a preventable traffic collision.
- (g) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

311.7.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the employee's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. An employee who is authorized to consume alcohol for a work-related purpose is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.
- (d) Use of medically prescribed medications or drugs, which may impair the employee, while on-duty without prior notification to the appropriate supervisor.

Standards of Conduct

311.8 COUNTY PERSONNEL RULES

All employees assigned to the Bureau of Investigation are employees of the County of San Bernardino. As such, all employee conduct, in addition to being governed by the rules listed in this manual, is regulated by the County of San Bernardino Personnel Rules. Employees are advised they are responsible for adherence to the County Personnel Rules. All Bureau of Investigation employees are provided internet access from their office computer, and may therefore access the County Personnel Rules by visiting this link: ([http://countyline/hr/employeerelations/_content/PERSONNELRULES 72407.pdf](http://countyline/hr/employeerelations/_content/PERSONNELRULES%2072407.pdf) Revised 4-28-09).

Information Technology Use

312.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of Bureau of Investigation information technology resources, including computers, electronic devices, hardware, software and systems.

312.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the San Bernardino County District Attorney's Bureau of Investigation that are provided for official use by its employees. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Bureau of Investigation or Bureau of Investigation funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

312.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation that employees shall use information technology resources, including computers, software and systems, that are issued or maintained by the Bureau of Investigation or the Office in a professional manner and in accordance with this policy, and county policies. Refer to Section 9 of the County Policy Manual.

312.3 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any internet site that is accessed, transmitted, received or reviewed on any Office computer system.

The Bureau of Investigation reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Office, including the Office email system, computer network and/or any information placed into storage on any Office system or device. This includes records of all keystrokes or Web-browsing history made at any Office computer or over any Office network. The fact that access to a database, service or website

Information Technology Use

requires a username or password will not create an expectation of privacy if it is accessed through Office computers, electronic devices or networks.

The Bureau of Investigation shall not require an employee to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Bureau of Investigation may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

312.4 RESTRICTED USE

Employees shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Employees shall immediately report unauthorized access or use of computers, devices, software or systems by another employee to their assigned Supervising Investigator or Commander.

Employees shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

312.4.1 SOFTWARE

Employees shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, employees shall not install any unlicensed or unauthorized software on any Bureau of Investigation computer. Employees shall not install personal copies of any software onto any Bureau of Investigation computer. The Office's Bureau of Information Technology (BIT) must be contacted for software installation after receiving authorization from the Chief Investigator or the authorized designee.

No employee shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Bureau of Investigation while on Office premises, computer systems or electronic devices. Such unauthorized use of software exposes the Bureau of Investigation and involved employees to severe civil and criminal penalties.

Introduction of software by employees should only occur as part of the automated maintenance or update process of Bureau of Investigation- or County-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from BIT staff and a full scan for malicious attachments.

312.4.2 HARDWARE

Access to technology resources provided by or through the Office shall be strictly limited to Bureau of Investigation-related activities. Data stored on or available through Office computer systems shall only be accessed by authorized employees who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Information Technology Use

Bureau of Investigation-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

312.4.3 INTERNET USE

Internet access provided by or through the Office shall generally be limited to Bureau of Investigation-related activities, and in accordance with County policy Section 9. Internet sites containing information that is not appropriate or applicable to Bureau of Investigation use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a employee's assignment.

Downloaded information shall be limited to messages, mail and data files.

312.4.4 OFF-DUTY USE

Employees shall generally limit use of technology resources provided by the Office while on-duty or in conjunction with specific on-call assignments.

Refer to the Personal Communication Devices Policy for guidelines regarding occasional use of Office-issued cellular phones, computers and email.

312.5 LAW ENFORCEMENT COMPUTERIZED DATABASES AND PUBLIC RECORDS

Inquiries into databases available to the District Attorney's Office will be made only in relation to an ongoing criminal investigation, suspected criminal act or an administrative investigation (when appropriate). The concept of a right-to-know and a need-to-know will be strictly adhered to.

No employee of the Bureau of Investigation shall release, or cause to be released, any information gained from any law enforcement database to any unauthorized person or persons without the express approval of that employee's supervisor. The only persons authorized to receive such information are members of other law enforcement agencies who can demonstrate a right-to-know and a need-to-know the information in question.

No employee of the Bureau of Investigation shall access any of the law enforcement computerized databases available to the District Attorney's Office to gain information about persons, vehicles, or property for personal reasons or when not in direct relation to the employee's duties as an employee of the District Attorney's Office. This includes inquiries for the purpose of determining if an individual has an outstanding arrest warrant, or if a vehicle or other property has been reported stolen.

The District Attorney's Office has access to private information databases, including but not limited to LexisNexis and TLOxp, in order to gain information about members of the general public. No

Information Technology Use

employee of the Bureau of Investigation shall access any such database or public record for reasons that are not in direct relation to duties with the District Attorney's Office.

Unauthorized use of these databases may subject an employee to criminal prosecution and may result in disciplinary action, up to and including termination of employment.

312.6 PROTECTION OF OFFICE SYSTEMS AND FILES

All employees have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Employees shall ensure Office computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by BIT staff or a supervisor.

It is prohibited for an employee to allow an unauthorized user to access the computer system at any time or for any reason. Employees shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

312.7 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Office involving one of its employees or an employee's duties, an alleged or suspected violation of any Bureau of Investigation policy, a request for disclosure of data, or a need to perform or provide a service.

The BIT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the Office computer system when requested by a supervisor or during the course of regular duties that require such information.

Report Preparation

313.1 PURPOSE AND SCOPE

Report preparation can be a major part of investigative work. The purpose of reports is to document sufficient information to refresh the employee's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of formalized training and substantial on-the-job training.

313.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. The reports are to be written so they are easily read and understood. Reports are to be single-spaced, using Times New Roman, Arial or Calibri with a font size of 12.

Employees shall complete and submit all reports and other documentation of investigative work to the appropriate supervisor within 10 working days. Employees are to obtain prior approval from their supervisor if completion will be delayed. After approval, employees are to submit copies of reports to the appropriate deputy district attorney, as needed. Reports are considered official records.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported information, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

313.1.2 USE OF REPORT FORMS

Employees are expected to use the correct report form. Employees are to be in compliance with PC § 964, which addresses the confidentiality of victim and witness personal information.

313.1.3 OBTAINING A CASE NUMBER

A case number shall be obtained when a report is generated. Case numbers are issued by select Bureau of Investigation employees (primarily trial prep coordinators). The case number will be listed on all related reports as a means of locating and tracking the incident. Effort should be made to determine if a case number associated with the incident was previously drawn before drawing a new case number.

Explanation of Case Numbers:

Example: 2018-01-001 CE

2018 - Indicates the year in which the case was drawn.

Report Preparation

01 - Indicates the month the case number was drawn.

001 - Indicates the sequential case number for the year.

CE - The suffix identifying the unit where the report originated. (Central - CE, Victorville - VV, West Valley - WV, etc.)

313.2 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all employees and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

313.3 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. When corrections are necessary, the report is to be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner.

313.4 REPORT PROCESSING

Once a report has been approved, the report shall be forwarded to the Bureau of Investigation's Custodian of Records who will log in the report as being received, electronically scan the report, and file the original report. Reports authored by Supervising Investigators shall be forwarded to their assigned Commander or, in his/her absence, the other Commander or the Assistant Chief Investigator, for review and approval. The reports shall then be forwarded to the Custodian of Records for processing.

313.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Custodian of Records for filing shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Custodian of Records may be corrected or modified by the authoring employee only with the knowledge and authorization of the reviewing supervisor.

Media Relations

314.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

314.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the District Attorney and the Chief Investigator. The District Attorney's Public Affairs Officer is the person designated to prepare and release information to the media in accordance with this policy and the applicable law. All press releases shall conform to the Media Relations Policy located in the District Attorney's Office Policy Manual.

The Chief Investigator shall be immediately notified, via the chain of command, of any information an employee believes should be released to the public or could become public knowledge.

314.2.1 MEDIA REQUEST

The Chief Investigator shall be notified of any media request for information as soon as is practical, via the chain of command, for referral to the Public Affairs Officer. Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this Bureau of Investigation make any comment or release any official information to the media without prior approval from the Chief Investigator or designee.
- (b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this Bureau of Investigation.
- (c) Under no circumstance should any employee of the Bureau of Investigation make any comments to the media regarding any law enforcement incident not involving this Bureau of Investigation without prior approval of the Chief Investigator.

The Chief Investigator shall be notified of any media request for reports. The Chief Investigator or designee will work with the Office's Appellate Services Unit on providing the requested reports.

All requests for employees to appear in public, as official representatives of the Office, shall be forwarded through the chain of command to the Chief Investigator. The dress shall be appropriate for the occasion. Employees making public appearances, as is expected at any other time, shall refrain from releasing any reports, photographs or other information concerning operations of the Office unless authorized by the Chief Investigator.

Media Relations

314.3 MEDIA ACCESS

Authorized employees of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions (Penal Code § 409.5(d)):

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the District Attorney's Public Affairs Officer or other designated spokesperson.
 - 2. Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the supervisor in charge should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Assistant Chief Investigator of Trial Preparation. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).
- (c) No employee of the Bureau of Investigation who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee.
- (d) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief Investigator and the express consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Bureau of Investigation employees shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through the Chief Investigator and the Public Affairs Officer.

314.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of investigators and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief Investigator.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief Investigator will consider, at a minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

Subpoenas and Court Appearances

315.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Bureau of Investigation employees who must appear in court. It will allow the San Bernardino County District Attorney's Bureau of Investigation to cover any related work absences and keep the Bureau of Investigation informed about relevant legal matters.

315.2 POLICY

San Bernardino County District Attorney's Bureau of Investigation employees will respond appropriately to all subpoenas and any other court-ordered appearances.

315.3 SUBPOENAS

Only Bureau of Investigation employees authorized to receive a subpoena on behalf of the Bureau of Investigation or any of its employees may do so. This may be accomplished by personal service to the employee or by delivery of two copies of the subpoena to the employee's supervisor or other authorized Bureau of Investigation agent (Government Code § 68097.1; Penal Code § 1328(c)).

The party that issues a civil subpoena to an employee to testify as a witness must tender the statutory fee of \$275 with the subpoena for each day that an appearance is required before service is accepted of the subpoena (Government Code § 68097.2). All such subpoenas shall be immediately given to the Appellate Services Unit for review.

An immediate supervisor or authorized individual may refuse to accept service for a criminal subpoena if (Penal Code § 1328(d)(e)):

- (a) He/she knows that he/she will be unable to deliver a copy of the subpoena to the named employee within sufficient time for the named employee to comply with the subpoena.
- (b) It is less than five working days prior to the date listed for an appearance and he/she is not reasonably certain that service can be completed.

If, after initially accepting service of a criminal subpoena, a supervisor or other authorized individual determines that he/she is unable to deliver a copy of the subpoena to the named employee within sufficient time for the named employee to comply with the subpoena, the supervisor shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance (Penal Code § 1328(f)).

315.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any employee who is subpoenaed to testify, agrees to testify or provide information on behalf of or at the request of any party other than this District Attorney's Office shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the County or one of its members, as a result of his/her official capacity, is a party.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Subpoenas and Court Appearances

- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the employee is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the employee's on-duty activity or because of his/her association with the San Bernardino County District Attorney's Bureau of Investigation.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the San Bernardino County District Attorney's Bureau of Investigation.

The supervisor will then notify the Commander and the Appellate Services Unit.

No employee shall be retaliated against for testifying in any matter.

315.3.2 CIVIL SUBPOENA

The Bureau of Investigation will compensate employees who appear in their official capacities on civil matters arising out of their official duties, as directed by the current M.O.U. or collective bargaining agreement.

The Bureau of Investigation should seek reimbursement for the employee's compensation through the civil attorney of record who subpoenaed the member.

315.3.3 OFF-DUTY RELATED SUBPOENAS

Employees receiving valid subpoenas for off-duty actions not related to their employment or appointment shall be handled either on the employee's own time, in accordance with the employee's M.O.U., or as authorized by the Chief Investigator or designee.

315.4 FAILURE TO APPEAR

Any employee who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

315.5 STANDBY

To facilitate standby agreements, employees are required to provide and maintain current information on their addresses and contact telephone numbers with the Bureau of Investigation.

If an employee on standby changes his/her location during the day, the employee shall notify the designated department employee of how he/she can be reached. Employees are required to remain on standby until released by the court or the party that issued the subpoena.

315.6 COURTROOM PROTOCOL

When appearing in court, employees shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

Subpoenas and Court Appearances

- (b) Dress in conservative business attire and in accordance with the Bureau of Investigation's dress policies covering court appearances. Investigative Technicians may wear the authorized Investigative Technician uniform to court when notice of the appearance occurred on the same day. Any other exceptions shall be approved by the employee's immediate supervisor.
- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

315.6.1 TESTIMONY

Before the date of testifying, the subpoenaed employee shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

315.7 OVERTIME APPEARANCES

When an employee appears in court on his/her off-duty time, he/she will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.

Outside Agency Assistance and Notification

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to employees when requesting or responding to a request for mutual aid, when assisting another law enforcement agency, or when engaged in law enforcement events.

316.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this Bureau of Investigation.

316.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the employees supervisor for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this Bureau of Investigation, a supervisor may authorize, if available, an appropriate number of personnel to assist. Employees are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this Bureau of Investigation. The supervisor shall make the Assistant Chief Investigator of Trial Preparation aware of the request.

Investigators may respond to a request for emergency assistance that is close by. However, they shall notify a supervisor of their activity as soon as practicable so that the Bureau of Investigation may provide a controlled and coordinated response. Investigators shall keep in mind the Bureau of Investigation is not a typical first responder.

Arrestees may be temporarily detained by this Bureau of Investigation until arrangements for transportation are made by the outside agency. Only in exceptional circumstances, and subject to supervisor approval, will this Bureau of Investigation provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling investigator unless otherwise directed by a supervisor.

316.3.1 INITIATED ACTIVITY

Any on-duty investigator who engages in law enforcement activities of any type that are not part of a mutual aid request shall notify his/her supervisor as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

Outside Agency Assistance and Notification

316.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the employee requesting assistance should, if practical, first notify a supervisor. The handling employee or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting employee should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

316.5 OUTSIDE AGENCY NOTIFICATION

Investigators shall provide the venue agency with sufficient advanced notice prior to a planned event (Ex. search warrant service). A venue agency is described as that law enforcement agency having primary responsibility for the delivery of police services in a particular geographical area. Notification will generally be to the venue agency's watch commander. At the conclusion of the event, an exit notification to the venue agency shall be made.

Should the event result in a noteworthy incident (large seizure, arrest of a notable person, etc.) this information shall also be conveyed to the venue agency. Investigators may find it necessary to enter into a specific jurisdiction without prior coordination with the venue agency. In such instances, the venue agency will be notified as soon as is practical.

Some events may need to remain confidential depending on the type of investigation. Investigators are expected to use their best judgment, and to request guidance from the involved Supervising Investigator.

316.6 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented as directed by the supervisor.

Critical and Serious Incident Notification

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to employees of the Bureau of Investigation in determining when, how and to whom notification of critical and serious incidents should be made.

317.2 POLICY

When critical and serious incidents occur it is important for certain Bureau of Investigation and Office personnel to be notified as soon as practical. Proper notification during these incidents helps ensure appropriate deployment of personnel, equipment and other resources. This leads to the Law Enforcement Incident Command System (LEICS) being utilized by personnel, as necessary.

317.3 DEFINITIONS

Definitions related to this policy include:

Critical Incident - Any event that may be defined as an emergency requiring notification of command personnel, county officials and other predetermined personnel.

Serious (Liability) Incident - Any incident or occurrence (including traffic collisions) involving serious personal injury and/or death where the County may be implicated as a contributing factor.

317.4 RESPONSIBILITIES

The Critical and Serious Incident Notification Guide will be maintained by the Commander maintaining manuals and will be updated as needed.

The Notification Guide specifies notification responsibilities during certain critical and serious incidents.

[REDACTED]

[REDACTED]

Tactical Alert Personnel Mobilization

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

Tactical Alert Personnel Mobilization

[REDACTED]

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Tactical Alert Personnel Mobilization

- [REDACTED]

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- [REDACTED]
- [REDACTED]

[REDACTED]

Tactical Alert Personnel Mobilization

- [REDACTED]
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Incident Command System

319.1 PURPOSE AND SCOPE

The Incident Command System is a vital tool used to manage law enforcement personnel and other first responders during critical incidents, disasters, and other unusual occurrences. The purpose of this policy is to assist the Bureau of Investigation with the effective deployment and management of personnel, resources and equipment during these incidents.

319.2 ICS DEFINITION

The Incident Command System (ICS) is a field management system that has a number of basic system features. ICS has the flexibility and adaptability to be applied to a wide variety of incidents and events both small and large. ICS incorporates five management functions: Command, Operations, Logistics, Planning & Intelligence, and Administration & Finance. An incident may be managed by a single person when it is small. As an incident grows, the Incident Commander may become overwhelmed by a particular function. When this happens, the Incident Commander will appoint a person to that function to allow the Incident Commander to maintain control of the incident and all available resources.

319.3 POLICY

When a Tactical Alert has been declared, the Bureau of Investigation shall activate the Bureau Command Post (Command Post). Once the Command Post is activated, all Supervising Investigators shall report the status of their assigned personnel to the Command Post. During a critical incident, unusual occurrence or other emergency, efficient and effective deployment of Bureau of Investigation personnel is important. An Incident Commander will be appointed and the ICS should be activated and staffed by available personnel at the Command Post. Refer to the Tactical Alert Personnel Mobilization policy.

319.4 ICS STAFFING AND RESPONSIBILITIES

The Incident Commander's responsibility is the overall management of the incident. On many incidents, a single Incident Commander can handle the command activity. The Incident Commander is selected based on qualifications and experience. The Incident Commander shall supervise the Command Staff and the General Staff assigned to the incident. The Incident Commander should make use of the standard ICS forms included in this policy.

If the County Office of Emergency Services (OES)/Emergency Operations Center (EOC) is activated for the incident, the Incident Commander will ensure County OES receives regular updates. This role should be filled by a predesignated Department Emergency Coordinator (DEC).

The DEC will provide information to the OES/EOC via WebEOC, if possible.

319.4.1 STAFF POSITIONS

The Incident Commander has oversight of the following Command Staff positions:

- (a) Public Affairs Officer

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Incident Command System

1. This position is filled by the District Attorney's Public Affairs Officer. The Incident Commander has oversight as it relates to the Command Post but the Public Affairs Officer will take direction from the District Attorney or a designee.

- (b) Safety Officer
- (c) Liaison Officer

The Incident Commander has oversight of the following General Staff positions:

- (a) Operations Section Chief
- (b) Planning Section Chief
- (c) Logistics Section Chief
- (d) Finance/Admin Section Chief
- (e) Victim Services Section Chief

1. This position is filled by the Chief of the Bureau of Victim Services or designee.

319.4.2 COMMAND STAFF DUTIES AND RESPONSIBILITIES

Public Affairs Officer

The Public Affairs Officer is responsible for collecting information about the incident then releasing appropriate information to the news media, to incident personnel, and to other appropriate agencies and organizations. All information to be released to the public shall be directed to the District Attorney's Public Affairs Officer for dissemination. The Public Affairs Officer should consult with the Incident Commander prior to releasing information to ensure doing so would not negatively impact tactical operations.

Safety Officer

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer will correct unsafe acts or conditions through the regular line of authority. The Safety Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

Duties include:

- (a) Review common responsibilities.
- (b) Participate in planning meetings.
- (c) Identify hazardous situations associated with the incident.

Incident Command System

- (d) Review the Incident Action Plan (IAP) for safety implications (ICS Form 215 - Operational Planning Worksheet).
- (e) Exercise emergency authority to stop and prevent unsafe acts.
- (f) Investigate accidents that have occurred within incident areas.
- (g) Assign assistants as needed.
- (h) Review and approve the medical plan.
- (i) Maintain Unit/Activity log (ICS Form 214).
- (j) Prepare incident safety message.

Liaison Officer

Incidents that are multijurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is the contact for outside agency personnel assigned to the incident who are not actively assigned a tactical role.

Duties include:

- (a) Review common responsibilities.
- (b) Provide a point of contact for assisting agency representatives.
- (c) Maintain a list of agencies and their representatives.
- (d) Assist in establishing and coordinating inter-agency contacts.
- (e) Keep agencies, who are supporting the incident, aware of incident status.
- (f) Monitor incident operations to identify current or potential inter-organizational issues and advise the Incident Commander, as appropriate.
- (g) Participate in planning meetings and provide current resource status information - including limitations and capabilities of assisting agency resources.
- (h) Maintain Unit/Activity Log (ICS Form 214).

319.4.3 GENERAL STAFF DUTIES AND RESPONSIBILITIES

Operations Section Chief

The Operations Section Chief is responsible for the management of all tactical operations directly applicable to the primary mission. The Operations Section Chief activates and supervises in accordance with the Incident Action Plan (utilizing ICS Form 215 - Operational Planning Worksheet) and directs its execution, directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports the information to the Incident Commander.

Incident Command System

Duties include:

- (a) Review common responsibilities.
- (b) Develop operations portion of Incident Action Plan (ICS Form 215 - Operational Planning Worksheet).
- (c) Brief and assign operations personnel in accordance with the Incident Action Plan.
- (d) Supervise Operations.
- (e) Request resources needed to implement the Operation's tactics as part of the Incident Action Plan development.
- (f) Make or approve expedient changes to the Incident Action Plan during the operational period as necessary.
- (g) Approve suggested list of resources to be released from assigned status (but not released from the incident).
- (h) Assemble and disassemble teams/task forces assigned to Operations.
- (i) Report information about changes in the implementation of the Incident Action Plan, special activities, events, and occurrences to the Incident Commander as well as the Planning Section Chief.
- (j) Maintain Unit/Activity Log (ICS Form 214).

Branch Officer-In-Charge

The Branch Officers-In-Charge (Supervising Investigators), when activated, are under the direction of the Operations Section Chief, and are responsible for overseeing the operations of their branches and implementation of the Incident Action Plan; to include assignment of resources, and reporting on progress of control operations and status of resources within the branch. Branches may be activated when operational span of control exceeds the optimum range (one to five employees). The branch level is used to maintain span of control and unity of command.

An Office location will be considered a Branch (i.e., Central, West Valley, Victorville, Morongo).

In the event Central needs to be broken down further, groups of personnel will be created as "Resources" with a leader (refer to section 5 of ICS Form 204).

Strike Team/Task Force

A Strike Team/Task Force reports to a Branch Officer-in-Charge and is responsible for performing tactical assignments. Work progress, resources status, and other important information is reported to a Branch Officer-in-Charge.

Incident Command System

Single Resource

The person in charge of a single tactical resource will carry the unit designation of the resource.

Duties include:

- (a) Review common responsibilities.
- (b) Review and complete assignments.
- (c) Obtain necessary equipment/supplies.
- (d) Review weather/environmental conditions for assignment area.
- (e) Brief subordinates on safety measures.
- (f) Ensure adequate communications with Branch Officer-in-Charge.
- (g) Keep Branch Officer-in-Charge informed of progress and any changes.
- (h) Inform Branch Officer-in-Charge of problems with assigned resources.
- (i) Brief relief personnel, and advise them of any change in conditions.
- (j) Return equipment and supplies to appropriate unit.
- (k) Complete and turn in all time and use records on personnel and equipment.

Planning Section Chief

The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- (a) Understand the current situation.
- (b) Predict probable course of incident events.
- (c) Prepare alternative strategies for the incident.

Duties include:

- (a) Review common responsibilities.
- (b) Activate Planning Section units, as needed.
- (c) Collect and process situation information about the incident.
- (d) Supervise preparation of the Incident Action Plan.

Incident Command System

- (e) Provide input to the Incident Commander and Operations Section Chief for preparation of the Incident Action Plan.
- (f) Participate in planning and other meetings as required.
- (g) Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
- (h) Determine need for any specialized resources in support of the incident, (i.e., deployment of the Special Response Team, Terrorism Liaison Officers, etc.).
- (i) Assign Investigative Technician(s) where needed.
- (j) Assemble information on alternative strategies.
- (k) Provide periodic predictions on the incident's potential.
- (l) Compile and display incident status summary information.
- (m) Provide status reports to appropriate requesters.
- (n) Advise General Staff of any significant changes in incident status.
- (o) Incorporate plans (e.g., Redeployment of personnel, Communication, etc.) and other supporting plans into the Incident Action Plan.
- (p) Instruct Planning Section units in distribution and routing of incident information.
- (q) Prepare recommendations for release of resources (Demobilization) and submit it to members of Incident Command.
- (r) Maintain Planning Section records.
- (s) Maintain Unit/Activity Log (ICS Form 214).

Resource Unit Leader

The Resource Unit Leader is responsible for maintaining the status of all resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources.

Duties include:

- (a) Review common responsibilities.
- (b) Obtain briefing and special instructions from the Planning Section Chief.
- (c) Participate in Planning meetings, as required.
- (d) Establish check-in function at incident locations.
- (e) Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).

Incident Command System

- (f) Prepare appropriate parts of B of I Assignment list (ICS Form 204).
- (g) Prepare and maintain the Command Post display (to include organization chart, resource allocation and deployment).
- (h) Maintain master roster of all resources checked in at the incident.
- (i) A check-in recorder reports to the Resources Unit Leader and is responsible for accounting for all resources assigned to the incident.

Situation Unit Leader

The Situation Unit Leader is responsible for the collection, processing, and organizing of all information. The Situation Unit may prepare future projections of incident growth, maps, and intelligence information.

Demobilization Unit Leader

The Demobilization Leader is responsible for developing the Incident Demobilization Plan, and assisting Sections/Units in ensuring that an orderly, safe, and cost effective demobilization of personnel and equipment is accomplished for the incident. On large incidents, demobilization can be quite complex, requiring a separate planning activity. (Refer to ICS Form 221 – Demobilization Check-Out)

Duties include:

- (a) Review common responsibilities.
- (b) Obtain briefing and special instructions from Planning Section Chief.
- (c) Prepare and obtain approval of Demobilization Plan.
- (d) Distribute Demobilization Plan to each processing point.
- (e) Ensure that all Sections/Units understand their responsibilities within the Demobilization Plan.
- (f) Demobilize in accordance with Demobilization Plan.
- (g) Monitor implementation and assist in the coordination of the Demobilization Plan.
- (h) Review incident resource records to determine probable size of demobilization effort.
- (i) Participate in Planning meetings as required.
- (j) Evaluate logistics and transportation capabilities required to support demobilization.
- (k) Brief Planning Section Chief on progress of demobilization.

Incident Command System

- (l) Provide status reports to appropriate requesters.

Logistics Section Chief

The Logistics Section Chief is responsible for providing facilities, services, and materials in support of the incident. The Logistics Chief participates in development and implementation of the Incident Action Plan, and activates and supervises branches and units within the Logistics Section.

Duties included:

- (a) Review common responsibilities.
- (b) Plan organization of Logistics Section.
- (c) Assign work locations and preliminary work tasks to Section personnel.
- (d) Notify Resources Unit of the Planning Section that units have been activated including names and locations of assigned personnel.
- (e) Assemble and brief the Logistics Section Chief and the unit leaders.
- (f) Participate in preparation of Incident Action Plan.
- (g) Identify service and support requirements for planned and expected operations.
- (h) Provide input to and review other associated plans.
- (i) Coordinate and process requests for additional resources, including requests for personnel.
- (j) Review the Incident Action Plan and estimate Section needs for the next operational period.
- (k) Advise on current service and support capabilities.
- (l) Prepare service and support elements of the Incident Action Plan.
- (m) Estimate future service and support requirements.
- (n) Receive Demobilization Plan from the Planning Section.
- (o) Recommend release of unit resources in conformance with the Demobilization Plan.
- (p) Ensure general welfare and safety of Logistics Section personnel.
- (q) Maintain Unit/Activity Log (ICS Form 214).

Finance/Admin Section Chief

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Incident Command System

The Finance/Admin Section Chief is responsible for tracking and evaluating the costs associated with the incident. The Finance/Admin Section Chief supervises those assigned to this section.

Duties include:

- (a) Review common responsibilities.
- (b) Obtain briefing from Incident Commander.
- (c) Brief Office finance/administrative representative.
- (d) Attend planning meeting.
- (e) Provide financial updates to executive management.
- (f) Periodically gather updated information on additional equipment/supply and personnel needs, and additional expenses incurred.
- (g) Meet with cooperating agencies to determine cost-sharing agreements and financial obligations.
- (h) Ensure completeness of documentation submitted for expenses incurred (including payroll).
- (i) Assist Logistics Section with resource procurement.
- (j) Coordinate Finance/Admin demobilization with the Planning Section.

Victim Services Section Chief

The Victim Services Section Chief is responsible for management of all operations applicable to the response of Bureau of Victim Services personnel to the incident.

Duties include:

- (a) Obtain briefing from Incident Commander.
- (b) Assess the scope of the request for victim advocate response.
- (c) Notify the Office's Executive Management Staff of potential Bureau of Victim Services involvement.
- (d) Request transportation for Crisis Response Team.
- (e) Request Purchase Cards from the Office's Management Services.
- (f) Assemble and brief the Crisis Response Team on incident details.
- (g) Obtain resource information to be provided at the scene.
- (h) Supervise Bureau of Victim Services operations to include making or approving expedient changes during the operational period as necessary.

Incident Command System

- (i) Coordinate with the lead agency (federal, state and or local) working at the scene.
- (j) Report information about changes in the plan implementation, special activities, events, and occurrences to the Incident Commander.
- (k) Daily debriefing of Crisis Response Team to include a debriefing with The Counseling Team International.
- (l) Provide updates to the Office's Executive Management Staff.

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Evacuations

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Evacuations

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Evacuations

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Debriefing of Critical Incidents

321.1 PURPOSE AND SCOPE

To ensure a proper debriefing occurs, the following establishes a uniform policy for critical incident debriefing, defines roles and responsibilities for debriefing, discusses the proper completion of an after-action report and provides for the distribution of applicable training materials.

321.2 DEFINITIONS

After-Action Report – Intended to identify strengths, weaknesses, recommended improvements and relevant training for personnel. The report should accurately define what occurred or did not occur with regard to a particular incident. The report summarizes the chronology of the critical incident as well as analysis of the tactics, equipment, communication, cooperation, and level of preparedness of participants.

Debriefing – The after-action process of discussion and reconstruction of a critical incident with the goal of providing a record of lessons learned and encouraging continuous improvement in organizational and individual performance.

Critical Incident – Defined as:

- (a) Any incident involving investigators using lethal force.
- (b) Any unplanned occurrence which threatens the peace or safety of the Office or community.
- (c) Any planned or unplanned event which requires the implementation of the law enforcement command structure to manage assets and response.
- (d) Any other incident requiring the use of significant Bureau of Investigation assets or which is deemed to be significant by the Chief Investigator or commanding officer for that incident.

321.3 POLICY

It shall be the policy of the Bureau of Investigation to conduct a debriefing of any critical incident.

An after-action report will be prepared by the Assistant Chief Investigator of Trial Preparation or designee, and forwarded to the Chief Investigator for the purposes of developing a training needs assessment, and dissemination of lessons learned.

321.4 DEBRIEFING GUIDE

The debriefing should follow the established protocol.

[See attachment: CRITICAL INCIDENT DEBRIEFING PROTOCOL.pdf](#)

Off-Duty Law Enforcement Actions

322.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an investigator as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for investigators of the San Bernardino County District Attorney's Bureau of Investigation with respect to taking law enforcement action while off-duty.

322.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Investigators should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Investigators are not expected to place themselves in unreasonable peril. However, any sworn member of this Bureau of Investigation who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, investigators should first consider reporting and monitoring the activity and may take direct action as a last resort.

322.3 FIREARMS

Investigators may carry firearms while off-duty in accordance with federal and state regulations, and Bureau of Investigation policy. All firearms and ammunition must meet guidelines as described in the Bureau of Investigation Firearms Policy. When carrying firearms while off-duty investigators shall carry their Bureau of Investigation-issued photo identification, and should carry their Bureau of Investigation-issued badge (regular or flat badge).

Investigators should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any investigator who has consumed an amount of an alcoholic beverage or taken any drugs or medications or any combination thereof that would tend to adversely affect the investigator's senses or judgment.

322.4 DECISION TO INTERVENE

There is no legal requirement for off-duty investigators to take law enforcement action. However, should investigators decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.

Off-Duty Law Enforcement Actions

- (b) The inability to communicate with responding units.
- (c) The lack of equipment, such as handcuffs, OC or baton.
- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty investigator were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty investigator to be misidentified by other peace officers or members of the public.

Investigators should consider waiting for on-duty uniformed investigators to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

322.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the investigator should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty investigator is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the investigator should loudly and repeatedly identify him/herself as a police officer until acknowledged. Official identification should also be displayed.

322.4.2 INCIDENTS OF PERSONAL INTEREST

Investigators should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances investigators should call the responsible agency to handle the matter.

322.4.3 PROFESSIONAL STAFF RESPONSIBILITIES

Professional staff should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

322.5 REPORTING

Any off-duty investigator who engages in any law enforcement activity, regardless of jurisdiction, shall notify the his/her supervisor as soon as practicable. The supervisor shall determine whether a report should be filed by the employee.

Investigators should cooperate fully with the agency having jurisdiction in providing statements, reports and/or courtroom testimony as requested or as appropriate.

Special Response Team / Special Investigations Unit

323.1 PURPOSE AND SCOPE

The purpose of this policy is to identify how the Special Response Team and the Special Investigations Unit generally provide assistance to Office personnel.

323.2 POLICY

The Special Response Team (SRT) and the Special Investigations Unit (SIU) will provide investigative and enhanced tactical support to District Attorney's Office personnel. SRT members, which includes the investigators assigned to SIU, will receive special training so they are prepared for a specialized and coordinated response to a variety of situations and assignments.

323.3 TYPES OF ASSISTANCE PROVIDED - SRT

The Special Response Team (SRT) provides assistance in a variety of ways, as needed, including but not limited to:

- (a) Protection of the District Attorney and Office personnel.
- (b) Threat analysis.
- (c) Witness protection.
- (d) Surveillance.
- (e) Arrest warrant and search warrant service for Office investigations and to assist other law enforcement agencies.
- (f) Participation in special events with and/or for other law enforcement agencies.
- (g) Team tactical assistance for other law enforcement agencies when authorized by the Chief Investigator or designee.
- (h) Special assignments which may be of a confidential or sensitive nature, at the direction of the Chief Investigator or designee.

323.4 ORGANIZATION AND STRUCTURE

The Special Response Team (SRT) will be composed of investigators. The Chief Investigator or designee will select the team's supervisor. The supervisor will be responsible for team coordination and response, training, training records, equipment, equipment records, team member records and the overall effectiveness of the team. The supervisor will report directly to the Commander over SRT unless directed otherwise by the Chief Investigator. **Assignment to the team is considered a voluntary, part-time and ancillary duty.** Management reserves the right to remove an investigator from the team if he/she is not able to maintain the minimum prescribed standards, or if in the reasonable opinion of management, the investigator is unable to maintain the skill level, professionalism, or adaptability necessary for the continued participation in the assignment.

Special Response Team / Special Investigations Unit

323.5 PERSONNEL STANDARDS AND SELECTION

When vacant positions exist on the team, the Commander over SRT, with input from the SRT supervisors, will present recommendations to the Assistant Chief Investigator and the Chief Investigator who will then select the investigator who will fill the vacancy. Each candidate and existing SRT member must continuously meet certain standards to be on the team. Team members are expected to maintain an extraordinary level of physical fitness. Team members who do not meet the established minimum standards will be dismissed from the team.

Minimum standards for SRT members are as follows:

- (a) Completion of the first year of employment with the Bureau of Investigation in good standing (unless waived by the Chief Investigator).
- (b) Achieve an overall work performance evaluation rating of "Meets Standards" or above for the most recent evaluation period.
 - 1. The continued participation of all team members is contingent upon their ability to maintain their caseload at their regular assignment. Team members who become involved in cases which require their uninterrupted attention, or who are unable to manage their caseloads because of SRT demands, may be removed from the team.
 - (a) Team members who are removed from the team because of demanding caseloads may be reinstated upon receipt of a memorandum from their supervisor indicating that the investigator's caseload has been brought to a manageable level, and his/her participation with the team would not adversely affect his/her regular duty assignment performance. Reinstatement may occur only when there is an opening on the team and after approval from the Chief Investigator.
- (c) Participate in and successfully pass the established annual physical fitness test.
 - 1. All team members shall be notified in writing three months prior to the scheduled physical agility testing date. Personnel who fail to successfully pass the scheduled test shall be scheduled for a retest date to be conducted no sooner than six weeks from the date of the initial test.
- (d) Participate in and successfully pass the established firearms qualification.
- (e) Attend and fully participate in all Special Response Team training, unless an absence is authorized. Authorized absences include scheduled vacations, court appearances, official travel, scheduled priority training, personal/family illness or other activity authorized by a Supervising Investigator, a Commander, the Assistant Chief Investigator or the Chief Investigator.
- (f) Assignment to the team is voluntary, the Chief Investigator or designee may remove a team member without appeal or compensation.
- (g) The selection process will include an evaluation of the candidate's commitment and voluntary availability for assignments as needed. Assignments may or may not occur

Special Response Team / Special Investigations Unit

during regular Office hours. When an assignment occurs during off-duty hours, compensation will not begin until the team member is actually activated.

323.6 TRAINING AND EQUIPMENT

[REDACTED]

323.7 CRITICAL INCIDENTS AND OTHER EMERGENCY OPERATIONS

When made aware of a critical incident or other emergency that may affect the Office, SRT members shall contact their respective Supervising Investigator as soon as is practical for initial assignment. SRT members will be contacted by the SRT supervisor, or designee, if they are to stage as a team for potential deployment. This will be done in collaboration with the Chief Investigator or the person who has been designated as the Incident Commander. Refer to the Tactical Alert Personnel Mobilization policy and the Incident Command System policy for additional information.

The team shall debrief all of their deployments that occur during critical incidents and other emergency operations. The subject matter should include, at a minimum: effectiveness of team deployment and equipment, interaction with allied agencies, recommendations for equipment, and training to prepare for future deployments.

323.8 SPECIAL INVESTIGATIONS UNIT

The Special Investigations Unit (SIU) will be composed of two investigators who shall also be members of the Special Response Team (SRT). Other SRT investigators may be assigned to handle SIU responsibilities when one or both SIU investigators are unavailable (vacation, attending training, etc.). The Chief Investigator or designee will select a Commander or a Supervising Investigator, who is a member of SRT, to supervise SIU. The supervisor will oversee SIU's day-to-day work, training, equipment, personnel files and the overall effectiveness of SIU

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Special Response Team / Special Investigations Unit

investigators. The Chief Investigator or designee may reassign the Supervising Investigator for SIU, and any investigator assigned to SIU, at any time without appeal or compensation.

323.8.1 PERSONNEL STANDARDS AND SELECTION

When vacant positions exist in the unit, investigators may apply. If an investigator who applies is not a member of SRT, that investigator must be selected as a new member according to the SRT criteria stated above. The Commander over SRT, with input from the SRT supervisors, will present recommendations to the Assistant Chief Investigator and the Chief Investigator who will then select the investigator who will fill the vacancy. Each SIU candidate and existing SIU investigator is expected to continuously meet or exceed the minimum standards established for SRT members.

323.8.2 TYPES OF ASSISTANCE PROVIDED

Investigators assigned to the Special Investigations Unit (SIU) will be responsible for handling a variety of tasks, including but not limited to:

- (a) Provide security and protection services for the SBCDA Executive Staff and others when requested by the District Attorney or designee. This may include planning, staffing and assessing the needs for any given security or protection detail.
- (b) Investigate and evaluate threats made toward SBCDA personnel that may be as a result of their employment with SBCDA.
- (c) Investigate all threats of damage or hinderance focused on SBCDA facilities or functions.
- (d) Assist, as needed, with protection and escort details for witnesses in criminal cases who have been threatened with bodily harm as a result of cooperating with SBCDA prosecution efforts (ex. CalWRAP).
- (e) Examine, evaluate and recommend improvements for the safety and security measures at all SBCDA facilities. Provide other SBCDA related protection services when authorized by the Chief Investigator or designee.
- (f) Assist with the extradition, transport and/or escort of suspects, inmates or witnesses who are deemed high-profile, high-risk or have other security related concerns.
- (g) Assist with background investigations of SBCDA employee or volunteer candidates, janitorial staff applicants and vendors who will be working at SBCDA facilities.
- (h) Conduct security and safety training of existing and newly appointed SBCDA personnel.
- (i) Complete special assignments which may be of a confidential or sensitive nature, at the direction of the Chief Investigator or designee.
- (j) Be on-call to respond to after-hours alarm activations at SBCDA facilities, and provide necessary after-hours protection and investigative services at the direction of the SIU supervisor or designee. (On-call pay will be provided to the supervisor and investigators assigned to SIU. One SIU investigator and the SIU supervisor should be available after-hours on any given day. Any time the SIU Supervising Investigator becomes unavailable, another SRT Supervising Investigator should be designated as

Special Response Team / Special Investigations Unit

the replacement. On-call compensation will be based on the current Safety Unit MOU, and the Safety Management and Supervisory Unit MOU.)

323.8.3 INITIAL NOTIFICATION AND RESPONSE

Once an on-duty investigator is made aware of a threat or potential threat made toward the SBCDA or personnel, the investigator shall contact SIU to determine whether SIU investigators should become involved - and to what extent. When necessary, additional investigators will be assigned to assist, preferably by the SIU supervisor. The Chief Investigator will be notified as soon as is practical, preferably via the chain of command.

All formal action taken by SIU investigators will be documented and debriefed according to established protocol.

Response to Bomb Calls

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Response to Bomb Calls

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Rapid Response and Deployment

325.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding investigators in situations that call for rapid response and deployment.

325.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by investigators in protecting themselves or others from death or serious injury.

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325.4 RAPID RESPONSE OUTSIDE OF THE OFFICE

If there is a reasonable belief that acts or threats by a suspect outside of the office are placing lives in imminent danger, investigators in proximity may assist and should consider reasonable options to reduce, prevent or eliminate the threat. Investigators must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources. When practical, investigators should contact their supervisor before deploying to assist so that the response is controlled and coordinated. Otherwise, investigators shall notify their supervisor as soon as is practical.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, investigators should take immediate action, if reasonably practicable, while requesting additional assistance.

Rapid Response and Deployment

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Foreign Diplomatic and Consular Representatives

326.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that investigators extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

326.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them. Consulate offices are currently located in San Bernardino County.

326.3 CLAIMS OF IMMUNITY

If an investigator comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the investigator should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

Foreign Diplomatic and Consular Representatives

326.4 ENFORCEMENT

If the DOS is not immediately available for consultation regarding law enforcement action, investigators shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 1. Diplomatic-level staff of missions to international organizations and recognized family members
 2. Diplomatic agents and recognized family members
 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
 2. Support staff of missions to international organizations
 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
 4. Honorary consular officers
 5. Whenever an investigator arrests and incarcerates, or detains for investigation for over two hours, a person with diplomatic and consular privileges and immunities, the investigator shall promptly advise the person that he/she is entitled to have his/her government notified of the arrest or detention (Penal Code § 834c). If the individual wants his/her government notified, the investigator shall begin the notification process.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Foreign Diplomatic and Consular Representatives

326.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

326.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts. Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise.	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise.	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts. Yes otherwise (note (c))	No immunity or inviolability

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Foreign Diplomatic and Consular Representatives

Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Public Recording of Law Enforcement Activity

327.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve employees of the Bureau of Investigation. In addition, this policy provides guidelines for situations where the recordings may be evidence.

327.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation recognizes the right of persons to lawfully record employees of this Bureau of Investigation who are performing their official duties. Employees will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Investigators should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record employees performing their official duties.

327.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (Penal Code § 69; Penal Code § 148).
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
 1. Tampering with a witness or suspect.
 2. Inciting others to violate the law.
 3. Being so close to the activity as to present a clear safety hazard to the investigators.
 4. Being so close to the activity as to interfere with an investigator's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the investigators, him/herself or others.

327.4 INVESTIGATOR RESPONSE

Investigators should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, investigators should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Public Recording of Law Enforcement Activity

Whenever practicable, investigators or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an investigator could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, investigators shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

327.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the investigator and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Bureau of Investigation employees, such as how and where to file a complaint.

327.6 SEIZING RECORDINGS AS EVIDENCE

Investigators should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

Public Recording of Law Enforcement Activity

2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a Bureau of Investigation-owned device.

Investigators shall comply with the California Electronic Communications Privacy Act (CalECPA).

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

Foot Pursuits

328.1 PURPOSE AND SCOPE

This policy provides guidelines to assist investigators in making the decision to initiate or continue the pursuit of suspects on foot.

328.2 POLICY

It is the policy of this Bureau of Investigation that investigators, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to investigators, the public or the suspect.

Investigators are expected to act reasonably, based on the totality of the circumstances.

328.3 DECISION TO PURSUE

The safety of investigators and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Investigators must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and Bureau of Investigation employees.

Investigators may be justified in initiating a foot pursuit of any individual the investigator reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity should not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an investigator must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place investigators and the public at significant risk. Therefore, no investigator or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an investigator should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.
- (d) Thermal imaging or other sensing technology.

Foot Pursuits

- (e) Air support.
- (f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

328.4 GENERAL GUIDELINES

When reasonably practicable, investigators should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory
- (b) The investigator is acting alone.
- (c) Two or more investigators become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single investigator keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The investigator is unsure of his/her location and direction of travel.
- (e) The investigator is pursuing multiple suspects and it is not reasonable to believe that the investigator would be able to control the suspect(s) should a confrontation occur.
- (f) The physical condition of the investigator renders him/her incapable of controlling the suspect if apprehended.
- (g) The investigator loses radio contact with the dispatcher or with assisting or backup investigators.
- (h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient investigators to provide backup and containment. The primary investigator should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (i) The investigator becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to investigators or the public.
- (j) The investigator reasonably believes that the danger to the pursuing investigators or public outweighs the objective of immediate apprehension.
- (k) The investigator loses possession of his/her firearm or other essential equipment.
- (l) The investigator or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer definitely known.
- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there

Foot Pursuits

is no immediate threat to investigators or the public if the suspect is not immediately apprehended.

- (o) The investigator's ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

328.5 RESPONSIBILITIES IN FOOT PURSUITS

328.5.1 INITIATING INVESTIGATOR RESPONSIBILITIES

Unless relieved by another investigator or a supervisor, the initiating investigator shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating investigator should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient law enforcement personnel are present to safely apprehend the suspect.

Early communication of available information from the involved investigators is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Investigators initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Investigators should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any investigator unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the investigator will notify the dispatcher of his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for investigators, suspects or members of the public.

328.5.2 ASSISTING INVESTIGATOR RESPONSIBILITIES

Whenever any investigator announces that he/she is engaged in a foot pursuit, all other investigators should minimize non-essential radio traffic to permit the involved investigators maximum access to the radio frequency.

Foot Pursuits

328.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor should respond to the area whenever possible. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established Bureau of Investigation guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing investigators or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

328.6 REPORTING REQUIREMENTS

The initiating investigator shall complete appropriate crime/arrest reports documenting, at minimum:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved investigators.
- (f) Whether a suspect was apprehended as well as the means and methods used.
 - 1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- (g) Arrestee information, if applicable.
- (h) Any injuries and/or medical treatment.
- (i) Any property or equipment damage.
- (j) Name of the supervisor at the scene or who handled the incident.

Assisting investigators taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating investigator need not complete a formal report.

Vehicle Towing and Release

329.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle, though nothing in this policy shall require the Bureau of Investigation to tow a vehicle.

329.2 STORAGE AND IMPOUNDS

The responsibilities of those employees towing, storing or impounding a vehicle are listed below.

329.2.1 VEHICLE STORAGE REPORT

Investigators requesting towing, storage or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should be given to the tow truck operator and the original shall be submitted as soon as practical to an Investigative Technician who is authorized to make vehicle entries into CLETS.

329.2.2 STORAGE AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this Bureau of Investigation to provide reasonable safekeeping by storing the arrestee's vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high-crime area).

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases, the owner shall be informed that the Bureau of Investigation will not be responsible for theft or damages.

329.2.3 DRIVING A NON-COUNTY VEHICLE

Vehicles which have been towed by or at the direction of the Bureau of Investigation should not be driven by an employee unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Vehicle Towing and Release

329.2.4 REQUESTING A TOW TRUCK

When a tow truck is needed, an investigator should contact dispatch for the law enforcement agency having jurisdiction and ask that an authorized towing service be dispatched.

329.2.5 RESPONSIBILITY FOR ENTERING TOW DATA

An authorized Investigative Technician shall promptly enter pertinent data from the completed storage form (CHP Form 180) into the Stolen Vehicle System (CLETS) and return the form to a Supervising Investigator for approval (Vehicle Code § 22651.5(b); Vehicle Code § 22851.3(b); Vehicle Code § 22854.5).

Approved storage forms shall be promptly placed with the lead investigator's reports, with a copy being submitted to the Custodian of Records, so that they are immediately available for release or review should inquiries be made.

Within 48 hours, excluding weekends and holidays, of the storage of any such vehicle it shall be the responsibility of the lead investigator to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS. Notice shall be sent to all such individuals by first-class mail (Vehicle Code § 22851.3(d); Vehicle Code § 22852(a); Vehicle Code § 14602.6(a)(2)). The notice shall include the following (Vehicle Code § 22852(b)):

- (a) The name, address, and telephone number of this Bureau of Investigation.
- (b) The location of the place of storage and description of the vehicle, which shall include, if available, the name or make, the manufacturer, the license plate number, and the mileage.
- (c) The authority and purpose for the removal of the vehicle.
- (d) A statement that, in order to receive their post-storage hearing, the owners, or their agents, shall request the hearing in person, writing, or by telephone within 10 days of the date appearing on the notice.

329.2.6 VEHICLE STORAGE LOCATION

Whenever a vehicle must be towed and stored as evidence for a case, the employee shall consult with a Supervising Investigator to determine the most cost effective and/or appropriate location to store the vehicle. For a vehicle needing to be stored more than one week, a Commander shall be consulted.

329.3 VEHICLE INVENTORY

All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if closed and/or locked. Employees conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in custody of the Bureau of Investigation, to provide for the safety of investigators, and to protect the Office against fraudulent claims of lost, stolen, or damaged property.

Vehicle Towing and Release

329.4 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, investigators should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

329.5 RELEASE OF VEHICLE

Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6).

- (a) Vehicles removed pursuant to Vehicle Code § 22850 shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3; Vehicle Code § 22850.5).
- (b) Vehicles removed that require proof of valid driver's license shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3; Vehicle Code § 22850.5).
- (c) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid driver's license and applicable fees paid prior to the end of the 30-day impoundment period under any of the following circumstances:
 - (a) The vehicle was stolen.
 - (b) If the driver reinstates his/her driver's license or acquires a license and provides proof of proper insurance.
 - (c) Any other circumstance as set forth in Vehicle Code § 14602.6.
 - (d) When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.

Personnel whose duties include releasing towed vehicles, a Supervising Investigator or designee, should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release.

Employees who suspect that a vehicle was impounded in error should promptly advise a Supervising Investigator. Supervising Investigators should approve, when appropriate, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.

Immediately after a vehicle is released, the person facilitating the release shall have an authorized Investigative Technician remove the vehicle from the Stolen Vehicle System (CLETS). The

Vehicle Towing and Release

completed release paperwork, a printout showing the removal of the vehicle from CLETS, and any other relevant reports and documents shall be submitted to the Custodian of Records.

Vehicle Impound Hearings

330.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Vehicle Code § 22852.

330.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any employee of the San Bernardino County District Attorney's Bureau of Investigation, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or his/her agent (Vehicle Code § 22650(a); Vehicle Code § 22852(a)).

The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle (Vehicle Code § 22852(c)). The hearing officer will be a Supervising Investigator, designated by the Chief Investigator or designee.

330.2.1 HEARING PROCEDURES

The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone within 10 days of the date appearing on the notice (Vehicle Code § 22852(b)). The Supervising Investigator of the employee who caused the storage or removal of the vehicle will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of and satisfaction of the post-storage hearing requirement (Vehicle Code § 22851.3(e)(2); Vehicle Code § 22852(d)).

Any relevant evidence may be submitted and reviewed by the hearing officer to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Bureau of Investigation.

After consideration of all information, the hearing officer shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of the period the vehicle is impounded (Vehicle Code §14602.6(b); Vehicle Code § 14602.8(b)).

Aside from those mitigating circumstances enumerated in the Vehicle Code, the registered owner's lack of actual knowledge that the driver to whom the vehicle was loaned was not validly

Vehicle Impound Hearings

licensed may constitute a mitigating circumstance under Vehicle Code § 14602.6(b) or 14602.8(b), warranting release of the vehicle. This mitigating circumstance exception is not limited to situations where the owner made a reasonable inquiry as to the licensed status of the driver before lending the vehicle.

The legislative intent and this Bureau of Investigation's policy is to prevent unlicensed driving pursuant to Vehicle Code §14602.6. If this purpose is not furthered by the continued impoundment of a vehicle, release is most often appropriate.

- (a) If a decision is made that reasonable grounds for storage or impound have been established, the hearing officer shall advise the inquiring party of the decision and that the inquiring party may pursue further civil remedies if desired.
 - 1. If mitigating circumstances are found to be relevant, the hearing officer shall make reasonable adjustments to the impound period, storage or assessment of fees as warranted.
- (b) If a decision is made that reasonable grounds for storage or impound have not been established or sufficient mitigating circumstances exist, the vehicle in storage shall be released immediately. Towing and storage fees will be paid at the Bureau of Investigation's expense (Vehicle Code § 22852(e)).
- (c) If a decision is made that reasonable grounds for storage have not been established or sufficient mitigating circumstances exist, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded with a letter to the appropriate Commander. The hearing officer will recommend to the appropriate Commander that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the Bureau of Investigation.

Political Activity

331.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to ensure employees who are engaged in political activity do so as permitted by law, and as deemed appropriate by the District Attorney's Office.

331.2 POLICY

It is not the intention of the Bureau of Investigation to restrict an employee's right to work off-duty for political candidates and issues, or to seek public office. However, employees must be cognizant that they are working in a public law enforcement agency headed by an elected official. Employees must remain aware that all political activity must remain completely separate from the District Attorney's Office and no public time or public resources shall be used for any such activity. No endorsements shall be given utilizing the name of the Office or office affiliation without the prior approval of the Chief Investigator and the District Attorney. Employees are directed to be familiar with all laws, County policies, County personnel rules and MOU provisions relating to political activities; in particular those areas pertaining to public employees and/or peace officers.

331.3 NOTIFICATION

The Chief Investigator shall be notified through the chain of command as soon as reasonably possible when an employee intends to engage in outside political activity or run for political office wherein a potential conflict of interest may occur. Whenever an employee deems there may be a conflict, it is advisable that these matters be discussed with the Chief Investigator or designee for both the protection of the employee and the interest of the Office.

331.4 ACTING IN AN OFFICIAL CAPACITY

This policy does not prevent an employee from engaging in approved activities when acting as a designated representative of the Office in an official capacity, such as working on law enforcement-related legislation, testifying before the legislature or other government bodies on law enforcement issues and legislation, or engaging in a department-approved professional law enforcement association's legislative programs.

331.5 RESOURCES

Some applicable resources:

1. California Government Code § 3203 - 3209
2. Peace Officers Procedural Bill of Rights Act - California Government Code § 3300-3311
3. County Personnel Rule 10.2
4. County Policy 12-07
5. County Code section 13.0402(c)

Political Activity

6. 5 U.S.C. section 1501 et seq

Office Security

332.1 PURPOSE AND SCOPE

This policy addresses District Attorney's Office security and employee safety concerns.

332.2 POLICY

The physical security of District Attorney's Office facilities and safety of Office employees are of paramount concern. The Bureau of Investigation is responsible for making sure Office facilities are secure, ensuring criminal offender record regulations are followed, conducting background investigations on potential new employees, and transporting prisoners or suspects as needed. These guidelines should be adhered to whenever practical.

332.3 EMERGENCY SITUATIONS

- (a) Security procedures may be initiated in any District Attorney's Office facility according to the needs and concerns of that facility. All employees shall make themselves familiar with these procedures and fully comply with them.
 - 1. Critical incident policies
 - (a) Critical and Serious Incident Notification
 - (b) Tactical Alert Personnel Mobilization
 - (c) Incident Command System (I.C.S.)
 - (d) Evacuations
 - (e) Debriefing of Critical Incidents
 - 2. Emergency Action Plans (E.A.P.)
 - 3. Department Emergency Operations Plan (D.E.O.P.)
- (b) All District Attorney's Office personnel are required to cooperate with the Bureau of Investigation in all matters involving office security and emergency operations, such as fire alarms, bomb threats, sudden human violence and breaches of security.
- (c) During an emergency situation, it is the duty of the Bureau of Investigation to conduct investigations, building searches and physically remove all personnel from the building when deemed necessary during disasters, fire, safety-related situations or bomb threats.

332.4 BREACHES OF SECURITY AND SECURITY PASSES

An investigator who notices a security breach, suspicious circumstance, or unidentified or unauthorized person without a pass shall take action immediately to identify, correct and report the occurrence as necessary. Persons without a pass who have a legitimate reason for visiting the office should be directed to the front desk where the person who authorized their entry may be contacted and a pass may be issued. If any personnel do not receive cooperation from the

Office Security

person being contacted, the occurrence shall be reported to the Chief Investigator via the chain of command.

332.5 SECURITY OF ACCESS DOORS

- (a) Employees of the District Attorney's Office shall not disclose door lock combination(s) to nonemployees, or give any person their key or security card to any office or facility for any reason. These items are restricted to Office personnel only.
- (b) All employees shall make sure that Office doors properly lock when traveling into or out of all offices and facilities. These doors are not to be propped open and left unattended for any reason. Bureau of Investigation personnel shall be responsible for double-checking all access doors prior to leaving the office, when it is unattended or closed after regular hours, to ensure that all doors and access routes are secure.

■ [REDACTED]

- (d) Non-county employees shall not be granted unescorted access to an Office facility to affect repairs or make deliveries after-hours. Prior to formalizing any scheduled repair, equipment installation, or other work requiring access to a DA facility, the supervisor responsible for the security of a facility shall be notified of the need for access to the facility during non-standard work hours. This notification shall be made at least 48 hours in advance of the required access, except in the event of an emergency situation.

The supervisor responsible for the facility shall make the necessary arrangements to ensure an employee of the Bureau of Investigation will be present to supervise access to the building after-hours.

The supervisor for the facility in question should consider notifying the Chief Deputy DA responsible for the facility when repairs or deliveries to a facility have been scheduled after-hours.

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

Office Security



332.7 VISITORS

- (a) No person shall be allowed entry to any Office facility unless he/she is an employee of the Office, a County employee with the need and right to access the facility to perform maintenance functions, an authorized member of a law enforcement agency conducting business, or an authorized visitor of an employee of the Office.
- (b) Any law enforcement officer or private citizen visiting an employee must have the permission of that employee to enter the facility PRIOR to entering the secured areas of a facility. The receptionist WILL NOT allow a visitor to enter a facility prior to making personal or telephonic contact with the employee being visited. If contact cannot be made, the visitor will be extended the opportunity to leave a message for the employee, but the visitor WILL NOT be allowed access to the facility unless approved and escorted by a deputy district attorney or an investigator.
- (c) If an employee is expecting a visitor, he/she should notify the receptionist prior to the visitor's arrival.
- (d) The receptionist is not responsible for escorting visitors to their destination. It is incumbent upon the individual being visited to ensure the visitor (when required under this policy) is provided with an escort.
- (e) All visitors may be issued a badge or identification card, which is to be worn on their outer clothing and in plain view at all times while in the facility. Visitors, upon leaving the facility, will surrender visitor badges and identification cards. Peace officers or other government officials will be required to wear their badges or government I.D. cards in lieu of a visitor's badge.
- (f) Visitors, such as victims and witnesses, should not be left unattended UNLESS the Deputy DA, Victim Witness Advocate, investigator or investigative technician coordinating the activities of the visitor makes arrangements for another Office employee to monitor the activities of the unattended victim or witness. If the visitor has a need to leave the building, or office area within a building shared with other tenants, he/she should be escorted in order to avoid becoming lost. If the visitor needs to use the restroom within our office area, the visitor should be escorted to the restroom to avoid allowing that person to freely walk around. If the visitor is leaving for the day, he/she should be escorted to the front desk to sign out and drop off the visitor pass.
- (g) The front desk receptionist shall maintain a sign-in roster for all visitors other than Office employees, law enforcement personnel (including Court Officers) and defense attorneys. Anyone bringing in visitors other than law enforcement personnel shall identify them to the receptionist and have them sign the roster and obtain a visitor badge. The roster shall include the visitor's name, date, time-in, and reason for visit, including who the visitor is there to see. Facilities with no assigned receptionist, or ten or fewer Deputy DA's assigned to the office, shall not be required to maintain a sign-in roster or visitor passes.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Office Security

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- (i) The production of official visitor badges for all facilities shall be the responsibility of the Bureau of Investigation, who will monitor their use and make necessary changes in their design as needed or required.
- (j) All volunteer personnel shall wear an appropriate badge as issued by the Bureau of Investigation identifying them as volunteers.
- (k) Access to Office facilities is controlled. In order to control access and maintain security, ALL access to an Office facility by visitors shall be through the receptionist area, except in cases where the visitor is escorted by a Deputy DA or investigator.
- (l) Many conversations that occur in Office facilities involve case strategy or material that is confidential in nature. For these reasons, ANY attorney or investigator engaged in criminal defense work MUST be escorted while inside an Office facility. Employees are reminded that conversations held in areas of the office which are accessible by visitors or other employees are not environments conducive to private conversations. Private conversations are best held in moderate tones in a private office behind closed doors.
- (m) In any case where an employee is temporarily or permanently relieved of duty, the Bureau of Investigation shall be notified and they will notify the office staff of Office facilities that the employee is not authorized to enter. Information provided to control/limit facility access is to be treated confidentially, but will be disseminated to those with a "need to know" in order to prevent confrontational situations and comply with the County Policy concerning violence in the workplace. The Bureau of Investigation shall notify the responsible Supervising Deputy DA and Chief Deputy DA of the action(s) taken.
- (n) Because of the sensitive nature of the information handled by the District Attorney's Office and regulations restricting access to areas where such information is maintained, access to Office facilities is strictly regulated. Under no circumstances shall any County employee, contract employee, vendor or other service provider have unescorted physical or electronic access to an Office facility without having satisfactorily completed a District Attorney's Office background investigation which includes an automated fingerprint criminal record check through the Federal Bureau of Investigation and California Department of Justice. The Bureau of Investigation shall conduct this background check. County employees, contract employees, vendors or other service providers who have access to District Attorney facilities without an escort shall submit to such a background record check and have a "subsequent arrest notification" contract in place for the duration of their access to the District Attorney's facilities.

With good cause being shown, temporary variances to this policy may be granted by a Supervising Investigator or Chief Deputy DA for situations that merit such a variance.

Office Security

332.8 HANDLING PRISONERS AND SUSPECTS

- (a) Whenever a prisoner is brought into any office of the District Attorney, the Chief Deputy DA of that division, the Supervising Deputy DA and the appropriate Supervising Investigator shall be notified of the prisoner's arrival. If the prisoner is being brought to an office that shares a building with the courts, the Sheriff's supervisor of court services shall also be notified.
- (b) Any prisoners or suspects to be interviewed shall be checked for weapons and unauthorized property, and properly secured at all times; and not left unattended in an office or facility for any reason. Sworn law enforcement personnel will continually attend to prisoners. Prisoners shall not be brought to a District Attorney's Office facility without prior approval from a Supervising Investigator. (This is also addressed in the Handcuffing and Restraints policy.)

332.9 CRIMINAL OFFENDER RECORDS

In addition to being responsible for the general security of all Office locations, the Chief Investigator is the criminal records security officer (as prescribed by state law) and is given the responsibility for maintaining compliance with regulations prescribed by the California State Department of Justice. The Chief Investigator or designee is given authority commensurate with these duties. The Chief Investigator or designee will make periodic checks of the various divisions of the Office countywide to ensure necessary security is maintained. The Chief Investigator or designee will see to it that proper records are kept, and will oversee the destruction of rap sheets and criminal records.

332.10 BACKGROUND INVESTIGATION OF POTENTIAL EMPLOYEES AND CONTRACTORS

- (a) Whenever any contingent job offer is extended to a potential new employee of the District Attorney's Office, it shall be the duty of the Bureau of Investigation to conduct a background investigation on the employee. This shall apply whether the new employee is a full-time employee, a temporary employee, volunteer or a contract employee and shall apply to all positions including attorneys, clerical and janitorial.
- (b) Background forms will be completed on every potential employee, including a release signed by the prospective employee authorizing the background check. Obtaining the completed forms is the responsibility of the employee entrusted with extending the contingent job offer. This material shall be forwarded to the Chief Investigator's Secretary or designee for processing. Background investigations shall be composed of standardized checks, specific to the classification the potential employee is applying for, and will include a fingerprint check. Results of the background investigation will be disseminated as soon as they are available. If a potential employee fails a background investigation, the applicant shall not be informed of the specific reason for failure but rather will be notified they failed to successfully pass the background investigation.

Traffic Stops

333.1 POLICY

The emergency vehicles assigned to investigators are unmarked vehicles equipped with emergency equipment (red light and siren) to be used for law enforcement purposes. Investigators are permitted to conduct traffic stops provided they are performed as required by the California Vehicle Code and this policy. This policy is intended to comply with California Vehicle Code § 17004.7.

333.2 TRAFFIC STOPS DEFINED

When an investigator activates his/her emergency vehicle's forward facing red light (and siren, as required), based on having reasonable suspicion or probable cause that a public offense has been or is being committed, in order to cause the operator of another motor vehicle to stop his/her vehicle.

333.3 REASONS FOR TRAFFIC STOPS

Traffic stops involving the use of emergency vehicle equipment (activation of the forward facing red light and siren, as required) by an investigator are permitted only in the following circumstances, and provided the investigator complies with this policy and the California Vehicle Code:

- (a) To make an arrest.
- (b) To assist other law enforcement agencies in a joint operation.
- (c) To apprehend a dangerous felon.
- (d) In life-threatening or serious injury situations when the purpose is for the protection and preservation of life.
- (e) To serve a search warrant, arrest warrant or other lawful process.
- (f) When facts can be articulated that establish a public safety need.

Prior to conducting a traffic stop, it is preferred the investigator make radio contact with the jurisdiction's law enforcement agency where the traffic stop will take place. If such prior contact cannot be established, contact shall be made as soon thereafter as possible. Initiating a traffic stop without the presence of a marked law enforcement vehicle, or back-up law enforcement personnel should be avoided whenever possible.

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Undercover Operations

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Extraditions

335.1 PURPOSE AND SCOPE

This policy instructs investigators on how to properly accomplish the extradition of an inmate for the purposes of a criminal case being prosecuted by the District Attorney's Office.

335.2 POLICY

It is the policy of the District Attorney's Office to extradite defendants on felony cases where the defendant, if convicted, will be exposed to a state prison sentence. The San Bernardino County Sheriff's Department should be used to extradite subjects when practical. Some cases, with the approval of the Chief Investigator or designee, may require that investigators handle the extradition. Each extradition will be evaluated separately, for cost effectiveness and prudent use of resources. Only investigators who have completed the Federal Aviation Administration (FAA) Flying Armed Course shall be allowed to extradite a prisoner via a commercial flight. Investigators shall follow FAA and Transportation Security Administration (TSA) regulations. The below procedures should also be followed when an out-of-state prisoner needs to be transported in order to testify as a victim or witness in a San Bernardino County court room.

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Extraditions

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335.5 POST-EXTRADITION

- (a) As soon as practical, and in compliance with existing policies, a report shall be submitted which documents the events of the extradition.
- (b) Within 48 hours of completing the extradition process, all extradition and expenditure documentation required by the Sheriff's Department and the District Attorney's Office shall be completed and submitted via the chain of command for processing.

Office Alarms

336.1 PURPOSE AND SCOPE

The District Attorney's Office has equipped certain Office locations with alarm systems. The purpose of these alarms is to protect against intrusion and to ensure the safety and security of the records and equipment maintained within these facilities. Employees must be careful so as to avoid unnecessarily activating an alarm, which would necessitate police response. False or accidental alarms may endanger the responding officers and the employees present at the location.

336.2 ALARM MONITORING HOURS

These alarm systems are designed to be armed and disarmed as office needs dictate, and are subject to change at the discretion of the Chief Investigator or designee.

336.3 ISSUING ALARM CODES AND PASSWORDS

A Chief Deputy DA or a Supervising Deputy DA, in conjunction with the Commander overseeing safety and security, shall determine which employees in an alarmed facility require weekend or after-hours access to the facility. Only those employees deemed to have a need for access during non-business hours shall be supplied with an alarm access code and password. Investigators shall be issued alarm codes and passwords for the facility they are assigned to. Keys may also need to be issued to facilitate access to the structure and for inspection of the premises after an alarm has been reported.

336.4 ARMING AND DISARMING AN ALARM SYSTEM

- (a) All employees working at a facility which has an alarm system installed should ensure, whenever possible, that they vacate the building prior to the time the alarm system activates.
- (b) Employees who have not been issued an access code and password should not access an alarmed facility after-hours or during a weekend.
- (c) If an employee enters an alarmed facility during a weekend or after-hours, the employee shall enter the appropriate alarm code into the alarm keypad in order to deactivate the alarm. The employee will know the alarm system is armed upon entry, as the keypad will emit a loud beeping noise until the alarm code is entered and the alarm is deactivated. The employee has 30 seconds to deactivate the alarm.
- (d) When ready to exit the building during a weekend or after-hours, the employee shall enter the code into the keypad to set the alarm. After entering the code, the employee has 30 seconds to exit the facility and close the door before the alarm activates.

Office Alarms

336.5 ACCIDENTAL ALARM ACTIVATION

If an employee accidentally activates a false alarm, he/she should call the phone number of the listed investigator and advise him/her of the situation. The employee should also notify his/her immediate supervisor of the activation.

336.6 ALARM RESPONSES

- (a) In the event an alarm is activated, the alarm company will contact law enforcement agency having jurisdiction and have a police officer dispatched to the location.
- (b) The alarm company will place a second call regarding the alarm activation to the employee listed as being responsible for facility security. The listed employee will offer to have an investigator respond to the location of the alarm should the police require assistance.
- (c) If the responding officer determines a burglary or other crime has occurred at the location, the officer will have Dispatch contact the alarm company. The alarm company will then notify personnel who are on the alarm company notification list. The investigator contacted will respond to the location to verify if a burglary has occurred. The investigator may enter the building after responding officers have conducted an appropriate search for possible suspects.
- (d) If the officer inspecting the location where the alarm was activated determines no entry was made or attempted, then an investigator is not required to respond.

Investigation and Prosecution

337.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

337.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to investigate crimes thoroughly, with due diligence and in a timely manner. Investigative work will be evaluated and submitted to a prosecutor for review when appropriate.

337.3 INITIAL INVESTIGATION

337.3.1 INVESTIGATOR RESPONSIBILITIES

An investigator responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. Interview and gather statements from victims, witnesses, suspects, or any other involved parties.
 - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the investigator shall:
 - (a) Preserve any evidence as required to complete the initial and follow-up investigation.
 - (b) Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 - (c) If assistance is warranted, or if the incident is not routine, notify a supervisor or a Commander.
 - (d) Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 - (e) Collect any evidence.
 - (f) Take any appropriate law enforcement action.
 - (g) Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

Reports and documentation shall be completed within 10 working days unless approval to delay completion has been obtained by the appropriate supervisor. Refer to the Report Preparation policy.

Investigation and Prosecution

337.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with current law.

337.4.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual should be recorded entirely, using the appropriate audio/video equipment. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the investigator's supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should be obtained when applicable.

A copy of the recording of each interview and interrogation shall be booked as evidence. Exceptions shall be approved by a supervisor and a Commander.

337.4.2 INTERROGATION AFTER CRIMINAL CHARGES ARE FILED

If an investigator wants to interrogate a suspect after criminal charges have been filed against that individual for the same incident, *whether the person is in custody or not*, the investigator shall advise the person of his/her *Miranda* rights before doing so (preferably by reading from a Bureau of Investigation-issued *Miranda* Advisement card). In addition to confirming the person understands his/her *Miranda* rights, the investigator shall obtain an express waiver of rights from the person before proceeding with the interrogation.

337.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

Investigation and Prosecution

- (c) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (d) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (e) Investigation has proven that a crime was not committed.

337.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, investigators should request, ahead of time, that computer forensic examiners from the FBI's regional computer lab assist with seizing computers and related evidence. If a forensic examiner is unavailable, investigators should take reasonable steps to prepare for such seizure and use the resources that are available.

337.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the internet should only be accessed by employees while on-duty and for purposes related to the mission of this Bureau of Investigation. If an employee encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the employee should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The employee, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using Office equipment. Information obtained via the internet should not be archived or stored in any manner other than utilized by the Bureau of Investigation (see the Records Maintenance and Release policy).

337.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any Office computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with a Commander as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Investigation and Prosecution

Information gathered from any internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

337.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Investigators shall comply with the California Electronic Communications Privacy Act (CalECPA). Investigators should also maintain valid California DOJ wiretap certification.

337.8 CRIMINAL COMPLAINT FILING

An investigator who submits a case to a deputy district attorney for the issuance of a criminal complaint shall be governed by the same rules as any law enforcement agency seeking a complaint. Cases are generally filed by the division of the District Attorney's Office that has jurisdiction over the area where the crime occurred. With vertical prosecution cases, the case may be filed in the jurisdiction determined by the deputy district attorney filing the case.

Informants

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Eyewitness Identification

339.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when investigators employ eyewitness identification techniques (Penal Code § 859.7).

339.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

339.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

339.3 INTERPRETIVE SERVICES

Investigators should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigator should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

339.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The process should include appropriate forms or reports that provide:

- (a) The date, time and location of the eyewitness identification procedure.
- (b) The name and signature of the witness.
- (c) The name of the person administering the identification procedure.

Eyewitness Identification

- (d) If applicable, the names of all of the individuals present during the identification procedure.
- (e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a suspect.
- (f) An instruction to the witness that the suspect may or may not be among those presented and that the witness is not obligated to make an identification.
- (g) If the identification process is a photographic or live lineup, an instruction to the witness that the suspect may not appear exactly as he/she did on the date of the incident.
- (h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
- (i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
- (j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.
- (k) Any other direction to meet the requirements of Penal Code § 859.7, including direction regarding blind or blinded administrations and filler selection.

The process and related forms should be reviewed at least annually and modified when necessary.

339.5 EYEWITNESS IDENTIFICATION

Investigators are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case.

Investigators should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and video recorded and the recording should be retained according to current evidence procedures (Penal Code § 859.7).

339.6 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination show-up or one-on-one identification should not be

Eyewitness Identification

used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the investigator should observe the following guidelines:

- (a) Obtain a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
 - 1. The length of time the witness observed the suspect.
 - 2. The distance between the witness and the suspect.
 - 3. Whether the witness could view the suspect's face.
 - 4. The quality of the lighting when the suspect was observed by the witness.
 - 5. Whether there were distracting noises or activity during the observation.
 - 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
 - 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
- (d) When feasible, investigators should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
- (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
- (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

339.7 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

339.7.1 DOCUMENTATION RELATED TO RECORDINGS

The handling investigator shall document the reason that a video recording or any other recording of an identification was not obtained (Penal Code § 859.7).

Eyewitness Identification

339.7.2 DOCUMENTATION RELATED TO BLIND ADMINISTRATION

If a presentation of a lineup is not conducted using blind administration, the handling investigator shall document the reason (Penal Code § 859.7).

339.8 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practical, the investigator presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the investigator presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness (Penal Code § 859.7). Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the suspect provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The investigator presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigator should contact the appropriate prosecuting attorney before proceeding.

339.8.1 OTHER SAFEGUARDS

Witnesses should be asked for suspect descriptions as close in time to the incident as possible and before conducting an eyewitness identification. No information concerning a suspect should be given prior to obtaining a statement from the witness describing how certain he/she is of the identification or non-identification. Employees should not say anything to a witness that may validate or invalidate an eyewitness' identification. In photographic lineups, writings or information concerning any previous arrest of a suspect shall not be visible to the witness (Penal Code § 859.7).

Brady Material Disclosure

340.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

340.1.1 DEFINITIONS

Definitions related to this policy include:

Brady information - Information known or possessed by the San Bernardino County District Attorney's Bureau of Investigation that is both potentially exculpatory and material to the defense of a criminal defendant.

340.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the San Bernardino County District Attorney's Bureau of Investigation will assist the prosecution by complying with its obligation to disclose information that is both potentially exculpatory and material to the defense. The Bureau of Investigation will identify and disclose to the prosecuting attorney potentially exculpatory information, as provided in this policy. The prosecution team consists of employees of the District Attorney's Office, employees of the investigating law enforcement agencies, agencies closely tied to the prosecution and any assisting agencies or persons.

340.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Investigators must include in their investigative reports adequate investigative information and reference to all known evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an investigator learns of potentially incriminating or exculpatory information any time after submission of a case, the investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and submitted to the prosecuting attorney.

If information is believed to be privileged or confidential (e.g., confidential informant, attorney-client information, attorney work product), the investigator should discuss the matter with a supervisor and the prosecuting attorney to determine the appropriate manner in which to proceed.

340.4 DISCLOSURE OF PERSONNEL INFORMATION

Whenever it is determined that *Brady* information is located in the personnel file of an employee of the Bureau of Investigation who is a material witness in a criminal case, the following procedure shall apply:

- (a) In the event that a *Pitchess* motion has not already been filed by the criminal defendant or other party pursuant to Evidence Code § 1043, the prosecuting attorney shall be

Brady Material Disclosure

notified of the potential presence of *Brady* information in the investigator's personnel file.

- (b) The prosecuting attorney should then be requested to file a *Pitchess* motion in order to initiate an in camera review by the court.
- (c) Any employee who is the subject of such a motion shall be notified in writing that a motion has been filed, and shall be given opportunity to respond to the motion.
- (d) The Assistant Chief Investigator or designee shall accompany all relevant files during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.
- (e) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.
 - 1. Prior to the release of any information pursuant to this process, the Assistant Chief Investigator or designee shall request a protective order from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

340.5 DISCLOSURE OF IMPEACHMENT EVIDENCE

Case law dictates that evidence impeaching a prosecution witness's credibility is part of the potentially exculpatory evidence the prosecution has an affirmative duty to disclose. Examples of this type of evidence are: Contrary or conflicting statements, false reports, inaccurate statements or reports, criminal convictions and pending criminal charges (both felonies and misdemeanors), reputation for untruthfulness, drug and alcohol abuse, bias toward the defendant, gang membership, probation or parole status, evidence contradicting the witness statements or reports and misconduct involving moral turpitude. Moral turpitude is defined as a general readiness to do evil. Conduct involving deceit, breach of trust, and threats of violence are examples of conduct that constitutes moral turpitude, but are not exhaustive.

340.6 INVESTIGATING BRADY ISSUES

If the Bureau of Investigation receives information from any source that an employee may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

340.7 DUTY TO BE HONEST

It is the duty of every employee of the Bureau of Investigation to maintain a high level of credibility and avoid any and all conduct that would materially tend to discredit them in the exercise of their duties. This must be done both in their professional and personal lives to the extent there is a nexus between their personal lives and their professional lives. If an employee (either by personal actions or the actions of another) is in a situation where there is evidence that may tend to impeach

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Brady Material Disclosure

his/her credibility as a witness, it is the duty of the employee to notify the Chief Investigator, via the chain of command, as soon as is practical.

Disclosure of "Brady" conduct is mandatory even though such disclosure can damage the reputation of the affected employee, the Bureau of Investigation and the District Attorney's Office.

Bureau of Investigation employees should receive periodic training on the requirements of this policy.

Warrant Service

341.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by investigators. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

341.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to balance the safety needs of the public, the safety of investigators, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants. All search and arrest warrants served by investigators shall be executed in a manner that complies with all applicable state laws.

341.3 SEARCH WARRANTS

An investigator shall inform his/her supervisor before preparing a search warrant application. The investigator will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. The investigator should submit the affidavit and search warrant to the appropriate supervisor for review prior to review by a judge.

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341.4.1 STEAGALD WARRANTS

A Steagald Warrant (Steagald v. United States (1981) 451 U.S.204), enables investigators to use a simplified search warrant form for the specific purpose of searching third party locations for persons named on an arrest warrant. A Steagald Warrant should be utilized whenever it is advantageous to the case and would reduce the time it takes to locate and arrest wanted persons.

In the event a Steagald Warrant is desired, it shall be the responsibility of the investigator to complete the modified search warrant form and affidavit necessary to obtain the warrant.

Warrant Service

341.5 WARRANT PREPARATION

An investigator who prepares a warrant should ensure the documentation in support of the warrant contains (as applicable):

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime warrant execution.
- (b) A clear explanation of the affiant's training, experience and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched, including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

341.6 PRIOR TO WARRANT SERVICE

Prior to warrant service, the lead investigator shall ensure:

- (a) All warrant service locations are checked through the Western States Information Network (WSIN) / LA CLEAR. The inquiry shall be noted in the Operations Plan.
- (b) All notifications are made according to policy regarding Inter-Agency Notifications.
- (c) A Supervising Investigator shall be present during the tactical service of a search warrant. A Supervising Investigator need not be present when a search warrant is being dropped off for the eventual delivery of records or other evidence. Any exceptions to this rule must be approved by the Assistant Chief Investigator.
- (d) Occasionally, it may be necessary to obtain a search warrant after business hours. The current protocol established by the court system shall be followed.

341.6.1 BRIEFING FOR THE SEARCH

- (a) All participating employees and support staff should be present and attentive during the briefing.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Warrant Service

- (b) A sketch or photographs of the location to be searched will be displayed for all assisting personnel.
- (c) Assisting personnel will be briefed on the items to be seized pursuant to the search warrant.
- (d) If it is known that a dangerous animal will be encountered, animal control may be notified prior to service of the search warrant.
- (e) The law enforcement agency having jurisdiction where the search warrant will be served shall be advised of the briefing and invited to attend, if feasible.

341.6.2 EQUIPMENT

The lead investigator or designee will be responsible for ensuring the equipment required to effectively enter the location, conduct the search and collect evidence is present and serviceable.

All investigators participating in the service of the search warrant shall wear appropriate and approved attire:

- (a) Protective vest displaying the cloth badge and the words "District Attorney Investigator" and "Police" on the front and back.
- (b) A protective vest may be worn in conjunction with the Office approved lightweight jacket.
- (c) All issued safety equipment, such as: weapon(s), flashlight, handcuffs, H.T. radio, O.C. spray, and any other authorized equipment the situation may dictate.
- (d) Support staff shall also wear Office approved attire.

Each investigator participating in the warrant service is responsible for ensuring each piece of their safety equipment is operational and in their personal possession.

341.7 OPERATIONS PLAN

The lead investigator shall prepare an Operations Plan prior to undertaking:

- (a) Undercover operations.
- (b) Surveillances.
- (c) Search warrant operations.
- (d) Dignitary security details.
- (e) Witness protection operations.
- (f) Other matters involving the potential for violence, public safety concerns, or office security operations.

The investigator and involved Supervising Investigator are responsible for planning the operation. An Operations Plan is required unless prior approval has been obtained from a Supervising Investigator or a Commander.

The Operations Plan should include:

Warrant Service

- (a) Location and description of premises to be searched.
- (b) An explanation of objectives sought or investigative goals to be accomplished during the operation.
- (c) A list of all agencies involved.
- (d) Command post information.
- (e) Communications information (radio frequencies, cellular phone numbers, etc.).
- (f) Briefing time and place.
- (g) Suspect information, to include vehicle descriptions.
- (h) Other subjects, such as family members, children or associates who may be present at the location to be searched.
- (i) Individual investigator assignments, support staff assignments and team assignments.
- (j) Officer safety concerns and emergency hospital information.
- (k) Criminal history information (CLETS, CNI, etc.), premise history, WSIN and gun registration information on the suspect(s).

The completed Operations Plan shall be submitted to the appropriate Supervising Investigator for review at least one day prior to the planned operation. The Supervising Investigator will then submit the Operations Plan to the appropriate Commander or designee for review at least one day prior to the planned operation.

In the event of an immediate need to conduct an operation that would normally require an Operations Plan, an investigator may determine whether or not to proceed with an operation; taking into consideration concerns for public safety, officer safety and enforcement of the law. The investigator shall notify the involved Supervising Investigator as soon as is practical about the operation. The investigator shall also make the appropriate notifications according to policy regarding Inter-Agency Notifications.

341.7.1 FINANCIAL INSTITUTIONS OR RELIABLE BUSINESSES

A financial institution or reliable business may be defined as major banks, major mortgage companies, real estate companies, government agencies and other businesses that are not considered suspect in a case.

An Operations Plan and briefing are not required when an investigator is serving a search warrant for financial records, or the search warrant will be given to the business to prepare the records for seizure at a later date. These types of search warrants are to be handled in a "low key" professional manner.

341.7.2 SUSPECT OR HOSTILE BUSINESSES

A search warrant for a suspect or hostile business will be handled in the same manner and with the same requirements as searches of other suspect premises. Businesses that are open to the public will be closed during the search for crime scene control and evidence collection issues.

Warrant Service

After all employees are identified, the owner or manager may send the employees home if they are not needed by the lead investigator.

341.8 WARRANT SERVICE

The investigator responsible for directing the service should ensure the following (as applicable):

- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (b) Planned warrant service shall be audio-recorded, and video-recorded when practicable and reasonable to do so. Exceptions shall be pre-approved by a supervisor.
- (c) Evidence is handled and collected only by those employees who are designated to do so. All other employees involved in the service of the warrant should alert one of the designated employees to the presence of potential evidence and not touch or disturb the items.
- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults.
- (g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (h) A copy of the search warrant is left at the location; preferably by giving it to a person having dominion and control of the location, when possible.
- (i) The condition of the property is documented with video recording or photographs after the search.
- (j) The presence of a supervisor.

341.8.1 DOCUMENTATION OF PROPERTY DAMAGE

Should damage to personal property occur as a result of forcible entry or by accident, a description of the damage and the circumstances under which it occurred will be documented in the lead investigator's report. The on-scene Supervising Investigator and the lead investigator will be advised and photographs will be taken of the damage. A responsible party for the property will be advised of the damage and of the procedure for filing a claim with the County of San Bernardino, when practical. A copy of the investigative report and search warrant will be submitted to the involved Supervising Investigator, who will then prepare a memo to a Commander for review.

Warrant Service

341.8.2 SECURING THE LOCATION

The on-scene Supervising Investigator shall ensure that the premises are adequately secured prior to leaving. If the premises cannot be secured, the owner shall be advised, or a reasonable attempt will be made to contact a responsible party prior to departing.

341.9 DETENTIONS DURING WARRANT SERVICE

Investigators must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, investigators must be mindful that only reasonable force may be used and weapons should be displayed no longer than the investigator reasonably believes is necessary (refer to the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Investigators should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

341.10 SEARCHES OF PERSONS

Persons arrested for offenses that necessitate formal booking in a custodial facility shall be thoroughly searched for concealed weapons, contraband and other items of evidence.

Individuals authorized to be searched pursuant to the search warrant shall be searched allowing for officer safety and the seizure of evidence.

If minor children are present when their parents are arrested, they may be released to the custody of a responsible adult with parental approval. Should a responsible adult be unavailable, the children will be taken into protective custody pursuant to W.I.C. 300. Under no circumstances will a minor child be left unattended or released to the custody of an adult who cannot care for the safety and well-being of the minor.

The San Bernardino County District Attorney's Office has enacted an Exposure Control Plan. The Exposure Control Plan has been incorporated under the Bloodborne Pathogens Exposure Control Plan policy. All investigators shall be familiar with the Exposure Control Plan as it relates to the protection and safety of Office personnel who may be called upon to participate in the service of search warrants and arrest warrants. The Exposure Control Plan is intended to minimize the possibility of exposure to airborne and bloodborne pathogens, as well as communicable diseases such as Hepatitis, Tuberculosis and HIV.

Warrant Service

341.10.1 PROBATION SEARCHES AT A RESIDENCE

The guidelines pertaining to search warrants will also govern searches conducted at a residence pursuant to an individual's probation search terms. The investigator shall obtain from the Probation Department or court a copy of the individual's search terms prior to conducting any search pursuant to those terms. The individual's probation officer shall be notified and advised of the circumstances. The probation officer may authorize invoking the probationer's terms and conditions and authorize investigator to search.

341.10.2 PAROLE SEARCHES AT A RESIDENCE

The guidelines pertaining to search warrants will also govern searches conducted pursuant to an individual's parole search terms. The investigator should contact the Department of Corrections and Rehabilitation Parole Division, as well as San Bernardino County Probation, when practicable to confirm the current parole (including PRCS) status of the individual and inquire as to any additional terms and conditions. The individual's parole officer should be notified and advised of the circumstances.

341.11 ACTIONS AFTER WARRANT SERVICE

The Supervising Investigator shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

The involved Supervising Investigator should conduct a debriefing with involved personnel. The debrief provides an opportunity to discuss lessons learned and encourage continuous improvement in organizational and individual performance.

341.12 SEARCH WARRANTS AUTHORIZING H.I.V. TESTING OF CRIMINAL DEFENDANTS

State law permits the court to issue a search warrant upon the request of the victim of any crime where blood, semen, or other body fluid identified by the State Department of Health Services as capable of transmitting H.I.V. is believed to have been transferred from the accused to the victim. The search warrant is then served upon the defendant, the blood is drawn by medical staff and is then submitted for testing. The results are returned to the H.I.V. investigative technician for notification to the victim.

The Bureau of Investigation will facilitate the efforts of the H.I.V. Search Warrant investigative technician in securing and serving search warrants for H.I.V. testing of defendants pursuant to P.C. 1524.1.

The investigative technician performs the following:

- (a) Contacts the victim.
- (b) Prepares the search warrant and affidavit.
- (c) Secures a judge's signature on the search warrant.
- (d) Arranges for the service of the search warrant.

Warrant Service

- (e) If the defendant is out-of-custody, the defendant is ordered to appear at San Bernardino County Public Health or other secure location (such as a police/ sheriff's department using LEMS (Law Enforcement Medical Services - a vendor providing mobile phlebotomists) for the blood draw.
- (f) If possible, the investigative technician will attempt to contact the defendant's attorney to arrange a date and time for the defendant to report to Public Health or other designated facility/location.
- (g) The investigative technician will arrange to have an investigator or other law enforcement officer present at Public Health or other designated facility/location during the service of a search warrant.
- (h) If the defendant is in custody, the investigative technician will make advance arrangements with the jail nurse to draw the blood, and to have jail staff present during the service of the search warrant.
- (i) A copy of the search warrant will be given to the defendant and to the jail staff for their records.
- (j) The investigative technician shall file a return to the search warrant with the court.
- (k) The investigative technician will obtain the results of the H.I.V. test from Public Health and contact the victim with the results.

341.13 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The involved Supervising Investigator will ensure cooperative efforts with other agencies and will work to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement

Any outside agency requesting assistance in the service of a warrant within the County should be referred to the Assistant Chief Investigator. The Assistant Chief Investigator or designee should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The Assistant Chief Investigator or designee should ensure that investigators of the San Bernardino County District Attorney's Bureau of Investigation are utilized appropriately. Any concerns regarding the requested use of investigators should be brought to the attention of the Chief Investigator or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the Assistant Chief Investigator is unavailable, a Commander should assume this role.

If investigators intend to serve a warrant outside of the County, the appropriate Supervising Investigator shall advise the appropriate Commander, and should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Warrant Service

Investigators will remain subject to the policies of the San Bernardino County District Attorney's Bureau of Investigation when assisting outside agencies or serving a warrant outside of the County.

341.14 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief Investigator. Any media inquiries or press release after the fact shall be handled in accordance with the News Media Relations Policy.

341.15 TRAINING

The Commander over training should ensure investigators receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Opening Initial and Special Investigations

342.1 PURPOSE AND SCOPE

The purpose of this policy is to maintain and ensure the trust, integrity, confidence and cooperation of the public, all law enforcement agencies and local government, as well as to provide operational guidelines for opening initial and special investigations.

342.2 POLICY

The District Attorney has authority by constitutional, statute, and case law to investigate any crime occurring within his/her jurisdiction. Generally, that power to investigate will be limited to instances as outlined in this policy with the District Attorney remaining as the final authority.

An Assistant District Attorney or designee, or the Chief Investigator or designee, are authorized to open initial, special, or joint investigations within the guidelines of this policy.

Any investigation involving another law enforcement agency, county department, municipal agency or branch of local government shall only be conducted with the knowledge, cooperation, request and express consent of the chief, department head, administrator or designee of the agency concerned. Exceptions can be made on a case-by-case basis when authorized by the Chief Investigator or a designee. Examples: 1) Instances of criminal corruption involving the administration of that entity or agency if their inclusion or notification would jeopardize the investigation, or 2) When assisting the grand jury, which requires that all investigations remain confidential.

With the exception of investigations meeting the above criteria, the District Attorney does not conduct covert investigations of other agencies.

342.3 INVESTIGATIVE CONDUCT

Conduct of investigative staff at the scene of an investigation, while assisting another agency or during any independent investigation shall be of the highest standards of professional courtesy, cooperation and support.

Investigative staff shall not interfere with, investigate or make inquiries into another agency's investigation under any circumstances unless by official assignment or when asked to assist the agency by a representative authorized to make such a request (case agent, supervisor, department head or their designee).

Opening Initial and Special Investigations

342.4 INITIAL INVESTIGATIONS

- (a) The primary focus of the Bureau of Investigation is trial preparation and investigation of cases already submitted to the District Attorney's Office for filing.
- (b) Generally, the Bureau of Investigation does not conduct initial investigations of routine criminal matters normally handled by local law enforcement agencies, except those handled by the non-trial preparation/specialty units. On rare occasion, there may be a need to initiate a new criminal investigation that would normally be handled by a local law enforcement agency if the investigator witnesses a crime or comes upon evidence of a crime. When this occurs, the investigator should contact the appropriate Supervising Investigator and determine the best course of action.
- (c) The Chief Investigator may authorize initial investigations when other agencies or departments are unable to investigate due to a conflict of interest, lack of expertise in a specialized field, shortage of personnel, shortage of equipment, when the best interests of justice and the District Attorney's Office would be served, or at the request of the District Attorney or a designee.
- (d) Initial investigations may be undertaken by investigators assigned to the appropriate specialized unit (Auto Insurance Fraud, Real Estate Fraud, multi-agency task forces, etc.) without having to obtain authorization as mentioned above. Investigations conducted in accordance with this section shall comply with all other policies established by the Bureau of Investigation.
- (e) Nothing in this policy prevents an investigator from exercising proper judgment in order to assist another agency when exigent or emergency circumstances exist. When possible, attempts should be made to secure authorization from a supervisor prior to becoming involved.

342.5 REQUEST FOR INVESTIGATION

- (a) Formal requests for investigative assistance in criminal matters involving another agency shall come from the agency chief, department head or a designee in writing, and be directed to the District Attorney or Chief Investigator as expeditiously as possible. Exigent or emergency circumstances will only require a verbal request by the agency head or a designee, with the expectation that a written request will follow.
- (b) All requests, written or verbal, are subject to approval by the District Attorney, a designee or the Chief Investigator.

342.6 SPECIAL INVESTIGATIONS

- (a) Special investigations shall not be initiated or conducted without the express approval of the District Attorney, a designee, or the Chief Investigator. The District Attorney may, at his discretion, investigate any matters in any jurisdiction within the County to which criminal or civil penalties apply. His authority in this regard is unlimited and discretionary.
- (b) When an initial investigation, by the Bureau of Investigation, in another agency's jurisdiction is deemed necessary by the District Attorney, the agency shall be informed

Opening Initial and Special Investigations

and afforded the opportunity to participate in or handle the investigation, unless there is an exception authorized by this policy.

- (c) In matters where an agency relinquishes, refuses, defers or acquiesces responsibility, the District Attorney may opt to conduct initial investigations.

342.7 JOINT INVESTIGATIONS - RESPONSIBILITY

- (a) Generally, in cases where investigative assistance is provided by the District Attorney's Office to another agency or entity, investigations shall be conducted jointly with the requesting agency through or with a designated representative of that agency.
- (b) The requesting agency will retain responsibility and authority over the investigation unless the agency consents to the District Attorney taking responsibility or an exception listed above exists.
- (c) The final authority for determining criminal involvement and prosecution belongs to the District Attorney or a designee.
- (d) Units engaged in conducting primary investigations (such as Insurance Fraud, Real Estate Fraud, etc.) may assume the role of the lead agency in a joint investigation as the situation dictates. Any joint investigation undertaken shall immediately be reported to the appropriate Commander, via the chain of command.
- (e) No one may institute criminal proceedings without the concurrence and approval of the District Attorney. (Government Code § 26500 and 26501).

342.8 APPLICATIONS FOR CERTIFICATES OF REHABILITATION AND PARDON

- (a) As set forth in Penal Code § 4852.01, 4852.12 and 4852.14, the District Attorney is required to make an investigation and file certain reports and recommendations regarding applicants. A Supervising Investigator will assign an investigator/ Investigative Technician to investigate and make all reports regarding the applicant.
- (b) Investigators will familiarize themselves with these sections of the Penal Code and may be required to follow a procedure for investigation and report writing.

Witness Cash Fund

343.1 PURPOSE AND SCOPE

The Bureau of Investigation maintains regional witness cash funds for distribution to witnesses in accordance with the California Penal Code and guidelines. This policy provides guidance for proper handling, processing, controlling, and distributing of cash to witnesses. This policy also serves to define areas of responsibility for Supervising Investigators, investigators and Witness Coordinators.

343.2 POLICY

It is the policy of the Bureau of Investigation to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of operations and ensure the public trust.

343.3 MAINTENANCE AND ACCESSING FUNDS

The following requirements shall be adhered to:

- (a) All witness cash funds on hand shall be kept in a safe or locked, secured cash box within a location not readily accessible to members of the public.
- (b) Each location where a Witness Cash Fund is maintained shall have a designated employee assigned to manage the fund.
- (c) Only the designated employee assigned to manage the fund and the employee's Supervising Investigator shall have access to the safe containing the witness funds.
- (d) Witnesses may only receive payment from a Witness Cash Fund, not from a general office petty cash fund.
- (e) The Witness Cash Fund shall not be utilized for purposes other than the payment of witness expenses.
- (f) The Witness Coordinator in each office will maintain a ledger of transactions. The location in which the ledger is kept shall be accessible to the Witness Coordinator and Supervising Investigator.

343.4 DISTRIBUTING FUNDS

For distribution of funds to witnesses, the Witness Coordinator (or assigned employee in the Morongo office) shall ensure:

- (a) A receipt is generated that includes the name and telephone number of the person receiving the cash, along with the appropriate case number.
- (b) Cash advances for meals for witnesses should be given only when exigent circumstances exist, and then only with the advance approval of a Chief DDA, a Supervising Investigator or a designee. Our policy is to reimburse witnesses for expenses through a claim process, via a check issued by the Bureau of Administration. Cash advances are for feeding a witness who has arrived to testify on a case when

Witness Cash Fund

the witness has no food or funds with which to purchase a meal or has no funds for transportation.

- (c) The cash advance receipt is signed by the witness receiving the cash, the employee providing the cash and a second Office employee witnessing the distribution of cash.
- (d) A second Bureau of Investigation employee (or if not available, another DA's Office employee) is to be present for the cash payment to the witness, and shall sign the cash advance receipt.
- (e) The original cash advance receipt is given to the witness.
- (f) Entries are made in the ledger of transactions, documenting the date of the transaction, the amount and to whom the cash was distributed.

343.5 REPLENISHING FUNDS

The Witness Coordinator shall:

- (a) Ensure requests for replenishing the cash box are made prior to cash on hand dropping below \$100. In the case of Morongo, replenishment shall be requested prior to cash on hand dropping below \$50.
- (b) Make email notification to the Office's Bureau of Administration and the Witness Coordinator's supervisor when the fund requires replenishment. Send the second copy of the cash advance receipt, along with the most recent copy of the ledger, to the Office's Bureau of Administration so the request for replenishment may be processed.
- (c) Make arrangements to cash the check (which will be made payable to "Petty Cash/Witness Coordinator's Name") as soon as possible (preferably at the bank upon which it is drawn). The Witness Coordinator's supervisor or designee shall accompany the Witness Coordinator when the check is cashed.
- (d) Upon cashing the Witness Cash Fund check, immediately deposit the funds directly into the safe or secured cash box.
- (e) Depositing a petty cash reimbursement check into a personal account or any other account is forbidden.
- (f) Maintain all records in an up-to-date manner.
- (g) Never borrow or utilize the witness cash funds for any other purposes.

343.6 AUDITING FUNDS

- (a) The Witness Coordinator and Supervising Investigator shall review the Witness Cash Fund account at the beginning of each month and perform an audit to ensure the account is being properly managed and is balanced.
- (b) The Witness Coordinator shall add an entry in the ledger with the date the account was audited, the account balance and the name of the Supervising Investigator performing the audit. The Supervising Investigator shall sign the ledger to acknowledge conducting the audit.

Witness Cash Fund

- (c) In the event of any discrepancies, the Supervising Investigator will first contact the Witness Coordinator (or in the case of Morongo - the designated employee), then other employee witnesses if needed to verify the transactions actually occurred.
- (d) The Supervising Investigator shall notify the appropriate Commander immediately if an unresolved discrepancy is found.

343.7 WITNESS TRAVEL ARRANGEMENTS

Refer to the Procedures for Witness Travel Arrangements.



Special Investigation Funds

344.1 PURPOSE AND SCOPE

Special investigation funds provide cash for covert investigations, for the purpose of purchasing evidence, or to pay for illicit or illegal services in furtherance of an investigation.

344.2 USE OF FUNDS

- (a) When District Attorney's Office funds are used by an employee of the Bureau of Investigation as described in this policy, the use of such funds will require the authorization of the Chief Investigator, the Assistant Chief Investigator or a Commander.
- (b) The lead investigator assigned to the case in which special investigation funds are utilized shall request the use of such funds in a memorandum directed to the Chief Investigator. The memorandum shall include the case name, case number, and the date the funds are needed; along with a brief description of the circumstances and intended use of the funds.
- (c) A Commander shall coordinate obtaining the special investigation funds from the Bureau of Administration and ensuring all appropriate documentation is completed. The funds will then be given to the lead investigator and/or supervisor responsible for the investigation.

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- (e) Any funds authorized for use in an investigation shall remain in the possession of the lead investigator or supervisor assigned to the case, unless the possession of the funds by another individual is necessary to further the investigation.
 - (f) If funds are to be possessed or used by an informant or other individual, care should be taken to ensure that the informant or other individual's money does not become commingled with the special investigation funds.
 - (g) In cases where the investigation requires the advance payment of special investigation funds, the authorization of the Chief Investigator, the Assistant Chief Investigator or a Commander is required before such action is taken.
 - (h) When special investigation funds are obtained and are not being utilized, the funds shall be maintained in a locked and secure location. If not used within 48 hours, the funds shall be returned to the Bureau of Administration. If it becomes necessary to maintain funds for a longer period of time, approval from the Chief Investigator or Assistant Chief Investigator is required.
 - (i) The lead investigator and/or supervisor of the case in which special investigation funds have been used or expended are responsible for documenting the use of such funds when the investigation is complete. The balance of any funds not spent, along with a memorandum documenting the amount expended, shall be forwarded to the Chief

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Special Investigation Funds

Investigator or the Assistant Chief Investigator. The balance of the funds shall then be returned to the Bureau of Administration and documented accordingly.

Cash Handling, Security and Management

345.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure Bureau of Investigation employees handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence, Informants, Special Investigations or Witness Cash Fund policies.

345.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of Bureau of Investigation operations and ensure the public trust.

345.3 PETTY CASH FUNDS

The Chief Investigator shall designate a fund manager to be responsible for maintaining and managing each petty cash fund, including CalWRAP funds.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of appropriate invoices, receipts, cash transfer forms and/or expense reports by the fund manager.

Employees handling petty cash funds controlled by another agency, as part of their assignment to a task force or other ancillary duty, shall follow that agency's established procedures. If the procedures conflict with those outlined in this policy, the employee shall make the other agency's appropriate supervisor and the employee's Supervising Investigator aware. The Supervising Investigator will then work with the appropriate Commander so the conflict may be properly addressed.

345.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

345.5 PETTY CASH AUDITS

Each fund manager shall perform an audit once per month. This audit requires that the fund manager and at least one other employee review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating employee shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief Investigator.

Cash Handling, Security and Management

Transference of fund management to another employee shall require a separate petty cash audit and involve another employee.

A separate audit of each petty cash fund should be completed periodically by the Office's Bureau of Administration.

345.6 ROUTINE CASH HANDLING

Witness Coordinators shall discharge their duties related to money in accordance with the Witness Cash Fund policy, which will conform with this policy.

Employees who routinely accept payment for Bureau of Investigation services shall discharge those duties in accordance with the procedures established for those tasks.

345.7 OTHER CASH HANDLING

Employees of the Bureau of Investigation who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another employee to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each employee involved in this process shall complete an appropriate report or record entry.

Bias-Based Policing

346.1 PURPOSE AND SCOPE

This policy provides guidance to Bureau of Investigation employees that affirms the San Bernardino County District Attorney's Bureau of Investigation's commitment to policing that is fair and objective.

346.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

346.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this Bureau of Investigation to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

346.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an investigator from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

346.4 EMPLOYEE RESPONSIBILITIES

Every employee of this Bureau of Investigation shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Employees should, when reasonable to do so, intervene to prevent any biased-based actions by another employee.

346.4.1 REASON FOR CONTACT

Investigators contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, investigative report, incident report), the involved investigator should include those facts giving rise to the contact, as applicable.

Bias-Based Policing

Except for required data-collection forms or methods (which will begin January 1, 2022), nothing in this policy shall require any investigator to document a contact that would not otherwise require reporting.

346.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors shall discuss any issues with the involved investigator and his/her supervisor in a timely manner.
 - (a) Supervisors shall document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review portable audio/video recordings and any other available resource used to document contact between investigators and the public to ensure compliance with the policy.
 - (a) Supervisors shall document these periodic reviews.
 - (b) Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors shall take prompt and reasonable steps to address any retaliatory action taken against any employee of this Bureau of Investigation who discloses information concerning bias-based policing.

346.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Assistant Chief Investigator shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against investigators is collected and provided to the Custodian of Records for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Custodian of Records Policy.

346.7 ADMINISTRATION

Each year, the Assistant Chief Investigator should review the efforts of the Bureau of Investigation to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief Investigator.

The annual report should not contain any identifying information about any specific complaint, member of the public or investigators. It should be reviewed by the Chief Investigator to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

Bias-Based Policing

346.8 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Commander over training.

- (a) All investigators will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all employees of this Bureau of Investigation are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each investigator who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

Training Officer Program

348.1 PURPOSE AND SCOPE

The Training Officer Program is intended to provide a standardized program facilitating a new investigator's transition to the work of an investigator for the San Bernardino County District Attorney's Bureau of Investigation.

It is the policy of the Bureau of Investigation to assign all new investigators to a structured Training Officer Program that is designed to prepare them for their new assignment, ensuring they possess all skills needed to operate in a safe, productive, and professional manner.

348.2 TRAINING OFFICER - SELECTION AND TRAINING

The Training Officer is an experienced Senior Investigator trained in the art of supervising, training, and evaluating new investigators in the application of their previously acquired knowledge and skills. The Training Officer assignment is considered a voluntary, part-time and ancillary duty. Management reserves the right to remove a Training Officer from this assignment if in the reasonable opinion of management the Senior Investigator is unable to maintain the skill level, professionalism or adaptability necessary for continued participation in the assignment.

348.2.1 SELECTION PROCESS

Training Officers will be selected based on the following requirements:

- (a) Senior Investigator rank
- (b) Employed as an investigator with this Bureau of Investigation for a minimum of two years
- (c) Successful completion of probationary employment period(s)
- (d) Overall ratings on Work Performance Evaluations (WPEs) for the prior 12 months must be a minimum of "Meets Standards"
- (e) Demonstrated skills as an informal leader
- (f) Demonstrated skills as a positive role model
- (g) Possesses a POST Field Training Officer certificate, or will obtain one prior to working as a Training Officer

348.2.2 TRAINING

A Senior Investigator selected as a Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to training a new investigator.

Training Officers may be required to attend a training officer update course.

348.3 TRAINING OFFICER COMPENSATION

Refer to the the current SEBA MOU - specifically the Field Training Officer section.

Training Officer Program

348.4 TRAINING OFFICER PROGRAM OVERSIGHT

The Commander over training will have direct oversight and responsibility for the Training Officer Program.

The Commander's responsibilities include the following:

- (a) Assignment of trainees to Training Officers
 1. When deciding which Training Officers will train trainees under the other Commander's chain of command, the Commanders will work together to make the determination
- (b) Conduct Training Officer meetings
- (c) Maintain and ensure Training Officer/trainee performance evaluations are completed
 1. Completion of performance evaluations will be according to County-established work performance evaluation (WPE) timelines.
- (d) Maintain, update, and issue the Training Manual to each trainee
- (e) Monitor individual Training Officer performance
- (f) Monitor overall Training Officer Program
- (g) Develop in-house training for Training Officers

348.5 TRAINEE DEFINED

Any investigator newly appointed to the San Bernardino County District Attorney's Bureau of Investigation.

348.6 REQUIRED TRAINING

Newly hired investigators shall be required to successfully complete the Training Program. Generally, the training period will be eight weeks. The Chief Investigator or designee may require a particular trainee's training period be extended.

348.6.1 TRAINING MANUAL

Each new investigator will be issued a Training Manual. This manual is an outline of the subject matter and/or skills necessary to properly function as an investigator with the San Bernardino County District Attorney's Bureau of Investigation. The investigator shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

Training will include a review and acknowledgement of the policies and procedures adopted by the San Bernardino County District Attorney's Bureau of Investigation.

348.7 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

Training Officer Program

348.7.1 TRAINING OFFICER

The Training Officer will be responsible for the following:

- (a) Keep the appropriate Supervising Investigator and Commander(s) updated on the trainee's progress, and any concerns.
- (b) Sign off all completed topics contained in the Training Manual.

348.7.2 IMMEDIATE SUPERVISOR

The trainee's immediate supervisor shall complete on-time Work Performance Evaluations of the trainee, with input from the employee's Training Officer and Commander.

348.7.3 TRAINEE

At the completion of the Training Program, the trainee shall submit a confidential performance evaluation on each involved Training Officer and on the Training Program.

348.8 DOCUMENTATION

All documentation of the Training Program will be retained in the investigator's training files.

Chapter 4 - Equipment

Bureau of Investigation Owned and Personal Property

400.1 PURPOSE AND SCOPE

Bureau of Investigation employees are expected to properly care for Bureau of Investigation property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or Bureau of Investigation property while performing their assigned duty. Certain procedures for reporting are required depending on the loss and ownership of the item.

400.2 CARE OF OFFICE AND COUNTY PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Office and County property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of Office and County property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any Bureau of Investigation issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable Office or County property should be discontinued as soon as practical and replaced with comparable Office or County property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, Office and County property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed, unless preapproval to do otherwise has been received from the Chief Investigator or designee.
- (d) Office and County property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Office or County property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

400.3 USE OF OFFICE AND COUNTY PROPERTY AND FACILITIES

General Guidelines:

- (a) Facilities, property and equipment owned by the Office or the County shall not be used for personal benefit, including personal profit or the profit of others unless approved in advance by the Chief Investigator or designee.
- (b) Employees may be subject to reimbursement charges and disciplinary action for damage or loss of any Office or County equipment which was determined to be as a result of negligence.
- (c) Employees shall not mark, alter, or deface Office facilities or any Office equipment, property, or materials.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Bureau of Investigation Owned and Personal Property

- (d) The Office issues a badge for investigators and technicians, and employee photo identification cards for official use by all employees. Upon separation from the office, all property of the District Attorney's Office shall be turned in to the Chief Investigator or designee.
- (e) Employees shall not use Office letterhead stationery for personal correspondence.
- (f) Employees shall not use any Office mailing addresses for personal purposes or non-Office business.
- (g) Use of Office issued telephones, facsimiles, or computer equipment shall be in accordance with the Bureau of Investigation's Employee Acknowledgement of Policies form.
- (h) Use of Office issued cellular phones shall be used in accordance with the Bureau of Investigation's Cell Phone/Computer Agreement.

Use of Office facilities, equipment or property for display of personal, commercial, or charitable merchandise for sale must be preapproved by the Chief Investigator or designee, or specifically authorized as detailed below.

- (a) It is the philosophy of the Bureau of Investigation to keep all work areas free of posters, objects, merchandise and commercially made products that are displayed for sale for personal profit that might interfere with the professional image of Office and/or distract and detract from the professional work environment that the Office seeks to promote for its employees. It is not the intent or desire of the Office to restrict or prohibit the employees from participating in personal business activities for profit except as it applies to the use of County facilities and county time to display, market and sell such products.
- (b) The display of commercially made products, merchandise or handmade items for sale for personal profit shall be restricted to the bulletin board provided at each office. No object measuring more than 24" square shall be displayed or offered for sale except by way of a photograph or other similar two-dimensional representation that can be attached to the bulletin board. The display of such items in any other work area of the Office is expressly prohibited.
- (c) No employee shall buy, sell, market, take orders, make deliveries or otherwise conduct or promote their personal business activities for profit during his/her County working hours.
- (d) Exceptions to the above sections may be made for Office or association sponsored items or events. Exceptions must be preapproved by the Chief Investigator or designee.
- (e) The display of commercially made products, merchandise or other items for sale for charity or the benefit of a charitable organization shall be permitted in other Office work areas as long as such displays do not interfere with the professional image of the Office, and they do not detract from the professional work environment that the Office seeks to promote for its employees.

Bureau of Investigation Owned and Personal Property

400.4 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the appropriate Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review and a finding that no misconduct or negligence was involved, repair or replacement will be determined by the Chief Investigator or designee.

The Bureau of Investigation will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

400.4.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made. If a case number has been drawn, this information should be included in the narrative. Otherwise, an interoffice memorandum should be submitted by the employee to his/her supervisor.

400.5 LENDING EQUIPMENT

Supervising Investigators will be responsible for the control, maintenance and loaning out of equipment assigned to their unit.

- (a) Supervising Investigators or their designee shall maintain an "Equipment Sign-Out Sheet" for the loaning out of assigned equipment.
- (b) When a request to borrow equipment is received, the Supervising Investigator or designee shall have the borrower complete the Equipment Sign-Out Sheet.
- (c) When the equipment is returned, the Supervising Investigator or designee shall initial the Equipment Sign-Out Sheet documenting the return of the equipment.
- (d) Personnel who borrow equipment from a unit other than their own shall follow the same procedure outlined above.

400.6 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Investigators and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Bureau of Investigation Owned and Personal Property

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

400.6.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the County, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Commander.

Personal Communication Devices

401.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Bureau of Investigation or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the internet.

401.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation allows employees to utilize Bureau of Investigation-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Bureau of Investigation, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair employee safety. Additionally, employees are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the employee and the employees PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Employees who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

All PCD usage shall be in compliance with the County's Email Telephone Internet Computer Systems policy.

[See attachment: County Policy Section 09 - Email-Telephone-Internet-Computer Systems.pdf](#)

401.3 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Bureau of Investigation and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance). This also applies to any PCD provided by another agency (Example - task force assignment).

Personal Communication Devices

401.3.1 CALIFORNIA ELECTRONIC COMMUNICATIONS PRIVACY ACT (CALECPA)

No employee is authorized to be the sole possessor of a Bureau of Investigation-issued PCD. Bureau of Investigation-issued PCDs can be retrieved, reassigned, accessed or used by any employee as directed by a supervisor without notice. Employee use of a Bureau of Investigation-issued PCD and use of a personal PCD at work or for work-related business constitutes specific consent for access for Bureau of Investigation purposes. Prior to conducting an administrative search of a PCD, supervisors should consult legal counsel to ensure access is consistent with CalECPA (Penal Code § 1546; Penal Code § 1546.1).

401.4 BUREAU OF INVESTIGATION-ISSUED PCD

Bureau of Investigation-issued or funded PCDs are provided as a convenience to facilitate on-duty performance. Such devices and the associated telephone number shall remain the sole property of the Bureau of Investigation and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause. Refer to the Bureau of Investigation Owned and Personal Property policy for additional information. Refer to the Cell Phone Agreement in STARnet for additional information.

401.5 PERSONALLY OWNED PCD

Employees may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) The Bureau of Investigation accepts no responsibility for loss of or damage to a personally owned PCD.
- (b) The PCD and any associated services shall be purchased, used and maintained solely at the employee's expense.
- (c) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Employees will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any Bureau of Investigation business-related communication.
 - (a) Employees may use personally owned PCDs on-duty for routine administrative work as authorized by the Chief Investigator.
- (d) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Bureau of Investigation, without the express authorization of the Chief Investigator or the authorized designee.
- (e) Use of a personally owned PCD for work-related business constitutes consent for the Bureau of Investigation to access the PCD to inspect and copy data to meet the needs of the Bureau of Investigation, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, employees will provide the Bureau of Investigation with the telephone number of the device.

Personal Communication Devices

- (f) All work-related documents, emails, photographs, recordings or other public records created or received on an employee's personally owned PCD should be transferred to the San Bernardino County District Attorney's Bureau of Investigation and deleted from the employee's PCD as soon as reasonably practicable.

Generally, employees are not obligated or required to carry, access, monitor or respond to electronic communications using either a personally owned PCD or a Bureau of Investigation-issued PCD while off-duty. One exception to this is employees who are paid to maintain an on-call status.

401.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct Bureau of Investigation business:

- (a) All PCDs shall be set to silent or vibrate mode while in a courtroom or in any other setting where appropriate.
- (b) Employees shall endeavor to limit their on-duty use of PCDs for personal reasons to authorized break times, unless an emergency exists.
- (c) Employees are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official Bureau of Investigation business. Disclosure of any such information to any third party through any means, when not for official purposes and without the express authorization of the Chief Investigator or the authorized designee, may result in discipline.
- (d) Employees will not access social networking sites for any purpose that is not official Bureau of Investigation business.
- (e) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any employee having knowledge of such conduct shall promptly notify a supervisor as soon as is practical.

401.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that employees under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if an employee is observed or reported to be improperly using a PCD.
 - (a) An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - (b) Before conducting any administrative search of an employee's personally owned device, supervisors should consult with the Chief Investigator or the authorized designee.

Personal Communication Devices

401.8 OFFICIAL USE

Employees are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, employees should conduct sensitive or private communications on a land-based or other Bureau of Investigation communications network.

401.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Investigators operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Employees who are operating Bureau of Investigation vehicles that are not authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. In an emergency, a wireless phone may be used to place an emergency call to the Bureau of Investigation or other emergency services agency. Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Vehicle Maintenance

402.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Bureau of Investigation vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

402.2 DEFECTIVE VEHICLES

When a Bureau of Investigation vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be immediately removed from service for repair.

402.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

402.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

402.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service or repair. Refer to the Firearms policy.

402.3 WASHING OF VEHICLES

All Bureau of Investigation vehicles shall be kept clean and, weather conditions permitting, shall be washed as necessary to enhance their appearance.

402.4 PROFESSIONAL STAFF USE

Professional staff shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a Supervising Investigator.

Vehicle Use

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure Bureau of Investigation vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of County vehicles.

403.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation provides vehicles for Office-related business and assigns take-home vehicles to investigators to help them effectively and efficiently handle their job responsibilities. Employees are expected to operate any vehicle provided by the Office, by the County or by another government entity (including rental vehicles) in a safe, responsible and respectful manner so as not to bring unnecessary discredit, ridicule or criticism upon the Office, the District Attorney or the administrative officers.

403.3 USE OF VEHICLES

Only County employees are authorized to operate County vehicles, which includes Bureau of Investigation and other Office vehicles.

When an emergency vehicle is operated in an emergency mode by an investigator, the Vehicle Pursuit policy governs such operation.

Employees shall sign an Employee Acknowledgement of Policies form, which refers to this policy for guidance on use of vehicles.

403.3.1 OTHER USE OF VEHICLES

Employees utilizing a County vehicle for any purpose other than their normally assigned duties shall first notify the appropriate supervisor. Employees using vehicles having a Vehicle Log shall complete the Vehicle Log each time they use the vehicle (Example - Investigative Technician vehicles).

Nothing in this policy is designed to prevent employees from exercising their best judgment in using a County vehicle in the event of an emergency or when extenuating circumstances exist.

[See attachment: Shared Vehicle Use Log.pdf](#)

403.3.2 INSPECTIONS

Employees shall be responsible for periodically inspecting the interior and exterior of their assigned vehicle. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

Vehicle Use

When transporting any suspect, prisoner or arrestee, the transporting investigator shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All County vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

403.3.3 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, equipment charging). Investigators who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.



403.3.4 KEYS

Employees who are assigned a specific vehicle will be issued keys for that vehicle.

Employees shall not duplicate keys. The loss of a key shall be promptly reported in writing through the employee's chain of command.

403.3.5 AUTHORIZED PASSENGERS

Employees operating County vehicles shall not permit persons other than County personnel or persons required to be transported in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle.

403.3.6 ALCOHOL

Employees who have consumed alcohol are prohibited from operating any County vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, employees may not violate state law regarding vehicle operation while intoxicated.

403.3.7 PARKING

Except when responding to an emergency or when urgent Bureau of Investigation-related business requires otherwise, employees driving County vehicles should obey all parking regulations at all times.

County vehicles being parked at an assigned office should be parked in assigned stalls, when applicable. Employees shall not park privately owned vehicles in stalls or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

Vehicle Use

403.3.8 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories from County vehicles without written permission from the appropriate supervisor.

403.3.9 PROFESSIONAL STAFF USE

Professional staff using vehicles outfitted with emergency equipment shall ensure that all weapons have been removed before using the vehicle.

403.4 INDIVIDUAL EMPLOYEE ASSIGNMENT TO VEHICLES

County vehicles may be assigned to individual employees at the discretion of the Chief Investigator or designee. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the employee is unable to perform his/her regular assignment.

403.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the employee's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other Bureau of Investigation employees at the discretion of the Chief Investigator or the authorized designee.

403.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where County vehicles must be used by professional staff to commute to and from a work assignment. Professional staff may take home County vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances dictate the need.
- (b) Other options are not available.
- (c) Off-street parking will be available at the employee's residence.
- (d) Vehicles will be locked when not attended.

403.4.3 ASSIGNED VEHICLES

Investigators may be assigned take-home vehicles.

Employees are cautioned that under federal and local tax rules, personal use of a County vehicle may create an income tax liability for the employee. Questions regarding tax rules should be directed to the employee's tax adviser.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles should only be used for work-related purposes.
- (b) Vehicles may be used to transport the employee to and from the employee's residence for work-related purposes.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

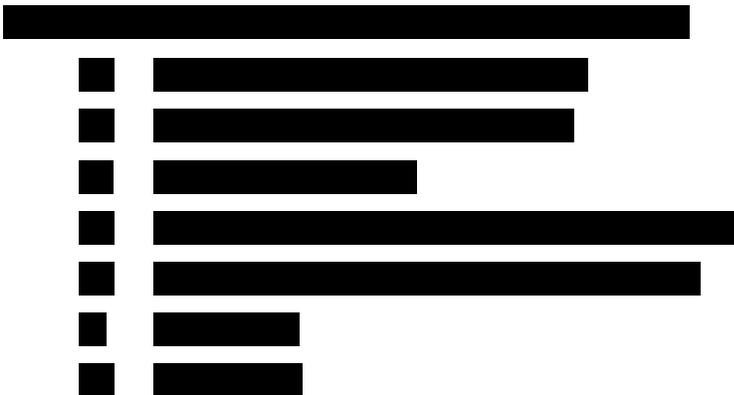
Vehicle Use

1. Investigators may use the vehicle in a de minimis fashion to accomplish personal tasks that add to the efficiency of their schedule.
 2. Vehicles shall not be used to engage in any inappropriate activity or to store or transport any prohibited items.
- (c) Vehicles will not be used when off-duty except:
- (a) In circumstances when an investigator has been placed on-call by the Chief Investigator or the Assistant Chief Investigator, there is a high probability that the investigator will be called back to duty, and the investigator has prior approval from the Chief Investigator or designee.
 - (b) When the employee is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or travelling to or from a work-related activity or function.
 - (c) When the employee has received permission from the Chief Investigator or the Assistant Chief Investigator.
 - (d) When the vehicle is being used by the Chief Investigator, the Assistant Chief Investigator, the Commanders, or employees who are in on-call administrative positions and have prior approval from the Chief Investigator or designee.
 - (e) When the vehicle is being used by on-call investigators and have prior approval from the Chief Investigator or designee.
- (d) While operating the vehicle, authorized investigators will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) Unattended vehicles are to be locked and secured at all times.
1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, equipment charging).
- [REDACTED]
3. All Bureau of Investigation identification, portable radios and equipment should be secured.
- (f) Vehicles should be parked off-street at the employee's residence during off-hours unless prior arrangements have been made with the Chief Investigator or the authorized designee.
1. The primary purpose for "residential storage" is to ensure the ability to facilitate Office business in an economical and expedient fashion, and to promptly respond to emergency situations that develop.
 - (a) Office business includes but is not limited to responding to airports, hotels, bus terminals, businesses and residences to serve subpoenas, transport witnesses to court and execute search and arrest warrants.

Vehicle Use

2. The Office provides a critical law enforcement function in safeguarding the community from criminal offenders. Investigators play an important role in providing security for offices in the event of an emergency, such as a natural disaster, terrorist attack or civil disorder. In the event of such an event, investigators will provide facility security to ensure the safety of professional staff, prevent looting and unauthorized access to Office facilities, and safeguard equipment and confidential information maintained by the Office. Additionally, investigators have Smartphones and radios that allow for communication between facilities. Investigators are responsible for establishing communications and driving documents between facilities to ensure the justice system continues to operate.
3. Investigators are required to respond to dignitary protection events, to safeguard threatened victims and witnesses, to escort incarcerated individuals whose safety may be in jeopardy due to them testifying as a prosecution witness, and to provide security and threat assessment for office staff that have been threatened.
4. Due to the nature of the work being conducted by investigators, Office vehicles vary in style and color, and are equipped to make their law enforcement purpose invisible to the general public, absent operation of emergency equipment on the vehicle. The Office operates multiple facilities countywide and lacks the infrastructure to park Office vehicles in a secure, centralized location that will ensure the safety and security of such vehicles. In addition, residential storage ensures a more rapid response to Office and/or County needs.

(g) The employee is responsible for the care and maintenance of the vehicle.



Each vehicle is equipped with an alarm.

The District Attorney has delegated the decision to assign take-home vehicles to the Chief Investigator or designee. Generally, for purposes of office efficiency, safety and security, only investigators are allowed to take home vehicles. In the event such a decision makes economical sense (saves time and/or money), professional staff may, on a case-by-case basis, take an Office vehicle home overnight to facilitate witness transportation or other assignment as necessary. Approval from a Supervising Investigator is required to allow short-term overnight take-home use of a County vehicle.

Vehicle Use

403.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the County or while off-duty, an investigator shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Investigators may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Investigators driving take-home vehicles shall be armed, appropriately attired and carry their Bureau of Investigation-issued identification. Investigators should also ensure that Bureau of Investigation radio communication capabilities are maintained to the extent feasible.

403.4.5 MAINTENANCE

Employees are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Bureau of Investigation, or an outside vendor when necessary. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Employees shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the employee's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at an approved facility.
- (d) The Bureau of Investigation shall be notified of problems with the vehicle and approve any major repairs before they are performed.

- (f) Supervisors shall make periodic inspections of vehicles assigned to employees under their command to ensure the vehicles are being maintained in accordance with this policy.

403.4.6 DUTY TO RESPOND

In the event of an emergency, Commanders will contact each Supervising Investigator to provide response instructions. The Supervising Investigators will in turn contact investigators to provide response instructions. Investigators shall respond to their regularly assigned facility unless otherwise directed by a Supervising Investigator. Previous disaster responses to emergency events have shown that there is tremendous value in distributed parking as opposed to centralized parking. The southern California roadway infrastructure is particularly vulnerable to multiple points

Vehicle Use

of failure that may well result in the inability of employees to respond to their assigned facility. If investigators are unable to respond to their assigned duty station, they shall respond to the nearest District Attorney facility. If unable to respond to an Office facility, an investigator shall report to the closest first responder facility to render assistance. When this is the case, investigators shall contact their supervisor to report their whereabouts, ETA and the facility to which they will report.

Once an emergency situation is stabilized and Office functions are established, the Supervising Investigator (or Incident Commander, if one was established) may release non-essential investigators to assist local law enforcement officials in safeguarding the community. This will be accomplished at the direction of the Chief Investigator or designee.

403.5 DAMAGE, ABUSE AND MISUSE

When any County vehicle is involved in a traffic collision or otherwise incurs damage, the involved employee shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collision section below).

Damage to any County vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented on the appropriate forms and forwarded to the employee's Commander, via the chain of command.

Employees shall operate County vehicles in a safe manner in accordance with the laws contained in the California Vehicle Code, County and City Ordinances and the general rules of the road. All persons who operate, or are a passenger of a County vehicle, shall wear seat belts.

403.5.1 TRAFFIC COLLISIONS

In the event of a traffic collision while driving a County vehicle, a County or Office rented vehicle, or a vehicle provided by another government entity:

- (a) Involved employees should first summon aid for any injured parties.
- (b) Employees will, as soon as is practical while at the scene of the traffic collision, notify their supervisor or, if unable to reach their supervisor, any supervisor of the Bureau of Investigation.
- (c) Employees will ask the police agency having jurisdiction to respond, complete a traffic collision report and take photographs of the scene. Employees should also attempt to take photographs, if feasible.
- (d) Employees shall exchange driver and vehicle information with the other involved party(s).
- (e) Employees shall complete the required San Bernardino County Collision Report (15-5705-000 Rev 1-94).
- (f) When advised that an employee has been involved in a traffic collision, the supervisor shall make appropriate notifications. The supervisor may respond to the scene of a non-injury collision, and shall, if practical, respond to the scene of an injury collision.

Vehicle Use

- (g) Upon arriving at the scene, the supervisor shall ensure medical aid is provided to those who are injured, while also making sure that County property is being appropriately cared for.
- (h) If any occupants associated with the Office were injured, injury reports must be completed by each injured employee and/or on behalf of an injured occupant who is not an employee. Such reports will be completed in compliance with existing County policy.

403.6 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempted from incurring toll road charges.

To avoid unnecessary toll road charges, all employees operating County vehicles on a toll road shall adhere to the following:

- (a) Employees planning to operate a County vehicle on a toll road should utilize the appropriate toll way transponder, which may be obtained at County Motor Pool. Employees may submit a request for reimbursement from the County for any toll fees personally incurred in the course of official business.
- (b) Investigators passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Commander within five working days explaining the circumstances.

403.6 ATTIRE AND APPEARANCE

When operating any County vehicle during what would normally be off-duty hours, employees may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Bureau of Investigation.

Use of Police Radios

404.1 PURPOSE AND SCOPE

This policy instructs Bureau of Investigation employees regarding when and in what manner to utilize their police radios.

404.2 POLICY

The Bureau of Investigation is committed to providing a safe working environment for all of its employees. In accordance with that commitment, the Bureau of Investigation contracts with the San Bernardino County Sheriff's Department (SBCSD) for police dispatching services.

404.3 GENERAL INFORMATION

- (a) When an employee is working in the field and intends to conduct radio communications, the employee should wait for a break in radio traffic and speak into the radio microphone with the station identifier and his/her call sign (i.e. "Ninety-four Adam Seventy-two, 10-8"). This notifies the dispatcher that the employee is in the field and they will use information previously provided to them by the Bureau of Investigation to log the employee's vehicle and radio information into the dispatch computer.
- (b) Employees need only to provide the dispatcher with their vehicle number or radio number if they are using a vehicle or radio not normally assigned to them.
- (c) The goal of this system is to provide for employee safety. Investigative technicians should utilize the radio to notify the dispatcher of all process services. Investigators are encouraged to notify the dispatcher when they are conducting business in areas where safety may become an issue. Investigators are expected to notify dispatch of search warrant service and should do so for arrest warrant service.
- (d) Employees shall notify the dispatcher when they go 10-97 and 10-98 from locations (see Radio Codes section below). The dispatcher will conduct safety checks on employees if they are out on a call without contact for an extended period. When an employee is finished for the day (and has logged onto the radio system by going "10-8"), the employee is required to go "10-7" (End of Watch). Failure to follow this procedure will require a dispatcher, and possibly others, to spend unnecessary time trying to locate the employee.
- (e) Employee safety is of paramount concern. This is why the Bureau of Investigation contracted for this necessary service. If an employee has any questions regarding the use of the radio or the procedures outlined above, the employee should contact a supervisor.

404.4 HOURS OF OPERATION

Emergency dispatching services through the SBCSD are available 24 hours a day, 7 days a week. The Office's agreement with SBCSD provides regular dispatching services from 6:00 a.m. to 10:00 p.m., Monday through Thursday, except holidays. Friday dispatching hours are 6:00 a.m. to 6

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Use of Police Radios

p.m. Dispatching is available for special functions and holidays provided arrangements are made in advance of the event. Such special arrangements must be made through a Commander via the chain of command.

404.5 CALL SIGNS

Radio Call Signs are designated as follows:

- "D.A." - Administration
- "Sam" - Supervising Investigators
- "David" - Investigators
- "Adam" - Investigative Technicians
- "Edward" - Professional Staff

404.6 STATION IDENTIFIER

The "Station Identifier" for the San Bernardino County District Attorney's Bureau of Investigation is "94" (Ninety-four). This identifies the radio user as a District Attorney's Office employee.

404.7 SEARCH WARRANT/ARREST WARRANT SERVICE

- (a) Employees should notify the dispatcher of the service of a search warrant within the County by telephone at least 30 minutes prior to the warrant service.
- (b) If an employee is planning a special event, such as a warrant sweep, the dispatch center will make arrangements for a separate dispatcher and frequency. Should the employee require this type of service, the employee shall contact his/her supervisor for assistance with assessing the needs of the operation.
- (c) With the exception of low-level record-type search warrants, all search warrant operations conducted in the County of San Bernardino may be monitored by dispatch.
- (d) Prior to the service of the search warrant, the investigator in charge of the search warrant operation or a designee will contact the dispatcher by telephone.
- (e) The lead investigator or designee will contact the local law enforcement agency prior to the search warrant service. The investigator or designee will provide that agency with contact information. The agency will be asked to provide at least one uniformed officer who has the capability of transmitting radio communication on the local channel in the event of an emergency situation during the service of the warrant.

404.8 CONTACTING THE DISPATCHER BY TELEPHONE

Dispatchers prefer that employees communicate with them concerning routine matters via the radio. Should an employee have a reason to communicate with a dispatcher via telephone, the valley dispatch center may be reached by telephone at (909) 356-3970, or the desert dispatch center may be reached by telephone at (760) 956-5001. If the valley dispatcher is busy and cannot answer the telephone, the supervising dispatcher can be reached by calling (909) 356-9652.

Use of Police Radios

404.9 RADIO CODES



Respirator Protection

405.1 PURPOSE AND SCOPE

This policy sets forth minimum standards for those assigned to the Special Prosecutions Unit.

405.2 POLICY

Various concentrations of assorted chemical substances are utilized in commercial manufacturing processes. Occasionally, these toxic chemicals are involved in unintentional spills, unlawful dumping or other releases. Potential contact with harmful vapors/gases/particles must be assumed for any entry into the scene of a chemical spill or dump until a factual determination to the contrary is established. Uncontrolled contact may result in personal injury and illness, including cough, headache, chest pain, burns, and eye/throat irritation. Prolonged exposure to these substances, without the proper controls (ventilation and/or respiratory protection), can lead to more serious chronic illness or death. The contents of this policy and any attachments will provide general guidance.

405.3 RESPONSIBILITIES

The San Bernardino County Department of Risk Management has been appointed as the Respirator Protection Program (RPP) Administrator, to monitor respirator use and coordinate training. The Commander of Specialized Prosecution is responsible for following the guidance and protocols established by the RPP Administrator. The Supervising Investigator of the Special Prosecutions Unit (SPU) is responsible for ensuring that SPU employee abide by the policies and procedures spelled out in this RPP. Each employee (referred to as Respirator User) who wears a respirator shall conform to all requirements set forth in this RPP and in Title 8, California Code of Regulations (Cal/OSHA Standard), Section 5144. The County of San Bernardino Respirator Protection Program should be referenced for specific guidelines pertaining to the RPP Administrator and Respirator User duties.

405.4 RESPIRATOR SELECTION

The County of San Bernardino Respirator Protection Program should be referenced for general guidelines pertaining to respirator selection (see attached). Evaluation of chemical properties and acceptable exposure concentrations has been done in order to select the appropriate respirators for Special Prosecutions Unit use, and is explained in the attachment. Records of airborne contaminant concentration measurements, performed during lab raid investigations, will be collected and analyzed in order to support the protocol outlined in this RPP.

405.5 TRAINING

Prior to participating in the entry into a hazardous material environment requiring the utilization of respiratory equipment, investigative personnel must successfully complete the 40-Hour CSTI Hazardous Materials Investigation & Safety Class (or equivalent), receive a copy of this RPP, and become familiar with its contents. In addition, a respiratory fit test and a complete medical

Respirator Protection

assessment must be accomplished. Chemical hazards and the procedures for monitoring airborne contaminants, as well as use, care and storage of respiratory equipment, are addressed in complete detail during the required 40-Hour Investigation & Safety Class. The RPP attachment is available to any employee requesting a copy for review or possession, immediately upon request or before the next respirator use.

Successful completion of the 40-hour HAZWOPER (Hazardous Waste Operations and Emergency Response) Training must also occur. Thereafter, the annual 8-hour refresher course must be successfully completed.

405.6 SITE ENTRY

The following protocols will be followed WITHOUT EXCEPTION. It is important to also consider the unknown chemical dangers. The consequences of failing to do so can be severe, such as chemical pneumonia, chronic lung diseases, irreversible coma, or even death. Refer to the County's RPP, SELECTION OF RESPIRATOR IN FIREFIGHTING AND/OR IDLH CONDITIONS, and the 40-Hour Investigation & Safety Class instructional materials, for additional guidance.

(a) Level A -- Severe Hazard

1. Fully encapsulated suit, boots, inner gloves, Self-Contained Breathing Apparatus (SCBA) required due to:
 - (a) High concentrations of hazardous vapor/gas/particles identified or suspected; or
 - (b) High potential of splash, immersion, or exposure to harmful vapor/gas/particles; or
 - (c) Confined, poorly ventilated areas, and absence of "Level A" risk cannot be verified.
 - (d) **** IMPORTANT ** Special Prosecutions Unit investigators are not allowed in Level A areas!**

(b) Level B - High Hazard

1. TYCHEM Chemical suit, Self-Contained Breathing Apparatus (SCBA), nitrile gloves, Polymax boots required due to:
 - (a) High vapor/gas/particle levels, but lesser degree of skin splash potential than Level A; or
 - (b) Oxygen < (less than) 19.5% or > (greater than) 23.5%, any vapors/gases at or near Immediately Dangerous to Life or Health (IDLH) level; or
 - (c) Harmful vapor/gas/particles are present, but not fully measured and evaluated.
 - (d) **** IMPORTANT ** Level B must be assumed, and Personal Protective Equipment (PPE) worn, until lesser risk is confirmed by means of documented facts gathered from reliable sources, investigations,**

Respirator Protection

and physical surveillance. Once the premises are secured, the following protocol applies:

1. At least 2 persons will enter the site, equipped with SCBA, and will ventilate the area and take air-monitoring samples, until such time as a "Level C" or "D" condition is verified.
2. At least 2 persons donning SCBA and ready to assist with emergency rescue within 60 seconds, will remain outside, out of harms way, and in continuous contact with the interior investigators.
3. Until such time as a Level C or D condition can be verified, the number of investigators to remain outside and donning SCBA gear, will be at least equal to the number of investigators inside the lab.
4. To the extent that it is practical and safe, persons with less experience using SCBA gear will be stationed outside, until their experience and/or comfort level increases.
5. To the extent that it is practical and safe, the "SCBA-Interior" assignment will be rotated, in order to provide the critical "on-the-job" experience with the SCBA gear.

(c) Level C - Moderate Hazard

1. PAPR Respirator, APR, TYVEK/TYCHEM suit with gloves/boots required due to:
 - (a) Splashes or other skin contact will not be absorbed or permanently harm the skin; AND
 - (b) Air contaminants are measured and acceptable for PAPR Respirator or Air Purifying Respirator (APR) use, specifically:
 1. No measured levels above the Short-Term Exposure Limit (STEL), or Permissible Exposure Limit (PEL) if no STEL listed,
 2. Oxygen (O₂) > 19.5% and < 23.5%.
 - (c) **Note: An APR can only be used when the *concentrations of contaminants are known or reasonably determined*. The only APR authorized is a full-face-piece model. Half-mask respirators that don't offer any eye protection are not allowed.**

(d) Level D - Minimum Hazard

1. Street clothing allowed, safety glasses or goggles recommended due to:
 - (a) Verified no contrary splash potential.
 - (b) Verified no air contaminants measured at or above the OSHA PEL.

***Level B and Level C work is performed in conjunction with County Fire HazMat, in accordance with section 707.11.**

Respirator Protection

The Hazard Monitoring & PPE Determination form is to be filled out and turned in to the RPP Administrator within 24 hours of each completed operation. This information is very important in assessing acceptability of existing protocol, and will be used to periodically assess PPE & procedural modifications.

405.7 MEDICAL EVALUATION

Only employees who have been examined and found fit by the Center for Employee Health and Wellness (CEHW), shall be permitted to wear respiratory protective equipment. The respirator user's medical status shall be re-evaluated periodically, at least annually.

Prior to field assignment to include use of respiratory equipment, an OSHA-approved "medical evaluation" will be done. This includes the completion of the Supplemental Respirator Use Form Medical Questionnaire. This questionnaire is to be kept on file with the doctor because it has medical information. The doctor will send a Notice of Medical Evaluation, with remarks, back with the employee for Personnel Department use.

A "baseline" physical examination will be given upon assignment to the Special Prosecutions Unit, or shortly thereafter. Included are hearing and visual testing, a spirometry (pulmonary function) test, CBC with diff., chemistry panel with liver function test, and an EKG and/or treadmill (varies by age/medical history).

Per OSHA requirements, all respirator users will receive Annual Medical Surveillance examinations, as determined by the CEHW and the County Safety Officer. Minimum exam protocol will include hearing and visual testing, a pulmonary function test, EKG, CBC with diff., chemistry panel with liver function, and lead. Upon transfer out of the Division, the respirator user will be given the option of receiving an "exit physical" within 12 months of their leaving the Special Prosecutions Unit. The parameters of the exam will be determined by the CEHW and/or the County Safety Officer.

405.8 RESPIRATORY EQUIPMENT

(a) Air Purifying Respirator (APR)

1. The APR in use is the Ultra-Twin Dual Cartridge/Full Face Piece air-purifying respirator made by Mine Safety Appliances Company (MSA), using the model GME P-100 Super Cartridge. Guidelines regarding respirator use, face piece seal check, cleaning, storage, and replacement, are provided in the 40-Hour Investigation & Safety Class, the attachment to this policy, and in the manufacturer's literature.

- (a) Note: Cartridges are to be removed after each use (the end of the shift), or if there are any signs of respirator ineffectiveness (see below), and

Respirator Protection

discarded. Do NOT put on a new cartridge until it is time to use the APR again.

2. Common signs of respirator ineffectiveness:
 - (a) Odor or taste detected;
 - (b) Eye/nose/throat irritation;
 - (c) Difficulty breathing, dizziness or distress.
3. All APR cartridges will be discarded at a minimum after every use; an APR is to be used only per Level 'C' and 'D' entry criteria, AND if measurements are below the STEL (or OSHA PEL, if no STEL). The attachment includes definitions of STEL and PEL.
4. Self-Contained Breathing Apparatus (SCBA)
 - (a) The "In-Service Date" will be recorded for every new SCBA unit placed in service. The SCBA is required for concentrations above the STEL (or OSHA PEL if no STEL listed), or oxygen concentration less than 19.5% or greater than 23.5%.

Every investigator in the Special Prosecutions Unit who has hazardous site entry responsibility and has successfully completed the 40-hour investigation and safety class is issued a SCBA pack and tank.(MSA Ultralite II model).

Pre-use Inspection -- A mask inspection, face piece seal check, regulator check and alarm verification are required to be completed each time the SCBA pack is put on. Guidelines regarding respirator use, face piece seal check, cleaning, storage, and replacement, are provided in the 40-Hour Investigation & Safety Class, the attachment in this policy, and in the manufacturer's literature.

405.9 SBCA TANKS

Only locations authorized by the RPP Administrator shall be used to refill the tanks. Said "authorized" stations are "Certified Pure" annually, per guidelines CGA E, NFPA 1500 (G-7.1, '97). A list of authorized stations is available from the RPP Administrator.

405.10 FIT TESTS

Cal/OSHA requires all SCBA and APR users to pass initial and annual fit testing, which will be coordinated by the RPP Administrator. Qualitative fit testing is done for every respirator. The SCBA masks will be tested in the negative-pressure mode (air supply not used). A certified respirator technician is required to do the fit testing, to include full documentation. A mask of identical make and size as the user's assigned APR & SCBA masks must be used for the fit tests.

405.11 AIR MEASURING/MONITORING EQUIPMENT

As Special Prosecutions Unit investigators do not respond independently of a properly equipped Fire Department or County Hazardous Material Unit, the accompanying Fire Department or County

Respirator Protection

Hazardous Material Unit provides air measuring/monitoring equipment. The lead investigator is responsible for consultation with the appropriate Site Safety Officer to obtain entry authorization and/or determination of appropriate level of Personal Protective Equipment.

405.12 POST-EXPOSURE MEDICAL MONITORING

In rare instances, investigators may be required to work in the presence of toxic gases or vapors (according to air monitoring equipment measurements, whether or not an APR or SCBA is worn) at levels above the OSHA PEL or STEL. They may also experience adverse physical symptoms even if exposed below these levels. If any of these situations exist, the PERSONNEL EXPOSURE REPORT form is to be completed. The Site Safety Officer should be consulted at that time, to help assess whether anyone should seek medical attention/treatment. Turn in the HAZARD MONITORING & PPE DETERMINATION, and PERSONNEL EXPOSURE REPORT paperwork to the RPP Administrator within 24 hours.

405.13 PROGRAM EVALUATION

The RPP Administrator, or the designee, will periodically review this RPP for potential changes and/or additions, to ensure the continued effectiveness of the written program. Specific duties include:

- (a) Annual review of the written RPP, and any necessary revisions to reflect changes in procedures, protocols, or responsible parties;
- (b) Selected SCBA and APR users will be consulted annually about their acceptance of wearing respirators.
- (c) This includes comfort, resistance to breathing, fatigue, interference with vision or communications, restriction of movement, interference with job performance, and confidence in the effectiveness of the respirator to provide adequate protection;
- (d) Annual review of the database record keeping program, medical records, exposure monitoring records, training programs, and fit testing records;
- (e) The information collected can serve as an indication of the degree of protection provided by respirators and the effectiveness of the RPP. Action shall be taken to correct any deficiencies noted with the Program.

[See attachment: Respirator Protection policy attachments.pdf](#)

Electronic Surveillance Equipment

406.1 PURPOSE AND SCOPE

This policy provides guidance regarding the use of electronic surveillance equipment by investigators. This equipment transmits digital signals, audio signals or audio/video signals.

406.2 POLICY

Statutory and case law allows for the deployment and use of audio and video surveillance equipment by certain classifications of peace officers. Some categories of peace officers are not authorized to utilize electronic eavesdropping equipment (see PC § 633 for details). It is the intent of the Bureau of Investigation to ensure that all investigators comply with all laws regarding the surreptitious recording of the conduct of individuals under investigation by the District Attorney's Office. The equipment shall only be deployed or utilized in a manner consistent with the policies and procedures of the Bureau of Investigation and of the Office.

406.3 EQUIPMENT USE

- (a) When an investigator plans to deploy electronic audio equipment (body wires), which does not utilize microwave carriers, the investigator shall secure the authorization of his or her immediate supervisor prior to deploying the device.
- (b) A Commander shall be notified via the chain of command as soon as reasonably possible when an investigator believes the use of video surveillance or GPS surveillance equipment is necessary during the scope of his/her investigation.
- (c) The equipment shall only be deployed or utilized in accordance with state or federal law, and shall conform with existing case law.
- (d) Bureau of Investigation equipment may be loaned to another law enforcement agency for an approved operation after authorization has been obtained from a Commander. In such cases, the equipment shall only be utilized in accordance with existing law and in conjunction with a trained investigator of the Bureau of Investigation accompanying and overseeing the usage of the equipment.
- (e) Evidence obtained and recorded as a result of deploying the electronic surveillance equipment shall be kept as evidence in accordance with existing policies.
- (f) Generally, the deployment of electronic surveillance equipment shall be documented in a report outlining the use of the equipment and the disposition of any evidence obtained as a result of utilizing the equipment. The date, time and location of usage, in addition to the name of the person wearing the transmission equipment (if applicable), as well as the name(s) of the person(s) monitoring and recording the transmission(s), shall be included in the documentation.
- (g) Use of similar equipment belonging to another law enforcement agency must also be authorized by a Commander prior to usage.
- (h) Utilization of electronic surveillance equipment in violation of this policy is expressly forbidden.

Electronic Surveillance Equipment

Chapter 5 - Support Services

Property and Evidence

500.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

500.2 DEFINITIONS

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Property - Includes all items of evidence, items taken for safekeeping and found property.

Safekeeping - Includes the following types of property:

- Property obtained by the Bureau of Investigation for safekeeping, such as a firearm
- Personal property of an arrestee not taken as evidence, and that is too large to be stored at the SBCSD detention facility. This property shall be labeled as "Personal Property."

Found property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

500.3 PROPERTY DESIGNATION

In many instances, property may logically be thought of as fitting into two or more classifications. For example, recovered property in many instances will also be evidence. To eliminate confusion caused by multiple classification designations, the following policy will prevail:

- (a) All property shall receive one classification only.
- (b) Property classifications listed in the Definitions section above are listed according to priority.
- (c) Each item of property will be designated as belonging to the highest priority classification to which it may reasonably be entitled.

500.4 PROPERTY HANDLING

Any employee who comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the Property Inventory and Receipt form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The Property Inventory and Receipt form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the items.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Property and Evidence

Persons other than investigators may be assigned the task of completing the Property Inventory and Receipt forms, but the investigator (case agent) is responsible for signing the form. The form shall be filled out prior to leaving the location from which the property was taken.

500.4.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall do so in accordance with the Evidence Guide.

- (a) Complete the Property Inventory and Receipt form ("Property Report"), describing each item of property separately and listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
- (b) The property shall be packaged in a 10"x13" manila evidence envelope if it is small enough to fit. No other size envelope will be accepted.
- (c) For evidence that needs to be packaged in a box, only Banker's Boxes will be accepted.
- (d) When the property is too large to be placed in a locker, contact a property custodian or a Supervising Investigator for booking instructions.

Property processed on a date later than the original transaction (using the same case number) will require a new Property Inventory and Receipt form.

[See attachment: Evidence Guide 1-2018.pdf](#)

500.4.2 NARCOTICS, DANGEROUS DRUGS, AMMUNITION AND BIOLOGICAL MATTER

All narcotics, dangerous drugs, ammunition and biological matter shall be booked separately into the SBCSD lab in accordance with their procedures. When analysis has been completed, steps should be taken to reduce the amount retained to a manageable amount until the courts decide the issue. Biological matter may also be handled by the local law enforcement agency with proper jurisdiction. Paraphernalia as defined by Health and Safety Code § 11364 shall also be booked separately at the SBCSD lab. Contact a property custodian for assistance.

500.4.3 EXPLOSIVES

Investigators who encounter a suspected explosive device shall promptly notify their immediate supervisor or Commander. The SBCSD bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives and volatile substances will not be retained in the District Attorney's facility. The SBCSD bomb squad and the San Bernardino County Fire Department (SBCFD) should be contacted for advice. The contact number for SBCFD is (909) 387-3080.

500.4.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Property and Evidence

- (a) Bodily fluids are to be booked with SBCSD in accordance with their procedures.
- (b) All cash shall be counted in the presence of a Supervising Investigator. The envelope containing the cash shall be initialed by the booking investigator and the Supervising Investigator.

County property, unless connected to a known criminal case, should be released directly to the appropriate County department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

500.4.5 VEHICLES

In addition to a Property Inventory and Receipt form and Property Sticker, a CHP 180 form shall be completed and attached for all vehicles stored as evidence. Vehicles should be towed by a tow company under contract with SANCATT. Contact a SANCATT member for assistance.

When a vehicle is seized, this information must be entered into the SVS system in CLETS by a trained investigative technician. Vehicles may only be stored with the approval of the Assistant Chief Investigator.

500.4.6 RELINQUISHED FIREARMS

Individuals who relinquish firearms pursuant to the provisions of Penal Code § 29850 shall be issued a receipt that describes the firearm, the serial number or other identification of the firearm at the time of relinquishment (Penal Code § 29810).

Relinquished firearms shall be retained for 30 days, after which time they may be destroyed, retained, sold or otherwise transferred, unless (Penal Code § 29810):

- (a) A certificate is issued by a judge of a court of record or the District Attorney stating the firearms shall be retained; or
- (b) The convicted person provides written notice of an intent to appeal the conviction that necessitated the relinquishment; or
- (c) The Automated Firearms System indicates that the firearm was reported lost or stolen.
 - 1. In such event, the firearm shall be restored to the lawful owner as soon as it is no longer needed as evidence, the lawful owner has identified the weapon and provided proof of ownership, and the Bureau of Investigation has complied with the requirements of Penal Code § 33850 et seq.

The Property and Evidence Technician shall ensure the Custodian of Records is notified of the relinquished firearm for purposes of updating the Automated Firearms System and the disposition of the firearm for purposes of notifying the California Department of Justice (DOJ) (See the Bureau of Administration Policy).

500.5 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

- (a) Narcotics and dangerous drugs.

Property and Evidence

- (b) Firearms (Investigators are to ensure they are unloaded, rendered safe and booked separately from ammunition).
 - 1. Use appropriate boxes, and gun ties, flex cuffs or red plastic safety flags as locking devices.
 - 2. Place the property sticker on the short side of the container or box.
 - 3. A check of the AFS shall be completed prior to booking the firearm. A printout of the AFS check must be attached to the Property Inventory and Receipt form prior to booking.
- (c) Property with more than one known owner.
- (d) Paraphernalia as described in Health and Safety Code § 11364.
- (e) Fireworks.
- (f) Contraband.

Refer to the Narcotics, Dangerous Drugs and Biological Matter subsection.

500.5.1 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Special boxes should be used to package knives, and syringe tubes should be used to package syringes and needles. Contact a property custodian for assistance. All packages of evidence shall be sealed using only approved evidence tape. The person packaging the property is to write his/her initials and the date where the tape and the packaging meet.

Employees shall notify the appropriate property custodian when booking property.

500.5.2 PACKAGING NARCOTICS

The investigator seizing narcotics and dangerous drugs shall retain such property in his/her possession, or have another employee take possession, until it is properly weighed, packaged, tagged/labeled, and booked at the SBCSD lab.

500.6 EVIDENCE HELD FOR FINGERPRINT/CHEMICAL PROCESSING

Avoid handling this type of evidence, except when necessary. Attach a property sticker. Alert other employees to use caution to prevent unnecessary handling, pending possible fingerprint development.

500.7 PROPERTY STORAGE

The following property storage locations are authorized:

- (a) Evidence vault.
- (b) Pre-designated storage facilities.
- (c) Tow agencies.
- (d) Location approved by a Commander for property that is unusual in nature or requiring a unique storage facility.

Property and Evidence

Property/evidence may be stored in a secure location on a temporary basis when the property custodian is not available. The responsibility for these items remains with the case agent and should be noted in the case agent's report to maintain the chain of custody.

Valuables, such as those listed below, shall be hand carried to the property custodian by the case agent for storage in the sections evidence vault.

- (a) Cash.
- (b) Valuable coins or stamps.
- (c) Gold or precious metals.
- (d) Jewelry.
- (e) Any item of intrinsic, collectible, or negotiable value.

No evidence will be stored in or on an employee's desk, file cabinet, or other office areas unless clear exigent circumstances exist. In those cases, the evidence shall be under the strict control of the employee handling the evidence. Chain of custody will be documented at all times.

County property that is not consigned to, or owned by, the District Attorney's Office but is brought to the attention of the Office, shall be returned directly to the responsible County department. If the responsible County department is unable to assume the immediate responsibility of the item(s), then the employee shall comply with normal property processing procedures.

500.8 STOLEN PROPERTY IN PAWN SHOPS

- (a) The Bureau of Investigation will physically seize stolen property that has been located in a business establishment, as part of its investigation. The investigator should advise the business owner that the property has been reported stolen or is evidence of a serious crime.
- (b) On the bottom of the receipt, the investigator shall write the following: "This (name item) will not be returned to the victim without giving (name of pawn shop) 15 days written notice to respond to their interest."
- (c) The investigator who seizes the evidence is responsible for notification.
- (d) The litigation of the ownership interests in the property is civil in nature and is between the victim of the theft and the business owner. If the Bureau of Investigation takes possession of property, and ownership claims are made by both the victim and business owner, the Office is required to retain the property until ownership is determined by agreement between the parties or by a magistrate.

500.9 RECORDING OF PROPERTY

The Property and Evidence Technician receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored in the evidence tracking system.

Property and Evidence

A property number shall be obtained for each item or group of items. This number shall be recorded in the evidence tracking system.

Any changes in the location of property held by the San Bernardino County District Attorney's Bureau of Investigation shall be noted in the evidence tracking system.

500.10 PROPERTY CONTROL

Each time the Property and Evidence Technician receives property or releases property to another person, he/she shall enter this information into the evidence tracking system. Investigators desiring property for court, or other legitimate and authorized purpose, shall contact the Property and Evidence Technician at least one work day prior.

500.10.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry and in the evidence tracking system shall be completed to maintain the chain of evidence.

When opening packages that have been released from an evidence room, employees shall not open the package from an end that had been previously sealed. The employee shall create a new opening, then seal that new opening when repackaging the evidence. This assists with identifying the chain of evidence.

500.10.2 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to investigators for investigative purposes, or for court, shall be noted in the evidence tracking system, stating the date, time and to whom released.

The Property and Evidence Technician shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

The return of the property should be recorded in the evidence tracking system, indicating date, time, and the person who returned the property.

500.10.3 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor or investigator and must conform to the items listed on the property form or must specify the specific item(s) to be released. Release of all property shall be documented on the property form.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period,

Property and Evidence

property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

A Property and Evidence Technician shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original Property Inventory and Receipt form. The release information will be documented in the evidence tracking system.

Under no circumstances shall any firearm, magazine or ammunition be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Property and Evidence Technician should also make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm should not be released to the person while the order is in effect.

The Bureau of Investigation is not required to retain any firearm, magazine or ammunition longer than 180 days after notice has been provided to the owner that such items are available for return. At the expiration of such period, the firearm, magazine or ammunition may be processed for disposal in accordance with applicable law (Penal Code § 33875).

500.10.4 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Bureau of Investigation, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Bureau of Investigation may wish to file an interpleader to resolve the disputed claim (Code of Civil Procedure § 386(b)).

500.10.5 RELEASE OF FIREARM IN DOMESTIC VIOLENCE MATTERS

Within five days of the expiration of a restraining order issued in a domestic violence matter that required the relinquishment of a firearm, the Property and Evidence Technician shall return the weapon to the owner if the requirements of Penal Code § 33850 and Penal Code § 33855 are met unless the firearm is determined to be stolen, evidence in a criminal investigation or the individual is otherwise prohibited from possessing a firearm (Family Code 6389(g); Penal Code § 33855). The release of any weapons shall be accomplished in the presence of an investigator.

Property and Evidence

500.10.6 RELEASE OF FIREARMS IN GUN VIOLENCE RESTRAINING ORDER MATTERS

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

If the restrained person who owns the firearms or ammunition does not wish to have the firearm or ammunition returned, he/she is entitled to sell or transfer title to a licensed dealer, provided that the firearms or ammunition are legal to own or possess and the restrained person has right to title of the firearms or ammunition (Penal Code § 18120).

If a person other than the restrained person claims title to the firearms or ammunition surrendered pursuant to Penal Code § 18120 and the San Bernardino County District Attorney's Bureau of Investigation determines him/her to be the lawful owner, the firearms or ammunition shall be returned in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

Firearms and ammunition that are not claimed are subject to the requirements of Penal Code § 34000.

500.10.7 RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS

Firearms and other deadly weapons confiscated from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 shall be released or disposed of as follows:

- (a) If a petition for a hearing regarding the return of a firearm or a weapon has been initiated pursuant to Welfare and Institutions Code § 8102(c), the firearm or weapon shall be released or disposed of as provided by an order of the court. If the court orders a firearm returned, the firearm shall not be returned unless and until the person presents valid identification and written notification from the California Department of Justice (DOJ) that conforms to the provisions of Penal Code § 33865.
- (b) If no petition has been initiated pursuant to Welfare and Institutions Code § 8102(c) and the firearm or weapon is not retained as evidence, the Bureau of Investigation shall make the firearm or weapon available for return. No firearm will be returned unless and until the person presents valid identification and written notification from the California DOJ that conforms to the provisions of Penal Code § 33865.
- (c) Unless the person contacts the Bureau of Investigation to facilitate the sale or transfer of the firearm to a licensed dealer pursuant to Penal Code § 33870, firearms not returned should be sold, transferred, destroyed or retained as provided in Welfare and Institutions Code § 8102.

500.10.8 RELEASE OF FIREARMS, MAGAZINES, AND AMMUNITION

The Bureau of Investigation shall not return any firearm, magazine, or ammunition taken into custody to any individual unless all requirements of Penal Code § 33855 are met.

Property and Evidence

500.11 EVIDENCE LOCKER ACCESS

Access to evidence facilities shall be limited to the designated property custodian(s), and designated management and supervisory personnel. Access to District Attorney's Office evidence facilities are restricted via electronic access cards. Some of the facilities have additional security, such as independent alarms and security cameras. Door keys may be assigned to appropriate Bureau of Investigation personnel as determined by the Chief Investigator or designee. Supervising Investigators are expected to routinely inspect the evidence lockers located under their management, and shall have access to the locker when accompanied by a property custodian.

500.12 PROSECUTORS PROHIBITED FROM MAINTAINING EVIDENCE

Evidence from an outside agency's investigators will not be maintained by a deputy district attorney before, during, or after a trial. Deputy district attorneys should seek assistance from the Bureau of Investigation if storage becomes an issue.

500.13 DISPOSITION OF PROPERTY

During the months of March and September each year, evidence room personnel shall determine if all of the evidence in their care must be retained longer. During those months, evidence room personnel shall make notification of the evidence stored to the person booking such evidence. The notification shall include sufficient information so that the person notified will be able to identify the evidence and case. The person notified shall determine if the evidence is still required and if so, complete the notification form and return it to the appropriate evidence room person. If the evidence is no longer required, the concerned investigator shall determine the appropriate means of release and cause the form to be completed and returned to the appropriate evidence room personnel. In either case, the investigator shall return the completed form within 30 days.

Upon notification that the evidence is no longer required, the evidence room personnel shall verify that the method of disposal is appropriate and arrange for the disposal. When evidence is released other than to be destroyed, a receipt will be obtained and filed. Any firearms or narcotics to be destroyed shall be delivered to the San Bernardino County Sheriff's Department, which in turn shall destroy it.

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The Property and Evidence Technician shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor or the person who booked the property.

500.13.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

Property and Evidence

- Weapons declared by law to be nuisances (Penal Code § 29300; Penal Code § 18010; Penal Code § 32750)
- Animals, birds, and related equipment that have been ordered forfeited by the court (Penal Code § 599a)
- Counterfeiting equipment (Penal Code § 480)
- Gaming devices (Penal Code § 335a)
- Obscene matter ordered to be destroyed by the court (Penal Code § 312)
- Altered vehicles or component parts (Vehicle Code § 10751)
- Narcotics (Health and Safety Code § 11474 et sec.)
- Unclaimed, stolen or embezzled property (Penal Code § 1411)
- Destructive devices (Penal Code § 19000)
- Sexual assault evidence (Penal Code § 680)

500.13.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after three years, the Bureau of Investigation shall cause a notice to be published each week for a period of two consecutive weeks in a local newspaper of general circulation (Government Code § 50050). Such notice shall state the amount of money, the fund in which it is held and that the money will become the property of the agency on a designated date not less than 45 days and not more than 60 days after the first publication (Government Code § 50051).

Any individual item with a value of less than \$15.00, or any amount if the depositor/owner's name is unknown, which remains unclaimed for a year or by order of the court, may be transferred to the general fund without the necessity of public notice (Government Code § 50055).

If the money remains unclaimed as of the date designated in the published notice, the money will become the property of this Bureau of Investigation to fund official law enforcement operations.

500.13.3 RETENTION OF BIOLOGICAL EVIDENCE

The Property and Evidence Division Supervisor or designee shall ensure that no biological evidence obtained by the Bureau of Investigation is destroyed without prior approval from the deputy district attorney assigned to the case, or a supervising deputy district attorney. Refer to section 800.10.3 - Release of Property.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief Investigator and the District Attorney or designee.

Biological evidence or other crime scene evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations, and shall be processed and retained as required by Penal Code § 680. Even after expiration of an applicable statute of limitations, the Commander overseeing evidence should be consulted and the sexual assault victim should be notified.

Property and Evidence

500.14 INSPECTIONS OF THE EVIDENCE ROOM

- (a) On a periodic basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.
- (b) Unannounced inspections of evidence storage areas should be conducted annually as directed by the Chief Investigator.
- (c) An annual audit of evidence held by the Bureau of Investigation should be conducted by a Commander (as appointed by the Chief Investigator) not routinely or directly connected with evidence control.
- (d) Whenever a change is made in personnel who have access to the evidence room, an inventory of all evidence/property should be made by an individual not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

Computers and Digital Evidence

501.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

501.2 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Investigators should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

- (a) Photograph each item, front and back, specifically including cable connections to other items. Look for a phone line or cable to a modem for internet access.
- (b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.
- (c) If the computer is off, do not turn it on.
- (d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.
 1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
 2. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery.
- (e) Label each item with case number.
- (f) Notify an evidence technician ahead of time so that person may assist with the booking process at the appropriate property/evidence room.
- (g) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.
- (h) Book all computer items as evidence. Do not store computers where normal room temperature and humidity is not maintained.
- (i) At minimum, investigators should document the following in related reports:
 1. Where the computer was located and whether or not it was in operation.
 2. Who was using it at the time.
 3. Who claimed ownership.

Computers and Digital Evidence

4. If it can be determined, how it was being used.
- (j) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives, and disk drives) should be seized along with all media.
- (k) Obtain relevant passwords, "patterns" and/or unlocking codes for all devices.
 1. Check around and under the monitor and keyboard for written password and code information.

When seizing computers and other digital media, seek specific guidance from the case agent and forensic examiners to avoid collection of unnecessary items.

501.2.1 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Investigators should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence.

A certified forensic computer examiner should be notified ahead of time if it is believed assistance may be needed. To help ensure the necessary examiner(s) will be available, notification should occur a minimum of two weeks ahead of time. The examiner will provide guidance and assistance based on established protocol.

501.3 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy discs, CD's, DVD's, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

- (a) If the media has a write-protection tab or switch, it should be activated.
- (b) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation ask a certified forensic computer examiner to copy the contents to an appropriate form of storage media.
- (c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.
- (d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.
- (e) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

501.4 SEIZING MOBILE DEVICES

Mobile devices (also known as PCDs) such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

Computers and Digital Evidence

- (a) Investigators should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.
- (b) Do not turn the device on or off. If the device is on, place the device in "airplane mode" and turn off the WiFi. Obtain the password or "pattern" for accessing the contents, if possible.
- (c) The device should be wrapped in foil to prevent the device from sending or receiving information from its host network.
- (d) When seizing the devices, also seize the charging units.

501.5 DIGITAL EVIDENCE RECORDED BY OFFICERS

Investigators handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

501.5.1 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission, unless an original and unaltered version is also maintained. Any altered version shall be labeled as such. All photographs taken will be preserved regardless of quality, composition or relevance.

501.5.2 PRESERVATION OF DIGITAL EVIDENCE

- (a) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.
- (b) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

Custodian of Records

502.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the San Bernardino County District Attorney's Bureau of Investigation Custodian of Records. The policy addresses Bureau of Investigation file access and internal requests for case reports.

502.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to maintain Bureau of Investigation records securely, professionally, and efficiently.

502.3 RESPONSIBILITIES

502.3.1 CUSTODIAN OF RECORDS

The responsibilities of the Custodian of Records include but are not limited to:

- (a) Maintaining a records management system for case reports.
 - (a) The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.
 - 1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing employees of the Bureau of Investigation with access to case reports when needed for investigation or court proceedings.
- (d) Assist management, if necessary, to maintain compliance with federal, state, and local regulations regarding reporting requirements of crime statistics. This includes reporting statistical data to the California Department of Justice (DOJ) for:
 - (a) All officer-involved shootings and incidents involving use of force resulting in serious bodily injury (Government Code § 12525.2).
 - (b) Suspected hate crimes (Penal Code § 13023).
 - (c) Complaints of racial bias against investigators (Penal Code § 13012; Penal Code § 13020).
 - (d) Civilian complaints made against investigators (Penal Code § 832.5; Penal Code § 13012).
 - (e) Stop data required by Government Code § 12525.5 and 11 CCR 999.226.
 - (a) The reported information must not contain personally identifiable information of the person stopped or other information exempt from disclosure pursuant to Government Code § 12525.5 (11 CCR 999.228).
- (e) Assist management, if requested, to maintain compliance with federal, state, and local regulations regarding criminal history reports and auditing.

Custodian of Records

- (f) Identifying missing case reports and notifying the responsible employee and employee's supervisor.

502.3.2 CUSTODIAN OF RECORDS PROCEDURES

The Custodian of Records should establish procedures that address:

- (a) Identifying by names of persons in reports.
 - 1. Confidentiality will be maintained, as needed.
- (b) Classifying reports by type of incident or crime.
- (c) Tracking reports through the approval process.
- (d) Assigning alpha-numerical records to all arrest records.
- (e) Managing a warrant and wanted persons file.

502.3.3 CASE TRACKING

The Custodian of Records should disseminate a list of case numbers drawn by investigative staff to each Supervising Investigator on a monthly basis. They will use this document to reconcile the status of cases, monitor case progress and help ensure all reports are written and submitted in a timely manner. Supervising Investigators are also responsible for tracking and reviewing all supplemental reports pertaining to any additional investigation, interviews, search warrants, arrests, or any other documents that may be completed after the initial report was submitted, reviewed and filed.

502.4 CONFIDENTIALITY

The Custodian of Records has access to information that may be confidential or sensitive in nature. The Custodian of Records shall not allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and established Custodian of Records procedures.

Records Maintenance and Release

503.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of Bureau of Investigation records. Protected information is separately covered in the Protected Information Policy.

503.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq., "CPRA"). Throughout this policy, portions of the CPRA and other laws are summarized. In the event of a conflict between this policy and the CPRA or any relevant law, such law shall take precedence.

503.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief Investigator shall designate a Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to:

- (a) Assisting with managing the records management system for the Bureau of Investigation, including the retention, archiving, release and destruction of Bureau of Investigation public records.
- (b) Maintaining and updating the Bureau of Investigation records retention schedule including:
 1. Identifying the minimum length of time the Bureau of Investigation must keep records.
 2. Identifying the Bureau of Investigation division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of Bureau of Investigation public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Follow rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 6253 and 6253.9, and County Code 16.0207B - County Fee: Photocopy Services).
- (g) Assist management, if requested, with determining how the District Attorney's website may be used to post public records in accordance with Government Code § 6253.
- (h) Assist management, if requested, with ensuring that public records posted on the District Attorney's website meet the requirements of Government Code § 6253.10 including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.

Records Maintenance and Release

- (i) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request and posted in a prominent location on the District Attorney's website.

503.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any Bureau of Investigation employee who receives a request for any record shall, without unnecessary delay, route the request to the Custodian of Records or the authorized designee who will then contact the Appellate Unit, as necessary and dictated in subsequent sections of this policy.

503.4.1 REQUESTS FOR RECORDS

Any member of the public, including the media and elected officials, may access records of the Bureau of Investigation, during regular business hours by submitting a written and signed request that reasonably describes each record sought and paying any associated fees (Government Code § 6253). Public access to records shall be according to current applicable laws.

The processing of requests for any record is subject to the following (Government Code § 6253):

- (a) The Bureau of Investigation is not required to create records that do not exist.
- (b) Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain Bureau of Investigation records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 6254.30).
- (c) Either the requested record or the reason for non-disclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Bureau of Investigation shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.
 1. When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 6253.1).
 2. If the record requested is available on the District Attorney's website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided.
- (d) Upon request, a record shall be provided in an electronic format utilized by the Bureau of Investigation. Records shall not be provided only in electronic format unless specifically requested (Government Code § 6253.9).

Records Maintenance and Release

- (e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the Bureau of Investigation-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (f) If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that the public interest served by nondisclosure outweighs the interest served by disclosure (Government Code § 6255). The written response shall also include the names, titles or positions of each person responsible for the denial.

503.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record or any Bureau of Investigation record, including traffic collision reports, are restricted except as authorized by the Bureau of Investigation, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Social Security numbers (Government Code § 6254.29).
- (c) Personnel records, medical records, and similar records which would involve an unwarranted invasion of personal privacy except as allowed by law (Government Code § 6254; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).
 - (a) Peace officer personnel records that are deemed confidential shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order.
 - (b) The identity of any investigator subject to any criminal or administrative investigation shall not be released without the consent of the involved investigator, prior approval of the Chief Investigator or as required by law.
- (d) Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors and victims of certain offenses (e.g., sex crimes or human trafficking, Penal Code § 293). Addresses and telephone numbers of a victim or a witness to any arrested person or to any person who may be a defendant in a criminal action shall not be disclosed, unless it is required by law (Government Code § 6254; Penal Code § 841.5).
 - (a) Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, elder and dependent adult abuse) or their

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Records Maintenance and Release

representatives shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, or both, pursuant to the requirements and time frames of Family Code § 6228.

- (b) Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).
- (e) Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence or child abuse that depicts the face, intimate body part, or voice of a victim of the incident except as provided by Government Code § 6254.4.5.
- (f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved or information that would endanger the successful completion of the investigation or a related investigation. This includes analysis and conclusions of investigating investigators (Evidence Code § 1041; Government Code § 6254).
 - 1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 6254(f).
- (g) Local criminal history information including but not limited to arrest history and disposition, and fingerprints shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.
 - 1. All requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the District Attorney, County Counsel or the courts pursuant to Penal Code § 1054.5.
- (h) Certain types of reports involving, but not limited to, child abuse and molestation (Penal Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633), and juveniles (Welfare and Institutions Code § 827).
- (i) Sealed autopsy and private medical information concerning a murdered child with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants or civil litigants under state and federal discovery laws (Code of Civil Procedure §130).
- (j) Information contained in applications for licenses to carry firearms or other files that indicates when or where the applicant is vulnerable or which contains medical or psychological information (Government Code § 6254).
- (k) Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies and those individuals and their authorized representatives set forth in Vehicle Code § 20012.
- (l) Any record created exclusively in anticipation of potential litigation involving this Bureau of Investigation or the Office (Government Code § 6254).
- (m) Any memorandum from legal counsel until the pending litigation has been adjudicated or otherwise settled (Government Code § 6254.25).

Records Maintenance and Release

- (n) Records relating to the security of the Bureau of Investigation's electronic technology systems (Government Code § 6254.19).
- (o) A record of a civilian complaint, or the investigations, findings, or dispositions of that complaint if the complaint is frivolous, as defined by Code of Civil Procedure § 128.5, or if the complaint is unfounded (Penal Code § 832.7 (b)(8)).
- (p) Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code § 6254).
- (q) Information connected with juvenile court proceedings or the detention or custody of a juvenile. Federal officials may be required to obtain a court order to obtain certain juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions Code § 827.95; Welfare and Institutions Code § 831).

503.6 SUBPOENAS AND DISCOVERY REQUESTS

Any employee who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Appellate Unit for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, the decision to comply with a subpoena duces tecum shall be made by the Appellate Unit or the assigned deputy district attorney (if appropriate).

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the Appellate Unit or the assigned deputy district attorney (if appropriate).

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to the Appellate Unit, or the assigned deputy district attorney (if appropriate), so that a timely response can be prepared.

503.7 SEALED RECORD ORDERS

Sealed record orders received by the Bureau of Investigation shall be reviewed for appropriate action by the Appellate Unit. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once the record is sealed, employees shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 851.91, Penal Code § 1000.4 or Penal Code § 1001.9, the Custodian of Records shall ensure that the required notations on local summary criminal history information and police investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

Records Maintenance and Release

503.7.1 SEALED JUVENILE ARREST RECORDS

Upon receiving notice from a probation department to seal juvenile arrest records pursuant to Welfare and Institutions Code § 786.5, the Custodian of Records should ensure that the records are sealed within 60 days of that notice and that the probation department is notified once the records have been sealed (Welfare and Institutions Code § 786.5).

503.8 SECURITY BREACHES

The Custodian of Records shall ensure notice is given any time there is a reasonable belief an unauthorized person has acquired either unencrypted personal identifying information or encrypted personal information along with the encryption key or security credential stored in any Bureau of Investigation information system (Civil Code § 1798.29).

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the Bureau of Investigation determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual's first name or first initial and last name in combination with any one or more of the following:

- Social Security number
- Driver license number, California identification card number, tax identification number, passport number, military identification number, or other unique identification number issued on a government document commonly used to verify the identity of a specific individual
- Account number or credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
- Medical information
- Health insurance information
- A username or email address, in combination with a password or security question and answer that permits access to an online account
- Information or data collected by Automated License Plate Reader (ALPR) technology
- Unique biometric data

503.8.1 FORM OF NOTICE

- (a) The notice shall be written in plain language, be consistent with the format provided in Civil Code § 1798.29 and include, to the extent possible, the following:
1. The date of the notice.
 2. Name and contact information for the San Bernardino County District Attorney's Bureau of Investigation.

Records Maintenance and Release

3. A list of the types of personal information that were or are reasonably believed to have been acquired.
 4. The estimated date or date range within which the security breach occurred.
 5. Whether the notification was delayed as a result of a law enforcement investigation.
 6. A general description of the security breach.
 7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a Social Security number or a driver license or California identification card number.
- (b) The notice may also include information about what the San Bernardino County District Attorney's Bureau of Investigation has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself (Civil Code § 1798.29).
- (c) When a breach involves an online account, and only a username or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached (Civil Code § 1798.29):
1. Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online account with the Bureau of Investigation in addition to any other online accounts for which the person uses the same username or email address and password or security question and answer.
 2. When the breach involves an email address that was furnished by the San Bernardino County District Attorney's Bureau of Investigation, notification of the breach should not be sent to that email address but should instead be made by another appropriate medium as prescribed by Civil Code § 1798.29.

503.8.2 MANNER OF NOTICE

- (a) Notice may be provided by one of the following methods (Civil Code § 1798.29):
1. Written notice.
 2. Electronic notice if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 USC § 7001.
 3. Substitute notice if the cost of providing notice would exceed \$250,000, the number of individuals exceeds 500,000 or the Bureau of Investigation does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - (a) Email notice when the Bureau of Investigation has an email address for the subject person.
 - (b) Conspicuous posting of the notice on the Office's webpage for a minimum of 30 days.

Records Maintenance and Release

4. Notification to major statewide media and the California Information Security Office within the California Department of Technology.
- (b) If a single breach requires the Bureau of Investigation to notify more than 500 California residents, the Bureau of Investigation shall electronically submit a sample copy of the notification, excluding any personally identifiable information, to the Attorney General.

503.9 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO CRITICAL INCIDENTS

Video and audio recordings related to critical incidents shall be released upon a proper public record request and subject to delayed release, redaction, and other release restrictions as provided by law (Government Code § 6254(f)(4)).

For purposes of this section, a video or audio recording relates to a critical incident if it depicts an incident involving the discharge of a firearm at a person by an investigator, or depicts an incident in which the use of force by an investigator against a person resulted in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) (Government Code § 6254(f)(4)).

The Custodian of Records should work as appropriate with the Chief Investigator or the Assistant Chief Investigator supervisor in determining what recordings may qualify for disclosure when a request for a recording is received and if the requested recording is subject to delay from disclosure, redaction, or other release restrictions.

503.9.1 DELAY OF RELEASE

Disclosure of critical incident recordings during active criminal or administrative investigations may be delayed as follows if disclosure would substantially interfere with the investigation, such as by endangering the safety of a witness or a confidential source:

- (a) Disclosure may be delayed up to 45 days from the date the Bureau of Investigation knew or reasonably should have known about the incident.
- (b) Delay of disclosure may continue after the initial 45 days and up to one year if the Bureau of Investigation demonstrates that disclosure would substantially interfere with the investigation.
- (c) Any delay of disclosure longer than one year must be supported by clear and convincing evidence that disclosure would substantially interfere with the investigation (Government Code § 6254(f)(4)).

503.9.2 NOTICE OF DELAY OF RELEASE

When there is justification to delay disclosure of a recording, the Chief Investigator or designee shall provide written notice to the requester as follows (Government Code § 6254(f)(4)):

- (a) During the initial 45 days, the Chief Investigator or designee shall provide the requester with written notice of the specific basis for the determination that disclosure would substantially interfere with the investigation. The notice shall also include the estimated date for the disclosure.

Records Maintenance and Release

- (b) When delay is continued after the initial 45 days, the Chief Investigator or designee shall promptly provide the requester with written notice of the specific basis for the determination that the interest in preventing interference with an active investigation outweighs the public interest in the disclosure, and the estimated date for the disclosure. The Chief Investigator should assess the decision to continue withholding a recording and notify the requester every 30 days.

Recordings withheld shall be disclosed promptly when the specific basis for withholding the recording is resolved.

503.9.3 REDACTION

If the Custodian of Records, in consultation with the Chief Investigator or authorized designee, determines that specific portions of the recording may violate the reasonable expectation of privacy of a person depicted in the recording, the Bureau of Investigation should use redaction technology to redact portions of recordings made available for release. The redaction should not interfere with the viewer's ability to fully, completely, and accurately comprehend the events captured in the recording, and the recording should not otherwise be edited or altered (Government Code § 6254(f)(4)).

If any portions of a recording are withheld to protect the reasonable expectation of privacy of a person depicted in the recording, the Custodian of Records shall provide in writing to the requester the specific basis for the expectation of privacy and the public interest served (Government Code § 6254(f)(4)).

503.9.4 RECORDINGS WITHHELD FROM PUBLIC DISCLOSURE

If the reasonable expectation of privacy of a person depicted in the recording cannot adequately be protected through redaction, and that interest outweighs the public interest in disclosure, the Bureau of Investigation may withhold the recording from the public, except that the recording, either redacted or unredacted, shall be disclosed promptly, upon request, to any of the following (Government Code § 6254(f)(4)):

- (a) The person in the recording whose privacy is to be protected, or his/her authorized representative.
- (b) If the person is a minor, the parent or legal guardian of the person whose privacy is to be protected.
- (c) If the person whose privacy is to be protected is deceased, an heir, beneficiary, designated immediate family member, or authorized legal representative of the deceased person whose privacy is to be protected.

If the Bureau of Investigation determines that this disclosure would substantially interfere with an active criminal or administrative investigation, the Chief Investigator or designee shall provide the requester with written notice of the specific basis for the determination and the estimated date of disclosure (Government Code § 6254(f)(4)).

The Bureau of Investigation may continue to delay release of the recording from the public for 45 days with extensions as provided in this policy (Government Code § 6254(f)(4)(A)).

Protected Information

504.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by employees of the San Bernardino County District Attorney's Bureau of Investigation. This policy addresses the protected information that is used in the day-to-day operation of the Bureau of Investigation and not the public records information covered in the Records Maintenance and Release Policy.

504.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by employees of the San Bernardino County District Attorney's Bureau of Investigation and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

504.2 POLICY

Employees of the San Bernardino County District Attorney's Bureau of Investigation will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

504.3 RESPONSIBILITIES

The Chief Investigator shall select an employee of the Bureau of Investigation to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Ensuring employee compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and California Law Enforcement Telecommunications System (CLETS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.

Protected Information

- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

504.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, San Bernardino County District Attorney's Bureau of Investigation policy or training. Only those employees who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the employee has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject an employee to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

504.4.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

Employees misusing records may face discipline, up to and including termination.

504.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Custodian of Records for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Bureau of Investigation may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Bureau of Administration to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

504.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

Individuals requesting to review their own California criminal history information shall be referred to the Department of Justice (Penal Code § 11121).

Individuals shall be allowed to review their arrest or conviction record on file with the SBCDA after complying with all legal requirements regarding authority and procedures in Penal Code § 11120 through Penal Code § 11127 (Penal Code § 13321).

Protected Information

504.5.2 TRANSMISSION GUIDELINES

Protected information, such as restricted Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should not be transmitted via unencrypted radio. When circumstances reasonably indicate that the immediate safety of investigators, other Bureau of Investigation members, or the public is at risk, only summary information may be transmitted.

In cases where the transmission of protected information, such as Personally Identifiable Information, is necessary to accomplish a legitimate law enforcement purpose, and utilization of an encrypted radio channel is infeasible, a MDC or Bureau of Investigation-issued cellular telephone should be utilized when practicable. If neither are available, unencrypted radio transmissions shall be subject to the following:

- Elements of protected information should be broken up into multiple transmissions, to minimally separate an individual's combined last name and any identifying number associated with the individual, from either first name or first initial.
- Additional information regarding the individual, including date of birth, home address, or physical descriptors, should be relayed in separate transmissions.

Nothing in this policy is intended to prohibit broadcasting warrant information.

504.6 SECURITY OF PROTECTED INFORMATION

The Chief Investigator will select an employee of the Bureau of Investigation to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief Investigator and appropriate authorities.

504.6.1 EMPLOYEE RESPONSIBILITIES

Employees accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

504.7 TRAINING

All employees authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies

Protected Information

authorized access and use of protected information, as well as its proper handling and dissemination.

504.8 CALIFORNIA RELIGIOUS FREEDOM ACT

Employees shall not release personal information from any agency database for the purpose of investigation or enforcement of any program compiling data on individuals based on religious belief, practice, affiliation, national origin or ethnicity (Government Code § 8310.3).

Chapter 6 - Personnel

Recruitment and Selection

600.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the San Bernardino County District Attorney's Bureau of Investigation and that are promulgated and maintained by the County's Department of Human Resources. Refer to County Policy 07-18 and County Policy 07-20.

600.2 POLICY

In accordance with applicable federal, state, and local law, the San Bernardino County District Attorney's Bureau of Investigation provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Bureau of Investigation does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Bureau of Investigation will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

600.3 SELECTION PROCESS

The Bureau of Investigation shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Bureau of Investigation should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, current addresses, and education)
- (b) Driving record
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.) and California's Investigative Consumer Reporting Agencies Act (ICRAA)

Recruitment and Selection

- (g) Local, state and federal criminal history record checks
- (h) Polygraph examination
- (i) Medical and psychological examination
- (j) Selection panel

600.4 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the San Bernardino County District Attorney's Bureau of Investigation (11 CCR 1953).

The narrative report and any other relevant background information shall be shared with the psychological evaluator. Information shall also be shared with others involved in the hiring process if it is relevant to their respective evaluations (11 CCR 1953).

600.4.1 BACKGROUND INVESTIGATION UPDATE

A background investigation update may, at the discretion of the Chief Investigator, be conducted in lieu of a complete new background investigation on a peace officer candidate who is reappointed within 180 days of voluntary separation from the San Bernardino County District Attorney's Bureau of Investigation, or who is an interim police chief meeting the requirements contained in 11 CCR 1953(f).

600.4.2 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the California Investigative Consumer Reporting Agencies Act (15 USC § 1681d; Civil Code § 1786.16).

600.4.3 STATE NOTICES

If information disclosed in a candidate's criminal offender record information (CORI) is the basis for an adverse employment decision, a copy of the CORI shall be provided to the applicant (Penal Code § 11105).

600.4.4 REVIEW OF SOCIAL MEDIA SITES

The Assistant Chief Investigator should ensure that potentially impermissible candidate information is kept confidential; having in mind the legal rights of the candidate; ensuring material and information to be considered are verified, accurate and validated; and fully complying with applicable privacy protections and local, state and federal law.

600.4.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a narrative report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions.

Recruitment and Selection

The report and all supporting documentation shall be included in the candidate's background investigation file (11 CCR 1953).

600.4.6 RECORDS RETENTION

The background report and all supporting documentation for all employees shall be maintained for a minimum of 10 years after separation from employment and in accordance with the County's established records retention schedule (Government Code § 12946; 11 CCR 1953). The retention timeline for candidates who are not hired is three years.

600.5 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework. The evaluation of a candidate is not limited to the above listed areas.

600.6 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.), and by the County of San Bernardino.

Evaluation of Employees

601.1 PURPOSE AND SCOPE

The Bureau of Investigation's employee performance evaluation system is designed to record work performance for both the Bureau of Investigation and the employee, providing recognition for good work and developing a guide for improvement.

601.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation utilizes Work Performance Evaluation (WPE) and Employee Performance Appraisal forms, commonly known collectively as the WPE, to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion and termination. The Work Performance Evaluation (WPE) and Employee Performance Appraisal forms are intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Bureau of Investigation evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

601.3 EVALUATION PROCESS

WPEs will cover a specific period and should be based on documented performance during that period. WPEs will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment. This subject matter is covered in the County's Fundamentals of Supervision which all supervisors must attend.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues.

Evaluation of Employees

Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

Refer to County Personnel Rules Section 8 and the appropriate MOU.

601.4 FULL-TIME PROBATIONARY PERSONNEL

Professional staffpersonnel are on probation for 1,040 regular work hours. Evaluations are completed according to County protocol during the probationary period.

Investigators are on probation for 2,080 regular work hours. If an investigator is hired for the "Investigator" position, then promoted to the "Senior Investigator" position a new probationary period of 2,080 regular work hours must be successfully completed. Evaluations are completed according to County protocol during the probationary period.

When an investigator is promoted to Supervising Investigator, a new probationary period of 1,600 hours must be successfully completed.

601.5 EVALUATION MEETING

When the supervisor has completed the WPE, and after the appropriate Commander has reviewed the WPE, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The supervisor and employee will sign and date the evaluation. The supervisor will then forward the WPE to the appropriate Commander for final review and signature.

601.5.1 NON-DISCRIMINATION/HARASSMENT POLICY

At the time of each employee's annual evaluation, the reviewing supervisor shall provide the employee with a copy of the County's Non-Discrimination/Harassment policy. The employee shall sign the designated line on the WPE form, stating he/she has received a copy of the policy, understands the policy and will comply. Additionally, the employee will be provided an Employee Acknowledgement of Policies form to complete and sign.

601.6 EVALUATION DISTRIBUTION

The original WPE shall be maintained in the employee's personnel file held by the Chief Investigator for the tenure of the employee's employment. A copy will be given to the employee, a copy will be placed in the personnel file maintained by the employee's supervisor and a copy will be forwarded to County Department of Human Resources.

Grievance Procedure

602.1 PURPOSE AND SCOPE

It is the policy of this Bureau of Investigation that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Bureau of Investigation's philosophy is to promote a free verbal communication between employees and supervisors.

602.2 PROCEDURE

An employee is to follow the procedures established based on his/her respective MOU.

Anti-Retaliation

603.1 PURPOSE AND SCOPE

This policy prohibits retaliation against employees who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of employees.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit employee access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of an employee pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or memorandum of understanding.

603.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation employees who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated. Refer to County Policy 07-01 and County Policy 10-06.

603.3 RETALIATION PROHIBITED

No employee may retaliate against any person for engaging in lawful or otherwise permitted behavior; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Anti-Retaliation

603.4 COMPLAINTS OF RETALIATION

Any employee who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, Commander, the Assistant Chief Investigator, the Chief Investigator or the County Director of Human Resources.

Employees shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Employees shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting employee is known, thereby allowing investigators to obtain additional information from the reporting employee. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting employee's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the employee is part of the investigative process.

603.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that employees under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief Investigator via the chain of command and explaining to the employee how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any employee making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of an employee to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by an employee who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

Anti-Retaliation

603.6 COMMAND STAFF RESPONSIBILITIES

The Chief Investigator should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all employees the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

603.7 WHISTLE-BLOWING

California law protects employees who (Labor Code § 1102.5; Government Code § 53296 et seq.):

- (a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.
- (b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
- (c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
- (d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, abuse of authority or a substantial and specific danger to public health or safety. Employees shall exhaust all available administrative remedies prior to filing a formal complaint.
- (e) Are family members of a person who has engaged in any protected acts described above.

Employees are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Employees who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to a Commander for investigation pursuant to the Personnel Complaints Policy.

603.7.1 DISPLAY OF WHISTLE-BLOWER LAWS

The Bureau of Investigation shall display a notice to employees regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

603.8 RECORDS RETENTION AND RELEASE

The Custodian of Records shall ensure that documentation of investigations is maintained for five years and in accordance with the established records retention schedules.

Anti-Retaliation

603.9 TRAINING

The policy should be reviewed with each new employee.

All employees should receive periodic refresher training on the requirements of this policy.

Reporting of Employee Convictions and Involvement in Criminal Incidents

604.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Bureau of Investigation of any past and current criminal convictions.

604.2 DOMESTIC VIOLENCE CONVICTIONS, OUTSTANDING WARRANTS AND RESTRAINING ORDERS

California and federal law prohibit individuals convicted of, or having an outstanding warrant for, certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Penal Code § 29805).

All employees are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction, outstanding warrant, or court order and shall promptly report any such conviction, outstanding warrant, or court order to a supervisor, as provided in this policy.

604.3 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty or nolo contendere plea. Refer to Government Code § 1029 for exceptions.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on an employee's ability to fully perform the duties of the job.

Outstanding warrants as provided in Penal Code § 29805 also place restrictions on an employee's ability to possess a firearm.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by employees of the Bureau of Investigation may be inherently in conflict with the mission of the District Attorney's Office and of the Bureau of Investigation, law enforcement duties and the public trust.

604.4 REPORTING PROCEDURE

All employees of the Bureau of Investigation and all retired investigators with an identification card issued by the Bureau of Investigation shall promptly, within one business day, notify their immediate supervisor (or the Chief Investigator in the case of retired investigators) in writing of any past or current criminal arrest, outstanding warrant or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Reporting of Employee Convictions and Involvement in Criminal Incidents

All employees and all retired investigators with an identification card issued by the Bureau of Investigation shall further promptly notify their immediate supervisor (or the Chief Investigator in the case of retired investigators) in writing if the employee or retiree becomes the subject of a domestic violence restraining order or similar court order or becomes the subject of an outstanding warrant.

Any employee whose criminal conviction unduly restricts or prohibits that employee from fully and properly performing his/her duties may be disciplined, up to and including termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the employee on his/her own time and expense.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

Refer to County Policy 07-17.

604.5 PROCEDURE FOR RELIEF

Pursuant to Penal Code § 29855, a peace officer may petition the court for permission to carry a firearm following a conviction under state law. Federal law, however, does not provide for any such similar judicial relief and the granting of a state court petition under Penal Code § 29855 will not relieve one of the restrictions imposed by federal law. Therefore, relief for any employee falling under the restrictions imposed by federal law may only be obtained by expungement of the conviction. Each employee shall seek relief from firearm restrictions on their own time and through their own resources.

Pursuant to Family Code § 6389(h), an individual may petition the court for an exemption to any restraining order, which would thereafter permit the individual to carry a firearm as a part of their employment. Relief from any domestic violence or other restriction shall also be pursued through the employee's own resources and on the employee's own time.

Pending satisfactory proof of relief from any legal restriction imposed on an employee's duties, the employee may be placed on administrative leave, reassigned or disciplined. The Bureau of Investigation may, but is not required to return an employee to any assignment, reinstate any employee or reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from any legal restriction set forth in this policy.

604.5.1 NOTIFICATION REQUIREMENTS

The Specialized Prosecution Supervisor shall submit within 30 days of final disposition a notice to the Commission on Peace Officer Standards and Training (POST) of a felony conviction or Government Code § 1029 reason that disqualifies any current peace officer employed by this Bureau of Investigation or any former peace officer if this Bureau of Investigation was responsible for the investigation (11 CCR 1003).

The Specialized Prosecution Supervisor shall submit within 30 days a notice to POST of any appointment, termination, reinstatement, name change, or status change regarding any peace

Reporting of Employee Convictions and Involvement in Criminal Incidents

officer, reserve peace officer, public safety dispatcher, and records supervisor employed by this Bureau of Investigation (11 CCR 1003).

604.6 INVOLVEMENT IN CRIMINAL INCIDENTS

If an employee knowingly becomes the suspect of a criminal investigation, or is arrested for, charged with and/or cited for a felony or misdemeanor, he/she shall as soon as practical, within 24 hours, notify the Chief Investigator via the chain of command. The employee shall speak truthfully when making the notification, and must not provide any misleading information.

To avoid the possibility of a conflict of interest arising, the District Attorney and/or his/her management staff must evaluate the prosecution of criminal offenses in which an employee of the District Attorney's Office is a victim. In cases where there is deemed to be a conflict, the case may be referred to the California State Attorney General's Office for prosecution.

Since this evaluation must be made, employees shall notify the Chief Investigator via the chain of command when they become victims of any reported criminal offense.

Drug- and Alcohol-Free Workplace

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

605.2 POLICY

It is the policy of the Bureau of Investigation to provide a drug- and alcohol-free workplace for all employees, in accordance with County Policy 07-17.

605.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on Bureau of Investigation time can endanger the health and safety of Bureau of Investigation employees and the public. Such use shall not be tolerated (41 USC § 8103).

Employees who have consumed an amount of an alcoholic beverage, marijuana, cannabis product, or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. An affected employee shall notify a supervisor, in accordance with the requirements stated in the relevant MOU, that he/she will not be able to report to work. If the employee is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. Sick Leave shall not be used for such an absence, with the exception of medication prescribed by a physician or dentist for a current illness or condition. If the employee is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

605.3.1 USE OF MEDICATIONS

Employees should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any employee who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No employee shall be permitted to work or drive a vehicle owned or leased by the Bureau of Investigation while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

605.3.2 USE OF MARIJUANA

Possession of marijuana, including medical marijuana, or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action, up to and including termination.

605.4 EMPLOYEE RESPONSIBILITIES

Employees shall report for work in an appropriate mental and physical condition. Employees are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances, marijuana or cannabis products, or alcohol on Bureau of Investigation

Drug- and Alcohol-Free Workplace

premises or on Bureau of Investigation time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Employees who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance. Employees shall notify their supervisor, and receive supervisor approval, prior to consuming alcohol while on-duty.

Employees shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow employee poses a risk to the health and safety of the employee or others due to drug or alcohol use.

Employees are required to notify their immediate supervisors as soon as possible and within one business day after any criminal arrest or conviction.

605.5 EMPLOYEE ASSISTANCE PROGRAM

Insurance coverage that provides treatment for drug and alcohol abuse may be available. Employees should contact their insurance providers for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

605.6 WORK RESTRICTIONS

If an employee informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the employee may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that an employee is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the employee from continuing work and shall ensure that he/she is safely transported away from the Bureau of Investigation. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required prior to returning to work.

605.7 RIGHT TO SEARCH

The Office reserves the right to search, without employee consent, all areas and property in which the County or Office maintains control or joint control with the employee; except space for storage that may be assigned to investigators. No investigators shall have their assigned space for storage searched except in their presence, or with their consent, or unless a valid search warrant has been obtained, or when they have been notified that a search will be conducted. This section shall apply only to space for storage that are owned or leased by the Office or County. The Office may notify the appropriate law enforcement agency that an employee may have illegal drugs in his/her possession or in an area not jointly or fully controlled by the Office.

No persons shall physically search an employee without the freely given consent of that employee.

An employee must also give consent and be present in order for that employee's personal

Drug- and Alcohol-Free Workplace

possessions to be searched. An exception would exist when an investigator (or other peace officer) is conducting a criminal investigation and has the proper authority to conduct the specific search (i.e., reasonable suspicion, probable cause, search warrant).

All searches shall also be in accordance with relevant current laws, policies, rules and MOUs.

605.8 SUPERVISOR RESPONSIBILITY

Managers and supervisors are responsible for reasonable enforcement of this policy. Supervisors shall notify the Chief Investigator or designee when they have reasonable suspicion to believe an employee may have illegal drugs in his/her possession, or in an area not jointly or fully controlled by the Office or the County. If the Chief Investigator or designee concurs that there is reasonable suspicion of illegal drug possession, the Chief Investigator or designee shall notify the appropriate law enforcement agency.

605.9 REQUESTING SCREENING TESTS

A supervisor may have an employee submit to a screening test if the supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.

605.9.1 SUPERVISOR RESPONSIBILITY

The supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in disciplinary action, up to and including termination.

605.9.2 SCREENING TEST REFUSAL

An employee may be subject to disciplinary action, up to and including termination, if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (c) Violates any provisions of this policy.

605.10 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving an employee, the Bureau of Investigation will take appropriate disciplinary

Drug- and Alcohol-Free Workplace

action, up to and including termination, and/or requiring the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

605.11 CONFIDENTIALITY

The Bureau of Investigation recognizes the confidentiality and privacy due to its employees. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the employee involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

[See attachment: County Substance Abuse-Reasonable Suspicion Drug and Alcohol Testing policy 9-12-06.pdf](#)

Communicable Diseases

606.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of Bureau of Investigation employees contracting and/or spreading communicable diseases.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to an employee's position at the San Bernardino County District Attorney's Bureau of Investigation. Determination is made without regard to use of personal protective equipment (PPE).

606.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation is committed to providing a safe work environment for its employees. Employees should be aware that they are ultimately responsible for their own health and safety.

606.3 EXPOSURE PREVENTION AND MITIGATION

606.3.1 GENERAL PRECAUTIONS

All employees are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (8 CCR 5193):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or Bureau of Investigation vehicles, as applicable.
- (b) Wearing Bureau of Investigation-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Communicable Diseases

- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

All job classifications within the Bureau of Investigation do not have reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials (OPIM) that may result from the performance of an employee's duties. Employees are to avoid all contact with blood or OPIM. Proper Universal Precautions are to be taken in the unlikely event blood or OPIM is encountered occupationally.

606.3.2 IMMUNIZATIONS

Employees who could be exposed to HBV due to their positions will be provided the HBV vaccine and any routine booster at no cost (8 CCR 5193), but they have the option to decline the vaccine.

All medical evaluations and procedures, including HBV vaccine, vaccinations, post-exposure evaluation, follow-up, and laboratory tests shall be provided without cost to the employee, at the County Wellness Center located at Arrowhead Regional Medical Center, under the supervision of a licensed physician or healthcare professional. All medical evaluations and procedures shall be in accordance with current recommendations of the U. S. Department of Health, Public Health Service, Centers for Disease Control.

HBV vaccinations shall be made available to employees after they have had the training outlined herein and within 10 working days of initial assignment. HBV vaccination shall be provided to all employees who have occupational exposure unless the employee has previously completed the HBV vaccination series, antibody testing has revealed the employee to be immune, or the vaccine is medically contraindicated.

Pre-screening shall not be a prerequisite for HBV vaccination.

Employees who decline the HBV vaccination shall sign the HBV Vaccine Declination statement.

Communicable Diseases

The Office shall make the HBV vaccination available to an employee even if the employee has previously declined it.

606.4 POST EXPOSURE

606.4.1 INITIAL POST-EXPOSURE STEPS

Employees who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable, and by the end of the work shift during which the exposure incident occurred.

All employees who have an exposure incident will be offered post-exposure evaluation and follow-up. All post-exposure follow-up must be performed from among the list of approved health care providers provided by the Department of Risk Management – Safety Division.

606.4.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

- (a) Name and Social Security number of the employee exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall complete the Bloodborne Pathogen Exposure Incident Investigation Report. The supervisor completing the report shall ensure the healthcare professional responsible for evaluating an employee after an exposure incident is provided a copy of that report by having the exposed employee hand carry a single copy of the report to the healthcare professional.

The supervisor shall advise the employee that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting

Communicable Diseases

requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

606.4.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Bureau of Investigation employees shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193).

606.4.4 COUNSELING

The Bureau of Investigation shall provide the employee, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (8 CCR 5193).

606.4.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed employee or when it is otherwise appropriate (8 CCR 5193).

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Complying with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (c) Testing the exposed employee for evidence of a communicable disease and seeking consent from the source individual to either access existing blood samples for testing or for the source to submit to testing (Health and Safety Code § 120262).
- (d) Taking reasonable steps to immediately contact the County Health Officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the County Health Officer will order testing (Penal Code § 7510).
- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing a person when the exposed employee qualifies as a crime victim (Penal Code § 1524.1).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

Consent of the individual for testing should be requested, though consent is not required by law.

606.5 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the employee's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

Communicable Diseases

606.6 EXPOSURE CONTROL PLAN REVIEW

This Exposure Control Plan shall be reviewed annually and whenever necessary by the Office's Department Safety Officer (Chief of the Bureau of Administration) to reflect the items listed below.

Additional review will be provided by the County Safety Officer upon request.

1. To reflect new or modified tasks and procedures which affect occupational exposure.
2. To reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens.
3. To document consideration and implementation of appropriate commercially available needleless systems and needle devices and sharps with engineered sharps injury protection (when applicable).
4. To include new or revised employee positions with occupational exposure.
5. To review and evaluate the exposure incidents which occurred since the previous update.
6. To review and respond to information indicating that the Exposure Control Plan (attached) is deficient in any area.

Work practice and engineering controls are reviewed and evaluated annually by employees impacted by the Bloodborne Pathogen Program and listed in the Exposure Determination section above. Information from the Sharps Injury Log, Bloodborne Pathogen Exposure Report, OSHA 300 Log and new sharps product (specimen collection and sharps containment) information are included in the review. Improvements to work practice and engineering controls are made based on the annual review process. Records of the review/evaluation are maintained by the Department Safety Officer.

606.7 METHODS OF COMPLIANCE

1. General - Universal Precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials, regardless of the status of the source individual.
2. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment (PPE) shall also be used.

606.7.1 ENGINEERING CONTROLS

Sharps

- (a) Contaminated needles and other contaminated sharps shall not be bent, recapped or removed except when a medical procedure requires it and there is no alternative. Shearing or breaking of contaminated needles is prohibited.
- (b) Personnel should not be involved with the use or handling of needles or sharps in a medical or laboratory setting, except for those so assigned. Employees may have contact with needles or sharps when searching persons or places and the safe

Communicable Diseases

retrieval and storage is the employee's responsibility. Searching persons shall be accomplished as described below.

1. Sharps retained as evidence, such as syringes, shall be stored in the needle storage tubes provided by the Office. When placing the object in the storage tube, the one-hand technique shall be employed.
2. Sharps for disposal shall be deposited in a sharps disposal container maintained at locations in laboratory and medical facilities, as appropriate, to ensure easy accessibility to personnel in the immediate area where sharps are used or can be reasonably anticipated. When placing the object in the disposal container, the one-hand technique shall be used.

Sharps containers shall be puncture resistant, leakproof on the sides and the bottom, and have "Biohazard" labels. Employees shall not reach by hand into a sharps container to retrieve any items therein.

606.7.2 WORK PRACTICE CONTROLS

Hand Washing Facilities

- (a) Hand washing facilities shall be provided which are readily accessible to employees, where feasible.
- (b) Where hand washing facilities are not feasible, antiseptic towelettes shall be used. Following the use of antiseptic towelettes, employees shall, as soon as feasible, wash hands with soap and water.
- (c) After the removal of gloves or PPE, employees shall wash their hands with soap and water as soon as practicable.
- (d) Employees shall wash hands and any other skin with soap and water and flush mucous membranes with water immediately or as soon as practicable following contact of such body areas with blood or OPIM.
- (e) Employees shall refrain from eating, drinking, smoking and/or applying cosmetics until hands have been washed with soap and water.

Food and Drink

- (a) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- (b) Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or other potentially infectious materials are present.

Medical/Laboratory Practice

- (a) All procedures involving blood or OPIM shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances. Gloves shall be worn when processing blood and other specimens and protective eyewear/face shields should be worn when mucous membrane contact with blood is anticipated (i.e., removing tops from vacuum tubes).

Communicable Diseases

- (b) Mouth pipetting of blood or OPIM is prohibited.
- (c) Specimens of blood or OPIM shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport or shipping.
 - 1. Container shall be labeled with the "Biohazard" label. Container shall be closed prior to storage, transport, or shipping. If outside contamination of the primary container occurs, it shall be placed within a secondary container that prevents leakage during collection, handling, processing, storage, transport or shipping.
 - 2. If the specimen could puncture the primary container (i.e., a syringe) it shall be placed within a sharps container that prevents leakage during storage, transport or shipping.
- (d) General Law Practice
 - 1. Great caution in searching clothing of prisoners shall be exercised. Individual discretion, based upon circumstances at hand, should determine if a prisoner should empty his/her own pockets or if the officer should use his/her own skills in determining the contents of a prisoner's clothing. Purses/backpacks should be searched by turning out the contents.
 - 2. Gloves should be worn whenever exposure to blood is likely. Thicker gloves provide more protection but less effectiveness in locating objects. Select the type and thickness of glove that will provide a balance of protection and search efficiency.
 - 3. When exposure to blood and latent fingerprints is likely, wearing cotton gloves over protective gloves will assist in protecting both the fingerprint evidence and the employee.
 - 4. Hidden areas, such as under car seats, should be searched using a flashlight and/or long-handled mirror.
 - 5. CPR/First Aid should be administered using protective masks/airways with one-way valves to prevent patient's blood, saliva, vomitus, or OPIM from entering caregiver's mouth.
 - 6. Deceased persons/body parts should be handled with gloves and appropriate PPE as described below.
 - 7. Work surfaces should be cleaned of visible materials and decontaminated with appropriate germicide after a spill of blood or OPIM and when work activities are completed.
 - 8. Onlookers at autopsies with an opportunity for exposure to blood splashes shall wear protective eyewear/masks/face shields, laboratory coats, and gloves.
- (e) Evidence Handling Practice
 - 1. Eye protection/face masks/shields shall be worn at crime scenes where there is potential for exposure via a splash to mucous membranes. Airborne particles may be generated when dried blood is scraped; eye protection/face masks/shields may be necessary.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Communicable Diseases

2. Remain alert for the presence of sharp objects, such as needles, knives, razors, broken glass and nails.
 3. Blood or urine containers transported to SBCSD's Scientific Investigations Division shall meet the requirements above. SID BA/UA kits are acceptable for this purpose.
 4. Syringes retained as evidence shall be placed in approved sharps containers, labeled with a Biohazard label.
 5. Evidence contaminated with blood or OPIM such as, but not limited to, Sexual Assault Kits, clothing, projectiles recovered from bodies, etc. shall be packaged as evidence (not in plastic bags), and shall have a Biohazard warning label.
 6. Evidence tape, not staples, shall be used to seal packages. Staples can tear gloves and produce cuts in subsequent handlers of the evidence.
- (f) Equipment
1. Equipment which may become contaminated with blood or OPIM shall be examined prior to servicing or shipping, and shall be decontaminated as necessary by the examining employee unless such decontamination is not feasible. Equipment includes firearms, handcuffs, vehicle interiors, work surfaces, floors, etc. Metal items, such as handcuffs, should not be decontaminated with a corrosive germicide such as hypochlorite (bleach) as it may hasten corrosion and impair the proper functioning of the equipment.
 2. A Biohazard label shall be attached to contaminated equipment stating which portion remains contaminated. See Housekeeping section below.
 3. This information shall be conveyed to ALL affected employees, service representatives, and/or manufacturers as appropriate prior to handling, servicing or shipping so that appropriate precautions may be taken.

Personal Protective Equipment

Provision

- (a) When there is occupational exposure, the site supervisor shall provide without cost, appropriate personal protective equipment, such as, but not limited to: gloves, gowns, laboratory coats, face shield or masks/eye protection, mouthpieces, resuscitation bags, pocket masks and other ventilation devices.
- (b) PPE shall be considered appropriate if it does not permit blood or OPIM to pass through or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, and/or other mucous membranes under normal conditions of use and for the duration of time during which it is used.

Use

- (a) Appropriate PPE shall be used at all times.
- (b) An employee may temporarily and briefly decline to use PPE when, under rare and extraordinary circumstances, in the employee's professional judgment, in the specific

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Communicable Diseases

instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the employee.

- (c) In such an instance, the supervisor shall be notified and the circumstances investigated and documented in order to determine whether changes can be instituted to prevent such future occurrences. Such investigation shall incorporate the use of the Bloodborne Pathogen Exposure Incident Report.

Accessibility

The Commander managing equipment shall ensure that appropriate PPE is readily accessible/issued to employees.

- (a) Cleaning of reusable PPE shall be provided without cost to employee.
- (b) Repair/Replacement of PPE shall be provided without cost to an employee.

Removal/Disposal

(a) Garments

1. Garment(s) penetrated by blood or OPIM shall be removed immediately or as soon as feasible. Uniforms and garments may be laundered/cleaned normally.
2. All PPE shall be removed prior to leaving the work area.
3. PPE shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal. Generally, contaminated PPE will be packaged in a Biohazard labeled bag for disposal in the designated Biohazard waste container at a SBCSD facility.

(b) Gloves

1. Gloves shall be worn when it can be reasonably anticipated that an employee may have hand contact with blood, OPIM, mucous membranes, non-intact skin, when performing vascular access procedures and when handling or touching contaminated items or surfaces.
2. Single use gloves shall be replaced as soon as practical when contaminated or as soon as feasible if torn, punctured or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse.
3. Utility (reusable) gloves may be decontaminated for use if the integrity of the glove to function as a barrier is not compromised (i.e., it is not cracked, peeled, torn, or punctured, or exhibits other signs of deterioration). Utility gloves believed to be compromised shall be disposed of in the manner described above.
4. Hypoallergenic gloves, glove liners, powderless gloves, and other similar alternatives shall be accessible to those employees who are allergic to gloves otherwise provided.

(c) Masks/Eye Protection/Face Shields

1. Masks used in combination with eye protection devices such as goggles or glasses with side shields or chin-length face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated and

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Communicable Diseases

eye, nose, or mouth contamination can be reasonably anticipated, such as medical procedures in which aspirated blood may be present, or at autopsies.

(d) Gowns/Aprons/Other Protective Body Clothing

1. Appropriate clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations, such as medical procedures in which aspirated blood may be present, or at autopsies; the type and characteristics depending upon the task and degree of exposure anticipated.
2. Surgical caps or hoods and/or shoe covers or boots shall be worn whenever gross contamination can be reasonably anticipated, such as autopsies.

Housekeeping

General - Supervising Investigators shall ensure that worksites are maintained in a clean and sanitary condition. Individual divisions shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

Equipment/Surfaces shall be cleaned and decontaminated after contact with blood or OPIM.

- (a) Contaminated work surfaces shall be decontaminated with an EPA registered disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or OPIM; at the end of the work shift since the surface may have become contaminated since the last cleaning. The EPA registered disinfectant shall be used in accordance with packaging instructions. No other "home remedy" type cleaning solutions shall be used for disinfecting purposes within any Office facility.
- (b) Coverings, such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the shift in which they may have become contaminated since the last cleaning.
- (c) Receptacles such as bins, pails, cans, etc. intended for reuse which have a reasonable likelihood for becoming contaminated with blood or OPIM shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
- (d) Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.
- (e) Reusable sharps that are contaminated with blood or OPIM shall not be stored or processed in a manner that requires employees to reach by hand into a container where these sharps have been placed.

Waste

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Communicable Diseases

- (a) Contaminated sharps shall be discarded immediately or as soon as feasible in containers designated above for this purpose.
 - 1. Sharps containers shall be maintained upright throughout use.
 - 2. Shall be disposed of and replaced when 3/4 full.
 - 3. Sharps containers for removal or disposal shall be closed prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. The sharps container shall be placed in a secondary container if leakage is possible.
 - 4. Other regulated waste shall be placed in closable, leak proof, biohazard labeled containers which are closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. The regulated waste container shall be placed in a secondary container if leakage is possible.
 - 5. Biohazardous material may be disposed of by placing it in biohazard containers located at area hospitals, WVDC, GHRC, CDC or SID.

Laundry

- (a) Laundry shall be handled using Universal Precautions.
- (b) Contaminated laundry should be handled as little as possible, and with minimum agitation.
- (c) Contaminated laundry shall be bagged or containerized at the use location and not sorted or rinsed there.
- (d) Containerized laundry shall be placed and transported in biohazard labeled containers. When a facility uses Universal Precautions in the handling of all soiled laundry, labeling is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.
- (e) Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or of leakage from the bag or container, the laundry shall be placed and transported in containers to prevent such leakage or soak through.
- (f) When a facility ships contaminated laundry off-site to a second facility which does not use Universal Precautions in the handling of laundry, the generating facility must place such laundry in Biohazard labeled containers.

606.8 HAZARD COMMUNICATION TO EMPLOYEES

Supervisors shall ensure that labels and signs are affixed to:

- (a) Containers of regulated waste.
- (b) Refrigerators and freezers containing blood or OPIM.
- (c) Containers used to store, transport, or ship blood or OPIM except as provided below.
- (d) Contaminated equipment (shall also state the portions of the equipment contaminated).

The label shall:

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Communicable Diseases

- (a) Include either the Biohazard symbol or the legend "Biohazardous Waste".
- (b) Be fluorescent orange or orange#red or predominantly so, with lettering and symbols in contrasting color.

Red bags or containers may be substituted for labels (see above) for sharps containers or regulated waste bags. Regulated waste bags shall be color coded red.

Blood, blood components, or blood products so labeled and released for transfusion are exempt from the above.

Individual containers of blood or OPIM placed in a labeled container for storage, transport, shipment, or disposal are exempt.

606.9 TRAINING

All employees shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (8 CCR 5193):

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the employee is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.
- (d) Annually thereafter within one year of previous training.
- (e) When changes such as modification of tasks or procedures or institution of new tasks or procedures affects the employee's occupational exposure. Additional training may be limited to addressing new exposures.

Training is to include the following, at a minimum:

- (a) Accessible copy of text of standards and explanation of contents.
- (b) General explanation of epidemiology and symptoms of bloodborne diseases.
- (c) Modes of transmission.
- (d) Explanation of plans for exposure control.
- (e) Methods of recognizing tasks with potential exposure.
- (f) Explanation of the uses and limitations of methods to reduce exposure, including engineering controls, work practices and PPE. Information on the types, uses, location, removal, handling, and disposal of PPE.
- (g) Explanation of the basis of selection of appropriate PPE.
- (h) Information on the availability and cost of HBV vaccination.
- (i) Appropriate emergency actions.
- (j) Exposure Incident procedure.

Communicable Diseases

- (k) Post-exposure evaluation and follow-up information.
- (l) Information on appearance and meaning of Biohazard label.
- (m) Opportunities for questions and answers.

606.10 RECORD KEEPING

Medical Records

- (a) Medical records shall be established for each employee with occupational exposure. The records are to be maintained by the County Safety Officer, and shall include:
 - 1. Name of employee.
 - 2. Social Security number.
 - 3. Copy of employee's HBV vaccination status, including dates of all HBV vaccinations.
 - 4. Medical records relative to the employee's testing and follow-up procedures as required above.
 - 5. Copy of all test results of examinations, medical testing, and follow-up procedures as required above.
 - 6. Employer's copy of healthcare professional's written opinion.
 - 7. Copy of information provided to the healthcare professional as required above.
- (b) Confidentiality of the above medical records shall be maintained and shall NOT be disclosed or reported without the employee's written express consent within or outside the workplace, except as provided by the County Bloodborne Pathogens Program.
- (c) Medical records established under this program shall be maintained for the duration of employee's employment plus 30 years.

Training records shall be maintained by the Bureau of Investigation's Administrative Division for five years from the date of training. Such records shall include:

- (a) Dates of training sessions.
- (b) Contents or summary of training.
- (c) Name(s) and qualifications of person(s) conducting the training.
- (d) Names and job titles of all persons attending the training session.

Availability

- (a) Medical and Training Records shall be available upon request to Cal#OSHA and NIOSH for examination and copying.
- (b) Medical records shall be provided upon request for examination and copying to the subject employee, and to anyone having written consent of the subject employee.
- (c) Training records shall be provided upon request for examination and copying to the employee, and to anyone having written consent of the subject employee.

Communicable Diseases

Document Control

- (a) The Master Copy of the Bloodborne Pathogens Exposure Control Plan (attached) shall be maintained by the Department Safety Officer.
- (b) A copy of this Bloodborne Pathogens Exposure Control Plan (attached) shall be maintained by each Division in a location accessible to employees.
- (c) The Department Safety Officer, in cooperation with the County Safety Officer, is responsible for annually reviewing this program and its effectiveness, and for upgrading this program as needed.
- (d) All forms related to this program can be found at http://countyline/hr/riskmanagement/bloodborne_pathogens.htm or by contacting the Department of Risk Management's Safety Division.

See attachment: [Code of Safe Work Practices-Medical Facilities-Acknowledgement.pdf](#)

Smoking and Tobacco Use

607.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by employees and visitors while on-duty or while in San Bernardino County District Attorney's Bureau of Investigation facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

607.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the District Attorney's Office and its employees. Therefore, smoking and tobacco use is prohibited by employees and visitors in all Office facilities, buildings and vehicles, and as is further outlined in this policy (Government Code § 7597; Labor Code § 6404.5).

607.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by employees is prohibited any time employees are in public view while actively performing work functions on behalf of and while representing the San Bernardino County District Attorney's Bureau of Investigation.

It shall be the responsibility of each employee to ensure that no person under his/her supervision smokes or uses any tobacco product inside County facilities and vehicles.

607.4 ADDITIONAL PROHIBITIONS

Smoking is never permitted in county vehicles. Smoking and use of tobacco shall only occur during authorized breaks. Employees using these products are not entitled to additional breaks during work hours.

Personnel Complaints and Administrative Investigations

608.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of employees of the San Bernardino County District Attorney's Bureau of Investigation. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a employee in the normal course of duty, by a supervisor or any other employee, nor shall this policy apply to a criminal investigation.

608.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation takes seriously all complaints regarding the service provided by the Bureau of Investigation and the conduct of its employees.

The Bureau of Investigation will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and county rules and the requirements of any collective bargaining agreements (MOUs).

It is also the policy of the Bureau of Investigation to ensure that the community can report misconduct without concern for reprisal or retaliation.

608.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of Bureau of Investigation policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate Bureau of Investigation policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Bureau of Investigation.

608.3.1 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any Bureau of Investigation employee becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

Personnel Complaints and Administrative Investigations

- (e) Tort claims and lawsuits may generate a personnel complaint.

608.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

608.4.1 COMPLAINT FORMS

A Citizen's Complaint form will be provided when requested by a member of the public. The complaint forms shall be readily available at each District Attorney's Office facility open to the public. Refer to the Citizen's Complaint form located on STARnet.

608.4.2 ACCEPTANCE

All complaints will be courteously accepted by any Supervising Investigator, Commander, Assistant Chief Investigator or the Chief Investigator. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone when necessary.

Although not required, complainants should be encouraged to file complaints in person and in writing at a District Attorney's Office location so that proper identification, signatures, photographs or physical evidence may be obtained as necessary. Obtaining a written complaint may require that the assigned Supervising Investigator respond to the location where the complainant may be contacted and interviewed.

When a Supervising Investigator meets with a complainant who requests a complaint form, the form shall be explained to the complainant.

A complainant shall be provided with a copy of his/her written statement at the time it is filed with the Bureau of Investigation (Penal Code § 832.7).

When a complaint is received by letter, the Supervising Investigator shall contact the complainant either telephonically, in person, or by return letter in order to properly document the complaint.

Once the complaint form is completed and received, it shall be forwarded to the Assistant Chief Investigator for review and then forwarded to the Chief Investigator. The Chief Investigator or designee will then assign the complaint for investigation. If the complaint is one which by its very nature requires that an investigation be immediately initiated and the Chief Investigator is not available, the Assistant Chief Investigator shall be responsible for initiating the investigation.

608.4.3 AVAILABILITY OF WRITTEN PROCEDURES

The Bureau of Investigation shall make available to the public, upon request, a written description of the investigation procedures for complaints (Penal Code § 832.5).

608.5 DOCUMENTATION

Supervising Investigators shall ensure that all formal complaints from citizens are documented on a Citizen's Complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

A completed Citizen's Complaint form is not required for internal complaints. The Supervising Investigator may receive an internal complaint verbally or in written form (including the Citizen's Complaint form).

Personnel Complaints and Administrative Investigations

608.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as mentioned in the subsections below. At the direction of the Chief Investigator or designee, with the concurrence of the District Attorney or designee, such investigations may also be conducted on Office employees and volunteers who are not part of the Bureau of Investigation.

At the request of an outside law enforcement agency, with the concurrence of the District Attorney or designee and the Chief Investigator or designee, an administrative investigation of an employee of that agency may be conducted. During such an investigation, the policy and procedures manual for the requesting agency will provide the standards for that employee's conduct and guidance for the investigation.

608.6.1 SUPERVISING INVESTIGATOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the Supervising Investigator assigned to conduct the investigation.

A Supervising Investigator who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of Supervising Investigators include, but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint from a citizen, a Citizen's Complaint form is completed.
 - (a) The complaint will be directed to the Assistant Chief Investigator, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
 - (b) In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a Supervising Investigator shall orally report the matter to the Assistant Chief Investigator or the Chief Investigator, who will initiate appropriate action.
- (b) Responding to all complainants in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
 - (a) Initial follow-up contact with the complainant should be made within one business day of the Bureau of Investigation receiving the complaint.
 - (b) If the matter is resolved and no further action is required, the Supervising Investigator will note the resolution on a complaint form and forward the form to the Assistant Chief Investigator (or advise the Assistant Chief Investigator in some other manner if a complaint form was not completed).
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Assistant Chief Investigator and the Chief Investigator are notified via the chain of command as soon as practicable.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Personnel Complaints and Administrative Investigations

- (e) Promptly contacting Assistant Chief Investigator for direction regarding the roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
- (f) Forwarding unresolved personnel complaints to the Assistant Chief Investigator, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the employee's name and the complaint number within three days after assignment.
- (h) Investigating a complaint as follows:
 - 1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
 - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the established procedural rights of the accused employee's classification (sworn versus non-sworn) are followed.
- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

608.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a Supervising Investigator or an assigned investigator, the following applies to investigators because they are covered by the Public Safety Officers Procedural Bill of Rights Act (POBR) (Government Code § 3303):

- (a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated.
- (b) Unless waived by the employee, interviews of an accused employee shall be at the headquarters of the District Attorney's Office (303 W. 3rd St, San Bernardino, CA 92415) or other reasonable and appropriate place.
- (c) No more than two interviewers should ask questions of an accused employee.
- (d) Prior to any interview, an employee shall be informed of the nature of the investigation, the name, rank and command of the investigator in charge of the investigation, the interviewing officers and all other persons to be present during the interview.
- (e) All interviews shall be for a reasonable period and the employee's personal needs should be accommodated.
- (f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.
- (g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

Personnel Complaints and Administrative Investigations

- (a) An employee should be given an order to answer questions in an administrative investigation that might incriminate the employee in a criminal matter only after the employee has been given a *Lybarger* advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
- (b) No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview shall be provided to the employee prior to any subsequent interview.
- (i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (j) All employees shall provide complete and truthful responses to questions posed during interviews.
- (k) No employee may be requested or compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Government Code § 3307).

No investigation shall be undertaken against any investigator solely because the investigator has been placed on a prosecutor's *Brady* list or the name of the investigator may otherwise be subject to disclosure pursuant to *Brady v. Maryland*. However, an investigation may be based on the underlying acts or omissions for which the investigator has been placed on a *Brady* list or may otherwise be subject to disclosure pursuant to *Brady v. Maryland* (Government Code § 3305.5).

Administrative investigations of professional staff shall be in accordance with relevant MOU language and county personnel rules.

608.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Administrative Investigation Assignment - this page contains the follow subsections:

- Employee
- Nature of Investigation
- Assigned to

Personnel Complaints and Administrative Investigations

- Assigned by
- Date Assigned
- Date Completed
- Disposition

Investigative Report - (Narrative)

- Assignment
- Background
- Investigation (summary of interviews and other appropriate subsections)
- Additional Information (for listing items attached to the report)
- Summary (for summarizing violations, and how the employee committed the violations)

608.6.4 FINDINGS

Each personnel complaint shall be classified with one of the following findings:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve Bureau of Investigation employees. Complaints that are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.8).

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If the complaint is sustained, the Chief Investigator can impose one or more of the following actions:

- (a) Counseling
- (b) Training
- (c) Written Reprimand
- (d) Suspension
- (e) Relinquishment of Certain Accrued Time Off
- (f) Reduction in Pay
- (g) Demotion
- (h) Dismissal

Personnel Complaints and Administrative Investigations

The employee will be informed in writing, by the Chief Investigator, of the final finding(s). The employee will be informed of all avenues of appeal, should the employee disagree with the final finding(s).

608.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or Supervising Investigator assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation (Government Code § 3304).

In the event that an investigation cannot be completed within one year of discovery, the assigned investigator or Supervising Investigator shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or Government Code § 3508.1.

608.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The employee conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

608.7 ADMINISTRATIVE SEARCHES

Lockers and storage spaces may only be administratively searched in the employee's presence, with the employee's consent, with a valid search warrant or where the employee has been given reasonable notice that the search will take place (Government Code § 3309).

608.7.1 DISCLOSURE OF FINANCIAL INFORMATION

An employee may be compelled to disclose personal financial information under the following circumstances (Government Code § 3308):

- (a) Pursuant to a state law or proper legal process
- (b) Information exists that tends to indicate a conflict of interest with official duties
- (c) If the employee is assigned to or being considered for a special assignment with a potential for bribes or other improper inducements

608.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Bureau of Investigation, the Chief Investigator or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any Bureau of Investigation badge, identification, assigned weapons and any other Bureau of Investigation equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a Supervising Investigator.
- (c) May be temporarily reassigned to a different unit during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

Personnel Complaints and Administrative Investigations

- (d) May be prevented from entering any District Attorney's Office facility and be assigned to his/her residence.

608.9 CRIMINAL INVESTIGATION

Where an employee is accused of potential criminal conduct, a separate Supervising Investigator or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief Investigator shall be notified as soon as practicable when an employee is accused of criminal conduct. The Chief Investigator may request a criminal investigation by an outside law enforcement agency.

The employee should not be administratively ordered to provide any information in the criminal investigation.

The San Bernardino County District Attorney's Bureau of Investigation may release information concerning the arrest or detention of any employee, including an investigator that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

608.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report will be forwarded to the Chief Investigator through the chain of command.

608.10.1 ASSISTANT CHIEF INVESTIGATOR RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Assistant Chief Investigator shall review the entire investigative file, the employee's personnel file and any other relevant materials.

The Assistant Chief Investigator may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief Investigator, the Assistant Chief Investigator may return the entire investigation to the assigned investigator or Supervising Investigator for further investigation or action.

When forwarding any written recommendation to the Chief Investigator, the Assistant Chief Investigator shall include all relevant materials supporting the recommendation. Actual copies of an employee's existing personnel file need not be provided and may be incorporated by reference.

608.10.2 CHIEF INVESTIGATOR RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief Investigator shall review the recommendation and all accompanying materials. The Chief Investigator may modify any recommendation and/or may return the file to the Assistant Chief Investigator for further investigation or action.

Personnel Complaints and Administrative Investigations

Once the Chief Investigator is satisfied that no further investigation or action is required by staff, the Chief Investigator shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief Investigator shall provide the employee with a pre-disciplinary procedural due process hearing (*Skelly*) by providing written notice of the charges, proposed action and reasons for the proposed action. Written notice shall be provided within one year from the date of discovery of the misconduct (Government Code § 3304(d)). The Chief Investigator shall also provide the employee with the following in accordance with the relevant MOU and county personnel rules:

- (a) Access to all of the materials considered by the Chief Investigator in recommending the proposed discipline, with the exception of those deemed by the Chief Investigator to be confidential.
- (b) An opportunity to respond orally or in writing to the Chief Investigator within five days of receiving the notice.
 - 1. Upon a showing of good cause by the employee, the Chief Investigator may grant a reasonable extension of time for the employee to respond.
 - 2. If the employee elects to respond orally, the presentation may be recorded by the Bureau of Investigation. Upon request, the employee shall be provided with a copy of the recording.

NOTE: The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief Investigator after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief Investigator to consider.
- (d) In the event that the Chief Investigator elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief Investigator on the limited issues of information raised in any subsequent materials.

Once the employee has completed his/her response or if the employee has elected to waive any such response, the Chief Investigator shall consider all information received in regard to the recommended discipline. The Chief Investigator shall render a timely written decision to the employee and specify the grounds and reasons for discipline and the effective date of the

Personnel Complaints and Administrative Investigations

discipline. Once the Chief Investigator has issued a written decision, the discipline shall become effective.

608.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief Investigator or the authorized designee shall ensure that the complainant is notified of the disposition of the complaint (Penal Code § 832.7(f)).

608.10.4 NOTICE REQUIREMENTS

The disposition of any civilian's complaint shall be released to the complaining party within 30 days of the final disposition. This release shall not include what discipline, if any, was imposed (Penal Code § 832.7(f)). The disposition of an internal complaint shall be released to the complaining party in a timely manner. This release shall not include what discipline, if any, was imposed.

608.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that an employee tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The Chief Investigator or designee should contact a Human Resources Officer and refer to county personnel rules for guidance.

608.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal discipline using the procedures established in the relevant current MOU and/or county personnel rules.

In the event of punitive action against an investigator, the appeal process shall be in compliance with Government Code § 3304 and Government Code § 3304.5. Punitive action against a professional staff member shall follow the relevant MOU and/or county personnel rules.

During any administrative appeal, evidence that an investigator has been placed on a *Brady* list or is otherwise subject to *Brady* restrictions may not be introduced unless the underlying allegations of misconduct have been independently established. Thereafter, such *Brady* evidence shall be limited to determining the appropriateness of the penalty (Government Code § 3305.5).

608.13.1 APPEAL PROCESS FOR A LETTER OF REPRIMAND

Pursuant to Government Code Section 3304, a peace officer employee who receives a Letter of Reprimand may appeal by following the procedures set forth below. The peace officer shall have the right to be represented by themselves or a representative of their choice.

1. Within ten (10) County business days from the date of receipt of the Letter of Reprimand, the peace officer employee shall either request a meeting with the Assistant Chief Investigator or file a written response with the Assistant Chief Investigator that contains specific information detailing the reason the Department's decision should be rescinded.
2. The Assistant Chief Investigator shall provide a written decision to the employee within ten (10) County business days of either meeting with the employee or receiving the written response. If the matter has not been satisfactorily resolved at this level, the employee may, within ten (10) business days of receiving the Assistant Chief

Personnel Complaints and Administrative Investigations

Investigator's decision, either request a meeting with the Chief Investigator to appeal the Assistant Chief Investigator's decision or submit a written appeal to the Chief Investigator.

3. Within thirty (30) days of meeting with the employee or receipt of the written appeal, the Chief Investigator as the appointing authority, or the Chief Investigator's designee, shall render a decision. The decision of the Chief Investigator or designee shall be final.

A request for a reasonable extension, by either the employee or Bureau management, should be accommodated.

608.14 PROBATIONARY EMPLOYEES

Probationary employees may be released from employment for non-disciplinary reasons (e.g., failure to meet standards) without adherence to the procedures set forth in this policy or any right to appeal. However, any probationary investigator subjected to an investigation into allegations of misconduct shall be entitled to those procedural rights, as applicable, set forth in the POBR (Government Code § 3303; Government Code § 3304).

Probationary employees subjected to discipline or termination as a result of allegations of misconduct shall not be deemed to have acquired a property interest in their position, but shall be given the opportunity to appear before the Chief Investigator or authorized designee for a non-evidentiary hearing for the sole purpose of attempting to clear their name or liberty interest. There shall be no further opportunity for appeal beyond the liberty interest hearing and the decision of the Chief Investigator shall be final.

608.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained for five years pursuant to Penal Code § 832.5. Copies of sustained complaints and dispositions will be placed in the employee's personnel file and shall be retained in accordance with current laws and regulations. Complaints resulting in dispositions of unfounded, exonerated, not sustained, or no finding, shall be filed in the internal affairs files. At the conclusion of the five-year period, the complaint, investigation and disposition shall be purged from the personnel and internal affairs files and destroyed unless substantially similar conduct has occurred again during the initial five-year period. If the Chief Investigator or designee determines that substantially similar conduct occurred again during the initial five-year period, the personnel complaint, investigation, and disposition regarding the incident will be maintained. Substantially similar conduct is defined as conduct that a reasonable person would conclude is substantially similar in nature. The employee will be given written notice that the complaint, investigation and disposition are being maintained in their file.

All investigations and reports shall be deemed confidential for purposes of avoiding release of information on personnel matters to unauthorized persons. Employees shall be permitted to review their personnel file at any time by contacting their immediate supervisor.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Personnel Complaints and Administrative Investigations

Seat Belts

609.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all employees operating or riding in Bureau of Investigation vehicles (Vehicle Code § 27315.5).

609.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

609.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation that employees use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

609.3 WEARING OF SAFETY RESTRAINTS

All employees shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this Bureau of Investigation while on- or off-duty, or in any privately owned vehicle while on-duty. The employee driving such a vehicle shall ensure that all other occupants, including non-employees, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the employee or the public. Employees must be prepared to justify any deviation from this requirement.

609.4 TRANSPORTING CHILDREN

Children under the age of 8 shall be transported in compliance with California's child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, employees should arrange alternate transportation when feasible. A child shall not be transported in a rear-facing child restraint system in the front seat in a vehicle that is equipped with an active frontal passenger airbag (Vehicle Code § 27363).

Seat Belts

609.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any Bureau of Investigation vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

609.6 INOPERABLE SEAT BELTS

Bureau of Investigation vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Bureau of Investigation vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief Investigator.

Employees who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

609.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

609.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Body Armor

610.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

610.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

610.3 ISSUANCE OF BODY ARMOR

The Bureau of Investigation shall ensure that body armor is issued to all investigators when the investigator begins service at the San Bernardino County District Attorney's Bureau of Investigation and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Bureau of Investigation shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

610.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Investigators shall only wear agency-approved body armor.
- (b) Investigators shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Investigators may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (d) Body armor shall be worn when an investigator is taking part in Bureau of Investigation range training.
- (e) An investigator may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

610.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation. Annual inspections of body armor should be conducted by an authorized designee for fit, cleanliness, and signs of damage, abuse and wear.

Body Armor

610.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

610.3.4 PHYSICAL APPEARANCE OF BODY ARMOR

The back of the Office-issued vest shall have the words "POLICE" in three-inch high gold-colored block lettering with the words "D.A. INVESTIGATOR" in one-inch gold-colored block lettering directly beneath the "POLICE" lettering. The front of the vest shall have an Office-issued District Attorney cloth badge stitched to the upper left breast. The front right breast of the vest shall also have the words "POLICE" in one and one-half-inch high gold-colored block lettering with the words "D.A. INVESTIGATOR" in half-inch gold-colored block lettering directly beneath the "POLICE" lettering. Office-issued tactical covers with permanently affixed pockets or Office-issued tactical covers with molle straps are approved for use. Investigators are authorized to purchase and affix a sturdy, high-quality black nylon handcuff, radio, magazine, flashlight and/or a utility pocket on the molle. Pouches affixed to the molle are required to have Velcro or snap closures. Nylon or hard plastic clips on pouches affixed to the vest are prohibited. Investigators are prohibited from affixing a holster to the vest's molle.

610.4 RANGEMASTER RESPONSIBILITIES

The Rangemaster should:

- (a) Monitor technological advances in the body armor industry for any appropriate changes to Bureau of Investigation approved body armor.
- (b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (c) Provide training that educates investigators about the safety benefits of wearing body armor.

Personnel Records

611.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual employee's name.

611.2 POLICY

It is the policy of the Bureau of Investigation to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of California (Penal Code § 832.7). Throughout this policy, portions of the law are summarized. In the event of a conflict between this policy and the CPRA or any relevant law, such law shall take precedence.

611.3 ADMINISTRATIVE PERSONNEL FILE

The Administrative Personnel File shall be maintained by the office of the Chief Investigator as a record of a person's employment/appointment with the Bureau of Investigation. The Administrative Personnel File should contain, at a minimum:

- (a) Personal data, including a photograph of the employee, marital status, names of family members, educational and employment history or similar information. The photograph of the employee should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports or memorandums reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (d) Original work performance evaluations (WPE). These should be permanently maintained.
- (e) Discipline records, including copies of sustained personnel complaints.
 - 1. Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained for a minimum of one year and pursuant to the established County records retention schedule.
 - 2. Disciplinary action resulting from a sustained citizen's complaint shall be maintained pursuant to the established records retention schedule and for at least five years after disposition.
- (f) Adverse comments such as supervisor notes or memos may be retained in the administrative personnel file after the employee has had the opportunity to read and initial the comment (Government Code § 3305).
 - 1. Once an employee has had an opportunity to read and initial any adverse comment, the employee shall be given the opportunity to respond in writing to the adverse comment within 30 days (Government Code § 3306).
 - 2. Any employee response shall be attached to and retained with the original adverse comment (Government Code § 3306).

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Personnel Records

3. If an employee refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment and the employee should sign or initial the noted refusal. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the employee's file (Government Code § 3305).
- (g) Commendations and awards.
- (h) Copies of college degrees, diplomas and other evidence of higher education. Employees shall also provide a copy to their immediate supervisor for the Unit Personnel File and to the Commander over training or designee for placement in their Training File.
- (i) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

When a citizen's or internal complaint is sustained, the original, signed Internal Affairs Disposition form shall be maintained in the employee's Administrative Personnel File. The entire investigation file will be maintained in the Internal Investigative File.

Records and data kept by the Bureau of Investigation for administrative purposes are the property of the District Attorney's Office and are not to be accessed, reproduced or provided to any other person, employee, agency, entity or authority without notification and permission of the Chief Investigator or designee. With the exception of supervisors maintaining annual evaluation information for their assigned employees, no employees shall keep records or data concerning the activities of any other employee for any purpose unless authorized to do so in the proper discharge of their duties.

611.4 UNIT PERSONNEL FILE

Unit Personnel Files may be separately maintained internally by an employee's supervisor for the purpose of completing timely performance evaluations. The Unit Personnel File may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely work performance evaluations (WPE).

All materials intended for this interim file shall be provided to the employee prior to being placed in the file in accordance with Government Code § 3305 and Government Code § 3306.

611.5 EMPLOYEE, FAMILY, EMERGENCY INFORMATION FORM

The Employee, Family, Emergency Information form is designed to assist with locating employees and the relatives of employees in the event of an emergency situation. This form contains optional information that can assist in locating the employee or the employee's relative(s). However, some information is required. The following information must be provided by each employee on this form:

- (a) Physical and mailing address(es) and personal phone number.
- (b) Name of spouse/significant other, registered domestic partner or party with familial duty to be contacted in event of an emergency.

Personnel Records

- (c) The home address, home phone number, business name, and business address and phone number for the spouse/significant other, registered domestic partner or party with familial duty to be contacted in event of an emergency.

All employees shall file a new Employee, Family, Emergency Information form with their respective supervisor upon a change in any of the mandatory information. When a supervisor completes an annual Work Performance Evaluation (WPE) for an employee, the supervisor shall ensure the form is up to date. When an employee completes the form, the supervisor will maintain a copy of the form in the Unit Personnel File and forward a copy to the Chief Investigator's secretary for placement in the employee's Administrative Personnel File.

611.6 TRAINING FILE

An individual Training File shall be maintained by the Commander over training or designee for each employee. Training Files will contain records of all training; original or copies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be stored electronically as part of the Bureau of Investigation's training management system and may be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved employee is responsible for providing the Commander over training or designee, and immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Commander over training or designee shall ensure that copies of such training records are placed in the employee's Training File.

611.7 INTERNAL INVESTIGATIVE FILE

Internal Investigative Files shall be maintained under the exclusive control of the Assistant Chief Investigator in conjunction with the office of the Chief Investigator, and filed by the internal investigation case number. Access to these files may only be approved by the Chief Investigator or the Assistant Chief Investigator.

These files shall contain the complete investigation of all formal complaints of employee misconduct, regardless of disposition (Penal Code § 832.12). Investigations of complaints that result in the following findings shall not be placed in the employee's file but will be maintained in the Internal Investigative File:

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

Investigation files arising out of citizen's complaints shall be maintained pursuant to the established records retention schedule and for a period of at least five years. Investigations that resulted in other than a sustained finding may not be used by the Bureau of Investigation to adversely affect an employee's career (Penal Code § 832.5).

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Personnel Records

Investigation files arising out of internally generated complaints shall be maintained pursuant to the established records retention schedule and for at least two years (Government Code § 26202; Government Code § 34090).

611.8 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the employee's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal an employee's medical condition.
- (e) Any other documents or materials that reveal the employee's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

611.9 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Chief Executive Officer, County Counsel or other attorneys or representatives of the County in connection with official business.

611.9.1 REQUESTS FOR DISCLOSURE

Any employee receiving a request for a personnel record shall promptly notify the Assistant Chief Investigator or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected employee as soon as practicable that such a request has been made (Evidence Code § 1043).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance from the County's Department of Human Resources or available legal counsel.

All requests for disclosure that result in access to an employee's personnel records shall be logged in the corresponding file.

Personnel Records

611.9.2 RELEASE OF PERSONNEL INFORMATION

Personnel records are confidential and shall not be disclosed except as allowed by law. (Penal Code § 832.7; Evidence Code § 1043) (See also Records Maintenance and Release Policy).

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any employee of the Bureau of Investigation may be guilty of a misdemeanor (Penal Code § 146e).

The Bureau of Investigation may release any factual information concerning a disciplinary investigation if the employee who is the subject of the investigation (or the employee's representative) publicly makes a statement that is published in the media and that the employee (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7).

611.10 EMPLOYEE ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any employee may request access to his/her own personnel records during the normal business hours. The request shall be made to the employee's immediate supervisor. The supervisor will then notify the Assistant Chief Investigator so that access may be granted as soon as is reasonable. Any employee seeking the removal of any item from his/her personnel records shall file a written request to the Chief Investigator through the chain of command. The Bureau of Investigation shall remove any such item if appropriate, or within 30 days provide the employee with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the employee's request and the written response from the Bureau of Investigation shall be retained with the contested item in the employee's corresponding personnel record (Government Code § 3306.5). All persons reviewing a personnel file will sign an acknowledgement sheet stating they reviewed and/or obtained a copy of material contained in the file.

Employees may be restricted from accessing files containing any of the following information:

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the employee of the intent to discipline.
- (b) Confidential portions of Internal Investigative Files that have not been sustained against the employee.
- (c) Criminal investigations involving the employee.
- (d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the employee.
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (f) Materials used by the Bureau of Investigation for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for Bureau of Investigation planning purposes.

Personnel Records

- (g) Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

611.11 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

- (a) During the preparation of each employee's work performance evaluation (WPE), all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the employee's WPE should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief Investigator.
- (c) If, in the opinion of the Chief Investigator, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

611.12 RELEASE OF PERSONNEL RECORDS AND RECORDS RELATED TO CERTAIN INCIDENTS, COMPLAINTS, AND INVESTIGATIONS OF INVESTIGATORS

Personnel records and records related to certain incidents, complaints, and investigations of investigators shall be released pursuant to a proper request under the California Public Records Act (Government Code § 6250 *et seq.*) and subject to redaction and delayed release as provided by law. When the Bureau of Investigation receives a personnel records request, the Bureau of Investigation shall immediately notify any investigators named in that request. The Bureau of Investigation shall promptly forward a copy of any correspondence between the Bureau of Investigation and the requestor to the subject investigator whose personnel records are requested. The Bureau of Investigation shall cooperate with the investigator regarding requests for the status of Bureau of Investigation efforts to review the investigator's personnel records for disclosure.

The Assistant Chief Investigator should work with the Chief Investigator, the Appellate Unit and County Counsel in determining what records may qualify for disclosure when a request for records is received and if the requested record is subject to redaction or delay from disclosure.

For purposes of this section, a record includes (Penal Code § 832.7(b)(2)):

- All investigation reports.
- Photographic, audio, and video evidence.
- Transcripts or recordings of interviews.
- Autopsy reports.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Personnel Records

- All materials compiled and presented for review to the District Attorney or to any person or body charged with determining whether to file criminal charges against an investigator in connection with an incident, or whether the investigator's action was consistent with law and Bureau of Investigation policy for purposes of discipline or administrative action, or what discipline to impose or corrective action to take.
- Documents setting forth findings or recommending findings.
- Copies of disciplinary records relating to the incident, including any letters of intent to impose discipline, any documents reflecting modifications of discipline due to the *Skelly* or grievance process, and letters indicating final imposition of discipline or other documentation reflecting implementation of corrective action.

Unless a record or information is confidential or qualifies for delayed disclosure as provided by Penal Code § 832.7(b)(7) or other law, the following records shall be made available for public inspection upon request (Penal Code § 832.7):

- (a) Records relating to the report, investigation, or findings of:
 1. The discharge of a firearm at another person by an investigator.
 2. The use of force against a person resulting in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) by an investigator.
- (b) Records relating to an incident where a sustained finding (see the Personnel Complaints and Administrative Investigations Policy) was made by the Bureau of Investigation or oversight agency regarding:
 1. An investigator engaged in sexual assault of a member of the public (as defined by Penal Code § 832.7(b)).
 2. Dishonesty of an investigator relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by, another investigator, including but not limited to any sustained finding of perjury, false statements, filing false reports, destruction, falsifying, or concealing of evidence.

A record from a separate and prior investigation or assessment of a separate incident shall not be released unless it is independently subject to disclosure (Penal Code § 832.7(b)(3)).

When an investigation involves multiple investigators, the Bureau of Investigation shall not release information about allegations of misconduct or the analysis or disposition of an investigation of an investigator unless it relates to a sustained finding of a qualified allegation as provided by Penal Code § 832.7(b)(4) against the investigator. However, factual information about the action of the investigator during an incident or the statements of an investigator shall be released if the statements are relevant to a sustained finding of the qualified allegation against another investigator that is subject to release (Penal Code § 832.7(b)(4)).

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Personnel Records

611.12.1 REDACTION

The Assistant Chief Investigator, in consultation with the Chief Investigator, the Appellate Unit and County Counsel shall redact the following portions of records made available for release (Penal Code § 832.7(b)(5)):

- (a) Personal data or information (e.g., home address, telephone number, identities of family members) other than the names and work-related information of investigators
- (b) Information that would compromise the anonymity of complainants and witnesses
- (c) Confidential medical, financial, or other information where disclosure is prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in records about misconduct and serious use of force
- (d) Where there is a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of the investigator or another person

Additionally, a record may be redacted, including redacting personal identifying information, where, on the facts of the particular case, the public interest served by not disclosing the information clearly outweighs the public interest served by disclosing it (Penal Code § 832.7(b)(6)).

611.12.2 DELAY OF RELEASE

Unless otherwise directed by the Chief Investigator, the Custodian of Records should consult with a supervisor familiar with the underlying investigation to determine whether to delay disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury due to any of the following conditions (Penal Code § 832.7):

- (a) Active criminal investigations
 1. Disclosure may be delayed 60 days from the date the use of force occurred or until the District Attorney determines whether to file criminal charges, whichever occurs sooner.
 2. After the initial 60 days, delay of disclosure may be continued if the disclosure could reasonably be expected to interfere with a criminal enforcement proceeding against an investigator or against someone other than an investigator who used the force.
- (b) Filed criminal charges
 1. When charges are filed related to an incident where force was used, disclosure may be delayed until a verdict on those charges is returned at trial or, if a plea of guilty or no contest is entered, the time to withdraw the plea has passed.
- (c) Administrative investigations
 1. Disclosure may be delayed until whichever occurs later:
 - (a) There is a determination from the investigation whether the use of force violated law or Bureau of Investigation policy, but no longer than 180 days

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Personnel Records

after the date of the Bureau of Investigation's discovery of the use of force or allegation of use of force

- (b) Thirty days after the close of any criminal investigation related to the investigator's use of force

611.12.3 NOTICE OF DELAY OF RECORDS

When there is justification for delay of disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury during an active criminal investigation, the Assistant Chief Investigator should work with the Chief Investigator, the Appellate Unit and County Counsel to provide written notice of the reason for any delay to a requester as follows (Penal Code § 832.7):

- (a) Provide the specific basis for the determination that the interest in delaying disclosure clearly outweighs the public interest in disclosure. The notice shall also include the estimated date for the disclosure of the withheld information.
- (b) When delay is continued beyond the initial 60 days because of criminal enforcement proceedings against anyone, at 180-day intervals provide the specific basis that disclosure could reasonably be expected to interfere with a criminal enforcement proceeding and the estimated date for disclosure.
 - 1. Information withheld shall be disclosed when the specific basis for withholding the information is resolved, the investigation or proceeding is no longer active, or no later than 18 months after the date of the incident, whichever occurs sooner, unless:
 - (a) When the criminal proceeding is against someone other than an investigator and there are extraordinary circumstances to warrant a continued delay due to the ongoing criminal investigation or proceeding, then the Bureau of Investigation must show by clear and convincing evidence that the interest in preventing prejudice to the active and ongoing criminal investigation or proceeding outweighs the public interest for prompt disclosure of records about use of serious force by investigators.

In cases where an action to compel disclosure is brought pursuant to Government Code § 6258, the Bureau of Investigation may justify delay by filing an application to seal the basis for withholding if disclosure of the written basis itself would impact a privilege or compromise a pending investigation (Penal Code § 832.7(b)(7)).

Request for Change of Assignment

612.1 PURPOSE AND SCOPE

It is the intent of the Bureau of Investigation that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made. Such requests are subject to County Personnel Rules, including Rule 9, and any applicable MOU provisions.

612.2 REQUEST FOR CHANGE OF ASSIGNMENT

Personnel wanting a change of assignment are to submit a memorandum to the Chief Investigator via the chain of command. The employee should state the assignment(s) of interest, and why he/she believes the change would be beneficial to him/her AND to the Bureau of Investigation. The employee should also list relevant experience, education and training.

612.3 SUPERVISOR'S COMMENTARY

The employee's immediate supervisor should provide input when forwarding the request to his/her Commander.

612.4 APPROVAL OF REQUESTS

All requests for change of assignment will be considered equally while taking into consideration the needs of the requesting employee(s). Ultimately, the Chief Investigator has the right to make assignments, including transfers, for the betterment of the Bureau of Investigation.

Commendations

613.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable acts of employees of the San Bernardino County District Attorney's Bureau of Investigation.

613.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its employees through commendations.

613.3 COMMENDATIONS

Commendations for employees of the Bureau of Investigation may be initiated by any employee or by any person from the community. Employees are not to solicit or suggest to anyone that a commendation letter be written for their own benefit or enhancement.

613.4 CRITERIA

A commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

613.4.1 BUREAU OF INVESTIGATION EMPLOYEE DOCUMENTATION

Employees of the Bureau of Investigation should document commendable acts in an interoffice memorandum. The documentation should contain:

- (a) The employee's name and assignment the date and time of the commendable act
- (b) A brief account of the commendable act with report numbers, as appropriate.
- (c) The signature of the employee submitting the documentation.

613.4.2 BUREAU OF INVESTIGATION SUPERVISING INVESTIGATOR DOCUMENTATION

A supervisor may recognize exceptional performance by employees by submitting an interoffice memorandum to the Chief Investigator via the chain of command. The format of the memorandum should follow the format provided in section above. A Supervisor's Citation will be created, which will outline the performance of an employee that rises to such a level that it merits official documentation and recognition.

613.4.3 BUREAU OF INVESTIGATION CHIEF'S DOCUMENTATION

The Chief Investigator or a Assistant Chief Investigator may issue a Chief's Commendation in recognition of an employee's outstanding accomplishments on behalf of the District Attorney's Office. A Chief's Commendation is a certificate that outlines the acts of an employee that rise to

Commendations

such a level that it merits such official documentation and recognition. A Chief's Commendation shall be presented to the employee being honored at an office-sanctioned event.

613.4.4 COMMUNITY MEMBER DOCUMENTATION

Documentation of a commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Bureau of Investigation employees accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) The employee's name and assignment the date and time of the commendable act
- (b) A brief account of the commendable act with report numbers, as appropriate.
- (c) The signature of the person submitting the documentation.

613.4.5 PROCESSING DOCUMENTATION

Documentation regarding the commendable act of a Bureau of Investigation employee should be forwarded to the Chief Investigator via the chain of command. If the situation warrants doing so, a Supervising Investigator may elevate a memorandum to the level of a Supervisor's Citation, a Commander may elevate a memorandum to the level of a Commander's Citation, or the commendation may be elevated to a Chief's Commendation by the Chief Investigator or the Assistant Chief Investigator.

Copies of all commendations shall be kept in the employee's Administrative Personnel File.

613.5 MEDAL OF VALOR

Awarded by the Chief Investigator for extraordinary valor above and beyond the call of duty, the Medal of Valor shall be the highest award for an employee of the Bureau of Investigation.

The Medal of Valor shall be comprised of a medallion inscribed with the name of the agency and the wording "VALOR" suspended on a ribbon to be worn around the neck. In addition to the medallion, the recipient shall be awarded a certificate outlining the actions that support the awarding of the medal.

A Medal of Valor shall be presented to the employee being honored at an office-sanctioned event.

Fitness for Duty

614.1 PURPOSE AND SCOPE

All investigators are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all investigators of this Bureau of Investigation remain fit for duty and able to perform their job functions (Government Code § 1031). Refer to County policy and appropriate MOU.

614.2 EMPLOYEE RESPONSIBILITIES

- (a) Each employee shall perform his/her respective duties without physical, emotional, and/or mental constraints.
- (b) During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.
- (c) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

614.3 SUPERVISOR RESPONSIBILITIES

- (a) A supervisor observing an employee, or receiving a report of an employee, who is perceived to be unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) In conjunction with the Assistant Chief Investigator and appropriate Commander, a determination should be made whether or not the employee should be temporarily relieved from his/her duties.
- (e) The Chief Investigator shall be promptly notified in the event that any employee is relieved from duty.

614.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off in order to obtain medical treatment or other reasonable rest period.

Fitness for Duty

614.5 WORK RELATED CONDITIONS

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon authorization of the Assistant Chief Investigator or designee, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on administrative leave for the wellbeing of the employee and until such time as the following may be completed:

- (a) A preliminary determination of whether the employee's conduct appears to be in compliance with policy and appropriate.
- (b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

614.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief Investigator or designee may serve that employee with a written order to undergo a physical and/or psychological examination to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination. The order shall also provide the factual circumstances giving rise to the concern about the employee's mental or emotional fitness for duty. Any psychologist to whom an investigator is ordered to report to for a fitness for duty examination and evaluation shall meet or exceed the minimum standards prescribed by Government Code section 1031(f).
- (b) The Bureau of Investigation will pay for and provide time off without loss of pay for the examination.
- (c) In order to facilitate the psychologist's examination of any referred employee, the Chief Investigator or designee will provide the examining physician or psychologist all pertinent information.
- (d) Medical and psychological reports shall be released to and retained by the Center for Employee Health and Wellness and kept confidential in accordance with applicable law. The Chief Investigator will be advised if the employee is fit for duty. If the employee is not fit for duty, the Chief Investigator will be provided with a listing of any functional limitations which limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or psychologist may be required to disclose any and all information which is relevant to such proceeding (Civil Code § 56.10(c)(8)).
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or psychologist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or psychologist may be deemed insubordination and shall be subject to discipline up to and including termination.

Fitness for Duty

- (f) Once an employee has been deemed fit for duty by the examining physician or psychologist, the employee will be notified to resume his/her duties.

Traumatic situations vary and may require individual assessment or modification. Nothing in this policy prevents the Chief Investigator or designee from exercising discretion when evaluating an incident.

614.7 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty examination shall be entitled to an administrative appeal as outlined in the relevant M.O.U..

614.8 LIMITATION ON HOURS WORKED

Except in very limited circumstances employees should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime

Employee Assistance

615.1 PURPOSE AND SCOPE

Bureau of Investigation employees and their immediate family members may become involved in, or impacted by, incidents that are unique, psychologically traumatic and stressful; whether work related or not. As a result, employees or their immediate family members may require the assistance of Peer Support personnel or professional counseling services to manage emotional trauma. This policy provides guidance for these situations.

615.2 AVAILABLE ASSISTANCE

In addition to assistance available from the Office's Peer Support Group, and an employee's personal medical provider, counseling and psychological services are available from The Counseling Team International (TCTI). The Office has contracted with TCTI to provide psychological services to Bureau of Investigation employees and their qualifying immediate family members. Peer Support and TCTI assistance is available for both work related and non-work incidents. For personal medical provider assistance, employees should contact their individual medical provider for details.

For specific details pertaining to available services provided by TCTI, refer to the below attachment.



Below is a listing of different work duties or situations that may cause an employee to seek assistance. This is not meant to be an exhaustive list:

- (a) Serious injury, death, or suicide of department personnel.
- (b) Officer-involved shooting incidents that result in injury or death to another person.
- (c) Any officer-involved shooting incident or assault on an officer, whether or not an injury was suffered.
- (d) Any incident involving serious injury or death of a child.
- (e) Any incident involving exposure to, or the possibility of contracting Hepatitis, AIDS, SARS or other infectious diseases.
- (f) Major traffic collisions or any other incidents in which the employee was directly or indirectly involved which results in serious injuries or fatalities.
- (g) Any incident where the employee knows the victim(s) of serious injury or death.
- (h) Any critical incident with circumstances or working conditions that are likely to produce high levels of immediate or delayed emotional reactions (i.e. catastrophic earthquake, airline crash, etc.).
- (i) Any other situation considered to be traumatic in nature.

Employee Assistance

Payroll Records

616.1 PURPOSE AND SCOPE

Payroll records are submitted via EMACS on a bi-weekly basis for the payment of wages.

616.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages. Employees knowingly submitting falsified payroll information may be disciplined, up to and including termination.

616.1.2 TIME REQUIREMENTS

All employees are paid on a bi-weekly basis, usually on Wednesdays with certain exceptions such as holidays. Payroll records shall be completed and submitted via EMACS no later than 11:00 a.m. on the Tuesday morning following the end of the pay period, unless specified otherwise.

616.1.3 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for ensuring the accuracy of payroll records submitted by employees they supervise (hours worked, absences, overtime, etc.). Supervisors shall approve the submitted records via EMACS no later than 11:00 p.m. on the Tuesday evening following the end of the pay period, unless specified otherwise.

Outside Employment, Community Activities and Volunteer Work

617.1 PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for Bureau of Investigation employees engaging in outside employment, business activity, all employees shall obtain written approval from the Chief Investigator prior to engaging in any outside employment. Approval shall be at the discretion of the Chief Investigator in accordance with the provisions of this policy, and County personnel rules and policies.

617.2 POLICY

All employees owe allegiance to the County of San Bernardino in the position held and for which they receive a wage. While it is not the intention of the District Attorney to prevent an employee from earning any outside income or engaging in private business, employees of the Bureau of Investigation are prohibited from engaging in any off-duty employment, activity, or enterprise that is inconsistent, incompatible, or in conflict with their duties or those of the organization (Government Code 1126, et seq). Employees shall not allow their community activities and volunteer work to adversely affect their work performance or availability to the Office.

617.3 OBTAINING APPROVAL

No employee of the Bureau of Investigation may engage in any outside employment or business activity without first obtaining prior written approval of the Chief Investigator or designee. Failure to obtain prior written approval may lead to disciplinary action.

In order to obtain approval, the employee must submit his/her request in an interoffice memorandum to the Chief Investigator through the chain of command. The memorandum must be accompanied by a completed Outside Employment Request form. The Chief Investigator or designee will review the request and either approve or deny the request within 30 days of receiving it.

If approved, the employee will be provided with a copy of the approved request. Requests are to be renewed during the first week of January of each year. It is the employee's responsibility to annually renew the request in writing. If the employee does not do so, permission for outside employment or business activity is cancelled.

Any employee seeking approval of outside employment or business activities, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial. The employee may appeal the denial by submitting a written response and request for appeal within 10 days from the date the employee received the written notice of denial. Via the chain of command, the written response shall be submitted to the Chief Investigator for review. The Chief Investigator will make the final determination.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Outside Employment, Community Activities and Volunteer Work

The original paperwork will be maintained in the employee's Administrative Personnel File maintained by the office of the Chief Investigator. A copy of the paperwork may also be kept in the employee's Unit Personnel File.

617.3.1 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY

Any approval of outside employment or business activity may be revoked or suspended under the following circumstances:

- (a) Should any aspect of an employee's performance at the Bureau of Investigation decline to a point where it is evaluated by a supervisor as below standards, the Chief Investigator may revoke any previously approved outside employment or business activity. That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement.
- (b) Suspension or revocation of previously approved outside employment or business activity may be included as a term or condition of sustained discipline.
- (c) If, at any time during the term of the approved outside employment or business activity, an employee's conduct or outside employment/business activity conflicts with the provisions of Bureau of Investigation policy, County policy or County personnel rules, the approval may be suspended or revoked.
- (d) When an employee is unable to perform at a full duty capacity due to an injury or other condition.

617.4 PROHIBITED OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY

Consistent with the provisions of Government Code § 1126, the Bureau of Investigation expressly reserves the right to deny any outside employment or business activity request submitted by an employee seeking to engage in any activity which:

- (a) Involves the employee's use of Bureau of Investigation time, facilities, equipment or supplies, the use of the Bureau of Investigation badge, uniform, prestige or influence for private gain or advantage. Requests for an exception must be made in advance and in writing to the Chief Investigator.
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this Bureau of Investigation for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as an employee of the Bureau of Investigation.
- (c) Involves the performance of an act in other than the employee's capacity as an employee of the Bureau of Investigation that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of the Bureau of Investigation.
- (d) Involves time demands that would render performance of the employee's duties for the Bureau of Investigation less efficient.

Outside Employment, Community Activities and Volunteer Work

- (e) Could bring discredit, ridicule or criticism upon the Office, or could create a conflict of interest with an employee's official position or duties.
- (f) Is prohibited by law, or would be considered unethical.

617.5 BUREAU OF INVESTIGATION RESOURCES

Employees are prohibited from using any Bureau of Investigation equipment or resources in the course of or for the benefit of any outside employment, business activity, community activities or volunteer work. This shall include the prohibition of access to official records or databases of the Office or other agencies through the use of the employee's position with the Bureau of Investigation.

Liability for any worker's compensation claims for injuries received during outside employment or business activity is directly upon the employee and the outside employer.

617.6 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If an employee terminates his or her outside employment or business activity during the period of approval, the employee shall promptly submit written notification of such termination to the Chief Investigator through the chain of command. Any subsequent request for renewal or continued outside employment or business activity must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief Investigator information on any material changes in approved outside employment or business activity. Employees who are uncertain whether a change in outside employment or business activity is material are advised to report the change.

617.7 OUTSIDE EMPLOYMENT WHILE ON DISABILITY OR SICK LEAVE

Bureau of Investigation employees engaged in outside employment or business activity who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor's orders, and make a recommendation to the Chief Investigator whether such outside employment should continue.

In the event the Chief Investigator determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions, a notice of revocation will be forwarded to the involved employee, and a copy attached to the original approved request.

Criteria for revoking the outside employment or business activity request include, but are not limited to, the following:

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Outside Employment, Community Activities and Volunteer Work

- (a) It is medically detrimental to the total recovery of the employee, as indicated by the County's professional medical advisers.
- (b) The activity requires the same or similar physical ability, as would be required of an on-duty employee.
- (c) The employee's failure to make timely notice of their intentions to his/her supervisor.

When the employee returns to full duty with the San Bernardino County District Attorney's Bureau of Investigation, a request (in writing) may be made to the Chief Investigator to restore the approval.

No employee shall engage in outside employment, business activity, community activities or volunteer work during regular work hours while on sick leave.

617.8 COMMUNITY ACTIVITIES AND VOLUNTEER WORK

Community activities and volunteer work by employees of this Office may enhance an employee's community awareness, and be beneficial for the Office, in addition to the employee and the community. While most volunteer activities are incidental in time consumption, others may be very demanding, requiring large amounts of time and energy. Employees shall not allow their outside activities to adversely affect their work performance or availability to the Office.

Employees need not secure the permission of the Chief Investigator or designee to engage in volunteer community activities. Before engaging in outside activities, employees should consider the nature of their volunteer activities. If any area of involvement might give rise to compromise, conflict of interest, or an adverse effect on the employee's position within the Office, the employee should avoid the activity unless prior approval for the activity is secured in writing from the Chief Investigator through the chain of command.

Occupational Disease and Work-Related Injury Reporting

618.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues, and work-related injuries.

618.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease, or mental health issue arising out of employment (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.).

618.2 POLICY

The San Bernardino County District Attorney's Bureau of Investigation will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (Labor Code § 3200 et seq.).

618.3 RESPONSIBILITIES

618.3.1 EMPLOYEE RESPONSIBILITIES

Any employee sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate (8 CCR 14300.35).

618.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the employee receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related Countywide disease- or injury-reporting protocol shall also be followed. Supervisors should contact the appropriate Commander as soon as is practical.

618.3.3 COMMANDER RESPONSIBILITIES

The required reports for an occupational disease or work-related injury shall be reviewed by the supervisor for accuracy and to determine what additional action should be taken. The reports shall then be forwarded to the employee's assigned Commander for review then forwarding to the County's Department of Risk Management.

618.3.4 CHIEF INVESTIGATOR RESPONSIBILITIES

Copies of the report and related documents retained by the Bureau of Investigation shall be filed by the Chief Investigator or designee in the employee's confidential Medical File.

Occupational Disease and Work-Related Injury Reporting

618.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated First Aid Record form, generally located in the break room, which shall be signed by a supervisor. A copy of the completed First Aid Record form should be forwarded to the Assistant Chief Investigator on an annual basis.

If the injury is extremely minor, the employee is not required to receive medical attention at the time of the report. This does not preclude his/her ability to later seek medical attention.

[See attachment: First Aid Record Form - Final - SM 8-30-16.pdf](#)

Personal Appearance Standards

619.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other employees of the Bureau of Investigation, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for the District Attorney's Office and for their assignment.

619.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present safety issues, the following appearance standards shall apply, except those whose current assignment would deem them not appropriate, and where the Chief Investigator has granted exception.

619.2.1 HAIR

Hair color shall be conservative and within the spectrum of normally occurring human hair.

Male Employees

All male employees shall keep their hair clean and properly trimmed at sufficiently frequent intervals so as to present a neat appearance at all times. The hair shall be maintained in such a manner as to be reasonably close to the head and the back of the hair shall be trimmed in such a manner as to not drop below the top of a dress shirt collar. Hair may be of such a length as to come in contact with the backside of the ear and may extend halfway over the ear.

Female Employees

All female employees shall keep their hair clean, neat and well groomed. The hair shall be arranged so that it does not interfere with vision in any way and is kept out of the eyes.

619.2.2 BEARDS AND MUSTACHES

A short and neatly trimmed mustache or beard of natural color may be worn. Mustaches and beards shall be well groomed and of a conservative style. Unusual or exaggerated styles are not permitted.

619.2.3 SIDEBURNS

Male employees

Sideburns shall not extend below the bottom of the ear and shall be well groomed and neatly trimmed so as to avoid any coverage of the ear. Sideburns may not flair at the base and shall not exceed one inch in width. Sideburns shall be trimmed at the lower most point in a horizontal line.

619.2.4 FINGERNAILS

All employees fingernails shall be maintained so as to not interfere in any way with the performance of their primary assignment or duties. In addition, sworn personnel shall maintain their fingernails

Personal Appearance Standards

so as to not interfere with the safe use, drawing, or holstering of their assigned weapon(s). Sworn and technician personnel shall not have decals or jewelry attached to the fingernails.

619.2.5 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the Bureau of Investigation member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the Bureau of Investigation member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

619.3 TATTOOS

At no time while on-duty or representing the Bureau of Investigation in any official capacity, shall any tattoo or body art be visible. Generally, these objects are to be completely covered by articles of clothing. However, a skin-colored patch not exceeding three (3) inches by three (3) inches may be used to cover a tattoo or body art if the object is completely covered by one patch. An employee shall not use multiple patches to cover tattoos or body art. For arms with tattoos or body art that cannot be completely covered by one patch, a skin-colored "arm sock" may be worn. This conforms with County Policy 07-16. Any deviation from this policy shall first be approved by the Chief Investigator or designee.

619.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body that is visible, that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth

Personal Appearance Standards

- (d) Branding or scarification.

[See attachment: County Standards of Dress and Grooming 2-6-07.pdf](#)

Uniform Standards

620.1 PURPOSE AND SCOPE

The Bureau of Investigation maintains uniformity in the wearing of all authorized uniforms and equipment. Employees are required to wear and use only what has been authorized and set forth within this policy, and the Bureau of Investigation policies listed below.

Bureau of Investigation Owned and Personal Property

Body Armor

Personal Appearance Standards

Dress Standards

Exceptions to this policy are authorized only at the direction of the Chief Investigator or designee.

620.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

- (a) Maintenance of Uniforms and Equipment
 1. Personnel shall maintain all uniform attire and equipment in a clean and serviceable condition, while also making them ready for immediate use.
- (b) Wearing of the Uniform
 1. Personnel should wear the uniform attire described in this policy while participating in the pre-planned service of a search warrant or while serving in special assignments where the wearing of the uniform is appropriate.
 2. Special assignments may include search warrant or arrest warrant service, assisting other agencies, community awareness activities, disaster operations, community service events, and various training assignments. Personnel shall not wear any part of the uniform when off-duty, except as specifically authorized by the Chief Investigator or designee.
 3. Unless authorized for good cause in advance by their supervisor, personnel shall not deviate from the authorized uniform by wearing items such as jeans, shirts or caps with logos not authorized by the Chief Investigator or designee, or tennis type shoes.
- (c) Altering Style of the Uniform
 1. Uniforms shall be made of the material and in the style prescribed in this policy. Such style shall not be altered or changed in any manner without the express consent of the Chief Investigator or designee. Jewelry, pins, insignia or personal ornaments shall not be affixed to any part of the uniform or equipment.
- (d) The authorized uniform for investigators shall be:
 1. Lightweight Duty Jacket

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Uniform Standards

- (a) The jacket shall be manufactured by "Fechheimer/Flying Cross," or similar brand, constructed of black nylon with optional zipper liner, two front patch pockets, two hand warmer pockets and a zipper front. The jacket shall have San Bernardino County District Attorney Police patches sewn on both sleeves, ½" below the shoulder seam and centered. A black cloth name tape containing the employee's first initial and last name shall be sewn above the right breast pocket. The name tape shall be approximately 1" wide and adjusted to match the full width of the pocket. The lettering shall be gold in color.
 - (b) A San Bernardino County District Attorney cloth badge shall be centered and sewn ½" above the left breast pocket.
 - (c) A placket shall be affixed to the upper back of the jacket, centered between the shoulder seams. The placket shall be black in color and contain the word "Police" above the words "DA Investigator." The word "Police" shall be in 3" letters and the words "DA Investigator" shall be in 2" letters. All lettering shall be gold in color.
2. **Pants**
- (a) The pants shall be of a "BDU" (Battle Dress Uniform) style. The pants shall be composed of cotton or nylon based fabric, and shall be black in color (SRT members are also permitted to wear their issued green pants.). The pants shall be designed with multiple pockets that are sufficient to carry tactical gear. Pocket flaps shall be secured by Velcro, buttons or snaps. The pants shall be "5.11 Tactical Taclite Pro Pants" or similar brand, tailored to properly fit. The pants shall not be worn in a "blouse" fashion, but be worn over the boot or shoe.
 - (b) If appropriate for an assignment, chinos or denim pants may be worn with the approval of a supervisor.
3. **Shirt**
- (a) The shirt shall be a "5.11-type" polo shirt, made of moisture-wicking material. The shirt shall have a three-button front, be black in color and may be short or long sleeved.
 - (b) A San Bernardino County District Attorney cloth badge shall be embroidered on the left chest area. The employee's first Initial and last name rank shall be gold in color and embroidered in ¼" block on the right chest area. Directly under the employee's name shall be embroidered in ¼" gold block lettering the employee's rank Chief Investigator, Assistant Chief Investigator, Commander, Supervising Investigator, Senior Investigator, or Investigator.
 - (c) The shirt shall be worn tucked into the pants.
4. **Belt**

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Uniform Standards

- (a) The belt shall be of sturdy leather (basket weave or plain), cotton construction or nylon, capable of properly securing a holstered pistol, handcuff case and clip-on style badge.
5. Headgear
- (a) Baseball type caps may be worn to protect the head from the effects of the weather; including wind, rain or sun. They shall be plain black in color with the word "Police" embroidered in $\frac{3}{4}$ " wide by 1" high gold printed lettering across the front panel.
6. Footwear
- (a) High or low cut oxford type shoes or boots may be worn. Footwear shall be of a fabric or leather composition; or a combination of the two. If the footwear is comprised exclusively of leather, it shall not have a high gloss plastic or patent leather type finish. Footwear shall be black in color. The soles of shoes or boots shall be designed with a non-slip, raised tread material. No smooth soled footwear will be allowed. Socks shall be black in color when wearing the uniform.
7. Body Armor
- (a) As outlined in the Body Armor policy, an Office-issued ballistic vest shall be worn. For situations requiring a ballistic vest, investigator shall wear a black nylon Office-issued tactical ballistic vest (SRT members are permitted to wear their Office-issued green nylon tactical ballistic vest.). The back of the vest shall have the words "POLICE" in three-inch high gold-colored block lettering with the words "D.A. INVESTIGATOR" in one-inch gold-colored block lettering directly beneath the "POLICE" lettering. The front of the vest shall have an Office-issued District Attorney cloth badge stitched to the upper left breast. The front right breast of the vest shall also have the word "POLICE" in one and one-half-inch high gold-colored block lettering with the words "D.A. INVESTIGATOR" in half-inch gold-colored block lettering directly beneath the "POLICE" lettering.
 - (b) Office-issued tactical covers with permanently affixed pockets or Office-issued tactical covers with molle straps are approved for use. Investigators are authorized to purchase and affix a sturdy, high quality black nylon handcuff, radio, magazine, flashlight and/or a utility pocket on the molle. Pouches affixed to the molle are required to have Velcro or snap closures. Nylon or hard plastic clips on pouches affixed to the vest are prohibited. Investigators are prohibited from affixing a holster to the vest's molle.
- (e) The authorized uniform for investigative technicians shall be:
- 1. Lightweight Duty Jacket
 - (a) The jacket shall be "Law Pro," or similar brand, constructed of navy blue nylon with a sewn in liner, two hand warmer pockets and a snap button front.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Uniform Standards

- (b) San Bernardino County District Attorney Police patches shall be sewn on both sleeves at the shoulder and will be centered on the middle crease of the sleeve.
 - (c) A placket shall be affixed to the sleeve, immediately below the shoulder patches. The placket shall be dark blue in color with a gold border. The words "Investigative Technician" shall be on this placket in gold lettering.
 - (d) A navy blue placket shall be displayed on the upper back of the jacket, centered between the shoulder seams. The placket shall have a gold border and the words "District Attorney Investigative Technician" in 1" gold lettering.
2. **Pants**
- (a) Uniform pants shall be "5.11 Tactical Taclite Pro Pants", or similar brand. The pants shall be black in color. The pants shall have two front quarter pockets and two pleated double-thigh pockets. The two hip pockets shall have button tabs. The pants shall be tailored to properly fit.
3. **Shirt**
- (a) The shirt shall be a "5.11-type" polo shirt, made of moisture-wicking material. The shirt shall have a three-button front and be gray in color.
 - (b) A San Bernardino County District Attorney cloth badge shall be embroidered on the left chest area. The employee's first initial and last name shall be black in color and embroidered in script on the right chest area of the shirt. The title of "Investigative Technician" shall be black in color and embroidered in ¼" block lettering under the employee's name.
 - (c) The shirt shall be worn tucked into the pants.
4. **Belt**
- (a) The belt shall be of sturdy leather (basket weave or plain), cotton construction or nylon.
5. **Footwear**
- (a) Footwear shall be black in color. High- or low-cut shoes or boots may be worn. Socks shall be black in color when wearing high- or low-cut shoes with the uniform.

The investigative technician uniform may be worn while working in the office or while performing field duties. The uniform may be required to be worn when assisting in certain special assignments.

620.2.1 ISSUED IDENTIFICATION

The District Attorney's Office issues each employee an official Office identification card bearing the employee's name and a photograph of the employee. All employees shall be in possession of their Office-issued identification card at all times while on-duty. Whenever on-duty or acting in an official capacity representing the Office, employees should display their Office-issued identification in a courteous manner to any person upon request and as soon as practical. Investigators working

Uniform Standards

specialized assignments may be excused from the possession and display requirements when directed by their Commander.

620.3 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief Investigator or designee, San Bernardino County District Attorney's Bureau of Investigation employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the San Bernardino County District Attorney's Bureau of Investigation to do any of the following (Government Code §§ 3206 and 3302):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

Dress Standards

621.1 PURPOSE AND SCOPE

This policy provides guidelines for fostering and maintaining the highest standards for professional image and personal appearance.

621.2 POLICY

In order to achieve uniformity and professionalism, Bureau of Investigation personnel shall maintain at all times their personal appearance, in compliance with this policy.

Exceptions to this policy may be made for special assignments or other circumstances, and shall have the approval of a supervisor. The District Attorney may authorize an exception to this policy by implementing the Summer Dress Attire.

621.3 STANDARD ATTIRE

621.3.1 SWORN PERSONNEL MALE

(a) Clothing options:

1. Suit, tucked in dress shirt, and tie.
2. Sport coat, tucked in dress shirt, and dress slacks or business casual slacks.
3. Dress slacks or business casual slacks, and tucked in dress shirt (tie is optional).
4. Bureau-issued Uniform Polo shirts
 - (a) When worn, the shirt shall be tucked in and the investigator shall wear his badge and holstered duty firearm on his waist.
5. Other polo and business casual shirts
 - (a) District Attorney's Office and Bureau of Investigation logos specifically approved by the Chief Investigator or designee are permitted.
 1. Bureau of Investigation logo stitching shall only be in black, grey and white - exactly as shown in the approved logo graphic.
 - (a) To ensure the logos are of high quality, the graphic used shall be the one found using the link below. The quality of the logo shall be at least as good as the sample provided in the link below.
 - (a) [See attachment: Authorized B of I Logo - 5-2021.pdf](#)
 - (b) [See attachment: B of I Logo - Embroidery Sample 6-2021.pdf](#)
 2. The approved Bureau of Investigation logo shall be three inches in diameter.

Dress Standards

- (b) Untucked button-down shirts that meet the following criteria:
 - 1. Dress shirt type design and fabric.
 - 2. Collared.
 - 3. Squared-off, flat, hemmed bottom.
 - 4. Solid color or unobtrusive pattern.
- (c) Non-uniform polo shirts shall be worn tucked in.
- 6. BDUs with Bureau-issued Uniform Polo shirt.
 - (a) The Bureau-issued Uniform Polo shirt is not required when BDUs are worn with the load-bearing body armor vest.
- (b) Whenever possible, and when testifying, suits and ties shall be worn in court.
- (c) Wearing shirts that have ornate or vibrant prints, designs, symbols, or images is prohibited.
- (d) Footwear shall consist of the following:
 - 1. Closed front and back dress shoes.
 - 2. Tie or slip-on.
 - 3. Uppers to be leather, vinyl, or other material that can be polished.
 - 4. Shoes that cannot be polished are approved when wearing BDUs.
 - 5. Notched, irregular, sports or lug type soles are not preferred.

FEMALE

- (a) Clothing options:
 - 1. Business suit consisting of suit jacket, and pants with blouse.
 - 2. Blazer with blouse, dress shirt, or sweater, with dress or business casual slacks.
 - 3. Blouse, dress shirt, or sweater, with dress or business casual slacks.
 - 4. Bureau-issued Uniform Polo shirts.
 - (a) When worn, the shirt shall be tucked in and the investigator shall wear her badge and holstered duty firearm on her waist.
 - 5. Other polo and business casual shirts
 - (a) District Attorney's Office and Bureau of Investigation logos specifically approved by the Chief Investigator or designee are permitted.
 - 1. Bureau of Investigation logo stitching shall only be in black, grey and white - exactly as shown in the approved logo graphic.
 - (a) To ensure the logos are of high quality, the graphic used shall be the one found using the link below. The quality of the logo shall be at least as good as the sample provided in the link below.

Dress Standards

- (a) [See attachment: Authorized B of I Logo - 5-2021.pdf](#)
 - (b) [See attachment: B of I Logo - Embroidery Sample 6-2021.pdf](#)
- 2. The approved Bureau of Investigation logo shall be three inches in diameter.
 - (b) Untucked button-down shirts that meet the following criteria:
 - 1. Dress shirt type design and fabric.
 - 2. Collared.
 - 3. Squared-off, flat, hemmed bottom.
 - 4. Solid color or unobtrusive pattern.
 - (c) Non-uniform polo shirts shall be worn tucked in.
- 6. BDUs with Bureau-issued Uniform Polo shirt.
 - (a) The Bureau-issued Uniform Polo shirt is not required when BDUs are worn with the load-bearing body armor vest.
- (b) Whenever possible, and when testifying, business attire shall be worn in court.
- (c) Wearing shirts that have ornate or vibrant prints, designs, symbols, or images is prohibited.
- (d) Footwear shall consist of the following:
 - 1. Closed front and back dress shoes.
 - 2. Tie or slip-on.
 - 3. No back straps.
 - 4. Uppers to be leather, vinyl, or other material that can be polished.
 - 5. Shoes that cannot be polished are approved when wearing BDUs.
 - 6. Notched, irregular, sports or lug type soles are not preferred.
 - 7. Spiked or stiletto type heels are prohibited

621.3.2 PROFESSIONAL STAFF

MALE

- (a) Shall adhere to the County Standards of Dress and Grooming policy 07-16 effective February 6, 2007. Exceptions to this policy may be made for special assignments or other circumstances, and must have the approval of a supervisor. The daily wearing of the Investigative Technician uniform (refer to the Uniform Standards policy) is acceptable.
- (b) Wearing shirts that contain logos, other than logos approved by the Chief Investigator or designee, is prohibited.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Dress Standards

1. Bureau of Investigation logo stitching shall only be in black, grey and white - exactly as shown in the approved logo graphic.
 - (a) To ensure the logos are of high quality, the graphic used shall be the one found using the link below. The quality of the logo shall be at least as good as the sample provided in the link below.
 1. [See attachment: Authorized B of I Logo - 5-2021.pdf](#)
 2. [See attachment: B of I Logo - Embroidery Sample 6-2021.pdf](#)
 - (b) The approved Bureau of Investigation logo shall be three inches in diameter.
- (c) Wearing shirts that have ornate or vibrant prints, designs, symbols, or images is prohibited.
- (d) Footwear shall consist of the following:
 1. Closed front and back shoes.
 2. Tie or slip-on.
 3. Uppers to be leather, vinyl, or other material that can be polished.
 4. No sports type shoes, such as tennis shoes.

FEMALE

- (a) Shall adhere to the County Standards of Dress and Grooming policy 07-16 effective February 6, 2007. Exceptions to this policy may be made for special assignments or other circumstances, and must have the approval of a supervisor. The daily wearing of the Investigative Technician uniform (refer to the Uniform Standards policy) is acceptable.
- (b) Wearing shirts that contain logos, other than logos approved by the Chief Investigator or designee, is prohibited.
 1. Bureau of Investigation logo stitching shall only be in black, grey and white - exactly as shown in the approved logo graphic.
 - (a) To ensure the logos are of high quality, the graphic used shall be the one found using the link below. The quality of the logo shall be at least as good as the sample provided in the link below.
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 - (b) The approved Bureau of Investigation logo shall be three inches in diameter.
- (c) Wearing shirts that have ornate or vibrant prints, designs, symbols, or images is prohibited.
- (d) Footwear shall consist of the following:
 1. Closed front and back.

Dress Standards

2. Tie or slip-on.
3. No back straps.
4. Uppers to be leather, vinyl, or other material that can be polished.
5. No sports type shoes, such as tennis shoes.
6. Spiked or stiletto type heels are prohibited.

Nepotism and Conflicting Relationships

622.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between employees of the Bureau of Investigation. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

622.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture or other transaction, where the Bureau of Investigation employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a Bureau of Investigation employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, spouse, domestic partner,, child (natural, adopted or step), sibling or grandparen.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

622.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Bureau of Investigation will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply (Government Code § 12940):

- (a) Employees shall not directly supervise, occupy a position in the line of supervision or be directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

Nepotism and Conflicting Relationships

- (b) Employees considered relatives, as defined in this policy, should not be assigned to the same unit.
- (c) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (d) Whenever possible, employees will not be assigned to train relatives. Employees are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed.
- (e) To avoid actual or perceived conflicts of interest, employees of the Bureau of Investigation shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (f) Except as required in the performance of official duties, or in the case of relatives, employees shall not develop or maintain personal or business relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender who engages in serious violations of state or federal laws.

The Chief Investigator reserves the right to determine whether relationships represent actual or potential conflicts of interest. The Chief Investigator may take whatever action he/she determines to be appropriate and lawful to avoid the actual or potential conflicts of interest. Such action may include, but is not necessarily limited to, transfers, reassignments, shift changes, or disciplinary action up to and including possible termination.

622.2.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest, embarrassment or discredit the Office, or cause some other violation of this policy, the employee shall promptly notify his/her uninformed, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninformed, immediate supervisor. In the event that no uninformed supervisor is immediately available, the employee shall promptly notify a Commander.

622.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief Investigator of such actual or potential violations through the chain of command.

Bureau of Investigation Badges

623.1 PURPOSE AND SCOPE

The San Bernardino County District Attorney's Bureau of Investigation badge and uniform patch as well as the likeness of these items and the name of the District Attorney's Office and the Bureau of Investigation are property of the District Attorney's Office and their use shall be restricted as set forth in this policy.

623.2 POLICY

The badge shall be issued to Bureau of Investigation investigators as a symbol of authority, and the use and display of the Bureau of Investigation badges shall be in strict compliance with this policy. Flat badges shall be issued to investigative technicians. Only authorized badges issued by the Bureau of Investigation shall be displayed, carried or worn while on-duty or otherwise acting in an official or authorized capacity.

623.2.1 FLAT BADGE

Investigators and Investigative Technicians shall be issued a flat badge. The use of the flat badge is subject to all the same provisions of Bureau of Investigation policy as the regular badge. Should the flat badge become lost, damaged, or otherwise removed from the employee's control, he/she shall make the proper notifications as outlined in the Bureau of Investigation Owned and Personal Property Policy.

623.2.2 PROFESSIONAL STAFF

Badges and Bureau of Investigation identification cards issued to professional staff shall be clearly marked to reflect the position of the assigned employee.

- (a) Professional staff shall not display any Bureau of Investigation badge except while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Professional staff shall not display any Bureau of Investigation badge or represent him/herself, on- or off-duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

623.2.3 RETIREES

Retirees (investigators only) may be issued a flat badge with the approval from the Chief Investigator or designee. The badge shall identify the retiree as such.

623.3 UNAUTHORIZED USE

Bureau of Investigation badges are issued to all investigators and investigative technicians for official use only. The Bureau of Investigation badge, shoulder patch or the likeness thereof, or the name Bureau of Investigation shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

Bureau of Investigation Badges

The use of the badge, uniform patch and Bureau of Investigation name for all material (printed matter, products or other items) developed for Bureau of Investigation use shall be subject to approval by the Chief Investigator or designee.

An employee shall not loan his/her Bureau of Investigation badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

623.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the Bureau of Investigation badge shall not be used without the express authorization of the Chief Investigator or designee, and shall be subject to the following:

- (a) The employee associations may use the likeness of the Bureau of Investigation badge for merchandise and official association business provided they are used in a clear representation of the association and not the San Bernardino County District Attorney's Bureau of Investigation. The following modifications shall be included:
 - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
 - 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the Bureau of Investigation badge for endorsement of political candidates shall not be used without the express approval of the Chief Investigator.

Temporary Modified-Duty Assignments

624.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, County rules, current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Bureau of Investigation to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

624.2 POLICY

Subject to operational considerations, the San Bernardino County District Attorney's Bureau of Investigation may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Bureau of Investigation with a productive employee during the temporary period.

624.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the San Bernardino County District Attorney's Bureau of Investigation shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Bureau of Investigation. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief Investigator or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 180 days in any one-year period.

624.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Temporary Modified-Duty Assignments

Employees seeking a temporary modified-duty assignment should submit a written request to the Chief Investigator through the chain of command. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Chief Investigator or the authorized designee shall confer with the County's Department of Human Resources or County Counsel as appropriate.

624.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate Bureau of Investigation operations and the employee's medical appointments, as mutually agreed upon with the Chief Investigator or authorized designee.

624.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified-duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to his/her supervisor that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

624.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified-duty.

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising his/her Commander of the status and performance of employees assigned to temporary modified-duty.

Temporary Modified-Duty Assignments

- (b) Ensuring that the required documentation facilitating a return to full-duty is received from the employee.
- (c) Ensuring that employees returning to full-duty have completed any required training and certification.
 - 1. Refer to the Firearms Policy for firearms qualifications requirements.

624.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Bureau of Investigation may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

624.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment. Nothing in this policy limits a pregnant employee's right to a temporary modified-duty assignment if required under Government Code § 12945.

624.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the County's personnel rules and regulations regarding family and medical care leave.

624.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

624.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified-duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified-duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Employee Speech, Expression and Social Networking

625.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the District Attorney's Office and the Bureau of Investigation.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or employee associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

625.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

625.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the District Attorney's Office and the Bureau of Investigation. Due to the nature of the work and influence associated with the Office and the law enforcement profession, it is necessary that employees of the Bureau of Investigation be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the San Bernardino County District Attorney's Bureau of Investigation will carefully balance the individual employee's rights against the Office's and the Bureau of Investigation's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

625.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of Office employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any Office employee, an Office employee's family or associates.

Employee Speech, Expression and Social Networking

Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an investigator who is working undercover.
- Disclosing the address of an Office employee.
- Otherwise disclosing where another Office employee can be located off-duty.

625.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the Offices safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or employee associations, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the District Attorney's Office or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Office and tends to compromise or damage the mission, function, reputation or professionalism of the Office or its employees. Examples may include:
 1. Statements that indicate disregard for the law or the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Office.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the San Bernardino County District Attorney's Bureau of Investigation.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Bureau of Investigation for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief Investigator or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of the Office or the Bureau of Investigation logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Office or the Bureau of Investigation on any personal or social

Employee Speech, Expression and Social Networking

networking or other website or web page, without the express authorization of the Chief Investigator.

- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or Bureau of Investigation-owned, for personal purposes while on-duty, except in the following circumstances:
 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
 2. During authorized breaks such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

625.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or employee associations, employees may not represent the San Bernardino County District Attorney's Bureau of Investigation or identify themselves in any way that could be reasonably perceived as representing the San Bernardino County District Attorney's Bureau of Investigation in order to do any of the following, unless specifically authorized by the Chief Investigator (Government Code § 3206; Government Code § 3302):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group or employee associations), is affiliated with this Bureau of Investigation, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the San Bernardino County District Attorney's Bureau of Investigation.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or employee associations, on political subjects and candidates at all times while off-duty.

However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or

Employee Speech, Expression and Social Networking

indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

625.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to e-mails, texts, or anything published or maintained through file-sharing software or any internet site (e.g., Facebook) that is accessed, transmitted, received, or reviewed on any Bureau of Investigation technology system (see the Information Technology Use Policy for additional guidance).

The Bureau of Investigation shall not require an employee to disclose a personal user name or password for accessing personal social media or to open a personal social website; however, the Bureau of Investigation may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

625.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief Investigator or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Bureau of Investigation or the efficiency or morale of its employees.
- (c) Whether the speech or conduct would reflect unfavorably upon the Office.
- (d) Whether the speech or conduct would negatively affect the employee's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Office.

625.7 TRAINING

Subject to available resources, the Bureau of Investigation should provide training regarding employee speech and the use of social networking to all employees of the Bureau of Investigation.

Ride-Alongs

626.1 PURPOSE AND SCOPE

This policy provides guidelines for Bureau of Investigation professional staff interested in going on a ride-along with another law enforcement agency. A ride-along is an opportunity for professional staff to experience first-hand how law enforcement officers carry out their official duties.

626.2 POLICY

To participate in a ride-along while on-duty, the employee shall obtain prior approval from his/her supervisor. A supervisor's approval will, in part, be based on staffing needs. Participating in a ride-along will also require approval from management of the law enforcement agency. One on-duty ride-along is permitted in a six-month period (record of each ride-along shall be maintained in the employee's division personnel file). An on-duty ride-along should occur during an employee's regular shift, last for not more than four hours and occur within the County of San Bernardino. Participating in a ride-along while off-duty does not require approval from a supervisor.

All employees shall abide by the following when on a ride-along, whether on- or off-duty. Any exception must be approved ahead of time by the Chief Investigator or designee.

- Do not represent yourself as a District Attorney's Office employee to the public.
- Do not wear anything displaying a Bureau of Investigation or District Attorney's Office logo, or that contains words specifically referring to the Bureau of Investigation or District Attorney's Office.
- Do not take any law enforcement action, except when necessitated by an emergency.
- Follow the instructions of the law enforcement officer providing the ride-along.
- Do not become involved in an investigation, handle evidence, have discussions with involved parties (examples: victims, witnesses, suspects), or handle any law enforcement equipment unless requested to do so by the law enforcement officer.
- Do not offer legal advice; either personal or on behalf of the District Attorney's Office.
- Do not use any type of recording device or take photographs.
- Follow any ride-along policy and procedures established by the department providing the ride-along, provided there is no conflict with any Bureau of Investigation policy. If you believe there is a conflict, immediately contact your supervisor.
- You may terminate the ride-along at any time and ask to be dropped off at the police or sheriff station as soon as possible.

When participating in a ride-along while on-duty, wear casual business attire in compliance with Bureau of Investigation policy. Exceptions shall be approved ahead of time by the Chief Investigator or designee.

During a ride-along, you may become involved in an emergency situation – risk to health, life, property or the environment. If this occurs while on-duty, contact a supervisor as soon as practical.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Ride-Alongs

Provide the supervisor with the following: location of the incident, type of incident, injuries, and any other important information. The supervisor shall provide guidance and ensure a Commander is notified.

All conduct of an employee during a ride-along shall be in compliance with Bureau of Investigation policies.

Line-of-Duty Deaths

627.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to employees of the San Bernardino County District Attorney's Bureau of Investigation in the event of the death of an employee occurring in the line of duty, and to direct the Office in providing proper support.

The Chief Investigator may also apply some or all of this policy in situations where employees are injured in the line of duty and the injuries are life-threatening.

627.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of an investigator during the course of performing law enforcement-related functions while on- or off-duty, or a professional staff member during the course of performing his/her assigned duties.

Survivors - Immediate family members of the deceased employee, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the employee and whether the individual was previously designated by the deceased employee.

627.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to make appropriate notifications and to provide assistance and support to survivors and coworkers of an employee who dies in the line of duty.

It is also the policy of this Bureau of Investigation to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

REFER TO THE LINE OF DUTY DEATH MANUAL for procedures and other guidance.

Expenses and Travel

628.1 PURPOSE AND SCOPE

This policy provides guidance for handling travel and other expenses that are approved as work related.

628.2 POLICY

Employees may incur expenses as a result of carrying out their assigned duties as an employee of the Bureau of Investigation. With proper approval for work related expenses, employees will be reimbursed as stated below.

628.3 REIMBURSEMENT

- (a) Expenses incurred by employees for the sake of the Office may be reimbursable. Employees are required to correctly complete the appropriate expense report(s), then submit the necessary paperwork to the person's supervisor for review and signature. The supervisor will then submit the completed paperwork to his/her Commander for final approval.
- (b) Trips outside of the County for longer than one day, for the purpose of attending conventions, conferences, and meetings, shall require the approval of the Chief Investigator or a designee.
- (c) Trips involving routine duties outside of the County, during which Office or County expenses may be incurred, shall require the approval of the employee's immediate supervisor or a designee prior to the trip.
- (d) Failure to obtain proper supervisory approval in advance of expenditures may result in an expense reimbursement not being approved.
- (e) Expenses incurred by an employee will be reimbursed per the employee's respective bargaining unit M.O.U. guidelines.
- (f) Claims for expenses must be accounted for on the County Expense Claim Form (Number 15-211-000).
- (g) Meals for witnesses are handled in accordance with established Office procedures. Special circumstances must be approved in advance by a supervisor. (Refer to the Witness Cash Fund policy for additional information)

Retiree Concealed Firearms

629.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of San Bernardino County District Attorney's Bureau of Investigation identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and California law (18 USC § 926C; Penal Code § 25455; Penal Code § 25460(c)).

629.2 POLICY

It is the policy of the San Bernardino County District Attorney's Bureau of Investigation to provide identification cards to qualified former or retired investigators as provided in this policy.

629.3 LEOSA

The Chief Investigator may issue an identification card for LEOSA purposes to any qualified former investigator of this Bureau of Investigation who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this Bureau of Investigation as an investigator.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this Bureau of Investigation.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this Bureau of Investigation where the investigator acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

629.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former investigator and identify him/her as having been employed as an investigator.

If the San Bernardino County District Attorney's Bureau of Investigation qualifies the former investigator, the LEOSA identification card or separate certification should indicate the date the former investigator was tested or otherwise found by the Bureau of Investigation to meet the active duty standards for qualification to carry a firearm.

629.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former investigator of this Bureau of Investigation, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:

Retiree Concealed Firearms

1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
 - (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
 - (c) Not prohibited by federal law from receiving a firearm.
 - (d) Not in a location prohibited by California law or by a private person or entity on his/her property if such prohibition is permitted by California law.

629.4 CALIFORNIA IDENTIFICATION CARD ISSUANCE

Any full-time sworn investigator of this Bureau of Investigation who was authorized to, and did, carry a concealed firearm during the course and scope of his/her employment shall be issued an identification card with a Carrying Concealed Weapon endorsement, "CCW Approved," upon honorable retirement (Penal Code § 25455).

- (a) For the purpose of this policy, honorably retired includes all peace officers who have qualified for, and accepted, a service or disability retirement. It shall not include any investigator who retires in lieu of termination.
- (b) No CCW Approved endorsement shall be issued to any investigator retiring because of a psychological disability (Penal Code § 26305).

629.4.1 CALIFORNIA IDENTIFICATION CARD FORMAT

The identification card issued to any qualified and honorably retired investigator shall be 2 inches by 3 inches, and minimally contain (Penal Code § 25460):

- (a) A photograph of the retiree.
- (b) The retiree's name and date of birth.
- (c) The date of retirement.
- (d) The name and address of this Bureau of Investigation.
- (e) A stamped CCW Approved endorsement along with the date by which the endorsement must be renewed (not more than one year). If a CCW endorsement has been denied or revoked, the identification card shall be stamped "No CCW Privilege."

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Retiree Concealed Firearms

629.5 FORMER INVESTIGATOR RESPONSIBILITIES

A former investigator with a card issued under this policy shall immediately notify the Assistant Chief Investigator of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions policy.

The former investigator and the department shall conform to the regulations outlined in Penal Code § 16360, 16690, 25450-25475, 25615-25655, 26300-26325, 16750(b), 16840(b), 17030, 25850-26025, 26030(a)-(c), 26035-26055, which outline the requirements, conditions, and descriptions of those retirees authorized to carry a concealed weapon (CCW).

A retiree Identification Certificate with or without a CCW endorsement expires every 5 years. It is the responsibility of the retiree to petition the department for a renewal at that time.

629.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former investigator shall:

- (a) Sign a waiver of liability of the Bureau of Investigation for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Bureau of Investigation.
- (b) Remain subject to all applicable Bureau of Investigation policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

629.5.2 MAINTAINING A CALIFORNIA IDENTIFICATION CARD CCW ENDORSEMENT

In order to maintain a CCW Approved endorsement on an identification card issued under California law, the retired investigator shall (Penal Code § 26305):

- (a) Qualify annually with the authorized firearm at a course approved by this Bureau of Investigation at the retired investigator's expense.
- (b) Remain subject to all applicable Bureau of Investigation policies and federal, state and local laws.
- (c) Not engage in conduct that compromises public safety.
- (d) Only be authorized to carry a concealed firearm inspected and approved by the Bureau of Investigation.

Retiree Concealed Firearms

629.5.3 CARRYING A FIREARM OUT OF STATE

With respect to Title 18 United States Code 926C (The Law Enforcement Officers Safety Act of 2004 or HR218), qualified, retired investigators of this Bureau of Investigation may also be authorized to carry a concealed weapon in other states.

Qualified retired investigators must comply with the qualification provisions of the Law Enforcement Officers Safety Act of 2004 (HR 218) and maintain those records.

629.6 DENIAL, SUSPENSION, OR REVOCATION OF A LEOSA IDENTIFICATION CARD

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Bureau of Investigation. In the event that an identification card is denied, suspended, or revoked, the former investigator may request a review by the Chief Investigator. The decision of the Chief Investigator is final.

629.7 DENIAL, SUSPENSION OR REVOCATION OF A CALIFORNIA CCW ENDORSEMENT CARD

A CCW endorsement for any investigator retired from this Bureau of Investigation may be denied or revoked only upon a showing of good cause. The CCW endorsement may be immediately and temporarily revoked by the Assistant Chief Investigator or designee when the conduct of a retired peace officer compromises public safety (Penal Code § 25470).

- (a) In the event that a CCW endorsement is initially denied, the retired investigator shall have 15 days from the date of denial to request a formal hearing. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received.
- (b) Prior to revocation of any CCW endorsement, the Bureau of Investigation shall provide the affected retiree with written notice of a hearing by either personal service or first class mail, postage prepaid, return receipt requested to the retiree's last known address (Penal Code § 26315).
 1. The retiree shall have 15 days from the date of service to file a written request for a hearing.
 2. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received (Penal Code § 26315).
 3. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right.
- (c) A hearing for the denial or revocation of any CCW endorsement shall be conducted before a hearing board composed of three members, one selected by the Bureau of Investigation, one selected by the retiree or his/her employee organization and one selected jointly (Penal Code § 26320).
 1. The decision of such hearing board shall be binding on the Bureau of Investigation and the retiree.

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Retiree Concealed Firearms

2. Any retiree who waives the right to a hearing or whose CCW endorsement has been revoked at a hearing shall immediately surrender his/her identification card. The Bureau of Investigation will then reissue a new identification card which shall be stamped "No CCW Privilege."
- (d) Employees who have reason to suspect the conduct of a retiree has compromised public safety shall notify a supervisor or the Assistant Chief Investigator as soon as practicable. The Assistant Chief Investigator or designee should promptly take appropriate steps to look into the matter and, if warranted, contact the retiree in person and advise him/her of the temporary suspension and hearing information listed below.
 - (a) Notification of the temporary suspension should also be promptly mailed to the retiree via first class mail, postage prepaid, return receipt requested (Penal Code § 26312).
 - (b) The Assistant Chief Investigator should document the investigation, the actions taken and, if applicable, any notification made to the retiree. The memo should be forwarded to the Chief Investigator.
 - (c) The personal and written notification should be as follows:
 - (a) The retiree's CCW endorsement is immediately and temporarily suspended.
 - (b) The retiree has 15 days to request a hearing to determine whether the temporary suspension should become permanent revocation.
 - (c) The retiree will forfeit his/her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.
 - (d) In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Assistant Chief Investigator should attempt to make the above notice of temporary suspension through another law enforcement officer. For example, if a retiree was arrested or detained by a distant agency, the Assistant Chief Investigator may request that a law enforcement officer from that agency act as the agent of the Bureau of Investigation to deliver the written notification.
- (e) If the authorization to carry a concealed firearm is used for other employment, volunteer work or business, the authorization to carry a firearm is considered immediately revoked.

629.8 FIREARM QUALIFICATIONS

The Rangemaster may provide former investigators from this Bureau of Investigation an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Chief Investigator's secretary will maintain a record of:

- (a) The qualifications and weapons used,
- (b) Copies of all retirement identification documents,

Retiree Concealed Firearms

- (c) The retiree's signed statement acknowledging all of the CCW conditions and restrictions for authorization, and
- (d) The retiree's most current address and telephone number. Retirees shall make every effort to keep the Bureau of Investigation informed of this information.

If a former investigator does not pass the firearms qualification, remediation may be provided in accordance with the SBCSD's Firearms Remediation policy.



San Bernardino County District Attorney's
Office, Bureau of Investigation Policy Manual

SBCDA Bureau of Investigation Policy Manual

Attachments

**Teamsters Local 1932 MOU 2019 -2023
MOU Updated SW POSTING Part 2.pdf**

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
48F	Hourly	24.08	24.68	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.51	32.33		
	Appx. Bi-wkly	1,926.40	1,974.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40		
	Appx. Monthly	4,173.87	4,277.87	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87		
	Appx. Annual	50,086.40	51,334.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40		
48T	Hourly	23.66	24.26	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76		
	Appx. Bi-wkly	1,892.80	1,940.80	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80		
	Appx. Monthly	4,101.07	4,205.07	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07		
	Appx. Annual	49,212.80	50,460.80	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80		
49	Hourly	24.28	24.88	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.32	
	Appx. Bi-wkly	1,942.40	1,990.40	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,665.60	
	Appx. Monthly	4,208.53	4,312.53	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,775.47	
	Appx. Annual	50,502.40	51,750.40	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,305.60	
49A	Hourly	24.59	25.20	25.82	26.43	27.09	27.76	28.48	29.14	29.88	30.62	31.35	32.16	32.92	33.74	
	Appx. Bi-wkly	1,967.20	2,016.00	2,065.60	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,699.20	
	Appx. Monthly	4,262.27	4,368.00	4,475.47	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.27	
	Appx. Annual	51,147.20	52,416.00	53,705.60	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,179.20	
49C	Hourly	24.70	25.32	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.51	32.33	33.10	33.91	
	Appx. Bi-wkly	1,976.00	2,025.60	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.80	
	Appx. Monthly	4,281.33	4,388.80	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,877.73	
	Appx. Annual	51,376.00	52,665.60	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,532.80	
49T	Hourly	24.28	24.88	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51		
	Appx. Bi-wkly	1,942.40	1,990.40	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80		
	Appx. Monthly	4,208.53	4,312.53	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07		
	Appx. Annual	50,502.40	51,750.40	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80		
50	Hourly	24.85	25.48	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.15	
	Appx. Bi-wkly	1,988.00	2,038.40	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,732.00	
	Appx. Monthly	4,307.33	4,416.53	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,919.33	
	Appx. Annual	51,688.00	52,998.40	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	71,032.00	
50A	Hourly	25.17	25.78	26.43	27.09	27.76	28.48	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.58	
	Appx. Bi-wkly	2,013.60	2,062.40	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,766.40	
	Appx. Monthly	4,362.80	4,468.53	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,993.87	
	Appx. Annual	52,353.60	53,622.40	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,926.40	
50C	Hourly	25.29	25.92	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.75	
	Appx. Bi-wkly	2,023.20	2,073.60	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,780.00	
	Appx. Monthly	4,383.60	4,492.80	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,023.33	
	Appx. Annual	52,603.20	53,913.60	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,280.00	
50T	Hourly	24.85	25.48	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31		
	Appx. Bi-wkly	1,988.00	2,038.40	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80		
	Appx. Monthly	4,307.33	4,416.53	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73		
	Appx. Annual	51,688.00	52,998.40	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80		
51	Hourly	25.48	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.97	
	Appx. Bi-wkly	2,038.40	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,797.60	
	Appx. Monthly	4,416.53	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,061.47	
	Appx. Annual	52,998.40	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,940.40	72,737.60	
51A	Hourly	25.78	26.43	27.09	27.76	28.48	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.56	35.41	
	Appx. Bi-wkly	2,062.40	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,832.80	
	Appx. Monthly	4,468.53	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,137.73	
	Appx. Annual	53,622.40	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,652.80	
51C	Hourly	25.92	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.73	35.61	
	Appx. Bi-wkly	2,073.60	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,778.40	2,848.80	
	Appx. Monthly	4,492.80	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,019.87	6,172.40	
	Appx. Annual	53,913.60	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,238.40	74,068.80	
51T	Hourly	25.48	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13		
	Appx. Bi-wkly	2,038.40	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40		
	Appx. Monthly	4,416.53	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87		
	Appx. Annual	52,998.40	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,940.40		
52	Hourly	26.09	26.75	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.86	
	Appx. Bi-wkly	2,087.20	2,140.00	2,												

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
54	Hourly	27.40	28.09	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.67	
	Appx. Bi-wkly	2,192.00	2,247.20	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,013.60	
	Appx. Monthly	4,749.33	4,868.93	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,529.47	
	Appx. Annual	56,992.00	58,427.20	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,353.60	
54A	Hourly	27.74	28.44	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.56	35.42	36.32	37.21	38.15	
	Appx. Bi-wkly	2,219.20	2,275.20	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,052.00	
	Appx. Monthly	4,808.27	4,929.60	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,139.47	6,295.47	6,449.73	6,612.67	
	Appx. Annual	57,699.20	59,155.20	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,673.60	75,545.60	77,396.80	79,352.00	
54C	Hourly	27.87	28.58	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.73	35.62	36.49	37.41	38.31	
	Appx. Bi-wkly	2,229.60	2,286.40	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,778.40	2,849.60	2,919.20	2,992.80	3,064.80	
	Appx. Monthly	4,830.80	4,953.87	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,019.87	6,174.13	6,324.93	6,484.40	6,640.40	
	Appx. Annual	57,969.60	59,446.40	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,238.40	74,089.60	75,899.20	77,812.80	79,684.80	
54T	Hourly	27.40	28.09	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.67	
	Appx. Bi-wkly	2,192.00	2,247.20	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,013.60	
	Appx. Monthly	4,749.33	4,868.93	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,529.47	
	Appx. Annual	56,992.00	58,427.20	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,353.60	
55	Hourly	28.09	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.61	
	Appx. Bi-wkly	2,247.20	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.80	
	Appx. Monthly	4,868.93	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,692.40	
	Appx. Annual	58,427.20	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,308.80	
55A	Hourly	28.44	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.56	35.42	36.32	37.21	38.14	39.09	
	Appx. Bi-wkly	2,275.20	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,127.20	
	Appx. Monthly	4,929.60	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,775.60	
	Appx. Annual	59,155.20	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,307.20	
55C	Hourly	28.58	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.73	35.62	36.49	37.41	38.30	39.28	
	Appx. Bi-wkly	2,286.40	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,778.40	2,849.60	2,919.20	2,992.80	3,064.00	3,142.40	
	Appx. Monthly	4,953.87	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,808.53	
	Appx. Annual	59,446.40	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,238.40	74,089.60	75,899.20	77,812.80	79,664.00	81,702.40	
55T	Hourly	28.09	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.61	
	Appx. Bi-wkly	2,247.20	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.80	
	Appx. Monthly	4,868.93	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,692.40	
	Appx. Annual	58,427.20	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	
56	Hourly	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.57	
	Appx. Bi-wkly	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,165.60	
	Appx. Monthly	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,858.80	
	Appx. Annual	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,305.60	
56A	Hourly	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.56	35.42	36.32	37.21	38.14	39.08	40.07	
	Appx. Bi-wkly	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,205.60	
	Appx. Monthly	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,945.47	
	Appx. Annual	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,345.60	
56C	Hourly	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.73	35.62	36.49	37.41	38.30	39.27	40.26	
	Appx. Bi-wkly	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,778.40	2,849.60	2,919.20	2,992.80	3,064.00	3,141.60	3,220.80	
	Appx. Monthly	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,978.40	
	Appx. Annual	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,238.40	74,089.60	75,899.20	77,812.80	79,664.00	81,681.60	83,740.80	
56T	Hourly	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.57	
	Appx. Bi-wkly	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,165.60	
	Appx. Monthly	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,858.80	
	Appx. Annual	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,305.60	
57	Hourly	29.47	30.22	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.52	
	Appx. Bi-wkly	2,357.60	2,417.60	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,241.60	
	Appx. Monthly	5,108.13	5,238.13	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,023.47	
	Appx. Annual	61,297.60	62,857.60	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,281.60	
57A	Hourly	29.86	30.59	31.35	32.16	32.92	33.73	34.56	35.42	36.32	37.21	38.14	39.08	40.05	41.04	
	Appx. Bi-wkly	2,388.80	2,447.20	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,204.00	3,283.20	
	Appx. Monthly	5,175.73	5,302.27	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,942.00	7,113.60	
	Appx. Annual	62,108.80	63,627.20	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,304.00	85,363.20	
57C	Hourly	29.98	30.74	31.51	32.33</											

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
59C	Hourly	31.49	32.30	33.10	33.90	34.73	35.62	36.49	37.41	38.30	39.27	40.24	41.27	42.27	43.33	
	Appx. Bi-wkly	2,519.20	2,584.00	2,648.00	2,712.00	2,776.00	2,840.00	2,904.00	2,968.00	3,032.00	3,096.00	3,160.00	3,224.00	3,288.00	3,352.00	3,416.00
	Appx. Monthly	5,458.27	5,598.67	5,737.33	5,876.00	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,974.93	7,153.47	7,326.80	7,510.53	7,694.00
	Appx. Annual	65,499.20	67,184.00	68,848.00	70,512.00	72,238.40	74,089.60	75,899.20	77,782.80	79,666.40	81,681.60	83,692.00	85,841.60	87,921.60	90,126.40	
59T	Hourly	30.96	31.71	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	
	Appx. Bi-wkly	2,476.80	2,536.80	2,600.80	2,664.80	2,730.40	2,796.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,494.40
	Appx. Monthly	5,366.40	5,496.40	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,209.53	7,398.00	7,571.20
	Appx. Annual	64,396.80	65,956.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,854.40
60	Hourly	31.70	32.50	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.68	
	Appx. Bi-wkly	2,536.00	2,600.00	2,664.00	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,494.40	3,580.00
	Appx. Monthly	5,494.67	5,633.33	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,571.20	7,758.00
	Appx. Annual	65,936.00	67,600.00	69,284.00	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,854.40	
60A	Hourly	32.11	32.91	33.73	34.56	35.42	36.32	37.21	38.14	39.08	40.05	41.06	42.06	43.14	44.22	
	Appx. Bi-wkly	2,568.80	2,632.80	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,536.00	3,620.00
	Appx. Monthly	5,565.73	5,704.40	5,846.53	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,840.00
	Appx. Annual	66,788.80	68,452.80	70,158.40	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,977.60	94,216.00
60C	Hourly	32.27	33.09	33.90	34.73	35.62	36.49	37.41	38.30	39.27	40.24	41.27	42.27	43.33	44.45	
	Appx. Bi-wkly	2,581.60	2,647.20	2,712.00	2,778.40	2,849.60	2,919.20	2,992.80	3,064.00	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,556.00	3,644.00
	Appx. Monthly	5,593.47	5,735.60	5,876.00	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,974.93	7,153.47	7,326.80	7,510.53	7,704.67	7,898.00
	Appx. Annual	67,121.60	68,827.20	70,512.00	72,238.40	74,089.60	75,899.20	77,782.80	79,666.40	81,681.60	83,692.00	85,841.60	87,921.60	90,188.80	92,456.00	94,724.00
60T	Hourly	31.70	32.50	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.68	
	Appx. Bi-wkly	2,536.00	2,600.00	2,664.00	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,494.40	3,580.00
	Appx. Monthly	5,494.67	5,633.33	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,571.20	7,758.00
	Appx. Annual	65,936.00	67,600.00	69,284.00	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,854.40	
61	Hourly	32.48	33.29	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.68	44.71	
	Appx. Bi-wkly	2,598.40	2,663.20	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,576.80	3,664.00
	Appx. Monthly	5,629.87	5,770.27	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,568.00	7,749.73	7,936.00
	Appx. Annual	67,558.40	69,243.20	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	92,996.80	95,312.00
61A	Hourly	32.89	33.70	34.56	35.42	36.32	37.21	38.14	39.08	40.05	41.06	42.06	43.14	44.16	45.28	
	Appx. Bi-wkly	2,631.20	2,696.00	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,536.00	3,620.00	3,704.00
	Appx. Monthly	5,700.93	5,841.33	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,840.00	8,024.00
	Appx. Annual	68,411.20	70,096.00	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,182.40	96,616.00
61C	Hourly	33.07	33.88	34.73	35.62	36.49	37.41	38.30	39.27	40.24	41.27	42.27	43.33	44.38	45.49	
	Appx. Bi-wkly	2,645.60	2,710.40	2,778.40	2,849.60	2,919.20	2,992.80	3,064.00	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,556.00	3,644.00	3,732.00
	Appx. Monthly	5,732.13	5,872.53	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,974.93	7,153.47	7,326.80	7,510.53	7,694.00	7,884.93	8,078.00
	Appx. Annual	68,785.60	70,470.40	72,238.40	74,089.60	75,899.20	77,782.80	79,666.40	81,681.60	83,692.00	85,841.60	87,921.60	90,188.80	92,310.40	94,619.20	96,992.00
61T	Hourly	32.48	33.29	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.68	44.71	
	Appx. Bi-wkly	2,598.40	2,663.20	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,576.80	3,664.00
	Appx. Monthly	5,629.87	5,770.27	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,568.00	7,758.00	7,944.00
	Appx. Annual	67,558.40	69,243.20	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	92,996.80	95,312.00
62	Hourly	33.30	34.14	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.86	
	Appx. Bi-wkly	2,664.00	2,731.20	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,668.80	3,758.40
	Appx. Monthly	5,772.00	5,917.60	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,568.00	7,754.93	7,944.00	8,132.00
	Appx. Annual	69,264.00	71,011.20	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,388.80	97,718.40
62A	Hourly	33.71	34.57	35.42	36.32	37.21	38.14	39.08	40.05	41.06	42.06	43.14	44.16	45.32	46.44	
	Appx. Bi-wkly	2,696.80	2,765.60	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,532.80	3,620.00	3,712.00	3,804.00
	Appx. Monthly	5,843.07	5,992.13	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,854.47	8,049.60	8,244.00
	Appx. Annual	70,116.80	71,905.60	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,265.60	96,592.00	99,024.00
62C	Hourly	33.89	34.74	35.62	36.49	37.41	38.30	39.27	40.24	41.27	42.27	43.33	44.38	45.53	46.67	
	Appx. Bi-wkly	2,711.20	2,779.20	2,849.60	2,919.20	2,992.80	3,064.00	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,556.00	3,644.00	3,732.00	3,820.00
	Appx. Monthly	5,874.27	6,021.60	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,974.93	7,153.47	7,326.80	7,510.53	7,694.00	7,891.87	8,089.47	8,288.00
	Appx. Annual	70,491.20	72,259.20	74,089.60	75,899.20	77,782.80	79,666.40	81,681.60	83,692.00	85,841.60	87,921.60	90,188.80	92,310.40	94,702.40	97,073.60	99,444.80
62T	Hourly	33.30	34.14	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.86	
	Appx. Bi-wkly	2,664.00	2,731.20	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,668.80	3,758.40
	Appx. Monthly	5,772.00	5,917.60	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7			

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
65	Hourly	35.83	36.75	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	
	Appx. Bi-wkly	2,866.40	2,940.00	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	
	Appx. Monthly	6,210.53	6,370.00	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	
	Appx. Annual	74,526.40	76,440.00	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	
65A	Hourly	36.30	37.20	38.14	39.08	40.05	41.06	42.06	43.14	44.16	45.32	46.39	47.51	48.73	49.97	
	Appx. Bi-wkly	2,904.00	2,976.00	3,051.20	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	
	Appx. Monthly	6,292.00	6,448.00	6,610.93	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,855.47	8,040.93	8,235.07	8,446.53	8,661.47	
	Appx. Annual	75,504.00	77,376.00	79,331.20	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	
65C	Hourly	36.47	37.40	38.30	39.27	40.24	41.27	42.27	43.36	44.38	45.53	46.62	47.75	49.00	50.19	
	Appx. Bi-wkly	2,917.60	2,992.00	3,064.00	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	
	Appx. Monthly	6,321.47	6,482.67	6,638.67	6,806.80	6,974.93	7,153.47	7,326.80	7,515.73	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	
	Appx. Annual	75,857.60	77,792.00	79,664.00	81,681.60	83,699.20	85,841.60	87,921.60	90,188.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	
65T	Hourly	35.83	36.75	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	
	Appx. Bi-wkly	2,866.40	2,940.00	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	
	Appx. Monthly	6,210.53	6,370.00	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	
	Appx. Annual	74,526.40	76,440.00	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	
66	Hourly	36.74	37.65	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.57	
	Appx. Bi-wkly	2,939.20	3,012.00	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,045.60	
	Appx. Monthly	6,368.27	6,526.00	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,765.47	
	Appx. Annual	76,419.20	78,312.00	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,185.60	
66A	Hourly	37.18	38.13	39.08	40.05	41.06	42.06	43.14	44.16	45.32	46.39	47.51	48.73	49.97	51.21	
	Appx. Bi-wkly	2,974.40	3,050.40	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,096.80	
	Appx. Monthly	6,444.53	6,609.20	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,855.47	8,040.93	8,235.07	8,446.53	8,661.47	8,876.40	
	Appx. Annual	77,334.40	79,310.40	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,516.80	
66C	Hourly	37.39	38.29	39.27	40.24	41.27	42.27	43.36	44.38	45.53	46.62	47.75	49.00	50.19	51.46	
	Appx. Bi-wkly	2,991.20	3,063.20	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,116.80	
	Appx. Monthly	6,480.93	6,636.93	6,806.80	6,974.93	7,153.47	7,326.80	7,515.73	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,919.73	
	Appx. Annual	77,771.20	79,643.20	81,681.60	83,699.20	85,841.60	87,921.60	90,188.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	107,036.80	
66T	Hourly	36.74	37.65	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.57	
	Appx. Bi-wkly	2,939.20	3,012.00	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,045.60	
	Appx. Monthly	6,368.27	6,526.00	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,765.47	
	Appx. Annual	76,419.20	78,312.00	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,185.60	
67	Hourly	37.63	38.58	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.81	
	Appx. Bi-wkly	3,010.40	3,086.40	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,144.80	
	Appx. Monthly	6,522.53	6,687.20	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,980.40	
	Appx. Annual	78,270.40	80,246.40	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,764.80	
67A	Hourly	38.11	39.06	40.05	41.06	42.06	43.14	44.16	45.32	46.39	47.51	48.73	49.97	51.19	52.47	
	Appx. Bi-wkly	3,048.80	3,124.80	3,204.00	3,284.80	3,364.80	3,451.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,095.20	4,197.60	
	Appx. Monthly	6,605.73	6,770.40	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,855.47	8,040.93	8,235.07	8,446.53	8,661.47	8,872.93	9,094.80	
	Appx. Annual	79,268.80	81,244.80	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,475.20	109,137.60	
67C	Hourly	38.27	39.25	40.24	41.27	42.27	43.36	44.38	45.53	46.62	47.75	49.00	50.19	51.43	52.72	
	Appx. Bi-wkly	3,061.60	3,140.00	3,219.20	3,301.60	3,381.60	3,468.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,114.40	4,217.60	
	Appx. Monthly	6,633.47	6,803.33	6,974.93	7,153.47	7,326.80	7,515.73	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,914.53	9,138.13	
	Appx. Annual	79,601.60	81,640.00	83,699.20	85,841.60	87,921.60	90,188.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	106,974.40	109,657.60	
67T	Hourly	37.63	38.58	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.81	
	Appx. Bi-wkly	3,010.40	3,086.40	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,144.80	
	Appx. Monthly	6,522.53	6,687.20	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,980.40	
	Appx. Annual	78,270.40	80,246.40	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,764.80	
68	Hourly	38.60	39.57	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.12	
	Appx. Bi-wkly	3,088.00	3,165.60	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,249.60	
	Appx. Monthly	6,690.67	6,858.80	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,982.13	9,207.47	
	Appx. Annual	80,288.00	82,305.60	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,489.60	
68A	Hourly	39.08	40.07	41.06	42.06	43.14	44.16	45.32	46.39	47.51	48.73	49.97	51.19	52.49	53.78	
	Appx. Bi-wkly	3,126.40	3,205.60	3,284.80	3,364.80	3,451.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,095.20	4,199.20	4,302.40	
	Appx. Monthly	6,773.87	6,945.47	7,117.07	7,290.40	7,477.60	7,654.40	7,855.47	8,040.93	8,235.07	8,446.53	8,661.47	8,872.93	9,098.27	9,321.87	
	Appx. Annual	81,286.40	83,345.60	85,404.80	87,484.80	89,731.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,475.20	109,179.20	111,862.40	
68C	Hour															

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
70C	Hourly	41.27	42.30	43.36	44.38	45.53	46.62	47.75	49.00	50.19	51.43	52.73	54.06	55.44	56.84	
	Appx. Bi-wkly	3,301.60	3,384.00	3,468.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,435.20	4,547.20	
	Appx. Monthly	7,153.47	7,332.00	7,515.73	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,852.27	
	Appx. Annual	85,841.60	87,984.00	90,188.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,227.20	
70T	Hourly	40.54	41.56	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49		
	Appx. Bi-wkly	3,243.20	3,324.80	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,472.00	
	Appx. Monthly	7,026.93	7,203.73	7,384.00	7,568.00	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,681.33	
	Appx. Annual	84,323.20	86,444.80	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,266.40	
71	Hourly	41.52	42.56	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	
	Appx. Bi-wkly	3,321.60	3,404.80	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	
	Appx. Monthly	7,196.80	7,377.07	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	
	Appx. Annual	86,361.60	88,524.80	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,266.40	119,176.00	
71A	Hourly	42.05	43.09	44.16	45.32	46.39	47.51	48.73	49.97	51.19	52.49	53.79	55.16	56.51	57.93	
	Appx. Bi-wkly	3,364.00	3,447.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,095.20	4,199.20	4,303.20	4,412.80	4,520.80	4,634.40	4,750.40
	Appx. Monthly	7,288.67	7,468.93	7,654.40	7,854.40	8,049.93	8,235.07	8,446.53	8,661.47	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,291.20
	Appx. Annual	87,464.00	89,627.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,544.40
71C	Hourly	42.26	43.31	44.38	45.53	46.62	47.75	49.00	50.19	51.43	52.73	54.06	55.44	56.84	58.21	
	Appx. Bi-wkly	3,380.80	3,464.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,435.20	4,544.00	4,656.80	4,772.00
	Appx. Monthly	7,325.07	7,507.07	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,343.80
	Appx. Annual	87,900.80	90,084.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,244.00	121,176.00	124,160.00
71T	Hourly	41.52	42.56	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	
	Appx. Bi-wkly	3,321.60	3,404.80	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	
	Appx. Monthly	7,196.80	7,377.07	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	
	Appx. Annual	86,361.60	88,524.80	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,266.40	119,176.00	
72	Hourly	42.58	43.65	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.65	
	Appx. Bi-wkly	3,406.40	3,492.00	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,692.00	4,808.00
	Appx. Monthly	7,380.53	7,566.00	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,166.00	10,413.33
	Appx. Annual	88,566.40	90,792.00	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,266.40	119,176.00	122,120.00	125,092.00
72A	Hourly	43.12	44.20	45.32	46.39	47.51	48.73	49.97	51.19	52.49	53.79	55.16	56.51	57.93	59.38	
	Appx. Bi-wkly	3,449.60	3,536.00	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,095.20	4,199.20	4,303.20	4,412.80	4,520.80	4,634.40	4,750.40	4,872.00
	Appx. Monthly	7,474.13	7,661.33	7,854.40	8,049.93	8,235.07	8,446.53	8,661.47	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,291.20	10,547.33
	Appx. Annual	89,689.60	91,936.00	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,544.40	126,644.40
72C	Hourly	43.34	44.43	45.53	46.62	47.75	49.00	50.19	51.43	52.73	54.06	55.44	56.84	58.21	59.67	
	Appx. Bi-wkly	3,467.20	3,554.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,435.20	4,544.00	4,656.80	4,772.00	4,888.00
	Appx. Monthly	7,512.27	7,701.20	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,343.80	10,600.00
	Appx. Annual	90,147.20	92,414.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,244.00	121,176.00	124,160.00	127,160.00
72T	Hourly	42.58	43.65	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.65	
	Appx. Bi-wkly	3,406.40	3,492.00	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,692.00	4,808.00
	Appx. Monthly	7,380.53	7,566.00	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,166.00	10,413.33
	Appx. Annual	88,566.40	90,792.00	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,266.40	119,176.00	122,120.00	125,092.00
73	Hourly	43.61	44.70	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.10	
	Appx. Bi-wkly	3,488.80	3,576.00	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,692.00	4,808.00	4,924.00
	Appx. Monthly	7,559.07	7,748.00	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.33	10,664.00
	Appx. Annual	90,708.80	92,976.00	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,266.40	119,176.00	122,120.00	125,092.00	128,080.00
73A	Hourly	44.15	45.26	46.39	47.51	48.73	49.97	51.19	52.49	53.79	55.16	56.51	57.93	59.38	60.85	
	Appx. Bi-wkly	3,532.00	3,620.80	3,711.20	3,800.80	3,898.40	3,997.60	4,095.20	4,199.20	4,303.20	4,412.80	4,520.80	4,634.40	4,749.60	4,868.00	4,988.00
	Appx. Monthly	7,652.67	7,845.07	8,040.93	8,235.07	8,446.53	8,661.47	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,291.20	10,547.33	10,803.33
	Appx. Annual	91,832.00	94,140.80	96,491.20	98,820.80	101,358.40	103,937.60	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,488.00	126,544.00	129,644.00
73C	Hourly	44.37	45.48	46.62	47.75	49.00	50.19	51.43	52.73	54.06	55.44	56.84	58.21	59.67	61.15	
	Appx. Bi-wkly	3,549.60	3,638.40	3,729.60	3,820.00	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,435.20	4,544.00	4,656.80	4,772.00	4,888.00	5,004.00
	Appx. Monthly	7,690.80	7,883.20	8,080.80	8,276.67	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,341.07	10,599.33	10,857.33
	Appx. Annual	92,289.60	94,598.40	96,969.60	99,320.00	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,244.00	121,176.00	124,160.00	127,160.00	130,160.00
73T	Hourly	43.61	44.70	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.10	
	Appx. Bi-wkly	3,488.80	3,576.00	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,692.00	4,808.00	4,924.00
	Appx. Monthly	7,559.07	7,748.00	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00								

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
76	Hourly	46.97	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.70	
	Appx. Bi-wkly	3,757.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,176.00	
	Appx. Monthly	8,141.47	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,214.67	
	Appx. Annual	97,697.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,576.00	
76A	Hourly	47.55	48.73	49.97	51.19	52.49	53.79	55.16	56.51	57.93	59.37	60.83	62.34	63.92	65.53	
	Appx. Bi-wkly	3,804.00	3,898.40	3,997.60	4,095.20	4,199.20	4,303.20	4,412.80	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,242.40	
	Appx. Monthly	8,242.00	8,446.53	8,661.47	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,358.53	
	Appx. Annual	98,904.00	101,358.40	103,937.60	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,953.60	136,302.40	
76C	Hourly	47.81	49.00	50.19	51.43	52.73	54.06	55.44	56.80	58.21	59.66	61.11	62.67	64.24	65.85	
	Appx. Bi-wkly	3,824.80	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,435.20	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,268.00	
	Appx. Monthly	8,287.07	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,414.00	
	Appx. Annual	99,444.80	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,144.00	121,076.80	124,092.80	127,108.80	130,135.60	133,169.20	136,208.00	
76T	Hourly	46.97	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.70	
	Appx. Bi-wkly	3,757.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,176.00	
	Appx. Monthly	8,141.47	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,214.67	
	Appx. Annual	97,697.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,576.00	
77	Hourly	48.10	49.31	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.36	
	Appx. Bi-wkly	3,848.00	3,944.80	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,308.80	
	Appx. Monthly	8,337.33	8,547.07	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,502.40	
	Appx. Annual	100,048.00	102,564.80	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	138,028.80	
77A	Hourly	48.71	49.93	51.19	52.49	53.79	55.16	56.51	57.93	59.37	60.83	62.34	63.92	65.55	67.19	
	Appx. Bi-wkly	3,896.80	3,994.40	4,095.20	4,199.20	4,303.20	4,412.80	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,244.00	5,375.20	
	Appx. Monthly	8,443.07	8,654.53	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,362.00	11,646.27	
	Appx. Annual	101,316.80	103,854.40	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,953.60	136,344.00	139,755.20	
77C	Hourly	48.97	50.17	51.43	52.73	54.06	55.44	56.80	58.21	59.66	61.11	62.67	64.24	65.87	67.52	
	Appx. Bi-wkly	3,917.60	4,013.60	4,114.40	4,218.40	4,324.80	4,435.20	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,269.60	5,401.60	
	Appx. Monthly	8,488.13	8,696.13	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,417.47	11,703.47	
	Appx. Annual	101,857.60	104,353.60	106,974.40	109,678.40	112,444.80	115,315.20	118,144.00	121,076.80	124,092.80	127,108.80	130,135.60	133,169.20	136,208.00	139,249.60	
77T	Hourly	48.10	49.31	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.36	
	Appx. Bi-wkly	3,848.00	3,944.80	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,308.80	
	Appx. Monthly	8,337.33	8,547.07	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,502.40	
	Appx. Annual	100,048.00	102,564.80	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	138,028.80	
78	Hourly	49.32	50.56	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	67.98	
	Appx. Bi-wkly	3,945.60	4,044.80	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,438.40	
	Appx. Monthly	8,548.80	8,763.73	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,783.20	
	Appx. Annual	102,585.60	105,164.80	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,398.40	
78A	Hourly	49.95	51.20	52.49	53.79	55.16	56.51	57.93	59.37	60.83	62.34	63.92	65.55	67.17	68.84	
	Appx. Bi-wkly	3,996.00	4,096.00	4,199.20	4,303.20	4,412.80	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,244.00	5,373.60	5,507.20	
	Appx. Monthly	8,658.00	8,874.67	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,362.00	11,642.80	11,932.27	
	Appx. Annual	103,896.00	106,496.00	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,953.60	136,344.00	139,713.60	143,187.20	
78C	Hourly	50.18	51.44	52.73	54.06	55.44	56.80	58.21	59.66	61.11	62.67	64.24	65.87	67.50	69.18	
	Appx. Bi-wkly	4,014.40	4,115.20	4,218.40	4,324.80	4,435.20	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,269.60	5,400.00	5,534.40	
	Appx. Monthly	8,697.87	8,916.27	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,417.47	11,700.00	11,991.20	
	Appx. Annual	104,374.40	106,995.20	109,678.40	112,444.80	115,315.20	118,144.00	121,076.80	124,092.80	127,108.80	130,135.60	133,169.20	136,208.00	139,249.60	142,292.80	
78T	Hourly	49.32	50.56	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	67.98	
	Appx. Bi-wkly	3,945.60	4,044.80	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,438.40	
	Appx. Monthly	8,548.80	8,763.73	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,783.20	
	Appx. Annual	102,585.60	105,164.80	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,398.40	
79	Hourly	50.57	51.84	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	
	Appx. Bi-wkly	4,045.60	4,147.20	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	
	Appx. Monthly	8,765.47	8,985.60	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	
	Appx. Annual	105,185.60	107,827.20	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	
79A	Hourly	51.21	52.50	53.79	55.16	56.51	57.93	59.37	60.83	62.34	63.92	65.55	67.17	68.87	70.58	
	Appx. Bi-wkly	4,096.80	4,200.00	4,303.20	4,412.80	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,244.00	5,373.60	5,509.60	5,646.40	
	Appx. Monthly	8,876.40	9,100.00	9,323.60	9,561.07	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,362.00	11,642.80	11,937.47	12,233.87	
	Appx. Annual	106,516.														

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
81C	Hourly	54.05	55.40	56.80	58.21	59.66	61.11	62.67	64.24	65.87	67.50	69.20	70.94	72.67	74.51	
	Appx. Bi-wkly	4,324.00	4,432.00	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	
	Appx. Monthly	9,368.67	9,602.67	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	
	Appx. Annual	112,424.00	115,232.00	118,144.00	121,076.80	124,092.80	127,108.80	130,353.60	133,619.20	137,009.60	140,400.00	143,936.00	147,552.00	151,153.60	154,980.80	
81T	Hourly	53.12	54.46	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.13	
	Appx. Bi-wkly	4,249.60	4,356.80	4,465.60	4,577.60	4,691.20	4,806.40	4,922.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	
	Appx. Monthly	9,207.47	9,439.73	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	
	Appx. Annual	110,489.60	113,276.80	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,144.00	
82	Hourly	54.46	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.13	75.06	
	Appx. Bi-wkly	4,356.80	4,465.60	4,577.60	4,691.20	4,806.40	4,922.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,004.80	
	Appx. Monthly	9,439.73	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,010.40	
	Appx. Annual	113,276.80	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,144.00	156,124.80	
82A	Hourly	55.12	56.51	57.93	59.37	60.83	62.34	63.92	65.55	67.17	68.87	70.58	72.31	74.14	75.99	
	Appx. Bi-wkly	4,409.60	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,244.00	5,373.60	5,509.60	5,646.40	5,784.80	5,931.20	6,079.20	
	Appx. Monthly	9,554.13	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,362.00	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	
	Appx. Annual	114,649.60	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,953.60	136,344.00	139,713.60	143,249.60	146,806.40	150,404.80	154,112.00	158,059.20	
82C	Hourly	55.40	56.80	58.21	59.66	61.11	62.67	64.24	65.87	67.50	69.20	70.94	72.67	74.51	76.38	
	Appx. Bi-wkly	4,432.00	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	6,110.40	
	Appx. Monthly	9,602.67	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	13,239.20	
	Appx. Annual	115,232.00	118,144.00	121,076.80	124,092.80	127,108.80	130,353.60	133,619.20	137,009.60	140,400.00	143,936.00	147,552.00	151,153.60	154,980.80	158,870.40	
82T	Hourly	54.46	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.13	75.06	
	Appx. Bi-wkly	4,356.80	4,465.60	4,577.60	4,691.20	4,806.40	4,922.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,004.80	
	Appx. Monthly	9,439.73	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,010.40	
	Appx. Annual	113,276.80	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,144.00	156,124.80	
83	Hourly	55.81	57.21	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.13	75.07	76.94	
	Appx. Bi-wkly	4,464.80	4,576.80	4,691.20	4,806.40	4,922.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,155.20	
	Appx. Monthly	9,673.73	9,916.40	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,336.27	
	Appx. Annual	116,084.80	118,996.80	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,144.00	156,145.60	160,035.20	
83A	Hourly	56.50	57.92	59.37	60.83	62.34	63.92	65.55	67.17	68.87	70.58	72.31	74.14	76.01	77.90	
	Appx. Bi-wkly	4,520.00	4,633.60	4,749.60	4,866.40	4,987.20	5,113.60	5,244.00	5,373.60	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,232.00	
	Appx. Monthly	9,793.33	10,039.47	10,290.80	10,543.87	10,805.60	11,079.47	11,362.00	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,502.67	
	Appx. Annual	117,520.00	120,473.60	123,489.60	126,526.40	129,667.20	132,953.60	136,344.00	139,713.60	143,249.60	146,806.40	150,404.80	154,112.00	158,000.00	162,032.00	
83C	Hourly	56.79	58.19	59.66	61.11	62.67	64.24	65.87	67.50	69.20	70.94	72.67	74.51	76.39	78.29	
	Appx. Bi-wkly	4,543.20	4,655.20	4,772.80	4,888.80	5,013.60	5,139.20	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	6,111.20	6,263.20	
	Appx. Monthly	9,843.60	10,086.27	10,341.07	10,592.40	10,862.80	11,134.93	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	13,240.93	13,570.27	
	Appx. Annual	118,123.20	121,035.20	124,092.80	127,108.80	130,353.60	133,619.20	137,009.60	140,400.00	143,936.00	147,552.00	151,153.60	154,980.80	158,891.20	162,843.20	
83T	Hourly	55.81	57.21	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.13	75.07	76.94	
	Appx. Bi-wkly	4,464.80	4,576.80	4,691.20	4,806.40	4,922.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,155.20	
	Appx. Monthly	9,673.73	9,916.40	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,336.27	
	Appx. Annual	116,084.80	118,996.80	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,144.00	156,145.60	160,035.20	
84	Hourly	57.18	58.60	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.13	75.07	76.93	78.87	
	Appx. Bi-wkly	4,574.40	4,688.00	4,806.40	4,922.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,309.60	
	Appx. Monthly	9,911.20	10,157.33	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,670.80	
	Appx. Annual	118,934.40	121,888.00	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,144.00	156,145.60	160,014.40	164,049.60	
84A	Hourly	57.88	59.35	60.83	62.34	63.92	65.55	67.17	68.87	70.58	72.31	74.14	76.01	77.89	79.86	
	Appx. Bi-wkly	4,630.40	4,748.00	4,866.40	4,987.20	5,113.60	5,244.00	5,373.60	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,231.20	6,388.80	
	Appx. Monthly	10,032.53	10,287.33	10,543.87	10,805.60	11,079.47	11,362.00	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,500.93	13,842.40	
	Appx. Annual	120,390.40	123,448.00	126,526.40	129,667.20	132,953.60	136,344.00	139,713.60	143,249.60	146,806.40	150,404.80	154,112.00	158,000.00	162,011.20	166,108.80	
84C	Hourly	58.17	59.62	61.11	62.67	64.24	65.87	67.50	69.20	70.94	72.67	74.51	76.39	78.28	80.24	
	Appx. Bi-wkly	4,653.60	4,769.60	4,888.80	5,013.60	5,139.20	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	6,111.20	6,262.40	6,419.20	
	Appx. Monthly	10,082.80	10,334.13	10,592.40	10,862.80	11,134.93	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	13,240.93	13,568.53	13,908.27	
	Appx. Annual	120,993.60	124,009.60	127,108.80	130,353.60	133,619.20	137,009.60	140,400.00	143,936.00	147,552.00	151,153.60	154,980.80	158,891.20	162,822.40	166,899.20	
84T	Hourly	57.18	58.60	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.13	75.07	76.93	78.86	
	Appx. Bi-wkly	4,574.40	4,688.00	4,806.40	4,922.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	
	Appx. Monthly	9,911.20	10,157.33	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93								

GENERAL SALARY SCHEDULE

Effective 01/01/2021		S14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
87	Hourly	61.62	63.15	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	
	Appx. Bi-wkly	4,929.60	5,052.00	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	
	Appx. Monthly	10,680.80	10,946.00	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	
	Appx. Annual	128,169.60	131,352.00	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	
87A	Hourly	62.37	63.94	65.55	67.17	68.87	70.58	72.31	74.14	76.01	77.89	79.85	81.83	83.91	85.99	
	Appx. Bi-wkly	4,989.60	5,115.20	5,244.00	5,373.60	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20	
	Appx. Monthly	10,810.80	11,082.93	11,362.00	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93	
	Appx. Annual	129,729.60	132,995.20	136,344.00	139,713.60	143,249.60	146,806.40	150,404.80	154,211.20	158,100.80	162,011.20	166,088.00	170,206.40	174,532.80	178,859.20	
87C	Hourly	62.70	64.26	65.87	67.50	69.20	70.94	72.67	74.51	76.39	78.28	80.23	82.24	84.33	86.43	
	Appx. Bi-wkly	5,016.00	5,140.80	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40	
	Appx. Monthly	10,868.00	11,138.40	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20	
	Appx. Annual	130,416.00	133,660.80	137,009.60	140,400.00	143,936.00	147,552.20	151,153.60	154,980.80	158,891.20	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40	
87T	Hourly	61.62	63.15	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	
	Appx. Bi-wkly	4,929.60	5,052.00	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	
	Appx. Monthly	10,680.80	10,946.00	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	
	Appx. Annual	128,169.60	131,352.00	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	
88	Hourly	63.13	64.70	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.05	
	Appx. Bi-wkly	5,050.40	5,176.00	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,964.00	
	Appx. Monthly	10,942.53	11,214.67	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,088.67	
	Appx. Annual	131,310.40	134,576.00	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	
88A	Hourly	63.92	65.53	67.17	68.87	70.58	72.31	74.14	76.01	77.89	79.85	81.83	83.91	85.99	88.15	
	Appx. Bi-wkly	5,113.60	5,242.40	5,373.60	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20	7,052.00	
	Appx. Monthly	11,079.47	11,358.53	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93	15,274.33	
	Appx. Annual	132,953.60	136,302.40	139,713.60	143,249.60	146,806.40	150,404.80	154,211.20	158,100.80	162,011.20	166,088.00	170,206.40	174,532.80	178,859.20	183,352.00	
88C	Hourly	64.24	65.85	67.50	69.20	70.94	72.67	74.51	76.39	78.28	80.23	82.24	84.33	86.43	88.59	
	Appx. Bi-wkly	5,139.20	5,268.00	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40	7,087.20	
	Appx. Monthly	11,134.93	11,414.00	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20	15,355.60	
	Appx. Annual	133,619.20	136,968.00	140,400.00	143,936.00	147,552.20	151,153.60	154,980.80	158,891.20	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40	184,267.20	
88T	Hourly	63.13	64.70	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92		
	Appx. Bi-wkly	5,050.40	5,176.00	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60		
	Appx. Monthly	10,942.53	11,214.67	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47		
	Appx. Annual	131,310.40	134,576.00	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60		
89	Hourly	64.72	66.36	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.20	
	Appx. Bi-wkly	5,177.60	5,308.80	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,136.00	
	Appx. Monthly	11,218.13	11,502.40	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,461.33	
	Appx. Annual	134,617.60	138,028.80	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,536.00	
89A	Hourly	65.55	67.19	68.87	70.58	72.31	74.14	76.01	77.89	79.85	81.83	83.91	85.99	88.12	90.31	
	Appx. Bi-wkly	5,244.00	5,375.20	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20	7,049.60	7,224.80	
	Appx. Monthly	11,362.00	11,646.27	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93	15,274.33	15,653.73	
	Appx. Annual	136,344.00	139,755.20	143,249.60	146,806.40	150,404.80	154,211.20	158,100.80	162,011.20	166,088.00	170,206.40	174,532.80	178,859.20	183,289.60	187,844.80	
89C	Hourly	65.87	67.52	69.20	70.94	72.67	74.51	76.39	78.28	80.23	82.24	84.33	86.43	88.54	90.75	
	Appx. Bi-wkly	5,269.60	5,401.60	5,536.00	5,675.20	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40	7,083.20	7,260.00	
	Appx. Monthly	11,417.47	11,703.47	11,994.67	12,296.27	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20	15,346.93	15,730.00	
	Appx. Annual	137,009.60	140,441.60	143,936.00	147,552.20	151,153.60	154,980.80	158,891.20	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40	184,163.20	188,760.00	
89T	Hourly	64.72	66.36	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02		
	Appx. Bi-wkly	5,177.60	5,308.80	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60		
	Appx. Monthly	11,218.13	11,502.40	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47		
	Appx. Annual	134,617.60	138,028.80	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60		
90	Hourly	66.36	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	
	Appx. Bi-wkly	5,308.80	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	
	Appx. Monthly	11,502.40	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	
	Appx. Annual	138,028.80	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	
90A	Hourly	67.19	68.87	70.58	72.31	74.14	76.01	77.89	79.85	81.83	83.91	85.99	88.12	90.34	92.61	
	Appx. Bi-wkly	5,375.20	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	
	Appx. Monthly	11,646.27	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93	15,274.33	15,658.93	16,052.40	
	Appx. Annual	139,755.20														

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
92C	Hourly	70.91	72.67	74.51	76.39	78.28	80.23	82.24	84.33	86.43	88.54	90.79	93.06	95.38	97.76	
	Appx. Bi-wkly	5,672.80	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.00	8,014.00
	Appx. Monthly	12,291.07	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07	17,364.00
	Appx. Annual	147,492.80	151,153.60	154,980.80	158,891.20	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80	
92T	Hourly	69.69	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	
	Appx. Bi-wkly	5,575.20	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,872.00
	Appx. Monthly	12,079.60	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,062.00
	Appx. Annual	144,955.20	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,833.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80
93	Hourly	71.43	73.24	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	
	Appx. Bi-wkly	5,714.40	5,859.20	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,872.00	
	Appx. Monthly	12,381.20	12,694.93	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,062.00	
	Appx. Annual	148,574.40	152,339.20	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,833.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	
93A	Hourly	72.33	74.15	76.01	77.89	79.85	81.83	83.91	85.99	88.12	90.34	92.61	94.90	97.27	99.70	
	Appx. Bi-wkly	5,786.40	5,932.00	6,080.80	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	7,592.00	7,781.60	7,976.00	
	Appx. Monthly	12,537.20	12,852.67	13,175.07	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40	16,449.33	16,860.13	17,281.33	
	Appx. Annual	150,446.40	154,232.00	158,100.80	162,011.20	166,088.00	170,206.40	174,532.80	178,859.20	183,289.60	187,907.20	192,628.80	197,392.00	202,321.60	207,376.00	
93C	Hourly	72.69	74.52	76.39	78.28	80.23	82.24	84.33	86.43	88.54	90.79	93.06	95.38	97.76	100.20	
	Appx. Bi-wkly	5,815.20	5,961.60	6,111.20	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.80	8,016.00	
	Appx. Monthly	12,599.60	12,916.80	13,240.93	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07	17,368.00	
	Appx. Annual	151,195.20	155,001.60	158,891.20	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80	208,416.00	
93T	Hourly	71.43	73.24	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	
	Appx. Bi-wkly	5,714.40	5,859.20	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,872.00	
	Appx. Monthly	12,381.20	12,694.93	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,062.00	
	Appx. Annual	148,574.40	152,339.20	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,833.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	
94	Hourly	73.23	75.06	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.95	
	Appx. Bi-wkly	5,858.40	6,004.80	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,872.00	8,064.00	
	Appx. Monthly	12,693.20	13,010.40	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,498.00	
	Appx. Annual	152,318.40	156,124.80	160,014.40	164,028.80	168,064.00	172,348.80	176,833.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,976.00	
94A	Hourly	74.14	75.99	77.89	79.85	81.83	83.91	85.99	88.12	90.34	92.61	94.90	97.27	99.70	102.20	
	Appx. Bi-wkly	5,931.20	6,079.20	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	7,592.00	7,781.60	7,976.00	8,176.00	
	Appx. Monthly	12,850.93	13,171.60	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40	16,449.33	16,860.13	17,281.33	17,714.67	
	Appx. Annual	154,211.20	158,059.20	162,011.20	166,088.00	170,206.40	174,532.80	178,859.20	183,289.60	187,907.20	192,628.80	197,392.00	202,321.60	207,376.00	212,576.00	
94C	Hourly	74.51	76.38	78.28	80.23	82.24	84.33	86.43	88.54	90.79	93.06	95.38	97.76	100.20	102.71	
	Appx. Bi-wkly	5,960.80	6,110.40	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.80	8,016.00	8,216.80	
	Appx. Monthly	12,915.07	13,239.20	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07	17,368.00	17,803.07	
	Appx. Annual	154,980.80	158,870.40	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80	208,416.00	213,636.80	
94T	Hourly	73.23	75.06	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.95	
	Appx. Bi-wkly	5,858.40	6,004.80	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,872.00	8,064.00	
	Appx. Monthly	12,693.20	13,010.40	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,498.00	
	Appx. Annual	152,318.40	156,124.80	160,014.40	164,028.80	168,064.00	172,348.80	176,833.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,976.00	
95	Hourly	75.05	76.92	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	
	Appx. Bi-wkly	6,004.00	6,153.60	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,872.00	8,064.00	8,272.00	
	Appx. Monthly	13,008.67	13,332.80	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	
	Appx. Annual	156,104.00	159,993.60	164,028.80	168,064.00	172,348.80	176,833.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	
95A	Hourly	75.98	77.88	79.85	81.83	83.91	85.99	88.12	90.34	92.61	94.90	97.27	99.70	102.18	104.73	
	Appx. Bi-wkly	6,078.40	6,230.40	6,388.00	6,546.40	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	7,592.00	7,781.60	7,976.00	8,174.40	8,378.40	
	Appx. Monthly	13,169.87	13,499.20	13,840.67	14,183.87	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40	16,449.33	16,860.13	17,281.33	17,711.20	18,153.20	
	Appx. Annual	158,038.40	161,990.40	166,088.00	170,206.40	174,532.80	178,859.20	183,289.60	187,907.20	192,628.80	197,392.00	202,321.60	207,376.00	212,534.40	217,838.40	
95C	Hourly	76.37	78.27	80.23	82.24	84.33	86.43	88.54	90.79	93.06	95.38	97.76	100.20	102.68	105.25	
	Appx. Bi-wkly	6,109.60	6,261.60	6,418.40	6,579.20	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.80	8,016.00	8,214.40	8,420.00	
	Appx. Monthly	13,237.47	13,566.80	13,906.53	14,254.93	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07	17,368.00	17,797.87	18,243.33	
	Appx. Annual	158,849.60	162,801.60	166,878.40	171,059.20	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80	208,416.00	213,574.40	218,920.00	
95T	Hourly	75.05	76.92	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	
	Appx. Bi-wkly	6,004.00	6,153.60	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,872.00	8,064.00	8,272.00	
	Appx. Monthly	13,008.67	13,332.80	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	
	Appx. Annual	156,104.00														

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
98	Hourly	80.85	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	106.04	108.72	111.43	
	Appx. Bi-wkly	6,468.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20	8,483.20	8,697.60	8,914.40	
	Appx. Monthly	14,014.00	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	18,380.27	18,844.80	19,314.53	
	Appx. Annual	168,168.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	220,563.20	226,137.60	231,774.40	
98A	Hourly	81.86	83.91	85.99	88.12	90.34	92.61	94.90	97.27	99.70	102.18	104.73	107.38	110.07	112.81	
	Appx. Bi-wkly	6,548.80	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	7,592.00	7,781.60	7,976.00	8,174.40	8,378.40	8,590.40	8,805.60	9,024.80	
	Appx. Monthly	14,189.07	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40	16,449.33	16,860.13	17,281.33	17,711.20	18,153.20	18,612.53	19,078.80	19,553.73	
	Appx. Annual	170,268.80	174,532.80	178,859.20	183,289.60	187,907.20	192,628.80	197,392.00	202,321.60	207,376.00	212,534.40	217,838.40	223,350.40	228,945.60	234,644.80	
98C	Hourly	82.27	84.33	86.43	88.54	90.79	93.06	95.38	97.76	100.20	102.68	105.25	107.90	110.62	113.38	
	Appx. Bi-wkly	6,581.60	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.80	8,016.00	8,214.40	8,420.00	8,632.00	8,849.60	9,070.40	
	Appx. Monthly	14,260.13	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07	17,368.00	17,797.87	18,243.33	18,702.67	19,174.13	19,652.53	
	Appx. Annual	171,121.60	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80	208,416.00	213,574.40	218,920.00	224,432.00	230,089.60	235,830.40	
98T	Hourly	80.85	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	106.04	108.72		
	Appx. Bi-wkly	6,468.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20	8,483.20	8,697.60		
	Appx. Monthly	14,014.00	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	18,380.27	18,844.80		
	Appx. Annual	168,168.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	220,563.20	226,137.60		
99	Hourly	82.83	84.89	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	106.04	108.72	111.40	114.17	
	Appx. Bi-wkly	6,626.40	6,791.20	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20	8,483.20	8,697.60	8,912.00	9,133.60	
	Appx. Monthly	14,357.20	14,714.27	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	18,380.27	18,844.80	19,309.33	19,789.47	
	Appx. Annual	172,286.40	176,571.20	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	220,563.20	226,137.60	231,712.00	237,473.60	
99A	Hourly	83.86	85.96	88.12	90.34	92.61	94.90	97.27	99.70	102.18	104.73	107.38	110.07	112.78	115.60	
	Appx. Bi-wkly	6,708.80	6,876.80	7,049.60	7,227.20	7,408.80	7,592.00	7,781.60	7,976.00	8,174.40	8,378.40	8,590.40	8,805.60	9,022.40	9,248.00	
	Appx. Monthly	14,535.73	14,899.73	15,274.13	15,658.93	16,052.40	16,449.33	16,860.13	17,281.33	17,711.20	18,153.20	18,612.53	19,078.80	19,548.53	20,037.33	
	Appx. Annual	174,428.80	178,796.80	183,289.60	187,907.20	192,628.80	197,392.00	202,321.60	207,376.00	212,534.40	217,838.40	223,350.40	228,945.60	234,582.40	240,448.00	
99C	Hourly	84.30	86.38	88.54	90.79	93.06	95.38	97.76	100.20	102.68	105.25	107.90	110.62	113.34	116.15	
	Appx. Bi-wkly	6,744.00	6,910.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.80	8,016.00	8,214.40	8,420.00	8,632.00	8,849.60	9,067.20	9,292.00	
	Appx. Monthly	14,612.00	14,972.53	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07	17,368.00	17,797.87	18,243.33	18,702.67	19,174.13	19,645.60	20,132.67	
	Appx. Annual	175,344.00	179,670.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80	208,416.00	213,574.40	218,920.00	224,432.00	230,089.60	235,747.20	241,592.00	
99T	Hourly	82.83	84.89	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	106.04	108.72	111.40		
	Appx. Bi-wkly	6,626.40	6,791.20	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20	8,483.20	8,697.60	8,912.00		
	Appx. Monthly	14,357.20	14,714.27	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	18,380.27	18,844.80	19,309.33		
	Appx. Annual	172,286.40	176,571.20	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	220,563.20	226,137.60	231,712.00		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
M	Hourly	14.35														
	Appx. Bi-wkly	1,148.00														
	Appx. Monthly	2,487.33														
	Appx. Annual	29,848.00														
1M	Hourly	14.35	14.46	14.82	15.19	15.57	15.96									
	Appx. Bi-wkly	1,148.00	1,156.80	1,185.60	1,215.20	1,245.60	1,276.80									
	Appx. Monthly	2,487.33	2,506.40	2,568.80	2,632.93	2,698.80	2,766.40									
	Appx. Annual	29,848.00	30,076.80	30,825.60	31,595.20	32,385.60	33,196.80									
2M	Hourly	14.46	14.82	15.19	15.57	15.96	16.36	16.77								
	Appx. Bi-wkly	1,156.80	1,185.60	1,215.20	1,245.60	1,276.80	1,308.80	1,341.60								
	Appx. Monthly	2,506.40	2,568.80	2,632.93	2,698.80	2,766.40	2,835.73	2,906.80								
	Appx. Annual	30,076.80	30,825.60	31,595.20	32,385.60	33,196.80	34,028.80	34,881.60								
3M	Hourly	14.46	14.54	14.90	15.27	15.65	16.04	16.44	16.85	17.27	17.70	18.14				
	Appx. Bi-wkly	1,156.80	1,163.20	1,192.00	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60	1,416.00	1,451.20				
	Appx. Monthly	2,506.40	2,520.27	2,582.67	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47	3,068.00	3,144.27				
	Appx. Annual	30,076.80	30,243.20	30,992.00	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60	36,816.00	37,731.20				
3M-T	Hourly	14.46	14.54	14.90	15.27	15.65	16.04	16.44	16.85	17.27	17.70					
	Appx. Bi-wkly	1,156.80	1,163.20	1,192.00	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60	1,416.00					
	Appx. Monthly	2,506.40	2,520.27	2,582.67	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47	3,068.00					
	Appx. Annual	30,076.80	30,243.20	30,992.00	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60	36,816.00					
4M	Hourly	14.54	14.71	15.08	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86	19.33	19.81	
	Appx. Bi-wkly	1,163.20	1,176.80	1,206.40	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80	1,546.40	1,584.80	
	Appx. Monthly	2,520.27	2,549.73	2,613.87	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07	3,350.53	3,433.73	
	Appx. Annual	30,243.20	30,596.80	31,366.40	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80	40,206.40	41,204.80	
4M-T	Hourly	14.54	14.71	15.08	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86	19.33		
	Appx. Bi-wkly	1,163.20	1,176.80	1,206.40	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80	1,546.40		
	Appx. Monthly	2,520.27	2,549.73	2,613.87	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07	3,350.53		
	Appx. Annual	30,243.20	30,596.80	31,366.40	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80	40,206.40		
5M	Hourly	14.71	14.92	15.27	15.66	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48
	Appx. Bi-wkly	1,176.80	1,193.60	1,221.60	1,252.80	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40
	Appx. Monthly	2,549.73	2,586.13	2,646.80	2,714.40	2,773.33	2,842.67	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87
	Appx. Annual	30,596.80	31,033.60	31,761.60	32,572.80	33,280.00	34,112.00	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40
5M-T	Hourly	14.71	14.92	15.27	15.66	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	
	Appx. Bi-wkly	1,176.80	1,193.60	1,221.60	1,252.80	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	
	Appx. Monthly	2,549.73	2,586.13	2,646.80	2,714.40	2,773.33	2,842.67	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	
	Appx. Annual	30,596.80	31,033.60	31,761.60	32,572.80	33,280.00	34,112.00	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	
6M	Hourly	15.26	15.66	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.99	
	Appx. Bi-wkly	1,220.80	1,252.80	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,679.20	
	Appx. Monthly	2,645.07	2,714.40	2,773.33	2,842.67	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,638.27	
	Appx. Annual	31,740.80	32,572.80	33,280.00	34,112.00	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,659.20	
7M	Hourly	15.54	15.94	16.30	16.71	17.15	17.55	18.00	18.41	18.89	19.37	19.83	20.33	20.83	21.36	
	Appx. Bi-wkly	1,243.20	1,275.20	1,304.00	1,336.80	1,372.00	1,404.00	1,440.00	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,708.80	
	Appx. Monthly	2,693.60	2,762.93	2,825.33	2,896.40	2,972.67	3,042.00	3,120.00	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,702.40	
	Appx. Annual	32,323.20	33,155.20	33,904.00	34,756.80	35,627.00	36,504.00	37,440.00	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,428.80	
7M-T	Hourly	15.54	15.94	16.30	16.71	17.15	17.55	18.00	18.41	18.89	19.37	19.83	20.33	20.83		
	Appx. Bi-wkly	1,243.20	1,275.20	1,304.00	1,336.80	1,372.00	1,404.00	1,440.00	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40		
	Appx. Monthly	2,693.60	2,762.93	2,825.33	2,896.40	2,972.67	3,042.00	3,120.00	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53		
	Appx. Annual	32,323.20	33,155.20	33,904.00	34,756.80	35,627.00	36,504.00	37,440.00	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40		
30	Hourly	15.62	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.47	
	Appx. Bi-wkly	1,249.60	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,717.60	
	Appx. Monthly	2,707.47	2,773.33	2,842.67	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,721.47	
	Appx. Annual	32,489.60	33,280.00	34,112.00	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,657.60	
30A	Hourly	15.83	16.22	16.63	17.07	17.48	17.92	18.32	18.80	19.29	19.73	20.24	20.73	21.21	21.73	
	Appx. Bi-wkly	1,266.40	1,297.60	1,330.40	1,365.60	1,398.40	1,433.60	1,465.60	1,504.00	1,543.20	1,578.40	1,619.20	1,658.40	1,696.80	1,738.40	
	Appx. Monthly	2,743.87	2,811.47	2,882.53	2,958.80	3,029.87	3,106.13	3,175.47	3,258.67	3,343.60	3,419.87	3,508.27	3,593.20	3,676.40	3,766.53	
	Appx. Annual	32,926.40	33,737.60	34,590.40	35,505.60	36,358.40	37,273.60	38,105.60	39,104.00	40,123.20	41,038.40	42,099.20	43,118.40	44,116.80	45,198.40	
30C	Hourly	15.90	16.30	16.71	17.15	17.55	18.00	18.41	18.89	19.37	19.83	20.33	20.83	21.33	21.85	
	Appx. Bi-wkly	1,272.00	1,304.00	1,336.80	1,372.00	1,404.00	1,440.00	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,706.40	1,748.00	
	Appx. Monthly	2,756.00	2,825.33	2,896.40	2,972.67	3,042.00	3,120.00	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,697.20	3,787.33	
	Appx. Annual	33,072.00	33,904.00	34,756.80	35,627.00	36,504.00	37,440.00	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,366.40	45,448.00	
30T	Hourly	15.62	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95		
	Appx. Bi-wkly	1,249.60	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.		

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
32C	Hourly	16.72	17.14	17.55	18.00	18.41	18.89	19.37	19.83	20.33	20.83	21.33	21.86	22.42	22.98	
	Appx. Bi-wkly	1,337.60	1,371.20	1,404.00	1,440.00	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,838.40	
	Appx. Monthly	2,898.13	2,970.93	3,042.00	3,120.00	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,983.20	
	Appx. Annual	34,777.60	35,651.20	36,504.00	37,440.00	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,798.40	
32T	Hourly	16.41	16.85	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	
	Appx. Bi-wkly	1,312.80	1,348.00	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,569.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	
	Appx. Monthly	2,844.40	2,920.67	2,991.73	3,062.80	3,133.87	3,210.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	
	Appx. Annual	34,132.80	35,048.00	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	47,000.00	
33	Hourly	16.85	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.13	
	Appx. Bi-wkly	1,348.00	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,569.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,850.40	
	Appx. Monthly	2,920.67	2,991.73	3,062.80	3,133.87	3,210.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,009.20	
	Appx. Annual	35,048.00	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,110.40	
33A	Hourly	17.06	17.48	17.92	18.32	18.80	19.29	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.40	
	Appx. Bi-wkly	1,364.80	1,398.40	1,433.60	1,465.60	1,504.00	1,543.20	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,872.00	
	Appx. Monthly	2,957.07	3,029.87	3,106.13	3,175.47	3,258.67	3,343.60	3,419.87	3,508.27	3,593.20	3,678.27	3,768.20	3,863.60	3,958.93	4,054.27	
	Appx. Annual	35,484.80	36,358.40	37,273.60	38,105.60	39,104.00	40,123.20	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,672.00	
33C	Hourly	17.14	17.55	18.00	18.41	18.89	19.37	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.54	
	Appx. Bi-wkly	1,371.20	1,404.00	1,440.00	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,883.20	
	Appx. Monthly	2,970.93	3,042.00	3,120.00	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,080.27	
	Appx. Annual	35,651.20	36,504.00	37,440.00	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	48,963.20	
33T	Hourly	16.85	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.13	
	Appx. Bi-wkly	1,348.00	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,569.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,850.40	
	Appx. Monthly	2,920.67	2,991.73	3,062.80	3,133.87	3,210.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,009.20	
	Appx. Annual	35,048.00	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,110.40	
34	Hourly	17.21	17.63	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.13	23.70	
	Appx. Bi-wkly	1,376.80	1,410.40	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,896.00	
	Appx. Monthly	2,983.07	3,055.87	3,133.87	3,210.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,108.00	
	Appx. Annual	35,796.80	36,670.40	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,296.00	
34A	Hourly	17.41	17.85	18.32	18.80	19.29	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.39	24.00	
	Appx. Bi-wkly	1,392.80	1,428.00	1,465.60	1,504.00	1,543.20	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,872.00	1,920.00	
	Appx. Monthly	3,017.73	3,094.00	3,175.47	3,258.67	3,343.60	3,419.87	3,508.27	3,593.20	3,678.27	3,768.20	3,863.60	3,958.93	4,054.27	4,160.00	
	Appx. Annual	36,212.80	37,128.00	38,105.60	39,104.00	40,123.20	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,651.20	49,920.00	
34C	Hourly	17.51	17.96	18.41	18.89	19.37	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.53	24.11	
	Appx. Bi-wkly	1,400.80	1,436.80	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,882.40	1,928.80	
	Appx. Monthly	3,035.07	3,113.07	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,078.53	4,179.07	
	Appx. Annual	36,420.80	37,356.80	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	48,942.40	50,148.80	
34T	Hourly	17.21	17.63	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.13	23.70	
	Appx. Bi-wkly	1,376.80	1,410.40	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,896.00	
	Appx. Monthly	2,983.07	3,055.87	3,133.87	3,210.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,108.00	
	Appx. Annual	35,796.80	36,670.40	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,296.00	
35	Hourly	17.67	18.12	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.13	23.69	24.27	
	Appx. Bi-wkly	1,413.60	1,449.60	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,941.60	
	Appx. Monthly	3,062.80	3,140.80	3,210.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,206.80	
	Appx. Annual	36,753.60	37,689.60	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,481.60	
35A	Hourly	17.92	18.36	18.80	19.29	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.39	23.99	24.56	
	Appx. Bi-wkly	1,433.60	1,468.80	1,504.00	1,543.20	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,872.00	1,919.20	1,964.80	
	Appx. Monthly	3,106.13	3,182.40	3,258.67	3,343.60	3,419.87	3,508.27	3,593.20	3,678.27	3,768.20	3,863.60	3,958.93	4,054.27	4,158.27	4,257.07	
	Appx. Annual	37,273.60	38,188.80	39,104.00	40,123.20	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,651.20	49,899.20	51,084.80	
35C	Hourly	18.00	18.45	18.89	19.37	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.53	24.10	24.70	
	Appx. Bi-wkly	1,440.00	1,476.00	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,882.40	1,928.00	1,976.00	
	Appx. Monthly	3,120.00	3,198.00	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,078.53	4,177.33	4,281.33	
	Appx. Annual	37,440.00	38,376.00	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	48,942.40	50,128.00	51,376.00	
35T	Hourly	17.67	18.12	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.13	23.69	24.27	
	Appx. Bi-wkly	1,413.60	1,449.60	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,941.60	
	Appx. Monthly	3,062.80	3,140.80	3,210.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,206.80	
	Appx. Annual	36,753.60	37,689.60	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,481.60	
36	Hourly	18.13	18.57	19.05	19.4											

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
38	Hourly	19.01	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.13	
	Appx. Bi-wkly	1,520.80	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,090.40	
	Appx. Monthly	3,295.07	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,529.20	
	Appx. Annual	39,540.80	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,350.40	
38A	Hourly	19.27	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.39	23.99	24.57	25.23	25.81	26.45	
	Appx. Bi-wkly	1,541.60	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,116.00	
	Appx. Monthly	3,340.13	3,419.87	3,508.27	3,593.20	3,676.40	3,768.27	3,863.60	3,958.93	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,584.67	
	Appx. Annual	40,081.60	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,016.00	
38C	Hourly	19.34	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.53	24.10	24.71	25.35	25.93	26.58	
	Appx. Bi-wkly	1,547.20	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,126.40	
	Appx. Monthly	3,352.27	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,607.20	
	Appx. Annual	40,227.20	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,286.40	
38T	Hourly	19.01	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.13	
	Appx. Bi-wkly	1,520.80	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,090.40	
	Appx. Monthly	3,295.07	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,529.20	
	Appx. Annual	39,540.80	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,350.40	
39	Hourly	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.13	26.78	
	Appx. Bi-wkly	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,142.40	
	Appx. Monthly	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,641.87	
	Appx. Annual	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,702.40	
39A	Hourly	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.39	23.99	24.57	25.23	25.81	26.47	27.14	
	Appx. Bi-wkly	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,117.60	2,171.20	
	Appx. Monthly	3,419.87	3,508.27	3,593.20	3,676.40	3,768.27	3,863.60	3,958.93	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,704.27	
	Appx. Annual	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,451.20	
39C	Hourly	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.53	24.10	24.71	25.35	25.93	26.60	27.27	
	Appx. Bi-wkly	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,181.60	
	Appx. Monthly	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,726.80	
	Appx. Annual	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,721.60	
39T	Hourly	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.13	26.78	
	Appx. Bi-wkly	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,142.40	
	Appx. Monthly	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,641.87	
	Appx. Annual	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,702.40	
40	Hourly	19.93	20.44	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.13	26.78	27.44	
	Appx. Bi-wkly	1,594.40	1,635.20	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	
	Appx. Monthly	3,454.53	3,542.93	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	
	Appx. Annual	41,454.40	42,515.20	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	
40A	Hourly	20.21	20.69	21.21	21.74	22.29	22.84	23.39	23.99	24.57	25.23	25.81	26.47	27.09	27.77	
	Appx. Bi-wkly	1,616.80	1,655.20	1,696.80	1,739.20	1,783.20	1,827.20	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,117.60	2,167.20	2,221.60	
	Appx. Monthly	3,503.07	3,586.27	3,676.40	3,768.27	3,863.60	3,958.93	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	
	Appx. Annual	42,036.80	43,035.20	44,116.80	45,219.20	46,363.20	47,507.20	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	
40C	Hourly	20.30	20.79	21.33	21.86	22.42	22.97	23.53	24.10	24.71	25.35	25.93	26.60	27.23	27.90	
	Appx. Bi-wkly	1,624.00	1,663.20	1,706.40	1,748.80	1,793.60	1,837.60	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	
	Appx. Monthly	3,518.67	3,603.60	3,697.20	3,789.07	3,886.13	3,981.47	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	
	Appx. Annual	42,224.00	43,243.20	44,366.40	45,468.80	46,633.60	47,777.60	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	
40T	Hourly	19.93	20.44	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.13	26.78	27.44	
	Appx. Bi-wkly	1,594.40	1,635.20	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	
	Appx. Monthly	3,454.53	3,542.93	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	
	Appx. Annual	41,454.40	42,515.20	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	
41	Hourly	20.45	20.96	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.13	26.78	27.44	28.12	
	Appx. Bi-wkly	1,636.00	1,676.80	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,249.60	
	Appx. Monthly	3,544.67	3,633.07	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,874.13	
	Appx. Annual	42,536.00	43,596.80	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	58,489.60	
41A	Hourly	20.71	21.23	21.74	22.29	22.84	23.39	23.99	24.57	25.23	25.81	26.47	27.09	27.77	28.46	
	Appx. Bi-wkly	1,656.80	1,698.40	1,739.20	1,783.20	1,827.20	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,117.60	2,167.20	2,221.60	2,276.80	
	Appx. Monthly	3,589.73	3,679.87	3,768.27	3,863.60	3,958.93	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	4,933.07	
	Appx. Annual	43,076.80	44,158.40	45,219.20	46,363.20	47,507.20	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	59,196.80	
41C	Hourly	20.81	21.34	21.86	22.4											

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
43C	Hourly	21.85	22.41	22.97	23.53	24.10	24.71	25.35	25.93	26.60	27.23	27.90	28.59	29.34	30.06	
	Appx. Bi-wkly	1,748.00	1,792.80	1,837.60	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,404.80	
	Appx. Monthly	3,787.33	3,884.40	3,981.47	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,210.40	
	Appx. Annual	45,448.00	46,612.80	47,777.60	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,524.80	
43T	Hourly	21.47	22.01	22.57	23.12	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83		
	Appx. Bi-wkly	1,717.60	1,760.80	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40		
	Appx. Monthly	3,721.47	3,815.07	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20		
	Appx. Annual	44,657.60	45,780.80	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40		
44	Hourly	21.99	22.56	23.12	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	
	Appx. Bi-wkly	1,759.20	1,804.80	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	
	Appx. Monthly	3,811.60	3,910.40	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	
	Appx. Annual	45,739.20	46,924.80	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	
44A	Hourly	22.26	22.83	23.39	23.99	24.57	25.23	25.81	26.47	27.09	27.77	28.45	29.19	29.87	30.63	
	Appx. Bi-wkly	1,780.80	1,826.40	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,117.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	
	Appx. Monthly	3,858.40	3,957.20	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	
	Appx. Annual	46,300.80	47,486.40	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	
44C	Hourly	22.40	22.96	23.53	24.10	24.71	25.35	25.93	26.60	27.23	27.90	28.59	29.34	30.01	30.75	
	Appx. Bi-wkly	1,792.00	1,836.80	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	
	Appx. Monthly	3,882.67	3,979.73	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	
	Appx. Annual	46,592.00	47,756.80	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	
44T	Hourly	21.99	22.56	23.12	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	
	Appx. Bi-wkly	1,759.20	1,804.80	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	
	Appx. Monthly	3,811.60	3,910.40	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	
	Appx. Annual	45,739.20	46,924.80	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	
45	Hourly	22.55	23.10	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	
	Appx. Bi-wkly	1,804.00	1,848.00	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	
	Appx. Monthly	3,908.67	4,004.00	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	
	Appx. Annual	46,904.00	48,048.00	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	
45A	Hourly	22.82	23.38	23.99	24.57	25.23	25.81	26.47	27.09	27.77	28.45	29.19	29.87	30.63	31.39	
	Appx. Bi-wkly	1,825.60	1,870.40	1,919.20	1,965.60	2,018.40	2,064.80	2,117.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	
	Appx. Monthly	3,955.47	4,052.53	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	
	Appx. Annual	47,465.60	48,630.40	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	
45C	Hourly	22.95	23.52	24.10	24.71	25.35	25.93	26.60	27.23	27.90	28.59	29.34	30.01	30.75	31.54	
	Appx. Bi-wkly	1,836.00	1,881.60	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	
	Appx. Monthly	3,978.00	4,076.80	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	
	Appx. Annual	47,736.00	48,921.60	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	
45T	Hourly	22.55	23.10	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	
	Appx. Bi-wkly	1,804.00	1,848.00	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	
	Appx. Monthly	3,908.67	4,004.00	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	
	Appx. Annual	46,904.00	48,048.00	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	
46	Hourly	23.12	23.70	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.79	
	Appx. Bi-wkly	1,849.60	1,896.00	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,543.20	
	Appx. Monthly	4,007.47	4,108.00	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,510.27	
	Appx. Annual	48,089.60	49,296.00	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,123.20	
46A	Hourly	23.39	24.00	24.57	25.23	25.81	26.47	27.09	27.77	28.45	29.19	29.87	30.63	31.39	32.17	
	Appx. Bi-wkly	1,871.20	1,920.00	1,965.60	2,018.40	2,064.80	2,117.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	2,573.60	
	Appx. Monthly	4,054.27	4,160.00	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	5,576.13	
	Appx. Annual	48,651.20	49,920.00	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	66,913.60	
46C	Hourly	23.53	24.11	24.71	25.35	25.93	26.60	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.33	
	Appx. Bi-wkly	1,882.40	1,928.80	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,586.40	
	Appx. Monthly	4,078.53	4,179.07	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,603.87	
	Appx. Annual	48,942.40	50,148.80	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,246.40	
46F	Hourly	23.53	24.11	24.71	25.35	25.93	26.60	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.33	
	Appx. Bi-wkly	1,882.40	1,928.80	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,586.40	
	Appx. Monthly	4,078.53	4,179.07	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,603.87	
	Appx. Annual	48,942.40	50,148.80	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,246.40	
46T	Hourly	23.12	23.70	24.28	24.91	25.48	26.15	26.7								

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
48F	Hourly	24.68	25.30	25.93	26.60	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.30	33.14		
	Appx. Bi-wkly	1,974.40	2,024.00	2,074.40	2,128.00	2,174.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20		
	Appx. Monthly	4,277.87	4,385.33	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27		
	Appx. Annual	51,334.40	52,624.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20		
48T	Hourly	24.25	24.87	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55		
	Appx. Bi-wkly	1,940.00	1,989.60	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00		
	Appx. Monthly	4,203.33	4,310.80	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00		
	Appx. Annual	50,440.00	51,729.60	52,998.40	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00		
49	Hourly	24.89	25.50	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.15	
	Appx. Bi-wkly	1,991.20	2,040.00	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,732.00	
	Appx. Monthly	4,314.27	4,420.00	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,919.33	
	Appx. Annual	51,771.20	53,040.00	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,032.00	
49A	Hourly	25.20	25.83	26.47	27.09	27.77	28.45	29.19	29.87	30.63	31.39	32.13	32.96	33.74	34.58	
	Appx. Bi-wkly	2,016.00	2,066.40	2,117.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,766.40	
	Appx. Monthly	4,368.00	4,477.20	4,588.13	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,993.87	
	Appx. Annual	52,416.00	53,726.40	55,057.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,926.40	
49C	Hourly	25.32	25.95	26.60	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.30	33.14	33.93	34.76	
	Appx. Bi-wkly	2,025.60	2,076.00	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.80	
	Appx. Monthly	4,388.80	4,498.00	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,025.07	
	Appx. Annual	52,665.60	53,976.00	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,300.80	
49T	Hourly	24.89	25.50	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.15	
	Appx. Bi-wkly	1,991.20	2,040.00	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,732.00	
	Appx. Monthly	4,314.27	4,420.00	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,919.33	
	Appx. Annual	51,771.20	53,040.00	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,032.00	
50	Hourly	25.47	26.12	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.14	35.00	
	Appx. Bi-wkly	2,037.60	2,089.60	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,800.00	
	Appx. Monthly	4,414.80	4,527.47	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,066.67	
	Appx. Annual	52,977.60	54,329.60	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,800.00	
50A	Hourly	25.80	26.42	27.09	27.77	28.45	29.19	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.44	
	Appx. Bi-wkly	2,064.00	2,113.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,835.20	
	Appx. Monthly	4,472.00	4,579.47	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,993.87	6,142.93	
	Appx. Annual	53,664.00	54,953.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,715.20	
50C	Hourly	25.92	26.57	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.62	
	Appx. Bi-wkly	2,073.60	2,125.60	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.80	2,849.60	
	Appx. Monthly	4,492.80	4,605.47	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,174.13	
	Appx. Annual	53,913.60	55,265.60	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,089.60	
50T	Hourly	25.47	26.12	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.14		
	Appx. Bi-wkly	2,037.60	2,089.60	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,800.00	
	Appx. Monthly	4,414.80	4,527.47	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,066.67	
	Appx. Annual	52,977.60	54,329.60	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,800.00	
51	Hourly	26.12	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.84	
	Appx. Bi-wkly	2,089.60	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,867.20	
	Appx. Monthly	4,527.47	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,212.27	
	Appx. Annual	54,329.60	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,547.20	
51A	Hourly	26.42	27.09	27.77	28.45	29.19	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.42	36.30	
	Appx. Bi-wkly	2,113.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.00	
	Appx. Monthly	4,579.47	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,993.87	6,139.47	6,292.00	
	Appx. Annual	54,953.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,504.00	
51C	Hourly	26.57	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.60	36.50	
	Appx. Bi-wkly	2,125.60	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.80	2,848.00	2,920.00	
	Appx. Monthly	4,605.47	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,170.67	6,326.67	
	Appx. Annual	55,265.60	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,048.00	75,920.00	
51T	Hourly	26.12	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.84	
	Appx. Bi-wkly	2,089.60	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,867.20	
	Appx. Monthly	4,527.47	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,212.27	
	Appx. Annual	54,329.60	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,547.20	
52	Hourly	26.74	27.42	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	3				

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
54	Hourly	28.09	28.79	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.61	
	Appx. Bi-wkly	2,247.20	2,303.20	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.80	
	Appx. Monthly	4,868.93	4,990.27	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,692.40	
	Appx. Annual	58,427.20	59,883.20	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,308.80	
54A	Hourly	28.43	29.15	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.42	36.31	37.23	38.14	39.10	
	Appx. Bi-wkly	2,274.40	2,332.00	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,128.00	
	Appx. Monthly	4,927.87	5,052.67	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,777.33	
	Appx. Annual	59,134.40	60,632.00	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,328.00	
54C	Hourly	28.57	29.29	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.60	36.51	37.40	38.35	39.27	
	Appx. Bi-wkly	2,285.60	2,343.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.00	2,848.00	2,920.80	2,992.00	3,068.00	3,141.60	
	Appx. Monthly	4,952.13	5,076.93	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,170.67	6,328.40	6,482.67	6,647.33	6,806.80	
	Appx. Annual	59,425.60	60,923.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,048.00	75,940.80	77,992.00	79,768.00	81,681.60	
54T	Hourly	28.09	28.79	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68		
	Appx. Bi-wkly	2,247.20	2,303.20	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40		
	Appx. Monthly	4,868.93	4,990.27	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20		
	Appx. Annual	58,427.20	59,883.20	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40		
55	Hourly	28.79	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.58	
	Appx. Bi-wkly	2,303.20	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,166.40	
	Appx. Monthly	4,990.27	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,690.67	6,850.53	
	Appx. Annual	59,883.20	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,326.40	
55A	Hourly	29.15	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.42	36.31	37.23	38.14	39.09	40.07	
	Appx. Bi-wkly	2,332.00	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,205.60	
	Appx. Monthly	5,052.67	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,945.47	
	Appx. Annual	60,632.00	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,345.60	
55C	Hourly	29.29	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.60	36.51	37.40	38.35	39.26	40.26	
	Appx. Bi-wkly	2,343.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.00	2,848.00	2,920.80	2,992.00	3,068.00	3,140.80	3,220.80	
	Appx. Monthly	5,076.93	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,170.67	6,328.40	6,482.67	6,647.33	6,805.07	6,978.40	
	Appx. Annual	60,923.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,048.00	75,940.80	77,992.00	79,768.00	81,660.80	83,740.80	
55T	Hourly	28.79	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60		
	Appx. Bi-wkly	2,303.20	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00		
	Appx. Monthly	4,990.27	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,690.67		
	Appx. Annual	59,883.20	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00		
56	Hourly	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.56	
	Appx. Bi-wkly	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,244.80	
	Appx. Monthly	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,690.67	6,858.80	7,030.40	
	Appx. Annual	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,364.80	
56A	Hourly	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.42	36.31	37.23	38.14	39.09	40.06	41.07	
	Appx. Bi-wkly	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,285.60	
	Appx. Monthly	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,118.80	
	Appx. Annual	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,425.60	
56C	Hourly	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.60	36.51	37.40	38.35	39.26	40.25	41.27	
	Appx. Bi-wkly	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.00	2,848.00	2,920.80	2,992.00	3,068.00	3,140.80	3,220.00	3,301.60	
	Appx. Monthly	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,170.67	6,328.40	6,482.67	6,647.33	6,805.07	6,976.67	7,153.47	
	Appx. Annual	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,048.00	75,940.80	77,992.00	79,768.00	81,660.80	83,720.00	85,841.60	
56T	Hourly	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.57		
	Appx. Bi-wkly	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60		
	Appx. Monthly	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,690.67	6,858.80		
	Appx. Annual	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60		
57	Hourly	30.21	30.98	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.53	
	Appx. Bi-wkly	2,416.80	2,478.40	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,322.40	
	Appx. Monthly	5,236.40	5,369.87	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,690.67	6,858.80	7,025.20	7,198.53	
	Appx. Annual	62,836.80	64,438.40	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,382.40	
57A	Hourly	30.61	31.35	32.13	32.96	33.74	34.57	35.42	36.31	37.23	38.14	39.09	40.06	41.05	42.07	
	Appx. Bi-wkly	2,448.80	2,508.00	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,284.00	3,365.60	
	Appx. Monthly	5,305.73	5,434.00	5,569.20	5,713.07	5,848.27	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,115.33	7,292.13	
	Appx. Annual	63,668.80	65,208.00	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,384.00	87,505.60	
57C	Hourly	30.73	31.51	32.30	33.14	33.93	34.75	35.60	36.51	37.40	38.35	39.26	40.25	41.25		

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
59C	Hourly	32.28	33.11	33.93	34.75	35.60	36.51	37.40	38.35	39.26	40.25	41.25	42.30	43.33	44.41	
	Appx. Bi-wkly	2,582.40	2,648.80	2,714.40	2,780.00	2,848.00	2,920.80	2,992.00	3,068.00	3,140.80	3,220.00	3,300.00	3,384.00	3,464.00	3,552.80	
	Appx. Monthly	5,595.20	5,739.07	5,881.20	6,023.33	6,170.67	6,328.40	6,482.67	6,643.33	6,805.07	6,976.67	7,150.00	7,332.00	7,510.53	7,697.73	
	Appx. Annual	67,142.40	68,868.80	70,574.40	72,280.00	74,048.00	75,940.80	77,792.00	79,768.00	81,660.80	83,720.00	85,800.00	87,984.00	90,126.40	92,372.80	
59T	Hourly	31.73	32.50	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57		
	Appx. Bi-wkly	2,538.40	2,600.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	
	Appx. Monthly	5,499.87	5,633.33	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	
	Appx. Annual	65,998.40	67,600.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	
60	Hourly	32.49	33.31	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.77	
	Appx. Bi-wkly	2,599.20	2,664.80	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,581.60	
	Appx. Monthly	5,631.60	5,773.73	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,760.13	
	Appx. Annual	67,579.20	69,284.80	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	93,121.60	
60A	Hourly	32.91	33.73	34.57	35.42	36.31	37.23	38.14	39.09	40.06	41.05	42.09	43.11	44.22	45.33	
	Appx. Bi-wkly	2,632.80	2,698.40	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,626.40	
	Appx. Monthly	5,704.40	5,846.53	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,857.20	
	Appx. Annual	68,452.80	70,158.40	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,286.40	
60C	Hourly	33.08	33.92	34.75	35.60	36.51	37.40	38.35	39.26	40.25	41.25	42.30	43.33	44.44	45.56	
	Appx. Bi-wkly	2,646.40	2,713.60	2,780.00	2,848.00	2,920.80	2,992.00	3,068.00	3,140.80	3,220.00	3,300.00	3,384.00	3,464.00	3,552.80	3,644.80	
	Appx. Monthly	5,733.87	5,879.47	6,023.33	6,170.67	6,328.40	6,482.67	6,643.33	6,805.07	6,976.67	7,150.00	7,332.00	7,510.53	7,702.93	7,897.07	
	Appx. Annual	68,806.40	70,553.60	72,280.00	74,048.00	75,940.80	77,792.00	79,768.00	81,660.80	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,764.80	
60T	Hourly	32.49	33.31	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67		
	Appx. Bi-wkly	2,599.20	2,664.80	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60		
	Appx. Monthly	5,631.60	5,773.73	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47		
	Appx. Annual	67,579.20	69,284.80	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60		
61	Hourly	33.29	34.12	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.83	
	Appx. Bi-wkly	2,663.20	2,729.60	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,666.40	
	Appx. Monthly	5,770.27	5,914.13	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,934.87	
	Appx. Annual	69,243.20	70,969.60	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,326.40	
61A	Hourly	33.71	34.54	35.42	36.31	37.23	38.14	39.09	40.06	41.05	42.09	43.11	44.22	45.26	46.41	
	Appx. Bi-wkly	2,696.80	2,763.20	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,712.80	
	Appx. Monthly	5,843.07	5,986.93	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,044.40	
	Appx. Annual	70,116.80	71,843.20	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,532.80	
61C	Hourly	33.90	34.73	35.60	36.51	37.40	38.35	39.26	40.25	41.25	42.30	43.33	44.44	45.49	46.63	
	Appx. Bi-wkly	2,712.00	2,778.40	2,848.00	2,920.80	2,992.00	3,068.00	3,140.80	3,220.00	3,300.00	3,384.00	3,464.00	3,552.80	3,639.20	3,730.40	
	Appx. Monthly	5,876.00	6,019.87	6,170.67	6,328.40	6,482.67	6,643.33	6,805.07	6,976.67	7,150.00	7,332.00	7,510.53	7,702.93	7,884.93	8,082.53	
	Appx. Annual	70,512.00	72,238.40	74,048.00	75,940.80	77,792.00	79,768.00	81,660.80	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	96,990.40	
61T	Hourly	33.29	34.12	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71		
	Appx. Bi-wkly	2,663.20	2,729.60	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80		
	Appx. Monthly	5,770.27	5,914.13	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73		
	Appx. Annual	69,243.20	70,969.60	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80		
62	Hourly	34.13	34.99	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.86	47.01	
	Appx. Bi-wkly	2,730.40	2,799.20	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,760.80	
	Appx. Monthly	5,915.87	6,064.93	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,148.40	
	Appx. Annual	70,990.40	72,779.20	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,780.80	
62A	Hourly	34.55	35.43	36.31	37.23	38.14	39.09	40.06	41.05	42.09	43.11	44.22	45.26	46.45	47.60	
	Appx. Bi-wkly	2,764.00	2,834.40	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,808.00	
	Appx. Monthly	5,988.67	6,141.20	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,250.67	
	Appx. Annual	71,864.00	73,694.40	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	99,008.00	
62C	Hourly	34.74	35.61	36.51	37.40	38.35	39.26	40.25	41.25	42.30	43.33	44.44	45.49	46.67	47.84	
	Appx. Bi-wkly	2,779.20	2,848.80	2,920.80	2,992.00	3,068.00	3,140.80	3,220.00	3,300.00	3,384.00	3,464.00	3,552.80	3,639.20	3,733.60	3,827.20	
	Appx. Monthly	6,021.60	6,172.40	6,328.40	6,482.67	6,643.33	6,805.07	6,976.67	7,150.00	7,332.00	7,510.53	7,702.93	7,884.93	8,089.47	8,292.27	
	Appx. Annual	72,259.20	74,068.80	75,940.80	77,792.00	79,768.00	81,660.80	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	97,073.60	99,507.20	
62T	Hourly	34.13	34.99	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.86		
	Appx. Bi-wkly	2,730.40	2,799.20	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80		
	Appx. Monthly	5,915.87	6,064.93	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07		
	Appx. Annual	70,990.40	72,779.20	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80		
63	Hourly	34.98	35.84	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.14	
	Appx. Bi-wkly	2,798.40														

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
65	Hourly	36.73	37.67	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	
	Appx. Bi-wkly	2,938.40	3,013.60	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	
	Appx. Monthly	6,366.53	6,529.47	6,690.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	
	Appx. Annual	76,398.40	78,353.60	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	
65A	Hourly	37.21	38.13	39.09	40.06	41.05	42.09	43.11	44.22	45.26	46.45	47.55	48.70	49.95	51.22	
	Appx. Bi-wkly	2,976.80	3,050.40	3,127.20	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	
	Appx. Monthly	6,449.73	6,609.20	6,775.60	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	
	Appx. Annual	77,396.80	79,310.40	81,307.20	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	
65C	Hourly	37.38	38.34	39.26	40.25	41.25	42.30	43.33	44.44	45.49	46.67	47.79	48.94	50.23	51.44	
	Appx. Bi-wkly	2,990.40	3,067.20	3,140.80	3,220.00	3,300.00	3,384.00	3,466.40	3,555.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	
	Appx. Monthly	6,479.20	6,645.60	6,805.07	6,976.67	7,150.00	7,332.00	7,510.53	7,702.93	7,884.93	8,089.47	8,283.60	8,482.93	8,706.53	8,916.27	
	Appx. Annual	77,750.40	79,747.20	81,660.80	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	
65T	Hourly	36.73	37.67	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	
	Appx. Bi-wkly	2,938.40	3,013.60	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	
	Appx. Monthly	6,366.53	6,529.47	6,690.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	
	Appx. Annual	76,398.40	78,353.60	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	
66	Hourly	37.66	38.59	39.57	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.83	
	Appx. Bi-wkly	3,012.80	3,087.20	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,146.40	
	Appx. Monthly	6,527.73	6,688.93	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,983.87	
	Appx. Annual	78,332.80	80,267.20	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,806.40	
66A	Hourly	38.11	39.08	40.06	41.05	42.09	43.11	44.22	45.26	46.45	47.55	48.70	49.95	51.22	52.49	
	Appx. Bi-wkly	3,048.80	3,126.40	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,199.20	
	Appx. Monthly	6,605.73	6,773.87	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,098.27	
	Appx. Annual	79,268.80	81,286.40	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,179.20	
66C	Hourly	38.32	39.25	40.25	41.25	42.30	43.33	44.44	45.49	46.67	47.79	48.94	50.23	51.44	52.75	
	Appx. Bi-wkly	3,065.60	3,140.00	3,220.00	3,300.00	3,384.00	3,466.40	3,555.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,220.00	
	Appx. Monthly	6,642.13	6,803.33	6,976.67	7,150.00	7,332.00	7,510.53	7,702.93	7,884.93	8,089.47	8,283.60	8,482.93	8,706.53	8,916.27	9,143.33	
	Appx. Annual	79,705.60	81,640.00	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,720.00	
66T	Hourly	37.66	38.59	39.57	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.83	
	Appx. Bi-wkly	3,012.80	3,087.20	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,146.40	
	Appx. Monthly	6,527.73	6,688.93	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,983.87	
	Appx. Annual	78,332.80	80,267.20	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,806.40	
67	Hourly	38.57	39.54	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.81	53.11	
	Appx. Bi-wkly	3,085.60	3,163.20	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,248.80	
	Appx. Monthly	6,685.47	6,853.60	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,205.73	
	Appx. Annual	80,225.60	82,243.20	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,468.80	
67A	Hourly	39.06	40.04	41.05	42.09	43.11	44.22	45.26	46.45	47.55	48.70	49.95	51.22	52.47	53.78	
	Appx. Bi-wkly	3,124.80	3,203.20	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,302.40	
	Appx. Monthly	6,770.40	6,940.27	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,321.87	
	Appx. Annual	81,244.80	83,283.20	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,862.40	
67C	Hourly	39.23	40.23	41.25	42.30	43.33	44.44	45.49	46.67	47.79	48.94	50.23	51.44	52.72	54.04	
	Appx. Bi-wkly	3,138.40	3,218.40	3,300.00	3,384.00	3,466.40	3,555.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,323.20	
	Appx. Monthly	6,799.87	6,973.20	7,150.00	7,332.00	7,510.53	7,702.93	7,884.93	8,089.47	8,283.60	8,482.93	8,706.53	8,916.27	9,138.13	9,366.93	
	Appx. Annual	81,598.40	83,678.40	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,403.20	
67T	Hourly	38.57	39.54	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.81	53.11	
	Appx. Bi-wkly	3,085.60	3,163.20	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,248.80	
	Appx. Monthly	6,685.47	6,853.60	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,207.47	
	Appx. Annual	80,225.60	82,243.20	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,468.80	
68	Hourly	39.57	40.56	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.45	
	Appx. Bi-wkly	3,165.60	3,244.80	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.00	
	Appx. Monthly	6,858.80	7,030.40	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,207.47	9,438.00	
	Appx. Annual	82,305.60	84,364.80	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,256.00	
68A	Hourly	40.06	41.07	42.09	43.11	44.22	45.26	46.45	47.55	48.70	49.95	51.22	52.47	53.80	55.12	
	Appx. Bi-wkly	3,204.80	3,285.60	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,304.00	4,409.60	
	Appx. Monthly	6,943.73	7,118.80	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,325.33	9,554.13	
	Appx. Annual	83,324.80	85,425.60	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,904.00	114,649.60	

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
70C	Hourly	42.30	43.36	44.44	45.49	46.67	47.79	48.94	50.23	51.44	52.72	54.05	55.41	56.83	58.26	
	Appx. Bi-wkly	3,384.00	3,468.80	3,555.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,324.00	4,432.80	4,546.40	4,660.00	
	Appx. Monthly	7,332.00	7,515.73	7,702.93	7,884.93	8,089.47	8,283.60	8,482.93	8,706.53	8,916.27	9,138.13	9,368.67	9,604.40	9,850.53	10,098.40	
	Appx. Annual	87,984.00	90,188.80	92,435.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,424.00	115,252.80	118,206.40	121,180.80	
70T	Hourly	41.55	42.60	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	
	Appx. Bi-wkly	3,324.00	3,408.00	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,584.00	
	Appx. Monthly	7,202.00	7,384.00	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	
	Appx. Annual	86,424.00	88,608.00	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,117.60	
71	Hourly	42.56	43.62	44.71	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	
	Appx. Bi-wkly	3,404.80	3,489.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,584.00	4,692.00	
	Appx. Monthly	7,377.07	7,560.80	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	
	Appx. Annual	88,524.80	90,729.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,117.60	121,992.00	
71A	Hourly	43.10	44.17	45.26	46.45	47.55	48.70	49.95	51.22	52.47	53.80	55.13	56.54	57.92	59.38	
	Appx. Bi-wkly	3,448.00	3,533.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,304.00	4,410.40	4,523.20	4,633.60	4,750.40	
	Appx. Monthly	7,470.67	7,656.13	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	
	Appx. Annual	89,648.00	91,873.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	
71C	Hourly	43.32	44.39	45.49	46.67	47.79	48.94	50.23	51.44	52.72	54.05	55.41	56.83	58.22	59.67	
	Appx. Bi-wkly	3,465.60	3,551.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	
	Appx. Monthly	7,508.80	7,694.27	7,884.93	8,089.47	8,283.60	8,482.93	8,706.53	8,916.27	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	
	Appx. Annual	90,105.60	92,331.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	
71T	Hourly	42.56	43.62	44.71	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	
	Appx. Bi-wkly	3,404.80	3,489.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,584.00	4,692.00	
	Appx. Monthly	7,377.07	7,560.80	7,749.73	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	
	Appx. Annual	88,524.80	90,729.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,117.60	121,992.00	
72	Hourly	43.64	44.74	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.12	
	Appx. Bi-wkly	3,491.20	3,579.20	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,809.60	
	Appx. Monthly	7,564.27	7,754.93	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,420.80	
	Appx. Annual	90,771.20	93,059.20	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,049.60	
72A	Hourly	44.20	45.31	46.45	47.55	48.70	49.95	51.22	52.47	53.80	55.13	56.54	57.92	59.38	60.86	
	Appx. Bi-wkly	3,536.00	3,624.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,304.00	4,410.40	4,523.20	4,633.60	4,750.40	4,868.80	
	Appx. Monthly	7,661.33	7,853.73	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	10,549.07	
	Appx. Annual	91,936.00	94,244.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,588.80	
72C	Hourly	44.42	45.54	46.67	47.79	48.94	50.23	51.44	52.72	54.05	55.41	56.83	58.22	59.67	61.16	
	Appx. Bi-wkly	3,553.60	3,643.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.80	
	Appx. Monthly	7,699.47	7,893.60	8,089.47	8,283.60	8,482.93	8,706.53	8,916.27	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,601.07	
	Appx. Annual	92,393.60	94,723.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,212.80	
72T	Hourly	43.64	44.74	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.12	
	Appx. Bi-wkly	3,491.20	3,579.20	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,809.60	
	Appx. Monthly	7,564.27	7,754.93	7,949.07	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,420.80	
	Appx. Annual	90,771.20	93,059.20	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,049.60	
73	Hourly	44.70	45.82	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.60	
	Appx. Bi-wkly	3,576.00	3,665.60	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,928.00	
	Appx. Monthly	7,748.00	7,942.13	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,677.33	
	Appx. Annual	92,976.00	95,305.60	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,128.00	
73A	Hourly	45.25	46.39	47.55	48.70	49.95	51.22	52.47	53.80	55.13	56.54	57.92	59.38	60.85	62.37	
	Appx. Bi-wkly	3,620.00	3,711.20	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,304.00	4,410.40	4,523.20	4,633.60	4,750.40	4,868.00	4,989.60	
	Appx. Monthly	7,843.33	8,040.93	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	10,547.33	10,810.80	
	Appx. Annual	94,120.00	96,491.20	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,588.80	129,729.60	
73C	Hourly	45.48	46.62	47.79	48.94	50.23	51.44	52.72	54.05	55.41	56.83	58.22	59.67	61.15	62.68	
	Appx. Bi-wkly	3,638.40	3,729.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	5,014.40	
	Appx. Monthly	7,883.20	8,080.80	8,283.60	8,482.93	8,706.53	8,916.27	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,599.33	10,864.53	
	Appx. Annual	94,598.40	96,969.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,192.00	130,374.40	
73T	Hourly	44.70	45.82	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.60	
	Appx. Bi-wkly	3,576.00	3,665.60	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,928.00	
	Appx. Monthly	7,748.00	7,942.13	8,141.47	8,335.60	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,677.33	
	Appx. Annual	92,976.00	95,305.60	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60							

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
76	Hourly	48.14	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.32	
	Appx. Bi-wkly	3,851.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,306.00	5,436.00
	Appx. Monthly	8,344.27	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,495.47	11,774.54
	Appx. Annual	100,131.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,945.60	
76A	Hourly	48.74	49.95	51.22	52.47	53.80	55.13	56.54	57.92	59.38	60.85	62.35	63.90	65.52	67.17	
	Appx. Bi-wkly	3,899.20	3,996.00	4,097.60	4,197.60	4,304.00	4,410.40	4,523.20	4,633.60	4,750.40	4,868.00	4,988.00	5,112.00	5,241.60	5,372.00	5,504.00
	Appx. Monthly	8,448.27	8,658.00	8,878.13	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	10,547.33	10,807.33	11,076.00	11,356.80	11,642.80	11,934.00
	Appx. Annual	101,379.20	103,896.00	106,537.60	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,568.00	129,688.00	132,912.00	136,281.60	139,713.60	
76C	Hourly	49.01	50.23	51.44	52.72	54.05	55.41	56.83	58.22	59.67	61.15	62.64	64.24	65.85	67.50	
	Appx. Bi-wkly	3,920.80	4,018.40	4,115.20	4,217.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,400.00	5,536.00
	Appx. Monthly	8,495.07	8,706.53	8,916.27	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,700.00	12,000.00
	Appx. Annual	101,940.80	104,478.40	106,995.20	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,192.00	130,291.20	133,619.20	136,968.00	140,400.00	
76T	Hourly	48.14	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.32	
	Appx. Bi-wkly	3,851.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,306.00	5,436.00
	Appx. Monthly	8,344.27	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,495.47	11,774.54
	Appx. Annual	100,131.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,945.60	
77	Hourly	49.30	50.54	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.02	
	Appx. Bi-wkly	3,944.00	4,043.20	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,441.60	5,576.00
	Appx. Monthly	8,545.33	8,760.27	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,790.13	12,082.00
	Appx. Annual	102,544.00	105,123.20	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,481.60	144,996.00
77A	Hourly	49.93	51.18	52.47	53.80	55.13	56.54	57.92	59.38	60.85	62.35	63.90	65.52	67.19	68.87	
	Appx. Bi-wkly	3,994.40	4,094.40	4,197.60	4,304.00	4,410.40	4,523.20	4,633.60	4,750.40	4,868.00	4,988.00	5,112.00	5,241.60	5,372.00	5,504.00	5,636.00
	Appx. Monthly	8,654.53	8,871.20	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	10,547.33	10,807.33	11,076.00	11,356.80	11,642.80	11,934.00	12,230.00
	Appx. Annual	103,854.40	106,454.40	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,568.00	129,688.00	132,912.00	136,281.60	139,752.00	143,248.00	146,764.00
77C	Hourly	50.19	51.42	52.72	54.05	55.41	56.83	58.22	59.67	61.15	62.64	64.24	65.85	67.52	69.21	
	Appx. Bi-wkly	4,015.20	4,113.60	4,217.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,400.00	5,536.00	5,672.00
	Appx. Monthly	8,699.60	8,912.80	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,700.00	12,000.00	12,300.00
	Appx. Annual	104,395.20	106,953.60	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,192.00	130,291.20	133,619.20	136,968.00	140,441.60	143,956.80	147,500.00
77T	Hourly	49.30	50.54	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.02	
	Appx. Bi-wkly	3,944.00	4,043.20	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,441.60	5,576.00
	Appx. Monthly	8,545.33	8,760.27	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,790.13	12,082.00
	Appx. Annual	102,544.00	105,123.20	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,481.60	144,996.00
78	Hourly	50.55	51.82	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.00	69.68	
	Appx. Bi-wkly	4,044.00	4,145.60	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,574.40	5,708.80
	Appx. Monthly	8,762.00	8,982.13	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,077.87	12,370.00
	Appx. Annual	105,144.00	107,785.60	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,934.40	148,440.00
78A	Hourly	51.20	52.48	53.80	55.13	56.54	57.92	59.38	60.85	62.35	63.90	65.52	67.19	68.85	70.56	
	Appx. Bi-wkly	4,096.00	4,198.40	4,304.00	4,410.40	4,523.20	4,633.60	4,750.40	4,868.00	4,988.00	5,112.00	5,241.60	5,372.00	5,508.00	5,644.00	5,780.00
	Appx. Monthly	8,774.67	8,996.53	9,225.33	9,455.87	9,800.27	10,039.47	10,292.53	10,547.33	10,807.33	11,076.00	11,356.80	11,642.80	11,934.00	12,230.00	12,536.00
	Appx. Annual	106,496.00	109,158.40	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,568.00	129,688.00	132,912.00	136,281.60	139,752.00	143,208.00	146,764.00	150,300.00
78C	Hourly	51.43	52.73	54.05	55.41	56.83	58.22	59.67	61.15	62.64	64.24	65.85	67.52	69.19	70.91	
	Appx. Bi-wkly	4,114.40	4,218.40	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,401.60	5,535.20	5,672.00	5,810.00
	Appx. Monthly	8,914.53	9,139.87	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,700.00	12,000.00	12,300.00	12,600.00
	Appx. Annual	106,974.40	109,678.40	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,192.00	130,291.20	133,619.20	136,968.00	140,441.60	143,915.20	147,492.80	151,070.40
78T	Hourly	50.55	51.82	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.00	69.68	
	Appx. Bi-wkly	4,044.00	4,145.60	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,574.40	5,708.80
	Appx. Monthly	8,762.00	8,982.13	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,077.87	12,370.00
	Appx. Annual	105,144.00	107,785.60	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,934.40	148,440.00
79	Hourly	51.83	53.14	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	
	Appx. Bi-wkly	4,146.40	4,251.20	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.00	5,716.00	5,856.00
	Appx. Monthly	8,983.87	9,210.93	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,686.27
	Appx. Annual	107,806.40	110,531.20	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,236.00
79A	Hourly	52.49	53.81	55.13	56.54	57.92	59.38	60.85	62.35	63.90	65.52	67.19	68.85	70.59	72.34	
	Appx. Bi-wkly	4,199.20	4,304.80	4,410.40	4,523.20	4,633.60	4,750.40	4,86								

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
81C	Hourly	55.40	56.79	58.22	59.67	61.15	62.64	64.24	65.85	67.52	69.19	70.93	72.71	74.49	76.37	
	Appx. Bi-wkly	4,432.00	4,543.20	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,401.60	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	
	Appx. Monthly	9,602.67	9,843.60	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,703.47	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	
	Appx. Annual	115,232.00	118,123.20	121,097.60	124,113.60	127,192.00	130,291.20	133,619.20	136,968.00	140,441.60	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	
81T	Hourly	54.45	55.82	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	
	Appx. Bi-wkly	4,356.00	4,465.60	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	
	Appx. Monthly	9,438.00	9,675.47	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	
	Appx. Annual	113,256.00	116,105.60	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	
82	Hourly	55.82	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.94	
	Appx. Bi-wkly	4,465.60	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,155.20	
	Appx. Monthly	9,675.47	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,336.27	
	Appx. Annual	116,105.60	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,035.20	
82A	Hourly	56.50	57.92	59.38	60.85	62.35	63.90	65.52	67.19	68.85	70.59	72.34	74.12	75.99	77.89	
	Appx. Bi-wkly	4,520.00	4,633.60	4,750.40	4,868.00	4,988.00	5,112.00	5,241.60	5,375.20	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,231.20	
	Appx. Monthly	9,793.33	10,039.47	10,292.53	10,547.33	10,807.33	11,076.00	11,356.80	11,646.27	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,500.93	
	Appx. Annual	117,520.00	120,473.60	123,510.40	126,568.00	129,688.00	132,912.00	136,281.60	139,755.20	143,208.00	146,827.20	150,467.20	154,169.60	158,059.20	162,011.20	
82C	Hourly	56.79	58.22	59.67	61.15	62.64	64.24	65.85	67.52	69.19	70.93	72.71	74.49	76.37	78.29	
	Appx. Bi-wkly	4,543.20	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,401.60	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,263.20	
	Appx. Monthly	9,843.60	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,703.47	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,570.27	
	Appx. Annual	118,123.20	121,097.60	124,113.60	127,192.00	130,291.20	133,619.20	136,968.00	140,441.60	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,843.20	
82T	Hourly	55.82	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.94	
	Appx. Bi-wkly	4,465.60	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,155.20	
	Appx. Monthly	9,675.47	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,336.27	
	Appx. Annual	116,105.60	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,035.20	
83	Hourly	57.21	58.64	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.86	
	Appx. Bi-wkly	4,576.80	4,691.20	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.80	
	Appx. Monthly	9,916.40	10,164.27	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,669.07	
	Appx. Annual	118,996.80	121,971.20	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,028.80	
83A	Hourly	57.91	59.37	60.85	62.35	63.90	65.52	67.19	68.85	70.59	72.34	74.12	75.99	77.91	79.85	
	Appx. Bi-wkly	4,632.80	4,749.60	4,868.00	4,988.00	5,112.00	5,241.60	5,375.20	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,388.00	
	Appx. Monthly	10,037.73	10,290.80	10,547.33	10,807.33	11,076.00	11,356.80	11,646.27	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,840.67	
	Appx. Annual	120,452.80	123,489.60	126,568.00	129,688.00	132,912.00	136,281.60	139,755.20	143,208.00	146,827.20	150,467.20	154,169.60	158,059.20	162,052.80	166,088.00	
83C	Hourly	58.21	59.64	61.15	62.64	64.24	65.85	67.52	69.19	70.93	72.71	74.49	76.37	78.30	80.25	
	Appx. Bi-wkly	4,656.80	4,771.20	4,892.00	5,011.20	5,139.20	5,268.00	5,401.60	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,420.00	
	Appx. Monthly	10,089.73	10,337.60	10,599.33	10,857.60	11,134.93	11,414.00	11,703.47	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,910.00	
	Appx. Annual	121,076.80	124,051.20	127,192.00	130,291.20	133,619.20	136,968.00	140,441.60	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,920.00	
83T	Hourly	57.21	58.64	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.86	
	Appx. Bi-wkly	4,576.80	4,691.20	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.80	
	Appx. Monthly	9,916.40	10,164.27	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,669.07	
	Appx. Annual	118,996.80	121,971.20	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,028.80	
84	Hourly	58.61	60.07	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.84	
	Appx. Bi-wkly	4,688.80	4,805.60	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,467.20	
	Appx. Monthly	10,159.07	10,412.13	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,012.27	
	Appx. Annual	121,908.80	124,945.60	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,147.20	
84A	Hourly	59.33	60.83	62.35	63.90	65.52	67.19	68.85	70.59	72.34	74.12	75.99	77.91	79.84	81.86	
	Appx. Bi-wkly	4,746.40	4,866.40	4,988.00	5,112.00	5,241.60	5,375.20	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,387.20	6,548.80	
	Appx. Monthly	10,283.87	10,543.87	10,807.33	11,076.00	11,356.80	11,646.27	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,838.93	14,189.07	
	Appx. Annual	123,406.40	126,526.40	129,688.00	132,912.00	136,281.60	139,755.20	143,208.00	146,827.20	150,467.20	154,169.60	158,059.20	162,052.80	166,067.20	170,268.80	
84C	Hourly	59.62	61.11	62.64	64.24	65.85	67.52	69.19	70.93	72.71	74.49	76.37	78.30	80.24	82.25	
	Appx. Bi-wkly	4,769.60	4,888.80	5,011.20	5,139.20	5,268.00	5,401.60	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,419.20	6,580.00	
	Appx. Monthly	10,334.13	10,592.40	10,857.60	11,134.93	11,414.00	11,703.47	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,908.27	14,254.93	
	Appx. Annual	124,009.60	127,108.80	130,291.20	133,619.20	136,968.00	140,441.60	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,899.20	171,080.00	
84T	Hourly	58.61	60.07	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.83	
	Appx. Bi-wkly	4,688.80	4,805.60	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	
	Appx. Monthly	10,159.07	10,412.13	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73</					

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
87	Hourly	63.16	64.73	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	
	Appx. Bi-wkly	5,052.80	5,178.40	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00
	Appx. Monthly	10,947.73	11,219.87	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,463.33
	Appx. Annual	131,372.80	134,638.40	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,863.20	185,282.40
87A	Hourly	63.93	65.54	67.19	68.85	70.59	72.34	74.12	75.99	77.91	79.84	81.85	83.88	86.01	88.14	
	Appx. Bi-wkly	5,114.40	5,243.20	5,375.20	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,226.40
	Appx. Monthly	11,081.20	11,216.00	11,464.27	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,656.00
	Appx. Annual	132,974.40	136,323.20	139,755.20	143,208.00	146,827.20	150,467.20	154,169.60	157,920.00	161,728.00	165,585.60	169,492.00	173,448.00	177,454.40	181,511.20	185,618.40
87C	Hourly	64.27	65.87	67.52	69.19	70.93	72.71	74.49	76.37	78.30	80.24	82.24	84.30	86.44	88.59	
	Appx. Bi-wkly	5,141.60	5,269.60	5,401.60	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,264.00
	Appx. Monthly	11,140.13	11,417.47	11,703.47	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,738.67
	Appx. Annual	133,681.60	137,009.60	140,441.60	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,992.00	171,059.20	175,344.00	179,795.20	184,267.20	188,864.00
87T	Hourly	63.16	64.73	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93		
	Appx. Bi-wkly	5,052.80	5,178.40	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00
	Appx. Monthly	10,947.73	11,219.87	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,463.33
	Appx. Annual	131,372.80	134,638.40	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,863.20	185,282.40
88	Hourly	64.71	66.32	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	
	Appx. Bi-wkly	5,176.80	5,305.60	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.00
	Appx. Monthly	11,216.40	11,495.47	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,463.33	15,850.00
	Appx. Annual	134,596.80	137,945.60	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,863.20	185,282.40	189,801.60
88A	Hourly	65.52	67.17	68.85	70.59	72.34	74.12	75.99	77.91	79.84	81.85	83.88	86.01	88.14	90.35	
	Appx. Bi-wkly	5,241.60	5,373.60	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,226.40	7,408.00
	Appx. Monthly	11,356.80	11,642.80	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,656.00	16,040.00
	Appx. Annual	136,281.60	139,713.60	143,208.00	146,827.20	150,467.20	154,169.60	157,920.00	161,728.00	165,585.60	169,492.00	173,448.00	177,454.40	181,511.20	185,618.40	189,785.60
88C	Hourly	65.85	67.50	69.19	70.93	72.71	74.49	76.37	78.30	80.24	82.24	84.30	86.44	88.59	90.80	
	Appx. Bi-wkly	5,268.00	5,400.00	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,264.00	7,448.00
	Appx. Monthly	11,414.00	11,700.00	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,738.67	16,132.00
	Appx. Annual	136,968.00	140,400.00	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,992.00	171,059.20	175,344.00	179,795.20	184,267.20	188,864.00	193,481.60
88T	Hourly	64.71	66.32	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	
	Appx. Bi-wkly	5,176.80	5,305.60	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.00
	Appx. Monthly	11,216.40	11,495.47	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,463.33	15,850.00
	Appx. Annual	134,596.80	137,945.60	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,863.20	185,282.40	189,801.60
89	Hourly	66.34	68.02	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	91.43	
	Appx. Bi-wkly	5,307.20	5,441.60	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.00	7,500.00
	Appx. Monthly	11,498.93	11,790.13	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,463.33	15,850.00	16,251.73
	Appx. Annual	137,987.20	141,481.60	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,863.20	185,282.40	189,801.60	194,321.60
89A	Hourly	67.19	68.87	70.59	72.34	74.12	75.99	77.91	79.84	81.85	83.88	86.01	88.14	90.32	92.57	
	Appx. Bi-wkly	5,375.20	5,509.60	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,226.40	7,408.00	7,594.40
	Appx. Monthly	11,646.27	11,937.47	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,656.00	16,040.00	16,428.00
	Appx. Annual	139,755.20	143,249.60	146,827.20	150,467.20	154,169.60	157,920.00	161,728.00	165,585.60	169,492.00	173,448.00	177,454.40	181,511.20	185,618.40	189,785.60	193,952.80
89C	Hourly	67.52	69.21	70.93	72.71	74.49	76.37	78.30	80.24	82.24	84.30	86.44	88.59	90.75	93.02	
	Appx. Bi-wkly	5,401.60	5,536.80	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,264.00	7,448.00	7,632.00
	Appx. Monthly	11,703.47	11,996.40	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,738.67	16,132.00	16,536.00
	Appx. Annual	140,441.60	143,956.80	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,992.00	171,059.20	175,344.00	179,795.20	184,267.20	188,864.00	193,481.60	198,128.00
89T	Hourly	66.34	68.02	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	91.46	93.76
	Appx. Bi-wkly	5,307.20	5,441.60	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.00	7,500.00
	Appx. Monthly	11,498.93	11,790.13	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,463.33	15,850.00	16,251.73
	Appx. Annual	137,987.20	141,481.60	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,863.20	185,282.40	189,801.60	194,321.60
90	Hourly	68.02	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	91.46	93.76	96.09
	Appx. Bi-wkly	5,441.60	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.00	7,500.00	7,688.00
	Appx. Monthly	11,790.13	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,463.33	15,850.00	16,251.73	16,656.00
	Appx. Annual	141,481.60	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,863.20	185,282.40	189,801.60	194,321.60	198,841.60
90A	Hourly	68.87	70.59	72.34	74.12	75.99	77.91	79.84	81.85	83.88	86.01	88.14	90.32	92		

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
92C	Hourly	72.68	74.49	76.37	78.30	80.24	82.24	84.30	86.44	88.59	90.75	93.06	95.39	97.76	100.20	
	Appx. Bi-wkly	5,814.40	5,959.20	6,109.60	6,264.00	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	
	Appx. Monthly	12,597.87	12,911.60	13,237.47	13,572.00	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	
	Appx. Annual	151,174.40	154,939.20	158,849.60	162,864.00	166,899.20	171,059.20	175,344.00	179,795.20	184,267.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	
92T	Hourly	71.43	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08		
	Appx. Bi-wkly	5,714.40	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,876.40	
	Appx. Monthly	12,381.20	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,063.13	
	Appx. Annual	148,574.40	152,276.80	156,124.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	
93	Hourly	73.22	75.07	76.95	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	
	Appx. Bi-wkly	5,857.60	6,005.60	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,876.40	8,073.60	
	Appx. Monthly	12,691.47	13,012.13	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,063.13	17,492.80	
	Appx. Annual	152,297.60	156,145.60	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	
93A	Hourly	74.14	76.00	77.91	79.84	81.85	83.88	86.01	88.14	90.32	92.60	94.93	97.27	99.70	102.19	
	Appx. Bi-wkly	5,931.20	6,080.00	6,232.80	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20	
	Appx. Monthly	12,850.93	13,173.33	13,504.40	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93	
	Appx. Annual	154,211.20	158,008.00	162,052.80	166,067.20	170,248.00	174,470.40	178,900.80	183,331.20	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20	
93C	Hourly	74.51	76.38	78.30	80.24	82.24	84.30	86.44	88.59	90.75	93.06	95.39	97.76	100.20	102.71	
	Appx. Bi-wkly	5,960.80	6,110.40	6,264.00	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80	
	Appx. Monthly	12,915.07	13,239.20	13,572.00	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07	
	Appx. Annual	154,980.80	158,870.40	162,864.00	166,899.20	171,059.20	175,344.00	179,795.20	184,267.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80	
93T	Hourly	73.22	75.07	76.95	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47		
	Appx. Bi-wkly	5,857.60	6,005.60	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,876.40	8,073.60	
	Appx. Monthly	12,691.47	13,012.13	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,063.13	17,492.80	
	Appx. Annual	152,297.60	156,145.60	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	
94	Hourly	75.06	76.94	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.47	
	Appx. Bi-wkly	6,004.80	6,155.20	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,876.40	8,073.60	8,277.60	
	Appx. Monthly	13,010.40	13,336.27	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,063.13	17,492.80	17,934.80	
	Appx. Annual	156,124.80	160,035.20	164,008.00	168,126.40	172,265.60	176,544.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,217.60	
94A	Hourly	75.99	77.89	79.84	81.85	83.88	86.01	88.14	90.32	92.60	94.93	97.27	99.70	102.19	104.76	
	Appx. Bi-wkly	6,079.20	6,231.20	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20	8,380.80	
	Appx. Monthly	13,171.60	13,500.93	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93	18,158.40	
	Appx. Annual	158,059.20	162,011.20	166,067.20	170,248.00	174,470.40	178,900.80	183,331.20	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20	217,900.80	
94C	Hourly	76.37	78.29	80.24	82.24	84.30	86.44	88.59	90.75	93.06	95.39	97.76	100.20	102.71	105.28	
	Appx. Bi-wkly	6,109.60	6,263.20	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80	8,422.40	
	Appx. Monthly	13,237.47	13,570.27	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07	18,248.53	
	Appx. Annual	158,849.60	162,843.20	166,899.20	171,059.20	175,344.00	179,795.20	184,267.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80	218,982.40	
94T	Hourly	75.06	76.94	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92		
	Appx. Bi-wkly	6,004.80	6,155.20	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,876.40	8,073.60	8,277.60	
	Appx. Monthly	13,010.40	13,336.27	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,063.13	17,492.80	17,934.80	
	Appx. Annual	156,124.80	160,035.20	164,008.00	168,126.40	172,265.60	176,544.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	
95	Hourly	76.93	78.84	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03	
	Appx. Bi-wkly	6,154.40	6,307.20	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,876.40	8,073.60	8,276.00	8,482.40	
	Appx. Monthly	13,334.53	13,665.60	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,063.13	17,492.80	17,931.33	18,378.53	
	Appx. Annual	160,014.40	163,987.20	168,126.40	172,265.60	176,544.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	220,542.40	
95A	Hourly	77.88	79.83	81.85	83.88	86.01	88.14	90.32	92.60	94.93	97.27	99.70	102.19	104.73	107.35	
	Appx. Bi-wkly	6,230.40	6,386.40	6,548.00	6,710.40	6,880.80	7,051.20	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20	8,378.40	8,588.00	
	Appx. Monthly	13,499.20	13,837.20	14,187.33	14,539.20	14,908.40	15,277.60	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93	18,153.20	18,607.33	
	Appx. Annual	161,990.40	166,046.40	170,248.00	174,470.40	178,900.80	183,331.20	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20	217,838.40	223,288.00	
95C	Hourly	78.28	80.23	82.24	84.30	86.44	88.59	90.75	93.06	95.39	97.76	100.20	102.71	105.25	107.88	
	Appx. Bi-wkly	6,262.40	6,418.40	6,579.20	6,744.00	6,915.20	7,087.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80	8,420.00	8,630.40	
	Appx. Monthly	13,568.53	13,906.53	14,254.93	14,612.00	14,982.93	15,355.60	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07	18,243.33	18,699.20	
	Appx. Annual	162,822.40	166,878.40	171,059.20	175,344.00	179,795.20	184,267.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80	218,920.00	224,390.40	
95T	Hourly	76.93	78.84	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.45		
	Appx. Bi-wkly	6,154.40	6,307.20	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,876.40	8,073.60	8,276.00	8,482.40	
	Appx. Monthly	13,334.53	13,665.60	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73						

GENERAL SALARY SCHEDULE

Effective 07/31/2021		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
98	Hourly	82.87	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03	108.69	111.44	114.22	
	Appx. Bi-wkly	6,629.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00	8,482.40	8,695.20	8,915.20	9,137.60	
	Appx. Monthly	14,364.13	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33	18,378.53	18,839.60	19,316.27	19,798.13	
	Appx. Annual	172,369.60	176,654.40	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	220,542.40	226,075.20	231,795.20	237,577.60	
98A	Hourly	83.91	86.01	88.14	90.32	92.60	94.93	97.27	99.70	102.19	104.73	107.35	110.06	112.82	115.63	
	Appx. Bi-wkly	6,712.80	6,880.80	7,051.20	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20	8,378.40	8,588.00	8,804.80	9,025.60	9,250.40	
	Appx. Monthly	14,544.40	14,908.40	15,277.60	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93	18,153.20	18,607.33	19,077.07	19,555.47	20,042.53	
	Appx. Annual	174,532.80	178,900.80	183,331.20	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20	217,838.40	223,288.00	228,924.80	234,665.60	240,510.40	
98C	Hourly	84.33	86.44	88.59	90.75	93.06	95.39	97.76	100.20	102.71	105.25	107.88	110.60	113.39	116.21	
	Appx. Bi-wkly	6,746.40	6,915.20	7,087.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80	8,420.00	8,630.40	8,848.00	9,071.20	9,296.80	
	Appx. Monthly	14,617.20	14,982.93	15,355.60	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07	18,243.33	18,699.20	19,170.67	19,654.27	20,143.07	
	Appx. Annual	175,406.40	179,795.20	184,267.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80	218,920.00	224,390.40	230,048.00	235,851.20	241,716.80	
98T	Hourly	82.87	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03	108.69	111.44		
	Appx. Bi-wkly	6,629.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00	8,482.40	8,695.20	8,915.20		
	Appx. Monthly	14,364.13	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33	18,378.53	18,839.60	19,316.27		
	Appx. Annual	172,369.60	176,654.40	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	220,542.40	226,075.20	231,795.20		
99	Hourly	84.90	87.01	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03	108.69	111.44	114.19	117.02	
	Appx. Bi-wkly	6,792.00	6,960.80	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00	8,482.40	8,695.20	8,915.20	9,135.20	9,361.60	
	Appx. Monthly	14,716.00	15,081.73	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33	18,378.53	18,839.60	19,316.27	19,792.93	20,283.47	
	Appx. Annual	176,592.00	180,980.80	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	220,542.40	226,075.20	231,795.20	237,515.20	243,401.60	
99A	Hourly	85.96	88.11	90.32	92.60	94.93	97.27	99.70	102.19	104.73	107.35	110.06	112.82	115.60	118.49	
	Appx. Bi-wkly	6,876.80	7,048.80	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20	8,378.40	8,588.00	8,804.80	9,025.60	9,248.00	9,479.20	
	Appx. Monthly	14,899.73	15,272.40	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93	18,153.20	18,607.33	19,077.07	19,555.47	20,037.33	20,538.27	
	Appx. Annual	178,796.80	183,268.80	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20	217,838.40	223,288.00	228,924.80	234,665.60	240,448.00	246,459.20	
99C	Hourly	86.41	88.54	90.75	93.06	95.39	97.76	100.20	102.71	105.25	107.88	110.60	113.39	116.17	119.05	
	Appx. Bi-wkly	6,912.80	7,083.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80	8,420.00	8,630.40	8,848.00	9,071.20	9,293.60	9,524.00	
	Appx. Monthly	14,977.73	15,346.93	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07	18,243.33	18,699.20	19,170.67	19,654.27	20,136.13	20,635.33	
	Appx. Annual	179,732.80	184,163.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80	218,920.00	224,390.40	230,048.00	235,851.20	241,633.60	247,624.00	
99T	Hourly	84.90	87.01	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03	108.69	111.44	114.19		
	Appx. Bi-wkly	6,792.00	6,960.80	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00	8,482.40	8,695.20	8,915.20	9,135.20		
	Appx. Monthly	14,716.00	15,081.73	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33	18,378.53	18,839.60	19,316.27	19,792.93		
	Appx. Annual	176,592.00	180,980.80	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	220,542.40	226,075.20	231,795.20	237,515.20		

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
M	Hourly	15.00														
	Appx. Bi-wkly	1,200.00														
	Appx. Monthly	2,600.00														
	Appx. Annual	31,200.00														
1M	Hourly	15.00	15.19	15.57	15.96											
	Appx. Bi-wkly	1,200.00	1,215.20	1,245.60	1,276.80											
	Appx. Monthly	2,600.00	2,632.93	2,698.80	2,766.40											
	Appx. Annual	31,200.00	31,595.20	32,385.60	33,196.80											
2M	Hourly	15.19	15.57	15.96	16.36	16.77										
	Appx. Bi-wkly	1,215.20	1,245.60	1,276.80	1,308.80	1,341.60										
	Appx. Monthly	2,632.93	2,698.80	2,766.40	2,835.73	2,906.80										
	Appx. Annual	31,595.20	32,385.60	33,196.80	34,028.80	34,881.60										
3M	Hourly	15.19	15.27	15.65	16.04	16.44	16.85	17.27	17.70	18.14						
	Appx. Bi-wkly	1,215.20	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60	1,416.00	1,451.20						
	Appx. Monthly	2,632.93	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47	3,068.00	3,144.27						
	Appx. Annual	31,595.20	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60	36,816.00	37,731.20						
3M-T	Hourly	15.19	15.27	15.65	16.04	16.44	16.85	17.27	17.70							
	Appx. Bi-wkly	1,215.20	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60	1,416.00							
	Appx. Monthly	2,632.93	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47	3,068.00							
	Appx. Annual	31,595.20	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60	36,816.00							
4M	Hourly	15.27	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86	19.33	19.81			
	Appx. Bi-wkly	1,221.60	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80	1,546.40	1,584.80			
	Appx. Monthly	2,646.80	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07	3,350.53	3,433.73			
	Appx. Annual	31,761.60	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80	40,206.40	41,204.80			
4M-T	Hourly	15.27	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86	19.33				
	Appx. Bi-wkly	1,221.60	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80	1,546.40				
	Appx. Monthly	2,646.80	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07	3,350.53				
	Appx. Annual	31,761.60	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80	40,206.40				
5M	Hourly	15.46	15.66	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48		
	Appx. Bi-wkly	1,236.80	1,252.80	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40		
	Appx. Monthly	2,679.73	2,714.40	2,773.33	2,842.67	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87		
	Appx. Annual	32,156.80	32,572.80	33,280.00	34,112.00	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40		
5M-T	Hourly	15.46	15.66	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49				
	Appx. Bi-wkly	1,236.80	1,252.80	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60			
	Appx. Monthly	2,679.73	2,714.40	2,773.33	2,842.67	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47			
	Appx. Annual	32,156.80	32,572.80	33,280.00	34,112.00	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60			
6M	Hourly	15.66	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.99		
	Appx. Bi-wkly	1,252.80	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,679.20		
	Appx. Monthly	2,714.40	2,773.33	2,842.67	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,638.27		
	Appx. Annual	32,572.80	33,280.00	34,112.00	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,659.20		
7M	Hourly	15.94	16.30	16.71	17.15	17.55	18.00	18.41	18.89	19.37	19.83	20.33	20.83	21.36		
	Appx. Bi-wkly	1,275.20	1,304.00	1,336.80	1,372.00	1,404.00	1,440.00	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,708.80		
	Appx. Monthly	2,762.93	2,825.33	2,896.40	2,972.67	3,042.00	3,120.00	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,702.40		
	Appx. Annual	33,155.20	33,904.00	34,756.80	35,672.00	36,504.00	37,440.00	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,428.80		
7M-T	Hourly	15.94	16.30	16.71	17.15	17.55	18.00	18.41	18.89	19.37	19.83	20.33	20.83			
	Appx. Bi-wkly	1,275.20	1,304.00	1,336.80	1,372.00	1,404.00	1,440.00	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40			
	Appx. Monthly	2,762.93	2,825.33	2,896.40	2,972.67	3,042.00	3,120.00	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53			
	Appx. Annual	33,155.20	33,904.00	34,756.80	35,672.00	36,504.00	37,440.00	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40			
30	Hourly	15.94	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.47	
	Appx. Bi-wkly	1,275.20	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,717.60	
	Appx. Monthly	2,762.93	2,773.33	2,842.67	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,721.47	
	Appx. Annual	33,155.20	33,280.00	34,112.00	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,657.60	
30C	Hourly	16.00	16.30	16.71	17.15	17.55	18.00	18.41	18.89	19.37	19.83	20.33	20.83	21.33	21.85	
	Appx. Bi-wkly	1,280.00	1,304.00	1,336.80	1,372.00	1,404.00	1,440.00	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,706.40	1,748.00	
	Appx. Monthly	2,773.33	2,825.33	2,896.40	2,972.67	3,042.00	3,120.00	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,697.20	3,787.33	
	Appx. Annual	33,280.00	33,904.00	34,756.80	35,672.00	36,504.00	37,440.00	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,366.40	45,448.00	
30T	Hourly	15.94	16.00	16.40	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95		
	Appx. Bi-wkly	1,275.20	1,280.00	1,312.00	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00		
	Appx. Monthly	2,762.93	2,773.33	2,842.67	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33		
	Appx. Annual	33,155.20	33,280.00	34,112.00	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00		
31	Hourly	16.02	16.42	16.86	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	
	Appx. Bi-wkly	1,281.60	1,313.60	1,348.80	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	
	Appx. Monthly	2,776.80	2,846.13	2,922.40	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	
	Appx. Annual	33,321.60	34,153.60	35,068.80	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	
31A	Hourly	16.24	16.65	17.07	17.48	17.92	18.32	18.80	19.29	19.73	20.24	20.73	21.21	21.74	22.29	
	Appx. Bi-wkly															

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment															
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
32T	Hourly	16.41	16.85	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02			
	Appx. Bi-wkly	1,312.80	1,348.00	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.40	1,850.40	
	Appx. Monthly	2,844.40	2,920.67	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,009.20	
	Appx. Annual	34,132.80	35,048.00	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	47,000.80	48,288.00	
33	Hourly	16.85	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.27
	Appx. Bi-wkly	1,348.00	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,850.60	1,900.60	1,950.60
	Appx. Monthly	2,920.67	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,009.20	4,108.27	4,209.20
	Appx. Annual	35,048.00	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	47,000.80	48,288.00	49,664.00	51,112.00
33A	Hourly	17.06	17.48	17.92	18.32	18.80	19.29	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.39	23.94	24.50
	Appx. Bi-wkly	1,364.80	1,398.40	1,433.60	1,465.60	1,504.00	1,543.20	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,872.00	1,918.00	1,964.00
	Appx. Monthly	2,957.07	3,029.87	3,106.13	3,175.47	3,258.67	3,343.60	3,419.87	3,508.27	3,593.20	3,676.40	3,768.27	3,863.60	3,958.93	4,058.93	4,163.60	4,268.00
	Appx. Annual	35,484.80	36,358.40	37,273.60	38,105.60	39,104.00	40,123.20	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,720.00	50,000.00	51,344.00
33C	Hourly	17.14	17.55	18.00	18.41	18.89	19.37	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.53	24.10	24.67
	Appx. Bi-wkly	1,371.20	1,404.00	1,440.00	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,884.00	1,932.00	1,980.00
	Appx. Monthly	2,970.93	3,042.00	3,120.00	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,081.47	4,184.00	4,288.00
	Appx. Annual	35,651.20	36,504.00	37,440.00	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	49,000.00	50,288.00	51,640.00
33T	Hourly	16.85	17.26	17.67	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.27
	Appx. Bi-wkly	1,348.00	1,380.80	1,413.60	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,850.60	1,900.60	1,950.60
	Appx. Monthly	2,920.67	2,991.73	3,062.80	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,009.20	4,108.27	4,209.20
	Appx. Annual	35,048.00	35,900.80	36,753.60	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	47,000.80	48,288.00	49,664.00	51,112.00
34	Hourly	17.21	17.63	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.27	24.85
	Appx. Bi-wkly	1,376.80	1,410.40	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,990.00
	Appx. Monthly	2,983.07	3,055.87	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,108.27	4,209.20	4,316.00
	Appx. Annual	35,796.80	36,670.40	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	47,000.80	48,288.00	49,664.00	51,112.00	52,640.00
34A	Hourly	17.41	17.85	18.32	18.80	19.29	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.39	23.94	24.50	25.07
	Appx. Bi-wkly	1,392.80	1,428.00	1,465.60	1,504.00	1,543.20	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,872.00	1,918.00	1,964.00	2,012.00
	Appx. Monthly	3,017.73	3,094.00	3,175.47	3,258.67	3,343.60	3,419.87	3,508.27	3,593.20	3,676.40	3,768.27	3,863.60	3,958.93	4,058.93	4,163.60	4,268.00	4,374.00
	Appx. Annual	36,212.80	37,128.00	38,105.60	39,104.00	40,123.20	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,720.00	50,000.00	51,344.00	52,760.00
34C	Hourly	17.51	17.96	18.41	18.89	19.37	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.53	24.10	24.67	25.25
	Appx. Bi-wkly	1,400.80	1,436.80	1,472.80	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,884.00	1,932.00	1,980.00	2,028.00
	Appx. Monthly	3,035.07	3,113.07	3,191.07	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,081.47	4,184.00	4,288.00	4,392.00
	Appx. Annual	36,420.80	37,356.80	38,292.80	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	49,000.00	50,288.00	51,640.00	53,040.00
34T	Hourly	17.21	17.63	18.08	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.27	24.85
	Appx. Bi-wkly	1,376.80	1,410.40	1,446.40	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,990.00
	Appx. Monthly	2,983.07	3,055.87	3,133.87	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,108.27	4,209.20	4,316.00
	Appx. Annual	35,796.80	36,670.40	37,606.40	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	47,000.80	48,288.00	49,664.00	51,112.00	52,640.00
35	Hourly	17.67	18.12	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.27	24.85	25.44
	Appx. Bi-wkly	1,413.60	1,449.60	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,990.00	2,038.00
	Appx. Monthly	3,062.80	3,140.80	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,108.27	4,209.20	4,316.00	4,428.00
	Appx. Annual	36,753.60	37,689.60	38,604.80	39,624.00	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	47,000.80	48,288.00	49,664.00	51,112.00	52,640.00	54,240.00
35A	Hourly	17.92	18.36	18.80	19.29	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.39	23.94	24.50	25.07	25.65
	Appx. Bi-wkly	1,433.60	1,468.80	1,504.00	1,543.20	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,872.00	1,918.00	1,964.00	2,012.00	2,060.00
	Appx. Monthly	3,106.13	3,182.40	3,258.67	3,343.60	3,419.87	3,508.27	3,593.20	3,676.40	3,768.27	3,863.60	3,958.93	4,058.93	4,163.60	4,268.00	4,374.00	4,480.00
	Appx. Annual	37,273.60	38,188.80	39,104.00	40,123.20	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,720.00	50,000.00	51,344.00	52,760.00	54,240.00
35C	Hourly	18.00	18.45	18.89	19.37	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.53	24.10	24.67	25.25	25.84
	Appx. Bi-wkly	1,440.00	1,476.00	1,511.20	1,549.60	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,884.00	1,932.00	1,980.00	2,028.00	2,076.00
	Appx. Monthly	3,120.00	3,198.00	3,274.27	3,357.47	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,081.47	4,184.00	4,288.00	4,392.00	4,500.00
	Appx. Annual	37,440.00	38,376.00	39,291.20	40,289.60	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	49,000.00	50,288.00	51,640.00	53,040.00	54,560.00
35T	Hourly	17.67	18.12	18.56	19.05	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.27	24.85	25.44
	Appx. Bi-wkly	1,413.60	1,449.60	1,484.80	1,524.00	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,990.00	2,038.00
	Appx. Monthly	3,062.80	3,140.80	3,217.07	3,302.00	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,108.27	4,209.20	4,316.00	4,428.00
	Appx. Annual	36,753.60	37,689.60	38,604.80	39,624.00	40,53											

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
38A	Hourly	19.27	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.39	23.99	24.57	25.23	25.81	26.45	
	Appx. Bi-wkly	1,541.60	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,116.00	
	Appx. Monthly	3,340.13	3,419.87	3,508.27	3,593.20	3,676.40	3,768.27	3,863.60	3,958.93	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,584.67	
	Appx. Annual	40,081.60	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,016.00	
38C	Hourly	19.34	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.53	24.10	24.71	25.35	25.93	26.58	
	Appx. Bi-wkly	1,547.20	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,126.40	
	Appx. Monthly	3,352.27	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,607.20	
	Appx. Annual	40,227.20	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,286.40	
38T	Hourly	19.01	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.07	
	Appx. Bi-wkly	1,520.80	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,088.00	
	Appx. Monthly	3,295.07	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,516.53	
	Appx. Annual	39,540.80	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	53,123.20	54,468.00	
39	Hourly	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.07	26.67	
	Appx. Bi-wkly	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,142.40	
	Appx. Monthly	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,641.87	
	Appx. Annual	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,702.40	
39A	Hourly	19.73	20.24	20.73	21.21	21.74	22.29	22.84	23.39	23.99	24.57	25.23	25.81	26.45	27.14	
	Appx. Bi-wkly	1,578.40	1,619.20	1,658.40	1,696.80	1,739.20	1,783.20	1,827.20	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,116.00	2,171.20	
	Appx. Monthly	3,419.87	3,508.27	3,593.20	3,676.40	3,768.27	3,863.60	3,958.93	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,704.27	
	Appx. Annual	41,038.40	42,099.20	43,118.40	44,116.80	45,219.20	46,363.20	47,507.20	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,451.20	
39C	Hourly	19.83	20.33	20.83	21.33	21.86	22.42	22.97	23.53	24.10	24.71	25.35	25.93	26.60	27.27	
	Appx. Bi-wkly	1,586.40	1,626.40	1,666.40	1,706.40	1,748.80	1,793.60	1,837.60	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,181.60	
	Appx. Monthly	3,437.20	3,523.87	3,610.53	3,697.20	3,789.07	3,886.13	3,981.47	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,726.80	
	Appx. Annual	41,246.40	42,286.40	43,326.40	44,366.40	45,468.80	46,633.60	47,777.60	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,721.60	
39T	Hourly	19.49	19.97	20.48	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.07	26.67	
	Appx. Bi-wkly	1,559.20	1,597.60	1,638.40	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,142.40	
	Appx. Monthly	3,378.27	3,461.47	3,549.87	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,641.87	
	Appx. Annual	40,539.20	41,537.60	42,598.40	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,702.40	
40	Hourly	19.93	20.44	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.07	26.67	27.27	
	Appx. Bi-wkly	1,594.40	1,635.20	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	
	Appx. Monthly	3,454.53	3,542.93	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	
	Appx. Annual	41,454.40	42,515.20	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	
40A	Hourly	20.21	20.69	21.21	21.74	22.29	22.84	23.39	23.99	24.57	25.23	25.81	26.45	27.09	27.77	
	Appx. Bi-wkly	1,616.80	1,655.20	1,696.80	1,739.20	1,783.20	1,827.20	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,116.00	2,167.20	2,221.60	
	Appx. Monthly	3,503.07	3,586.27	3,676.40	3,768.27	3,863.60	3,958.93	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	
	Appx. Annual	42,036.80	43,055.20	44,116.80	45,219.20	46,363.20	47,507.20	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	
40C	Hourly	20.30	20.79	21.33	21.86	22.42	22.97	23.53	24.10	24.71	25.35	25.93	26.60	27.27	27.90	
	Appx. Bi-wkly	1,624.00	1,663.20	1,706.40	1,748.80	1,793.60	1,837.60	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	
	Appx. Monthly	3,518.67	3,603.60	3,697.20	3,789.07	3,886.13	3,981.47	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	
	Appx. Annual	42,224.00	43,243.20	44,366.40	45,468.80	46,633.60	47,777.60	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	
40T	Hourly	19.93	20.44	20.95	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.07	26.67	27.27	
	Appx. Bi-wkly	1,594.40	1,635.20	1,676.00	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	
	Appx. Monthly	3,454.53	3,542.93	3,631.33	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	
	Appx. Annual	41,454.40	42,515.20	43,576.00	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	
41	Hourly	20.45	20.96	21.48	22.02	22.57	23.12	23.69	24.28	24.91	25.48	26.07	26.67	27.27	27.88	
	Appx. Bi-wkly	1,636.00	1,676.80	1,718.40	1,761.60	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,249.60	
	Appx. Monthly	3,544.67	3,633.07	3,723.20	3,816.80	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,874.13	
	Appx. Annual	42,536.00	43,596.80	44,678.40	45,801.60	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	52,998.40	54,392.00	55,640.00	57,075.20	58,489.60	
41A	Hourly	20.71	21.23	21.74	22.29	22.84	23.39	23.99	24.57	25.23	25.81	26.45	27.09	27.77	28.46	
	Appx. Bi-wkly	1,656.80	1,698.40	1,739.20	1,783.20	1,827.20	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,116.00	2,167.20	2,221.60	2,276.80	
	Appx. Monthly	3,589.73	3,679.87	3,768.27	3,863.60	3,958.93	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	4,933.07	
	Appx. Annual	43,076.80	44,158.40	45,219.20	46,363.20	47,507.20	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	59,196.80	
41C	Hourly	20.81	21.34	21.86	22.42	22.97	23.53	24.10	24.71	25.35	25.93	26.60	27.27	27.90	28.60	
	Appx. Bi-wkly	1,664.80	1,707.20	1,748.80	1,793.60	1,837.60	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,288.00	
	Appx. Monthly	3,607.07	3,698.93	3,789.07	3,886.13	3,981.47	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,957.33	
	Appx. Annual	43,284.80	44,387.20	45,468.80	46,633.60	47,777.60	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,488.00	
41T	Hourly	20.45	20.96	21.48	22.02</											

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
43T	Hourly	21.47	22.01	22.57	23.12	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83		
	Appx. Bi-wkly	1,717.60	1,760.80	1,805.60	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40		
	Appx. Monthly	3,721.47	3,815.07	3,912.13	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20		
	Appx. Annual	44,657.60	45,780.80	46,945.60	48,089.60	49,275.20	50,502.40	51,812.80	53,192.80	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40		
44	Hourly	21.99	22.56	23.12	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	
	Appx. Bi-wkly	1,759.20	1,804.80	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	
	Appx. Monthly	3,811.60	3,910.40	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	
	Appx. Annual	45,739.20	46,924.80	48,089.60	49,275.20	50,502.40	51,812.80	53,192.80	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	
44A	Hourly	22.26	22.83	23.39	23.99	24.57	25.23	25.81	26.47	27.09	27.77	28.45	29.19	29.87	30.63	
	Appx. Bi-wkly	1,780.80	1,826.40	1,871.20	1,919.20	1,965.60	2,018.40	2,064.80	2,117.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	
	Appx. Monthly	3,858.40	3,957.20	4,054.27	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	
	Appx. Annual	46,300.80	47,486.40	48,651.20	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	
44C	Hourly	22.40	22.96	23.53	24.10	24.71	25.35	25.93	26.60	27.23	27.90	28.59	29.34	30.01	30.75	
	Appx. Bi-wkly	1,792.00	1,836.80	1,882.40	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	
	Appx. Monthly	3,882.67	3,979.73	4,078.53	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	
	Appx. Annual	46,592.00	47,756.80	48,942.40	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	
44T	Hourly	21.99	22.56	23.12	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51		
	Appx. Bi-wkly	1,759.20	1,804.80	1,849.60	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80		
	Appx. Monthly	3,811.60	3,910.40	4,007.47	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07		
	Appx. Annual	45,739.20	46,924.80	48,089.60	49,275.20	50,502.40	51,812.80	53,192.80	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80		
45	Hourly	22.55	23.10	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	
	Appx. Bi-wkly	1,804.00	1,848.00	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	
	Appx. Monthly	3,908.67	4,004.00	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	
	Appx. Annual	46,904.00	48,048.00	49,275.20	50,502.40	51,812.80	53,192.80	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	
45A	Hourly	22.82	23.38	23.99	24.57	25.23	25.81	26.47	27.09	27.77	28.45	29.19	29.87	30.63	31.39	
	Appx. Bi-wkly	1,825.60	1,870.40	1,919.20	1,965.60	2,018.40	2,064.80	2,117.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	
	Appx. Monthly	3,955.47	4,052.53	4,158.27	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	
	Appx. Annual	47,465.60	48,630.40	49,899.20	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	
45C	Hourly	22.95	23.52	24.10	24.71	25.35	25.93	26.60	27.23	27.90	28.59	29.34	30.01	30.75	31.54	
	Appx. Bi-wkly	1,836.00	1,881.60	1,928.00	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	
	Appx. Monthly	3,978.00	4,076.80	4,177.33	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	
	Appx. Annual	47,736.00	48,921.60	50,128.00	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	
45T	Hourly	22.55	23.10	23.69	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23		
	Appx. Bi-wkly	1,804.00	1,848.00	1,895.20	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40		
	Appx. Monthly	3,908.67	4,004.00	4,106.27	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87		
	Appx. Annual	46,904.00	48,048.00	49,275.20	50,502.40	51,812.80	53,192.80	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40		
46	Hourly	23.12	23.70	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.79	
	Appx. Bi-wkly	1,849.60	1,896.00	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,543.20	
	Appx. Monthly	4,007.47	4,108.00	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,510.27	
	Appx. Annual	48,089.60	49,296.00	50,502.40	51,812.80	53,192.80	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,123.20	
46A	Hourly	23.39	24.00	24.57	25.23	25.81	26.47	27.09	27.77	28.45	29.19	29.87	30.63	31.39	32.17	
	Appx. Bi-wkly	1,871.20	1,920.00	1,965.60	2,018.40	2,064.80	2,117.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	2,573.60	
	Appx. Monthly	4,054.27	4,160.00	4,258.80	4,373.20	4,473.73	4,588.13	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	5,576.13	
	Appx. Annual	48,651.20	49,920.00	51,105.60	52,478.40	53,684.80	55,057.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	66,913.60	
46C	Hourly	23.53	24.11	24.71	25.35	25.93	26.60	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.33	
	Appx. Bi-wkly	1,882.40	1,928.80	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,586.40	
	Appx. Monthly	4,078.53	4,179.07	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,603.87	
	Appx. Annual	48,942.40	50,148.80	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,246.40	
46F	Hourly	23.53	24.11	24.71	25.35	25.93	26.60	27.23	27.90	28.59	29.34	30.01	30.75	31.54		
	Appx. Bi-wkly	1,882.40	1,928.80	1,976.80	2,028.00	2,074.40	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20		
	Appx. Monthly	4,078.53	4,179.07	4,283.07	4,394.00	4,494.53	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93		
	Appx. Annual	48,942.40	50,148.80	51,396.80	52,728.00	53,934.40	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20		
46T	Hourly	23.12	23.70	24.28	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01		
	Appx. Bi-wkly	1,849.60	1,896.00	1,942.40	1,992.80	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80		
	Appx. Monthly	4,007.47	4,108.00	4,208.53	4,317.73	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07		
	Appx. Annual	48,089.60	49,296.00	50,502.40	51,812.80	53,192.80	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80		
47	Hourly	23.71	24.29	24.91	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.53	
	Appx. Bi-wkly	1,896.80	1,943.20	1,9												

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
48T	Hourly	24.25	24.87	25.48	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55		
	Appx. Bi-wkly	1,940.00	1,989.60	2,038.40	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00		
	Appx. Monthly	4,203.33	4,310.80	4,416.53	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00		
	Appx. Annual	50,440.00	51,729.60	52,998.40	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00		
49	Hourly	24.89	25.50	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.15	
	Appx. Bi-wkly	1,991.20	2,040.00	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,732.00	
	Appx. Monthly	4,314.27	4,420.00	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,919.33	
	Appx. Annual	51,771.20	53,040.00	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,032.00	
49A	Hourly	25.20	25.83	26.47	27.09	27.77	28.45	29.19	29.87	30.63	31.39	32.13	32.96	33.74	34.58	
	Appx. Bi-wkly	2,016.00	2,066.40	2,117.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,766.40	
	Appx. Monthly	4,368.00	4,477.20	4,588.13	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,993.87	
	Appx. Annual	52,416.00	53,726.40	55,057.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,926.40	
49C	Hourly	25.32	25.95	26.60	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.30	33.14	33.93	34.76	
	Appx. Bi-wkly	2,025.60	2,076.00	2,128.00	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.80	
	Appx. Monthly	4,388.80	4,498.00	4,610.67	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	
	Appx. Annual	52,665.60	53,976.00	55,328.00	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,300.80	
49T	Hourly	24.89	25.50	26.15	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32		
	Appx. Bi-wkly	1,991.20	2,040.00	2,092.00	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60		
	Appx. Monthly	4,314.27	4,420.00	4,532.67	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47		
	Appx. Annual	51,771.20	53,040.00	54,392.00	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60		
50	Hourly	25.47	26.12	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.14	35.00	
	Appx. Bi-wkly	2,037.60	2,089.60	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,800.00	
	Appx. Monthly	4,414.80	4,527.47	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,919.60	6,066.67	
	Appx. Annual	52,977.60	54,329.60	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,800.00	
50A	Hourly	25.80	26.42	27.09	27.77	28.45	29.19	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.44	
	Appx. Bi-wkly	2,064.00	2,113.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,835.20	
	Appx. Monthly	4,472.00	4,579.47	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,992.13	6,142.93	
	Appx. Annual	53,664.00	54,953.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,715.20	
50C	Hourly	25.92	26.57	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.62	
	Appx. Bi-wkly	2,073.60	2,125.60	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.00	2,849.60	
	Appx. Monthly	4,492.80	4,605.47	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,174.13	
	Appx. Annual	53,913.60	55,265.60	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,089.60	
50T	Hourly	25.47	26.12	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.14		
	Appx. Bi-wkly	2,037.60	2,089.60	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20		
	Appx. Monthly	4,414.80	4,527.47	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,919.60		
	Appx. Annual	52,977.60	54,329.60	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20		
51	Hourly	26.12	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.84	
	Appx. Bi-wkly	2,089.60	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,867.20	
	Appx. Monthly	4,527.47	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,919.60	6,063.20	6,212.27	
	Appx. Annual	54,329.60	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,547.20	
51A	Hourly	26.42	27.09	27.77	28.45	29.19	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.42	36.30	
	Appx. Bi-wkly	2,113.60	2,167.20	2,221.60	2,276.00	2,335.20	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.00	
	Appx. Monthly	4,579.47	4,695.60	4,813.47	4,931.33	5,059.60	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,992.13	6,139.47	6,292.00	
	Appx. Annual	54,953.60	56,347.20	57,761.60	59,176.00	60,715.20	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,504.00	
51C	Hourly	26.57	27.23	27.90	28.59	29.34	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.60	36.50	
	Appx. Bi-wkly	2,125.60	2,178.40	2,232.00	2,287.20	2,347.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.00	2,848.00	2,920.00	
	Appx. Monthly	4,605.47	4,719.87	4,836.00	4,955.60	5,085.60	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,170.60	6,326.67	
	Appx. Annual	55,265.60	56,638.40	58,032.00	59,467.20	61,027.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,048.00	75,920.00	
51T	Hourly	26.12	26.75	27.44	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98		
	Appx. Bi-wkly	2,089.60	2,140.00	2,195.20	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40		
	Appx. Monthly	4,527.47	4,636.67	4,756.27	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,919.60	6,063.20		
	Appx. Annual	54,329.60	55,640.00	57,075.20	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40		
52	Hourly	26.74	27.42	28.11	28.83	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.76	
	Appx. Bi-wkly	2,139.20	2,193.60	2,248.80	2,306.40	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.80	
	Appx. Monthly	4,634.93	4,752.80	4,872.40	4,997.20	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,919.60	6,063.20	6,214.00	6,371.73	
	Appx. Annual	55,619.20	57,033.60	58,468.80	59,966.40	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,460.80	
52A	Hourly	27.08	27.76	28.45	29.19	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.42	36.31	37.24	
	Appx. Bi-wkly															

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
54A	Hourly	28.43	29.15	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.42	36.31	37.23	38.14	39.10	
	Appx. Bi-wkly	2,274.40	2,322.00	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,128.00	
	Appx. Monthly	4,927.87	5,052.67	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,777.33	
	Appx. Annual	59,134.40	60,632.00	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,328.00	
54C	Hourly	28.57	29.29	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.60	36.51	37.40	38.35	39.27	
	Appx. Bi-wkly	2,285.60	2,343.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.00	2,848.00	2,920.80	2,992.00	3,068.00	3,141.60	
	Appx. Monthly	4,952.13	5,076.93	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,170.67	6,328.40	6,482.67	6,647.33	6,806.80	
	Appx. Annual	59,425.60	60,923.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,048.00	75,940.80	77,792.00	79,768.00	81,681.60	
54T	Hourly	28.09	28.79	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	
	Appx. Bi-wkly	2,247.20	2,303.20	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	
	Appx. Monthly	4,868.93	4,990.27	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	
	Appx. Annual	58,427.20	59,883.20	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	
55	Hourly	28.79	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.58	
	Appx. Bi-wkly	2,303.20	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,166.40	
	Appx. Monthly	4,990.27	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,860.53	
	Appx. Annual	59,883.20	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,326.40	
55A	Hourly	29.15	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.42	36.31	37.23	38.14	39.09	40.07	
	Appx. Bi-wkly	2,332.00	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,205.60	
	Appx. Monthly	5,052.67	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,945.47	
	Appx. Annual	60,632.00	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,345.60	
55C	Hourly	29.29	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.60	36.51	37.40	38.35	39.26	40.26	
	Appx. Bi-wkly	2,343.20	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.00	2,848.00	2,920.80	2,992.00	3,068.00	3,140.80	3,220.80	
	Appx. Monthly	5,076.93	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,170.67	6,328.40	6,482.67	6,647.33	6,805.07	6,978.40	
	Appx. Annual	60,923.20	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,048.00	75,940.80	77,792.00	79,768.00	81,660.80	83,740.80	
55T	Hourly	28.79	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.58	
	Appx. Bi-wkly	2,303.20	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,166.40	
	Appx. Monthly	4,990.27	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,860.53	
	Appx. Annual	59,883.20	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,288.00	
56	Hourly	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.56	
	Appx. Bi-wkly	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,244.80	
	Appx. Monthly	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,030.40	
	Appx. Annual	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,364.80	
56A	Hourly	29.87	30.63	31.39	32.13	32.96	33.74	34.57	35.42	36.31	37.23	38.14	39.09	40.06	41.07	
	Appx. Bi-wkly	2,389.60	2,450.40	2,511.20	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,285.60	
	Appx. Monthly	5,177.47	5,309.20	5,440.93	5,569.20	5,713.07	5,848.27	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,118.80	
	Appx. Annual	62,129.60	63,710.40	65,291.20	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,425.60	
56C	Hourly	30.01	30.75	31.54	32.30	33.14	33.93	34.75	35.60	36.51	37.40	38.35	39.26	40.25	41.27	
	Appx. Bi-wkly	2,400.80	2,460.00	2,523.20	2,584.00	2,651.20	2,714.40	2,780.00	2,848.00	2,920.80	2,992.00	3,068.00	3,140.80	3,220.00	3,301.60	
	Appx. Monthly	5,201.73	5,330.00	5,466.93	5,598.67	5,744.27	5,881.20	6,023.33	6,170.67	6,328.40	6,482.67	6,647.33	6,805.07	6,976.67	7,153.47	
	Appx. Annual	62,420.80	63,960.00	65,603.20	67,184.00	68,931.20	70,574.40	72,280.00	74,048.00	75,940.80	77,792.00	79,768.00	81,660.80	83,720.00	85,841.60	
56T	Hourly	29.51	30.23	31.01	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.56	
	Appx. Bi-wkly	2,360.80	2,418.40	2,480.80	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,244.80	
	Appx. Monthly	5,115.07	5,239.87	5,375.07	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,030.40	
	Appx. Annual	61,380.80	62,878.40	64,500.80	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,364.80	
57	Hourly	30.21	30.98	31.75	32.55	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.53	
	Appx. Bi-wkly	2,416.80	2,478.40	2,540.00	2,604.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,322.40	
	Appx. Monthly	5,236.40	5,369.87	5,503.33	5,642.00	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,198.53	
	Appx. Annual	62,836.80	64,438.40	66,040.00	67,704.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,382.40	
57A	Hourly	30.61	31.35	32.13	32.96	33.74	34.57	35.42	36.31	37.23	38.14	39.09	40.06	41.05	42.07	
	Appx. Bi-wkly	2,448.80	2,508.00	2,570.40	2,636.80	2,699.20	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,284.00	3,365.60	
	Appx. Monthly	5,305.73	5,434.00	5,569.20	5,713.07	5,848.27	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,115.33	7,292.13	
	Appx. Annual	63,668.80	65,208.00	66,830.40	68,556.80	70,179.20	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,384.00	87,505.60	
57C	Hourly	30.73	31.51	32.30	33.14	33.93	34.75	35.60	36.51	37.40	38.35	39.26	40.25	41.25	42.28	
	Appx. Bi-wkly	2,458.40	2,520.80	2,584.00	2,651.20	2,714.40	2,780.00	2,848.00	2,920.80	2,992.00	3,068.00	3,140.80	3,220.00	3,300.00	3,382.40	
	Appx. Monthly	5,326.53	5,461.73	5,598.67	5,744.27	5,881.20	6,023.33	6,170.67	6,328.40	6,482.67	6,647.33	6,805.07	6,976.67	7,150.00	7,328.53	
	Appx. Annual	63,918.40	65,540.80	67,184.00	68,931.20	70,574.40	72,280.00	74,048.00	75,940.80	77,792.00	79,768.00	81,660.80	83,720.00	85,800.00	87,942.40	
57T	Hourly	30.21	30.98	31.75	32.55</											

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
59T	Hourly	31.73	32.50	33.32	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57		
	Appx. Bi-wkly	2,538.40	2,600.00	2,665.60	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,492.00	
	Appx. Monthly	5,499.87	5,633.33	5,775.47	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	
	Appx. Annual	65,998.40	67,600.00	69,305.60	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,732.00	
60	Hourly	32.49	33.31	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.77	
	Appx. Bi-wkly	2,599.20	2,664.80	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,492.00	3,581.60	
	Appx. Monthly	5,631.60	5,773.73	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,760.13	
	Appx. Annual	67,579.20	69,284.80	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,732.00	93,036.00	
60A	Hourly	32.91	33.73	34.57	35.42	36.31	37.23	38.14	39.09	40.06	41.05	42.09	43.11	44.22	45.33	
	Appx. Bi-wkly	2,632.80	2,698.40	2,765.60	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,624.00	
	Appx. Monthly	5,704.40	5,846.53	5,992.13	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,857.20	
	Appx. Annual	68,452.80	70,158.40	71,905.60	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,286.40	
60C	Hourly	33.08	33.92	34.75	35.60	36.51	37.40	38.35	39.26	40.25	41.25	42.30	43.33	44.44	45.56	
	Appx. Bi-wkly	2,646.40	2,713.60	2,780.00	2,848.00	2,920.00	2,992.00	3,068.00	3,140.80	3,220.00	3,300.00	3,384.00	3,466.40	3,552.00	3,644.80	
	Appx. Monthly	5,733.87	5,879.47	6,023.33	6,170.67	6,328.40	6,482.67	6,643.33	6,805.07	6,976.67	7,150.00	7,332.00	7,515.33	7,702.93	7,897.07	
	Appx. Annual	68,806.40	70,553.60	72,280.00	74,048.00	75,940.80	77,792.00	79,768.00	81,660.80	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,764.80	
60T	Hourly	32.49	33.31	34.14	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67		
	Appx. Bi-wkly	2,599.20	2,664.80	2,731.20	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,492.00		
	Appx. Monthly	5,631.60	5,773.73	5,917.60	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47		
	Appx. Annual	67,579.20	69,284.80	71,011.20	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60		
61	Hourly	33.29	34.12	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.83	
	Appx. Bi-wkly	2,663.20	2,729.60	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,492.00	3,576.80	3,666.40	
	Appx. Monthly	5,770.27	5,914.13	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,943.87	
	Appx. Annual	69,243.20	70,969.60	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,326.40	
61A	Hourly	33.71	34.54	35.42	36.31	37.23	38.14	39.09	40.06	41.05	42.09	43.11	44.22	45.26	46.41	
	Appx. Bi-wkly	2,696.80	2,763.20	2,833.60	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,712.80	
	Appx. Monthly	5,843.07	5,986.93	6,139.47	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,044.40	
	Appx. Annual	70,116.80	71,843.20	73,673.60	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,532.80	
61C	Hourly	33.90	34.73	35.60	36.51	37.40	38.35	39.26	40.25	41.25	42.30	43.33	44.44	45.49	46.63	
	Appx. Bi-wkly	2,712.00	2,778.40	2,848.00	2,920.00	2,992.00	3,068.00	3,140.80	3,220.00	3,300.00	3,384.00	3,466.40	3,552.00	3,639.20	3,730.40	
	Appx. Monthly	5,876.00	6,019.87	6,170.67	6,328.40	6,482.67	6,643.33	6,805.07	6,976.67	7,150.00	7,332.00	7,515.33	7,702.93	7,884.93	8,082.53	
	Appx. Annual	70,512.00	72,238.40	74,048.00	75,940.80	77,792.00	79,768.00	81,660.80	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	96,990.40	
61T	Hourly	33.29	34.12	34.98	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71		
	Appx. Bi-wkly	2,663.20	2,729.60	2,798.40	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,492.00	3,576.80		
	Appx. Monthly	5,770.27	5,914.13	6,063.20	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73		
	Appx. Annual	69,243.20	70,969.60	72,758.40	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80		
62	Hourly	34.13	34.99	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.86	47.01	
	Appx. Bi-wkly	2,730.40	2,799.20	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,492.00	3,576.80	3,668.80	3,760.80	
	Appx. Monthly	5,915.87	6,064.93	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,148.40	
	Appx. Annual	70,990.40	72,779.20	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,780.80	
62A	Hourly	34.55	35.43	36.31	37.23	38.14	39.09	40.06	41.05	42.09	43.11	44.22	45.26	46.45	47.60	
	Appx. Bi-wkly	2,764.00	2,834.40	2,904.80	2,978.40	3,051.20	3,127.20	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,808.00	
	Appx. Monthly	5,988.67	6,141.20	6,293.73	6,453.20	6,610.93	6,775.60	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,250.67	
	Appx. Annual	71,864.00	73,694.40	75,524.80	77,438.40	79,331.20	81,307.20	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	99,008.00	
62C	Hourly	34.74	35.61	36.51	37.40	38.35	39.26	40.25	41.25	42.30	43.33	44.44	45.49	46.67	47.84	
	Appx. Bi-wkly	2,779.20	2,848.80	2,920.00	2,992.00	3,068.00	3,140.80	3,220.00	3,300.00	3,384.00	3,466.40	3,552.00	3,639.20	3,733.60	3,827.20	
	Appx. Monthly	6,021.60	6,172.40	6,328.40	6,482.67	6,643.33	6,805.07	6,976.67	7,150.00	7,332.00	7,515.33	7,702.93	7,884.93	8,089.47	8,292.27	
	Appx. Annual	72,259.20	74,068.80	75,940.80	77,792.00	79,768.00	81,660.80	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	97,073.60	99,507.20	
62T	Hourly	34.13	34.99	35.85	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.86		
	Appx. Bi-wkly	2,730.40	2,799.20	2,868.00	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,492.00	3,576.80	3,668.80		
	Appx. Monthly	5,915.87	6,064.93	6,214.00	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07		
	Appx. Annual	70,990.40	72,779.20	74,568.00	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80		
63	Hourly	34.98	35.84	36.75	37.68	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.14	
	Appx. Bi-wkly	2,798.40	2,867.20	2,940.00	3,014.40	3,088.00	3,165.60	3,242.40	3,324.00	3,405.60	3,492.00	3,576.80	3,668.80	3,757.60	3,851.20	
	Appx. Monthly	6,063.20	6,212.27	6,370.00	6,531.20	6,696.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,344.27	
	Appx. Annual	72,758.40	74,547.20	76,440.00	78,374.40	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,131.20	
63A	Hourly	35.42	36.30	37.23	38.14	39.09	40.06	41.05	42.09	43.11	44.22	45.26	46.45	47.55	48.74	
	Appx. Bi-wkly	2,833.60	2,904.00													

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
65A	Hourly	37.21	38.13	39.09	40.06	41.05	42.09	43.11	44.22	45.26	46.45	47.55	48.70	49.95	51.22	
	Appx. Bi-wkly	2,976.80	3,050.40	3,127.20	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	
	Appx. Monthly	6,449.73	6,609.20	6,775.60	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	
	Appx. Annual	77,396.80	79,310.40	81,307.20	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	
65C	Hourly	37.38	38.34	39.26	40.25	41.25	42.30	43.33	44.44	45.49	46.67	47.79	48.94	50.23	51.44	
	Appx. Bi-wkly	2,990.40	3,067.20	3,140.80	3,220.00	3,300.00	3,384.00	3,466.40	3,552.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	
	Appx. Monthly	6,479.20	6,645.60	6,805.07	6,976.67	7,150.00	7,322.00	7,510.53	7,702.93	7,884.93	8,089.47	8,283.60	8,482.93	8,687.53	8,892.27	
	Appx. Annual	77,750.40	79,747.20	81,660.80	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	
65T	Hourly	36.73	37.67	38.60	39.57	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	
	Appx. Bi-wkly	2,938.40	3,013.60	3,088.00	3,165.60	3,244.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	
	Appx. Monthly	6,366.53	6,529.47	6,690.67	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,530.53	8,726.27	
	Appx. Annual	76,398.40	78,353.60	80,288.00	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	93,299.80	95,838.80	98,403.20	101,027.20	103,706.40	106,440.80	
66	Hourly	37.66	38.59	39.57	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.83	
	Appx. Bi-wkly	3,012.80	3,087.20	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,146.40	
	Appx. Monthly	6,527.73	6,688.93	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,530.53	8,726.27	8,923.87	
	Appx. Annual	78,332.80	80,267.20	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,806.40	
66A	Hourly	38.11	39.08	40.06	41.05	42.09	43.11	44.22	45.26	46.45	47.55	48.70	49.95	51.22	52.49	
	Appx. Bi-wkly	3,048.80	3,126.40	3,204.80	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,199.20	
	Appx. Monthly	6,605.73	6,773.87	6,943.73	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,098.27	
	Appx. Annual	79,268.80	81,286.40	83,324.80	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,179.20	
66C	Hourly	38.32	39.25	40.25	41.25	42.30	43.33	44.44	45.49	46.67	47.79	48.94	50.23	51.44	52.75	
	Appx. Bi-wkly	3,065.60	3,140.00	3,220.00	3,300.00	3,384.00	3,466.40	3,552.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,220.00	
	Appx. Monthly	6,642.13	6,803.33	6,976.67	7,150.00	7,322.00	7,510.53	7,702.93	7,884.93	8,089.47	8,283.60	8,482.93	8,687.53	8,892.27	9,143.33	
	Appx. Annual	79,705.60	81,640.00	83,720.00	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,720.00	
66T	Hourly	37.66	38.59	39.57	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.83	
	Appx. Bi-wkly	3,012.80	3,087.20	3,165.60	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,146.40	
	Appx. Monthly	6,527.73	6,688.93	6,858.80	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,530.53	8,726.27	8,923.87	
	Appx. Annual	78,332.80	80,267.20	82,305.60	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,806.40	
67	Hourly	38.57	39.54	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.83	53.11	
	Appx. Bi-wkly	3,085.60	3,163.20	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,248.80	
	Appx. Monthly	6,685.47	6,853.60	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,530.53	8,726.27	8,923.87	9,205.73	
	Appx. Annual	80,225.60	82,243.20	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,468.80	
67A	Hourly	39.06	40.04	41.05	42.09	43.11	44.22	45.26	46.45	47.55	48.70	49.95	51.22	52.47	53.78	
	Appx. Bi-wkly	3,124.80	3,203.20	3,284.00	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,302.40	
	Appx. Monthly	6,770.40	6,940.27	7,115.33	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,321.87	
	Appx. Annual	81,244.80	83,283.20	85,384.00	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,862.40	
67C	Hourly	39.23	40.23	41.25	42.30	43.33	44.44	45.49	46.67	47.79	48.94	50.23	51.44	52.72	54.04	
	Appx. Bi-wkly	3,138.40	3,218.40	3,300.00	3,384.00	3,466.40	3,552.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,323.20	
	Appx. Monthly	6,799.87	6,973.20	7,150.00	7,322.00	7,510.53	7,702.93	7,884.93	8,089.47	8,283.60	8,482.93	8,687.53	8,892.27	9,138.13	9,366.93	
	Appx. Annual	81,598.40	83,678.40	85,800.00	87,984.00	90,126.40	92,435.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,403.20	
67T	Hourly	38.57	39.54	40.53	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.83		
	Appx. Bi-wkly	3,085.60	3,163.20	3,242.40	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,248.80	
	Appx. Monthly	6,685.47	6,853.60	7,025.20	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,530.53	8,726.27	8,923.87	9,146.40	
	Appx. Annual	80,225.60	82,243.20	84,302.40	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,468.80	
68	Hourly	39.57	40.56	41.55	42.57	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.83	53.12	54.45	
	Appx. Bi-wkly	3,165.60	3,244.80	3,324.00	3,405.60	3,493.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.00	
	Appx. Monthly	6,858.80	7,030.40	7,202.00	7,378.80	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,530.53	8,726.27	8,923.87	9,207.47	9,438.00	
	Appx. Annual	82,305.60	84,364.80	86,424.00	88,545.60	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,256.00	
68A	Hourly	40.06	41.07	42.09	43.11	44.22	45.26	46.45	47.55	48.70	49.95	51.22	52.47	53.80	55.12	
	Appx. Bi-wkly	3,204.80	3,285.60	3,367.20	3,448.80	3,537.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,304.00	4,409.60	
	Appx. Monthly	6,943.73	7,118.80	7,295.60	7,472.40	7,664.80	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,325.33	9,549.13	
	Appx. Annual	83,324.80	85,425.60	87,547.20	89,668.80	91,977.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,904.00	114,649.60	
68C	Hourly	40.25	41.27	42.30	43.33	44.44	45.49	46.67	47.79	48.94	50.23	51.44	52.72	54.05	55.40	
	Appx. Bi-wkly	3,220.00	3,301.60	3,384.00	3,466.40	3,552.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,324.00	4,432.00	
	Appx. Monthly	6,976.67	7,153.47	7,322.00	7,510.53	7,702.93	7,884.93	8,089.47	8,283.60	8,482.93	8,687.53	8,916.27	9,138.13	9,368.67	9,602.67	
	Appx. Annual	83,720.00	85,841.60	87,984.00	90,126.40	92,435.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,424.00	115,232.00	
68T</																

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
70T	Hourly	41.55	42.60	43.67	44.71	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85		
	Appx. Bi-wkly	3,324.00	3,408.00	3,493.60	3,576.80	3,660.00	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00		
	Appx. Monthly	7,202.00	7,384.00	7,569.47	7,749.73	7,949.07	8,141.47	8,335.60	8,530.53	8,736.73	8,940.40	9,207.47	9,439.73	9,680.67		
	Appx. Annual	86,424.00	88,608.00	90,833.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00		
71	Hourly	42.56	43.62	44.71	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	
	Appx. Bi-wkly	3,404.80	3,489.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	
	Appx. Monthly	7,377.07	7,560.80	7,749.73	7,949.07	8,141.47	8,335.60	8,530.53	8,736.73	8,940.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	
	Appx. Annual	88,524.80	90,729.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	
71A	Hourly	43.10	44.17	45.26	46.45	47.55	48.70	49.95	51.22	52.47	53.80	55.13	56.54	57.92	59.38	
	Appx. Bi-wkly	3,448.00	3,533.60	3,620.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,304.00	4,410.40	4,523.20	4,633.60	4,750.40	
	Appx. Monthly	7,470.67	7,656.13	7,845.07	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	
	Appx. Annual	89,648.00	91,873.60	94,140.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	
71C	Hourly	43.32	44.39	45.49	46.67	47.79	48.94	50.23	51.44	52.72	54.05	55.41	56.83	58.22	59.67	
	Appx. Bi-wkly	3,465.60	3,551.20	3,639.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	
	Appx. Monthly	7,508.80	7,694.27	7,884.93	8,089.47	8,283.60	8,482.93	8,706.53	8,916.27	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	
	Appx. Annual	90,105.60	92,331.20	94,619.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	
71T	Hourly	42.56	43.62	44.71	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22		
	Appx. Bi-wkly	3,404.80	3,489.60	3,576.80	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60		
	Appx. Monthly	7,377.07	7,560.80	7,749.73	7,949.07	8,141.47	8,335.60	8,530.53	8,736.73	8,940.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	
	Appx. Annual	88,524.80	90,729.60	92,996.80	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	
72	Hourly	43.64	44.74	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.12	
	Appx. Bi-wkly	3,491.20	3,579.20	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,809.60	
	Appx. Monthly	7,564.27	7,754.93	7,949.07	8,141.47	8,335.60	8,530.53	8,736.73	8,940.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,420.80	
	Appx. Annual	90,771.20	93,059.20	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,049.60	
72A	Hourly	44.20	45.31	46.45	47.55	48.70	49.95	51.22	52.47	53.80	55.13	56.54	57.92	59.38	60.86	
	Appx. Bi-wkly	3,536.00	3,624.80	3,716.00	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,304.00	4,410.40	4,523.20	4,633.60	4,750.40	4,868.80	
	Appx. Monthly	7,661.33	7,853.73	8,051.33	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	10,549.07	
	Appx. Annual	91,936.00	94,244.80	96,616.00	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,588.80	
72C	Hourly	44.42	45.54	46.67	47.79	48.94	50.23	51.44	52.72	54.05	55.41	56.83	58.22	59.67	61.16	
	Appx. Bi-wkly	3,553.60	3,643.20	3,733.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	
	Appx. Monthly	7,699.47	7,893.60	8,089.47	8,283.60	8,482.93	8,706.53	8,916.27	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,601.07	
	Appx. Annual	92,393.60	94,723.20	97,073.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,212.80	
72T	Hourly	43.64	44.74	45.86	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65		
	Appx. Bi-wkly	3,491.20	3,579.20	3,668.80	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00		
	Appx. Monthly	7,564.27	7,754.93	7,949.07	8,141.47	8,335.60	8,530.53	8,736.73	8,940.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00		
	Appx. Annual	90,771.20	93,059.20	95,388.80	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00		
73	Hourly	44.70	45.82	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.60	
	Appx. Bi-wkly	3,576.00	3,665.60	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,928.00	
	Appx. Monthly	7,748.00	7,942.13	8,141.47	8,335.60	8,530.53	8,736.73	8,940.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.33	
	Appx. Annual	92,976.00	95,305.60	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,128.00	
73A	Hourly	45.25	46.39	47.55	48.70	49.95	51.22	52.47	53.80	55.13	56.54	57.92	59.38	60.85	62.37	
	Appx. Bi-wkly	3,620.00	3,711.20	3,804.00	3,896.00	3,996.00	4,097.60	4,197.60	4,304.00	4,410.40	4,523.20	4,633.60	4,750.40	4,868.00	4,989.60	
	Appx. Monthly	7,843.33	8,040.93	8,242.00	8,441.33	8,658.00	8,878.13	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	10,547.33	10,810.80	
	Appx. Annual	94,120.00	96,491.20	98,904.00	101,296.00	103,896.00	106,537.60	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,568.00	129,729.60	
73C	Hourly	45.48	46.62	47.79	48.94	50.23	51.44	52.72	54.05	55.41	56.83	58.22	59.67	61.15	62.68	
	Appx. Bi-wkly	3,638.40	3,729.60	3,823.20	3,915.20	4,018.40	4,115.20	4,217.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	5,014.40	
	Appx. Monthly	7,883.20	8,080.80	8,283.60	8,482.93	8,706.53	8,916.27	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,599.33	10,864.53	
	Appx. Annual	94,598.40	96,969.60	99,403.20	101,795.20	104,478.40	106,995.20	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,192.00	130,374.40	
73T	Hourly	44.70	45.82	46.97	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.11		
	Appx. Bi-wkly	3,576.00	3,665.60	3,757.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80		
	Appx. Monthly	7,748.00	7,942.13	8,141.47	8,335.60	8,530.53	8,736.73	8,940.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07		
	Appx. Annual	92,976.00	95,305.60	97,697.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,128.00	
74	Hourly	45.78	46.92	48.09	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.12	
	Appx. Bi-wkly	3,662.40	3,753.60	3,847.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,049.60	
	Appx. Monthly	7,935.20	8,132.80	8,335.60	8,530.53	8,736.73	8,940.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.33	10,940.80	
	Appx. Annual	95,222.40	97,593.60	100,027.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,017.60	121,992.00	125,028.80	128,086.40	131,289.60	

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
76A	Hourly	48.74	49.95	51.22	52.47	53.80	55.13	56.54	57.92	59.38	60.85	62.35	63.90	65.52	67.17	
	Appx. Bi-wkly	3,899.20	3,996.00	4,097.60	4,197.60	4,304.00	4,410.40	4,523.20	4,633.20	4,750.40	4,868.00	4,988.00	5,112.00	5,241.60	5,373.60	
	Appx. Monthly	8,448.27	8,658.00	8,878.13	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	10,547.33	10,807.33	11,076.00	11,356.80	11,642.80	
	Appx. Annual	101,379.20	103,896.00	106,537.60	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,568.00	129,688.00	132,912.00	136,281.60	139,713.60	
76C	Hourly	49.01	50.23	51.44	52.72	54.05	55.41	56.83	58.22	59.67	61.15	62.64	64.24	65.85	67.50	
	Appx. Bi-wkly	3,920.80	4,018.40	4,115.20	4,212.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,400.00	
	Appx. Monthly	8,495.07	8,706.53	8,916.27	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,700.00	
	Appx. Annual	101,940.80	104,478.40	106,995.20	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,192.00	130,291.20	133,619.20	136,968.00	140,400.00	
76T	Hourly	48.14	49.33	50.56	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	
	Appx. Bi-wkly	3,851.20	3,946.40	4,044.80	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	
	Appx. Monthly	8,344.27	8,550.53	8,763.73	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	
	Appx. Annual	100,131.20	102,606.40	105,164.80	107,764.80	110,489.60	113,276.80	116,168.00	119,176.00	122,320.00	125,608.00	129,040.00	132,624.00	136,360.00	140,240.00	
77	Hourly	49.30	50.54	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.02	
	Appx. Bi-wkly	3,944.00	4,043.20	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	
	Appx. Monthly	8,545.33	8,760.27	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,790.13	
	Appx. Annual	102,544.00	105,123.20	107,764.80	110,489.60	113,276.80	116,168.00	119,176.00	122,320.00	125,608.00	129,040.00	132,624.00	136,360.00	140,240.00	144,264.00	
77A	Hourly	49.93	51.18	52.47	53.80	55.13	56.54	57.92	59.38	60.85	62.35	63.90	65.52	67.19	68.87	
	Appx. Bi-wkly	3,994.40	4,094.40	4,197.60	4,304.00	4,410.40	4,523.20	4,633.20	4,750.40	4,868.00	4,988.00	5,112.00	5,241.60	5,375.20	5,509.60	
	Appx. Monthly	8,654.53	8,871.20	9,094.80	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	10,547.33	10,807.33	11,076.00	11,356.80	11,646.27	11,937.47	
	Appx. Annual	103,854.40	106,454.40	109,137.60	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,568.00	129,688.00	132,912.00	136,281.60	139,752.20	143,249.60	
77C	Hourly	50.19	51.42	52.72	54.05	55.41	56.83	58.22	59.67	61.15	62.64	64.24	65.85	67.52	69.21	
	Appx. Bi-wkly	4,015.20	4,113.60	4,212.60	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,400.00	5,536.80	
	Appx. Monthly	8,699.60	8,912.80	9,138.13	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,703.47	11,996.40	
	Appx. Annual	104,395.20	106,953.60	109,657.60	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,192.00	130,291.20	133,619.20	136,968.00	140,441.60	143,956.80	
77T	Hourly	49.30	50.54	51.81	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.02	
	Appx. Bi-wkly	3,944.00	4,043.20	4,144.80	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	
	Appx. Monthly	8,545.33	8,760.27	8,980.40	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,790.13	
	Appx. Annual	102,544.00	105,123.20	107,764.80	110,489.60	113,276.80	116,168.00	119,176.00	122,320.00	125,608.00	129,040.00	132,624.00	136,360.00	140,240.00	144,264.00	
78	Hourly	50.55	51.82	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.02	69.68	
	Appx. Bi-wkly	4,044.00	4,145.60	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,578.40	
	Appx. Monthly	8,762.00	8,982.13	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,077.87	
	Appx. Annual	105,144.00	107,785.60	110,489.60	113,276.80	116,168.00	119,176.00	122,320.00	125,608.00	129,040.00	132,624.00	136,360.00	140,240.00	144,264.00	148,344.00	
78A	Hourly	51.20	52.48	53.80	55.13	56.54	57.92	59.38	60.85	62.35	63.90	65.52	67.19	68.87	70.56	
	Appx. Bi-wkly	4,096.00	4,198.40	4,304.00	4,410.40	4,523.20	4,633.20	4,750.40	4,868.00	4,988.00	5,112.00	5,241.60	5,375.20	5,508.00	5,644.80	
	Appx. Monthly	8,874.67	9,096.53	9,325.33	9,555.87	9,800.27	10,039.47	10,292.53	10,547.33	10,807.33	11,076.00	11,356.80	11,646.27	11,934.00	12,230.40	
	Appx. Annual	106,496.00	109,158.40	111,904.00	114,670.40	117,603.20	120,473.60	123,510.40	126,568.00	129,688.00	132,912.00	136,281.60	139,752.20	143,208.00	146,764.80	
78C	Hourly	51.43	52.73	54.05	55.41	56.83	58.22	59.67	61.15	62.64	64.24	65.85	67.52	69.19	70.91	
	Appx. Bi-wkly	4,114.40	4,218.40	4,324.00	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,400.00	5,535.20	5,672.80	
	Appx. Monthly	8,914.53	9,139.87	9,368.67	9,604.40	9,850.53	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,703.47	11,992.93	12,291.07	
	Appx. Annual	106,974.40	109,678.40	112,424.00	115,252.80	118,206.40	121,097.60	124,113.60	127,192.00	130,291.20	133,619.20	136,968.00	140,441.60	143,915.20	147,492.80	
78T	Hourly	50.55	51.82	53.12	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.02	69.68	
	Appx. Bi-wkly	4,044.00	4,145.60	4,249.60	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,578.40	
	Appx. Monthly	8,762.00	8,982.13	9,207.47	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,077.87	
	Appx. Annual	105,144.00	107,785.60	110,489.60	113,276.80	116,168.00	119,176.00	122,320.00	125,608.00	129,040.00	132,624.00	136,360.00	140,240.00	144,264.00	148,344.00	
79	Hourly	51.83	53.14	54.46	55.85	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.02	69.71	71.45	
	Appx. Bi-wkly	4,146.40	4,251.20	4,356.80	4,468.00	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	
	Appx. Monthly	8,983.87	9,210.93	9,439.73	9,680.67	9,918.13	10,166.00	10,419.07	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	
	Appx. Annual	107,806.40	110,531.20	113,276.80	116,168.00	119,176.00	122,320.00	125,608.00	129,040.00	132,624.00	136,360.00	140,240.00	144,264.00	148,344.00	152,488.00	
79A	Hourly	52.49	53.81	55.13	56.54	57.92	59.38	60.85	62.35	63.90	65.52	67.19	68.87	70.59	72.34	
	Appx. Bi-wkly	4,199.20	4,304.80	4,410.40	4,523.20	4,633.20	4,750.40	4,868.00	4,988.00	5,112.00	5,241.60	5,375.20	5,508.00	5,647.20	5,787.20	
	Appx. Monthly	9,098.27	9,327.07	9,555.87	9,800.27	10,039.47	10,292.53	10,547.33	10,807.33	11,076.00	11,356.80	11,646.27	11,934.00	12,235.60	12,538.93	
	Appx. Annual	109,179.20	111,924.80	114,670.40	117,603.20	120,473.60	123,510.40	126,568.00	129,688.00	132,912.00	136,281.60	139,752.20	143,208.00	146,827.20	150,467.20	
79C	Hourly	52.75	54.07	55.41	56.83	58.22	59.67	61.15	62.64	64.24	65.85	67.52	69.19	70.93	72.71	
	Appx. Bi-wkly	4,220.00	4,325.60	4,432.80	4,546.40	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,400.00	5,535.20	5,674.40	5,816.80	
	Appx. Monthly	9,143.33	9,372.13	9,604.40	9,850.53	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,703.47	11,992.93	12,294.53	12,603.07	

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
81T	Hourly	54.45	55.82	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21		
	Appx. Bi-wkly	4,356.00	4,465.60	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,155.20
	Appx. Monthly	9,438.00	9,675.47	9,918.13	10,166.00	10,419.07	10,673.87	10,924.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,336.27
	Appx. Annual	113,256.00	116,105.60	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80		
82	Hourly	55.82	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.94	
	Appx. Bi-wkly	4,465.60	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,155.20	
	Appx. Monthly	9,675.47	9,918.13	10,166.00	10,419.07	10,673.87	10,924.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,336.27	
	Appx. Annual	116,105.60	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,035.20	
82A	Hourly	56.50	57.92	59.38	60.85	62.35	63.90	65.52	67.19	68.85	70.59	72.34	74.12	75.99	77.89	
	Appx. Bi-wkly	4,520.00	4,633.60	4,750.40	4,868.00	4,988.00	5,112.00	5,241.60	5,375.20	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,231.20	
	Appx. Monthly	9,793.33	10,039.47	10,292.53	10,547.33	10,807.33	11,076.00	11,356.80	11,646.27	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,500.93	
	Appx. Annual	117,520.00	120,473.60	123,510.40	126,568.00	129,688.00	132,912.00	136,281.60	139,755.20	143,208.00	146,827.20	150,467.20	154,169.60	158,059.20	162,011.20	
82C	Hourly	56.79	58.22	59.67	61.15	62.64	64.24	65.85	67.52	69.19	70.93	72.71	74.49	76.37	78.29	
	Appx. Bi-wkly	4,543.20	4,657.60	4,773.60	4,892.00	5,011.20	5,139.20	5,268.00	5,401.60	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,260.00	
	Appx. Monthly	9,843.60	10,091.47	10,342.80	10,599.33	10,857.60	11,134.93	11,414.00	11,703.47	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	
	Appx. Annual	118,123.20	121,097.60	124,113.60	127,192.00	130,291.20	133,619.20	136,968.00	140,441.60	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,843.20	
82T	Hourly	55.82	57.22	58.65	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06		
	Appx. Bi-wkly	4,465.60	4,577.60	4,692.00	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,155.20	
	Appx. Monthly	9,675.47	9,918.13	10,166.00	10,419.07	10,673.87	10,924.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,336.27	
	Appx. Annual	116,105.60	119,017.60	121,992.00	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80		
83	Hourly	57.21	58.64	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.86	
	Appx. Bi-wkly	4,576.80	4,691.20	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.80	
	Appx. Monthly	9,916.40	10,164.27	10,419.07	10,673.87	10,924.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,669.07	
	Appx. Annual	118,996.80	121,971.20	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,028.80	
83A	Hourly	57.91	59.37	60.85	62.35	63.90	65.52	67.19	68.85	70.59	72.34	74.12	75.99	77.91	79.85	
	Appx. Bi-wkly	4,632.80	4,749.60	4,868.00	4,988.00	5,112.00	5,241.60	5,375.20	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,388.00	
	Appx. Monthly	10,037.73	10,290.80	10,547.33	10,807.33	11,076.00	11,356.80	11,646.27	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,840.67	
	Appx. Annual	120,452.80	123,489.60	126,568.00	129,688.00	132,912.00	136,281.60	139,755.20	143,208.00	146,827.20	150,467.20	154,169.60	158,059.20	162,052.80	166,088.00	
83C	Hourly	58.21	59.64	61.15	62.64	64.24	65.85	67.52	69.19	70.93	72.71	74.49	76.37	78.30	80.25	
	Appx. Bi-wkly	4,656.80	4,771.20	4,892.00	5,011.20	5,139.20	5,268.00	5,401.60	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,420.00	
	Appx. Monthly	10,089.73	10,337.60	10,593.33	10,857.60	11,134.93	11,414.00	11,703.47	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,910.00	
	Appx. Annual	121,076.80	124,051.20	127,192.00	130,291.20	133,619.20	136,968.00	140,441.60	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,920.00	
83T	Hourly	57.21	58.64	60.11	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.95		
	Appx. Bi-wkly	4,576.80	4,691.20	4,808.80	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.80	
	Appx. Monthly	9,916.40	10,164.27	10,419.07	10,673.87	10,924.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,669.07	
	Appx. Annual	118,996.80	121,971.20	125,028.80	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00		
84	Hourly	58.61	60.07	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.84	
	Appx. Bi-wkly	4,688.80	4,805.60	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,467.20	
	Appx. Monthly	10,159.07	10,412.13	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,012.27	
	Appx. Annual	121,908.80	124,945.60	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,147.20	
84A	Hourly	59.33	60.83	62.35	63.90	65.52	67.19	68.85	70.59	72.34	74.12	75.99	77.91	79.84	81.86	
	Appx. Bi-wkly	4,746.40	4,866.40	4,988.00	5,112.00	5,241.60	5,375.20	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,387.20	6,548.80	
	Appx. Monthly	10,283.87	10,543.87	10,807.33	11,076.00	11,356.80	11,646.27	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,838.93	14,189.07	
	Appx. Annual	123,406.40	126,526.40	129,688.00	132,912.00	136,281.60	139,755.20	143,208.00	146,827.20	150,467.20	154,169.60	158,059.20	162,052.80	166,067.20	170,268.80	
84C	Hourly	59.62	61.11	62.64	64.24	65.85	67.52	69.19	70.93	72.71	74.49	76.37	78.30	80.24	82.25	
	Appx. Bi-wkly	4,769.60	4,888.80	5,011.20	5,139.20	5,268.00	5,401.60	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,419.20	6,580.00	
	Appx. Monthly	10,334.13	10,592.40	10,857.60	11,134.93	11,414.00	11,703.47	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,908.27	14,256.67	
	Appx. Annual	124,009.60	127,108.80	130,291.20	133,619.20	136,968.00	140,441.60	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,899.20	171,080.00	
84T	Hourly	58.61	60.07	61.58	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.85		
	Appx. Bi-wkly	4,688.80	4,805.60	4,926.40	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,467.20	
	Appx. Monthly	10,159.07	10,412.13	10,673.87	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,012.27	
	Appx. Annual	121,908.80	124,945.60	128,086.40	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,124.80	160,056.00	164,008.00	168,147.20	
85	Hourly	60.10	61.59	63.13	64.71	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.84	
	Appx. Bi-wkly	4,808.00	4,927.20	5,050.40	5,176.80	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,627.20	
	Appx. Monthly	10,417.33	10,675.60	10,942.53	11,216.40	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,358.93	
	Appx. Annual	125,008.00	128,107.20	131,310.40	134,596.80	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80						

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
87A	Hourly	63.93	65.54	67.19	68.85	70.59	72.34	74.12	75.99	77.91	79.84	81.85	83.88	86.01	88.14	
	Appx. Bi-wkly	5,114.40	5,243.20	5,375.20	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,230.40
	Appx. Monthly	11,081.20	11,360.27	11,646.27	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,658.40
	Appx. Annual	132,974.40	136,323.20	139,755.20	143,208.00	146,827.20	150,467.20	154,169.60	158,059.20	162,052.80	166,067.20	170,248.00	174,470.40	178,900.80	183,331.20	187,920.00
87C	Hourly	64.27	65.87	67.52	69.19	70.93	72.71	74.49	76.37	78.30	80.24	82.24	84.30	86.44	88.59	
	Appx. Bi-wkly	5,141.60	5,269.60	5,401.60	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,264.00
	Appx. Monthly	11,140.13	11,417.47	11,703.47	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,738.67
	Appx. Annual	133,681.60	137,009.60	140,441.60	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,899.20	171,059.20	175,344.00	179,795.20	184,267.20	188,864.00
87T	Hourly	63.16	64.73	66.34	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	
	Appx. Bi-wkly	5,052.80	5,178.40	5,307.20	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,132.00
	Appx. Monthly	10,947.73	11,219.87	11,498.93	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,466.53
	Appx. Annual	131,372.80	134,638.40	137,987.20	141,440.00	144,996.80	148,616.00	152,276.80	156,028.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,864.00	185,328.00
88	Hourly	64.71	66.32	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	
	Appx. Bi-wkly	5,176.80	5,305.60	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,132.00	7,301.60
	Appx. Monthly	11,216.40	11,495.47	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,466.53	15,852.13
	Appx. Annual	134,596.80	137,945.60	141,440.00	144,996.80	148,616.00	152,276.80	156,028.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,864.00	185,328.00	189,920.00
88A	Hourly	65.52	67.17	68.85	70.59	72.34	74.12	75.99	77.91	79.84	81.85	83.88	86.01	88.14	90.35	
	Appx. Bi-wkly	5,241.60	5,373.60	5,508.00	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,228.00	7,404.80
	Appx. Monthly	11,356.80	11,642.80	11,934.00	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,660.40	16,044.80
	Appx. Annual	136,281.60	139,713.60	143,208.00	146,827.20	150,467.20	154,169.60	158,059.20	162,052.80	166,067.20	170,248.00	174,470.40	178,900.80	183,331.20	187,920.00	192,576.00
88C	Hourly	65.85	67.50	69.19	70.93	72.71	74.49	76.37	78.30	80.24	82.24	84.30	86.44	88.59	90.80	
	Appx. Bi-wkly	5,268.00	5,400.00	5,535.20	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,264.00	7,441.60
	Appx. Monthly	11,414.00	11,700.00	11,992.93	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,738.67	16,122.00
	Appx. Annual	136,968.00	140,400.00	143,915.20	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,899.20	171,059.20	175,344.00	179,795.20	184,267.20	188,864.00	193,472.00
88T	Hourly	64.71	66.32	68.00	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	
	Appx. Bi-wkly	5,176.80	5,305.60	5,440.00	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,132.00	7,301.60
	Appx. Monthly	11,216.40	11,495.47	11,786.67	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,466.53	15,852.13
	Appx. Annual	134,596.80	137,945.60	141,440.00	144,996.80	148,616.00	152,276.80	156,028.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,864.00	185,328.00	189,920.00
89	Hourly	66.34	68.02	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	91.43	
	Appx. Bi-wkly	5,307.20	5,441.60	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,314.40	7,498.40
	Appx. Monthly	11,498.93	11,790.13	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,847.87	16,235.73
	Appx. Annual	137,987.20	141,481.60	144,996.80	148,616.00	152,276.80	156,028.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,864.00	185,336.00	190,174.40	194,720.00
89A	Hourly	67.19	68.87	70.59	72.34	74.12	75.99	77.91	79.84	81.85	83.88	86.01	88.14	90.32	92.57	
	Appx. Bi-wkly	5,375.20	5,509.60	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,225.60	7,405.60	7,591.60
	Appx. Monthly	11,646.27	11,937.47	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,655.47	16,044.80	16,434.80
	Appx. Annual	139,755.20	143,249.60	146,827.20	150,467.20	154,169.60	158,059.20	162,052.80	166,067.20	170,248.00	174,470.40	178,900.80	183,331.20	187,865.60	192,545.60	197,280.00
89C	Hourly	67.52	69.21	70.93	72.71	74.49	76.37	78.30	80.24	82.24	84.30	86.44	88.59	90.75	92.96	
	Appx. Bi-wkly	5,401.60	5,536.00	5,674.40	5,816.80	5,959.20	6,109.60	6,264.00	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,260.00	7,441.60	7,624.00
	Appx. Monthly	11,703.47	11,996.40	12,294.53	12,603.07	12,911.60	13,237.47	13,572.00	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,730.00	16,104.00	16,478.40
	Appx. Annual	140,441.60	143,956.80	147,534.40	151,236.80	154,939.20	158,849.60	162,864.00	166,899.20	171,059.20	175,344.00	179,795.20	184,267.20	188,760.00	193,264.00	197,824.00
89T	Hourly	66.34	68.02	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	91.46	
	Appx. Bi-wkly	5,307.20	5,441.60	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,314.40	7,498.40
	Appx. Monthly	11,498.93	11,790.13	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,847.87	16,235.73
	Appx. Annual	137,987.20	141,481.60	144,996.80	148,616.00	152,276.80	156,028.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,864.00	185,336.00	190,174.40	194,720.00
90	Hourly	68.02	69.71	71.45	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.23	91.46	93.76	
	Appx. Bi-wkly	5,441.60	5,576.80	5,716.00	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,314.40	7,498.40	7,684.00
	Appx. Monthly	11,790.13	12,083.07	12,384.67	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,852.13	16,251.73	16,658.13
	Appx. Annual	141,481.60	144,996.80	148,616.00	152,276.80	156,028.80	160,056.00	164,008.00	168,126.40	172,265.60	176,544.00	180,864.00	185,336.00	190,236.00	194,720.00	199,264.00
90A	Hourly	68.87	70.59	72.34	74.12	75.99	77.91	79.84	81.85	83.88	86.01	88.14	90.32	92.60	94.93	
	Appx. Bi-wkly	5,509.60	5,647.20	5,787.20	5,929.60	6,079.20	6,232.80	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,225.60	7,408.00	7,594.40	7,782.40
	Appx. Monthly	11,937.47	12,235.60	12,538.93	12,847.47	13,171.60	13,504.40	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,655.47	16,050.67	16,454.53	16,864.00
	Appx. Annual	143,249.60	146,827.20	150,467.20	154,169.60	158,059.20	162,052.80	166,067.20	170,248.00	174,470.40	178,900.80	183,331.20	187,865.60	192,608.00	197,454.40	202,360.00
90C	Hourly	69.21	70.93	72.71	74.49	76.37	78.30	80.24	82.24	84.30	86.44	88.59	90.75	93.06		

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment															
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
92T	Hourly	71.43	73.21	75.06	76.95	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08			
	Appx. Bi-wkly	5,714.40	5,856.80	6,004.80	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40			
	Appx. Monthly	12,381.20	12,689.73	13,010.40	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	16,653.87		
	Appx. Annual	148,574.40	152,276.80	156,124.80	160,056.00	164,008.00	168,126.40	172,265.60	176,524.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	199,846.40		
93	Hourly	73.22	75.07	76.95	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92		
	Appx. Bi-wkly	5,857.60	6,005.60	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60		
	Appx. Monthly	12,691.47	13,012.13	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80		
	Appx. Annual	152,297.60	156,145.60	160,056.00	164,008.00	168,126.40	172,265.60	176,524.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60		
93A	Hourly	74.14	76.00	77.91	79.84	81.85	83.88	86.01	88.14	90.32	92.60	94.93	97.27	99.70	102.19		
	Appx. Bi-wkly	5,931.20	6,080.00	6,232.80	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20		
	Appx. Monthly	12,850.93	13,173.33	13,504.40	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93		
	Appx. Annual	154,211.20	158,080.00	162,052.80	166,067.20	170,248.00	174,470.40	178,900.80	183,331.20	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20		
93C	Hourly	74.51	76.38	78.30	80.24	82.24	84.30	86.44	88.59	90.75	93.06	95.39	97.76	100.20	102.71		
	Appx. Bi-wkly	5,960.80	6,110.40	6,264.00	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80		
	Appx. Monthly	12,915.07	13,239.20	13,572.00	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07		
	Appx. Annual	154,980.80	158,870.40	162,864.00	166,899.20	171,059.20	175,344.00	179,795.20	184,267.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80		
93T	Hourly	73.22	75.07	76.95	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47			
	Appx. Bi-wkly	5,857.60	6,005.60	6,156.00	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60			
	Appx. Monthly	12,691.47	13,012.13	13,338.00	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13			
	Appx. Annual	152,297.60	156,145.60	160,056.00	164,008.00	168,126.40	172,265.60	176,524.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60			
94	Hourly	75.06	76.94	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.47		
	Appx. Bi-wkly	6,004.80	6,155.20	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,277.60		
	Appx. Monthly	13,010.40	13,336.27	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,934.80		
	Appx. Annual	156,124.80	160,035.20	164,008.00	168,126.40	172,265.60	176,524.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,217.60		
94A	Hourly	75.99	77.89	79.84	81.85	83.88	86.01	88.14	90.32	92.60	94.93	97.27	99.70	102.19	104.76		
	Appx. Bi-wkly	6,079.20	6,231.20	6,387.20	6,548.00	6,710.40	6,880.80	7,051.20	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20	8,380.80		
	Appx. Monthly	13,171.60	13,500.93	13,838.93	14,187.33	14,539.20	14,908.40	15,277.60	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93	18,158.40		
	Appx. Annual	158,059.20	162,011.20	166,067.20	170,248.00	174,470.40	178,900.80	183,331.20	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20	217,900.80		
94C	Hourly	76.37	78.29	80.24	82.24	84.30	86.44	88.59	90.75	93.06	95.39	97.76	100.20	102.71	105.28		
	Appx. Bi-wkly	6,109.60	6,263.20	6,419.20	6,579.20	6,744.00	6,915.20	7,087.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80	8,422.40		
	Appx. Monthly	13,237.47	13,570.27	13,908.27	14,254.93	14,612.00	14,982.93	15,355.60	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07	18,248.53		
	Appx. Annual	158,849.60	162,843.20	166,899.20	171,059.20	175,344.00	179,795.20	184,267.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80	218,982.40		
94T	Hourly	75.06	76.94	78.85	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92			
	Appx. Bi-wkly	6,004.80	6,155.20	6,308.00	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60			
	Appx. Monthly	13,010.40	13,336.27	13,667.33	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80			
	Appx. Annual	156,124.80	160,035.20	164,008.00	168,126.40	172,265.60	176,524.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60			
95	Hourly	76.93	78.84	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03		
	Appx. Bi-wkly	6,154.40	6,307.20	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00	8,482.40		
	Appx. Monthly	13,334.53	13,665.60	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33	18,378.53		
	Appx. Annual	160,014.40	163,987.20	168,126.40	172,265.60	176,524.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	220,542.40		
95A	Hourly	77.88	79.83	81.85	83.88	86.01	88.14	90.32	92.60	94.93	97.27	99.70	102.19	104.73	107.35		
	Appx. Bi-wkly	6,230.40	6,386.40	6,548.00	6,710.40	6,880.80	7,051.20	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20	8,378.40	8,588.00		
	Appx. Monthly	13,499.20	13,837.20	14,187.33	14,539.20	14,908.40	15,277.60	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93	18,153.20	18,607.33		
	Appx. Annual	161,990.40	166,046.40	170,248.00	174,470.40	178,900.80	183,331.20	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20	217,838.40	223,288.00		
95C	Hourly	78.28	80.23	82.24	84.30	86.44	88.59	90.75	93.06	95.39	97.76	100.20	102.71	105.25	107.88		
	Appx. Bi-wkly	6,262.40	6,418.40	6,579.20	6,744.00	6,915.20	7,087.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80	8,420.00	8,630.40		
	Appx. Monthly	13,568.53	13,906.53	14,254.93	14,612.00	14,982.93	15,355.60	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07	18,243.33	18,699.20		
	Appx. Annual	162,822.40	166,878.40	171,059.20	175,344.00	179,795.20	184,267.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80	218,920.00	224,390.40		
95T	Hourly	76.93	78.84	80.83	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.45			
	Appx. Bi-wkly	6,154.40	6,307.20	6,466.40	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00			
	Appx. Monthly	13,334.53	13,665.60	14,010.53	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33			
	Appx. Annual	160,014.40	163,987.20	168,126.40	172,265.60	176,524.00	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00			
96	Hourly	78.83	80.82	82.82	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03	108.68		
	Appx. Bi-wkly	6,306.40	6,465.60	6,625.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00	8,482.40	8,694.40		
	Appx. Monthly	13,663.87	14,008.80	14,355.47	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33				

GENERAL SALARY SCHEDULE

Effective 01/01/2022		\$15 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
98A	Hourly	83.91	86.01	88.14	90.32	92.60	94.93	97.27	99.70	102.19	104.73	107.35	110.06	112.82	115.63	
	Appx. Bi-wkly	6,712.80	6,880.80	7,051.20	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20	8,378.40	8,588.00	8,804.80	9,025.60	9,250.40	
	Appx. Monthly	14,544.40	14,908.40	15,277.60	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93	18,153.20	18,607.33	19,077.07	19,555.47	20,042.53	
	Appx. Annual	174,532.80	178,900.80	183,331.20	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20	217,838.40	223,288.00	228,924.80	234,665.60	240,510.40	
98C	Hourly	84.33	86.44	88.59	90.75	93.06	95.39	97.76	100.20	102.71	105.25	107.88	110.60	113.39	116.21	
	Appx. Bi-wkly	6,746.40	6,915.20	7,087.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80	8,420.00	8,630.40	8,848.00	9,071.20	9,296.80	
	Appx. Monthly	14,617.20	14,982.93	15,355.60	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07	18,243.33	18,699.20	19,170.67	19,654.27	20,143.07	
	Appx. Annual	175,406.40	179,795.20	184,267.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80	218,920.00	224,390.40	230,048.00	235,851.20	241,716.80	
98T	Hourly	82.87	84.93	87.04	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03	108.69	111.44		
	Appx. Bi-wkly	6,629.60	6,794.40	6,963.20	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00	8,482.40	8,695.20	8,915.20		
	Appx. Monthly	14,364.13	14,721.20	15,086.93	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33	18,378.53	18,839.60	19,316.27		
	Appx. Annual	172,369.60	176,654.40	181,043.20	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	220,542.40	226,075.20	231,795.20		
99	Hourly	84.90	87.01	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03	108.69	111.44	114.19	117.02	
	Appx. Bi-wkly	6,792.00	6,960.80	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00	8,482.40	8,695.20	8,915.20	9,135.20	9,361.60	
	Appx. Monthly	14,716.00	15,081.73	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33	18,378.53	18,839.60	19,316.27	19,792.93	20,283.47	
	Appx. Annual	176,592.00	180,980.80	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	220,542.40	226,075.20	231,795.20	237,515.20	243,401.60	
99A	Hourly	85.96	88.11	90.32	92.60	94.93	97.27	99.70	102.19	104.73	107.35	110.06	112.82	115.60	118.49	
	Appx. Bi-wkly	6,876.80	7,048.80	7,225.60	7,408.00	7,594.40	7,781.60	7,976.00	8,175.20	8,378.40	8,588.00	8,804.80	9,025.60	9,248.00	9,479.20	
	Appx. Monthly	14,899.73	15,272.40	15,655.47	16,050.67	16,454.53	16,860.13	17,281.33	17,712.93	18,153.20	18,607.33	19,077.07	19,555.47	20,037.33	20,538.27	
	Appx. Annual	178,796.80	183,268.80	187,865.60	192,608.00	197,454.40	202,321.60	207,376.00	212,555.20	217,838.40	223,288.00	228,924.80	234,665.60	240,448.00	246,459.20	
99C	Hourly	86.41	88.54	90.75	93.06	95.39	97.76	100.20	102.71	105.25	107.88	110.60	113.39	116.17	119.05	
	Appx. Bi-wkly	6,912.80	7,083.20	7,260.00	7,444.80	7,631.20	7,820.80	8,016.00	8,216.80	8,420.00	8,630.40	8,848.00	9,071.20	9,293.60	9,524.00	
	Appx. Monthly	14,977.73	15,346.93	15,730.00	16,130.40	16,534.27	16,945.07	17,368.00	17,803.07	18,243.33	18,699.20	19,170.67	19,654.27	20,136.13	20,635.33	
	Appx. Annual	179,732.80	184,163.20	188,760.00	193,564.80	198,411.20	203,340.80	208,416.00	213,636.80	218,920.00	224,390.40	230,048.00	235,851.20	241,633.60	247,624.00	
99T	Hourly	84.90	87.01	89.20	91.46	93.76	96.08	98.47	100.92	103.45	106.03	108.69	111.44	114.19		
	Appx. Bi-wkly	6,792.00	6,960.80	7,136.00	7,316.80	7,500.80	7,686.40	7,877.60	8,073.60	8,276.00	8,482.40	8,695.20	8,915.20	9,135.20		
	Appx. Monthly	14,716.00	15,081.73	15,461.33	15,853.07	16,251.73	16,653.87	17,068.13	17,492.80	17,931.33	18,378.53	18,839.60	19,316.27	19,792.93		
	Appx. Annual	176,592.00	180,980.80	185,536.00	190,236.80	195,020.80	199,846.40	204,817.60	209,913.60	215,176.00	220,542.40	226,075.20	231,795.20	237,515.20		

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
M	Hourly	15.45														
	Appx. Bi-wkly	1,236.00														
	Appx. Monthly	2,678.00														
	Appx. Annual	32,136.00														
1M	Hourly	15.45	15.65	16.04	16.44											
	Appx. Bi-wkly	1,236.00	1,252.00	1,283.20	1,315.20											
	Appx. Monthly	2,678.00	2,712.67	2,780.27	2,849.60											
	Appx. Annual	32,136.00	32,552.00	33,363.20	34,195.20											
2M	Hourly	15.65	16.04	16.44	16.85	17.27										
	Appx. Bi-wkly	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60										
	Appx. Monthly	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47										
	Appx. Annual	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60										
3M	Hourly	15.65	15.73	16.12	16.52	16.93	17.36	17.79	18.23	18.68						
	Appx. Bi-wkly	1,252.00	1,258.40	1,289.60	1,321.60	1,354.40	1,388.80	1,423.20	1,458.40	1,494.40						
	Appx. Monthly	2,712.67	2,726.53	2,794.13	2,863.47	2,934.53	3,009.07	3,083.60	3,159.87	3,237.87						
	Appx. Annual	32,552.00	32,718.40	33,529.60	34,361.60	35,214.40	36,108.80	37,003.20	37,918.40	38,854.40						
3M-T	Hourly	15.65	15.73	16.12	16.52	16.93	17.36	17.79	18.23							
	Appx. Bi-wkly	1,252.00	1,258.40	1,289.60	1,321.60	1,354.40	1,388.80	1,423.20	1,458.40							
	Appx. Monthly	2,712.67	2,726.53	2,794.13	2,863.47	2,934.53	3,009.07	3,083.60	3,159.87							
	Appx. Annual	32,552.00	32,718.40	33,529.60	34,361.60	35,214.40	36,108.80	37,003.20	37,918.40							
4M	Hourly	15.73	15.92	16.33	16.74	17.16	17.59	18.04	18.49	18.95	19.43	19.91	20.40			
	Appx. Bi-wkly	1,258.40	1,273.60	1,306.40	1,339.20	1,372.80	1,407.20	1,443.20	1,479.20	1,516.00	1,554.40	1,592.80	1,632.00			
	Appx. Monthly	2,726.53	2,759.47	2,830.53	2,901.60	2,974.40	3,048.93	3,126.93	3,204.93	3,284.67	3,367.87	3,451.07	3,536.00			
	Appx. Annual	32,718.40	33,113.60	33,966.40	34,819.20	35,692.80	36,587.20	37,523.20	38,459.20	39,416.00	40,414.40	41,412.80	42,432.00			
4M-T	Hourly	15.73	15.92	16.33	16.74	17.16	17.59	18.04	18.49	18.95	19.43	19.91				
	Appx. Bi-wkly	1,258.40	1,273.60	1,306.40	1,339.20	1,372.80	1,407.20	1,443.20	1,479.20	1,516.00	1,554.40	1,592.80				
	Appx. Monthly	2,726.53	2,759.47	2,830.53	2,901.60	2,974.40	3,048.93	3,126.93	3,204.93	3,284.67	3,367.87	3,451.07				
	Appx. Annual	32,718.40	33,113.60	33,966.40	34,819.20	35,692.80	36,587.20	37,523.20	38,459.20	39,416.00	40,414.40	41,412.80				
5M	Hourly	15.92	16.13	16.48	16.89	17.37	17.78	18.20	18.62	19.12	19.62	20.07	20.57	21.09		
	Appx. Bi-wkly	1,273.60	1,290.40	1,318.40	1,351.20	1,389.60	1,422.40	1,456.00	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20		
	Appx. Monthly	2,759.47	2,795.87	2,856.53	2,927.60	3,010.80	3,081.87	3,154.67	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60		
	Appx. Annual	33,113.60	33,550.40	34,278.40	35,131.20	36,129.60	36,982.40	37,856.00	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20		
5M-T	Hourly	15.92	16.13	16.48	16.89	17.37	17.78	18.20	18.62	19.12	19.62	20.07	20.57			
	Appx. Bi-wkly	1,273.60	1,290.40	1,318.40	1,351.20	1,389.60	1,422.40	1,456.00	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60			
	Appx. Monthly	2,759.47	2,795.87	2,856.53	2,927.60	3,010.80	3,081.87	3,154.67	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47			
	Appx. Annual	33,113.60	33,550.40	34,278.40	35,131.20	36,129.60	36,982.40	37,856.00	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60			
6M	Hourly	16.13	16.48	16.89	17.37	17.78	18.20	18.62	19.12	19.62	20.07	20.57	21.09	21.62		
	Appx. Bi-wkly	1,290.40	1,318.40	1,351.20	1,389.60	1,422.40	1,456.00	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,729.60		
	Appx. Monthly	2,795.87	2,856.53	2,927.60	3,010.80	3,081.87	3,154.67	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,747.47		
	Appx. Annual	33,550.40	34,278.40	35,131.20	36,129.60	36,982.40	37,856.00	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,969.60		
7M	Hourly	16.42	16.79	17.21	17.66	18.08	18.54	18.96	19.46	19.95	20.42	20.94	21.45	22.00		
	Appx. Bi-wkly	1,313.60	1,343.20	1,376.80	1,412.80	1,446.40	1,483.20	1,516.80	1,556.80	1,596.00	1,633.60	1,675.20	1,716.00	1,760.00		
	Appx. Monthly	2,846.13	2,910.27	2,983.07	3,061.07	3,133.87	3,213.60	3,286.40	3,373.07	3,458.00	3,539.47	3,629.60	3,718.00	3,813.33		
	Appx. Annual	34,153.60	34,923.20	35,796.80	36,732.80	37,606.40	38,563.20	39,436.80	40,476.80	41,496.00	42,473.60	43,552.00	44,616.00	45,760.00		
7M-T	Hourly	16.42	16.79	17.21	17.66	18.08	18.54	18.96	19.46	19.95	20.42	20.94	21.45			
	Appx. Bi-wkly	1,313.60	1,343.20	1,376.80	1,412.80	1,446.40	1,483.20	1,516.80	1,556.80	1,596.00	1,633.60	1,675.20	1,716.00			
	Appx. Monthly	2,846.13	2,910.27	2,983.07	3,061.07	3,133.87	3,213.60	3,286.40	3,373.07	3,458.00	3,539.47	3,629.60	3,718.00			
	Appx. Annual	34,153.60	34,923.20	35,796.80	36,732.80	37,606.40	38,563.20	39,436.80	40,476.80	41,496.00	42,473.60	43,552.00	44,616.00			
30	Hourly	16.42	16.48	16.89	17.37	17.78	18.20	18.62	19.12	19.62	20.07	20.57	21.09	21.58	22.11	
	Appx. Bi-wkly	1,313.60	1,318.40	1,351.20	1,389.60	1,422.40	1,456.00	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,768.80	
	Appx. Monthly	2,846.13	2,856.53	2,927.60	3,010.80	3,081.87	3,154.67	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,832.40	
	Appx. Annual	34,153.60	34,278.40	35,131.20	36,129.60	36,982.40	37,856.00	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	45,988.80	
30C	Hourly	16.48	16.79	17.21	17.66	18.08	18.54	18.96	19.46	19.95	20.42	20.94	21.45	21.97	22.51	
	Appx. Bi-wkly	1,318.40	1,343.20	1,376.80	1,412.80	1,446.40	1,483.20	1,516.80	1,556.80	1,596.00	1,633.60	1,675.20	1,716.00	1,757.60	1,800.80	
	Appx. Monthly	2,856.53	2,910.27	2,983.07	3,061.07	3,133.87	3,213.60	3,286.40	3,373.07	3,458.00	3,539.47	3,629.60	3,718.00	3,808.13	3,901.73	
	Appx. Annual	34,278.40	34,923.20	35,796.80	36,732.80	37,606.40	38,563.20	39,436.80	40,476.80	41,496.00	42,473.60	43,552.00	44,616.00	45,697.60	46,820.80	
30T	Hourly	16.42	16.48	16.89	17.37	17.78	18.20	18.62	19.12	19.62	20.07	20.57	21.09	21.58		
	Appx. Bi-wkly	1,313.60	1,318.40	1,351.20	1,389.60	1,422.40	1,456.00	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40		
	Appx. Monthly	2,846.13	2,856.53	2,927.60	3,010.80	3,081.87	3,154.67	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53		
	Appx. Annual	34,153.60	34,278.40	35,131.20	36,129.60	36,982.40	37,856.00	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40		
31	Hourly	16.50	16.91	17.37	17.78	18.20	18.62	19.12	19.62	20.07	20.57	21.09	21.58	22.12	22.68	
	Appx. Bi-wkly	1,320.00	1,352.80	1,389.60	1,422.40	1,456.00	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	
	Appx. Monthly	2,860.00	2,931.07	3,010.80	3,081.87	3,154.67	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	
	Appx. Annual	34,320.00	35,172.80	36,129.60	36,982.40	37,856.00	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	
31A	Hourly	16.73	17.15	17.58	18.00	18.46	18.87	19.36	19.87	20.32	20.85	21.35	21.85	22.39	22.96	
	Appx.															

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
32T	Hourly	16.90	17.36	17.78	18.20	18.62	19.12	19.62	20.07	20.57	21.09	21.58	22.12	22.68		
	Appx. Bi-wkly	1,352.00	1,388.80	1,422.40	1,456.00	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40		
	Appx. Monthly	2,929.33	3,009.07	3,081.87	3,154.67	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20		
	Appx. Annual	35,152.00	36,108.80	36,982.40	37,856.00	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40		
33	Hourly	17.36	17.78	18.20	18.62	19.12	19.62	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.82	
	Appx. Bi-wkly	1,388.80	1,422.40	1,456.00	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,905.60	
	Appx. Monthly	3,009.07	3,081.87	3,154.67	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,128.80	
	Appx. Annual	36,108.80	36,982.40	37,856.00	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,545.60	
33A	Hourly	17.57	18.00	18.46	18.87	19.36	19.87	20.32	20.85	21.35	21.85	22.39	22.96	23.53	24.10	
	Appx. Bi-wkly	1,405.60	1,440.00	1,476.80	1,509.60	1,548.80	1,589.60	1,625.60	1,668.00	1,708.00	1,748.00	1,791.20	1,836.80	1,882.40	1,928.00	
	Appx. Monthly	3,045.47	3,120.00	3,199.73	3,270.80	3,355.73	3,444.13	3,522.13	3,614.00	3,700.67	3,787.33	3,880.93	3,979.73	4,078.53	4,177.33	
	Appx. Annual	36,545.60	37,440.00	38,396.80	39,249.60	40,268.80	41,329.60	42,265.60	43,368.00	44,408.00	45,448.00	46,571.20	47,756.80	48,942.40	50,128.00	
33C	Hourly	17.65	18.08	18.54	18.96	19.46	19.95	20.42	20.94	21.45	21.97	22.52	23.09	23.66	24.25	
	Appx. Bi-wkly	1,412.00	1,446.40	1,483.20	1,516.80	1,556.80	1,596.00	1,633.60	1,675.20	1,716.00	1,757.60	1,801.60	1,847.20	1,892.80	1,940.00	
	Appx. Monthly	3,059.33	3,133.87	3,213.60	3,286.40	3,373.07	3,458.00	3,539.47	3,629.60	3,718.00	3,808.13	3,903.47	4,002.27	4,101.07	4,201.60	4,303.33
	Appx. Annual	36,712.00	37,606.40	38,563.20	39,436.80	40,476.80	41,496.00	42,473.60	43,555.20	44,616.00	45,697.60	46,841.60	48,027.20	49,212.80	50,440.00	
33T	Hourly	17.36	17.78	18.20	18.62	19.12	19.62	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.82	
	Appx. Bi-wkly	1,388.80	1,422.40	1,456.00	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,905.60	
	Appx. Monthly	3,009.07	3,081.87	3,154.67	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,128.80	
	Appx. Annual	36,108.80	36,982.40	37,856.00	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,545.60	
34	Hourly	17.73	18.16	18.62	19.12	19.62	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.81	24.41	
	Appx. Bi-wkly	1,418.40	1,452.80	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.80	
	Appx. Monthly	3,073.20	3,147.73	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,231.07	
	Appx. Annual	36,878.40	37,772.80	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,772.80	
34A	Hourly	17.93	18.39	18.87	19.36	19.87	20.32	20.85	21.35	21.85	22.39	22.96	23.53	24.09	24.72	
	Appx. Bi-wkly	1,434.40	1,471.20	1,509.60	1,548.80	1,589.60	1,625.60	1,668.00	1,708.00	1,748.00	1,791.20	1,836.80	1,882.40	1,927.20	1,977.60	
	Appx. Monthly	3,107.87	3,187.60	3,270.80	3,355.73	3,444.13	3,522.13	3,614.00	3,700.67	3,787.33	3,880.93	3,979.73	4,078.53	4,175.60	4,284.80	
	Appx. Annual	37,294.40	38,251.20	39,249.60	40,268.80	41,329.60	42,265.60	43,368.00	44,408.00	45,448.00	46,571.20	47,756.80	48,942.40	50,107.20	51,417.60	
34C	Hourly	18.04	18.50	18.96	19.46	19.95	20.42	20.94	21.45	21.97	22.52	23.09	23.66	24.24	24.83	
	Appx. Bi-wkly	1,443.20	1,480.00	1,516.80	1,556.80	1,596.00	1,633.60	1,675.20	1,716.00	1,757.60	1,801.60	1,847.20	1,892.80	1,939.20	1,986.40	
	Appx. Monthly	3,126.93	3,206.67	3,286.40	3,373.07	3,458.00	3,539.47	3,629.60	3,718.00	3,808.13	3,903.47	4,002.27	4,101.07	4,201.60	4,303.87	
	Appx. Annual	37,523.20	38,480.00	39,436.80	40,476.80	41,496.00	42,473.60	43,555.20	44,616.00	45,697.60	46,841.60	48,027.20	49,212.80	50,419.20	51,646.40	
34T	Hourly	17.73	18.16	18.62	19.12	19.62	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.81		
	Appx. Bi-wkly	1,418.40	1,452.80	1,489.60	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.80	
	Appx. Monthly	3,073.20	3,147.73	3,227.47	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,231.07	
	Appx. Annual	36,878.40	37,772.80	38,729.60	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,772.80	
35	Hourly	18.20	18.66	19.12	19.62	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.81	24.40	25.00	
	Appx. Bi-wkly	1,456.00	1,492.80	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.00	2,000.00	
	Appx. Monthly	3,154.67	3,234.40	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,229.33	4,333.33	
	Appx. Annual	37,856.00	38,812.80	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,752.00	52,000.00	
35A	Hourly	18.46	18.91	19.36	19.87	20.32	20.85	21.35	21.85	22.39	22.96	23.53	24.09	24.71	25.30	
	Appx. Bi-wkly	1,476.80	1,512.80	1,548.80	1,589.60	1,625.60	1,668.00	1,708.00	1,748.00	1,791.20	1,836.80	1,882.40	1,927.20	1,976.80	2,024.00	
	Appx. Monthly	3,199.73	3,277.73	3,355.73	3,444.13	3,522.13	3,614.00	3,700.67	3,787.33	3,880.93	3,979.73	4,078.53	4,175.60	4,283.07	4,385.33	
	Appx. Annual	38,396.80	39,332.80	40,268.80	41,329.60	42,265.60	43,368.00	44,408.00	45,448.00	46,571.20	47,756.80	48,942.40	50,107.20	51,396.80	52,624.00	
35C	Hourly	18.54	19.00	19.46	19.95	20.42	20.94	21.45	21.97	22.52	23.09	23.66	24.24	24.82	25.44	
	Appx. Bi-wkly	1,483.20	1,520.00	1,556.80	1,596.00	1,633.60	1,675.20	1,716.00	1,757.60	1,801.60	1,847.20	1,892.80	1,939.20	1,985.60	2,035.20	
	Appx. Monthly	3,213.60	3,293.33	3,373.07	3,458.00	3,539.47	3,629.60	3,718.00	3,808.13	3,903.47	4,002.27	4,101.07	4,201.60	4,302.13	4,409.60	
	Appx. Annual	38,563.20	39,520.00	40,476.80	41,496.00	42,473.60	43,555.20	44,616.00	45,697.60	46,841.60	48,027.20	49,212.80	50,419.20	51,625.60	52,915.20	
35T	Hourly	18.20	18.66	19.12	19.62	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.81	24.40		
	Appx. Bi-wkly	1,456.00	1,492.80	1,529.60	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.00	2,000.00	
	Appx. Monthly	3,154.67	3,234.40	3,314.13	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,229.33	4,333.33	
	Appx. Annual	37,856.00	38,812.80	39,769.60	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,752.00	52,000.00	
36	Hourly	18.67	19.13	19.62	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.81	24.40	25.01	25.65	
	Appx. Bi-wkly	1,493.60	1,530.40	1,569.60	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.00	2,000.80	2,052.00	
	Appx. Monthly	3,236.13	3,315.87	3,400.80	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,229.33	4,335.07	4,446.00	
	Appx. Annual	38,833.60	39,790.40	40,809.60	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,752.00	52,020.80	53,352.00	
36A	Hourly	18.92	19.37	19.87	20.32	20.85	21.35	21.85	22.39							

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
38A	Hourly	19.85	20.32	20.85	21.35	21.85	22.39	22.96	23.53	24.09	24.71	25.31	25.99	26.58	27.24	
	Appx. Bi-wkly	1,588.00	1,625.60	1,668.00	1,708.00	1,748.00	1,791.20	1,836.80	1,882.40	1,927.20	1,976.80	2,024.80	2,079.20	2,126.40	2,179.20	
	Appx. Monthly	3,440.67	3,522.13	3,614.00	3,700.67	3,787.33	3,880.93	3,979.73	4,078.53	4,175.60	4,283.07	4,387.07	4,504.93	4,607.20	4,721.60	
	Appx. Annual	41,288.00	42,265.60	43,368.00	44,408.00	45,448.00	46,571.20	47,756.80	48,942.40	50,107.20	51,396.80	52,644.80	54,059.20	55,286.40	56,659.20	
38C	Hourly	19.92	20.42	20.94	21.45	21.97	22.52	23.09	23.66	24.24	24.82	25.45	26.11	26.71	27.38	
	Appx. Bi-wkly	1,593.60	1,633.60	1,675.20	1,716.00	1,757.60	1,801.60	1,847.20	1,892.80	1,939.20	1,985.60	2,036.00	2,088.80	2,136.80	2,190.40	
	Appx. Monthly	3,452.80	3,539.47	3,629.60	3,718.00	3,808.13	3,903.47	4,002.27	4,101.07	4,201.60	4,302.13	4,411.33	4,525.73	4,629.73	4,745.87	
	Appx. Annual	41,433.60	42,473.60	43,555.20	44,616.00	45,697.60	46,841.60	48,027.20	49,212.80	50,419.20	51,625.60	52,936.00	54,308.80	55,556.80	56,950.40	
38T	Hourly	19.58	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.81	24.40	25.01	25.66	26.24	26.93	
	Appx. Bi-wkly	1,566.40	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.00	2,000.80	2,052.80	2,099.20	2,149.20	
	Appx. Monthly	3,393.87	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	
	Appx. Annual	40,726.40	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,752.00	52,020.80	53,372.80	54,779.20	56,144.00	
39	Hourly	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.81	24.40	25.01	25.66	26.24	26.93	27.58	
	Appx. Bi-wkly	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,206.40	
	Appx. Monthly	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,780.53	
	Appx. Annual	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,752.00	52,020.80	53,372.80	54,779.20	56,144.00	57,366.40	
39A	Hourly	20.32	20.85	21.35	21.85	22.39	22.96	23.53	24.09	24.71	25.31	25.99	26.58	27.26	27.95	
	Appx. Bi-wkly	1,625.60	1,668.00	1,708.00	1,748.00	1,791.20	1,836.80	1,882.40	1,927.20	1,976.80	2,024.80	2,079.20	2,126.40	2,180.80	2,236.00	
	Appx. Monthly	3,522.13	3,614.00	3,700.67	3,787.33	3,880.93	3,979.73	4,078.53	4,175.60	4,283.07	4,387.07	4,504.93	4,607.20	4,725.07	4,844.67	
	Appx. Annual	42,265.60	43,368.00	44,408.00	45,448.00	46,571.20	47,756.80	48,942.40	50,107.20	51,396.80	52,644.80	54,059.20	55,286.40	56,700.80	58,136.00	
39C	Hourly	20.42	20.94	21.45	21.97	22.52	23.09	23.66	24.24	24.82	25.45	26.11	26.71	27.40	28.09	
	Appx. Bi-wkly	1,633.60	1,675.20	1,716.00	1,757.60	1,801.60	1,847.20	1,892.80	1,939.20	1,985.60	2,036.00	2,088.80	2,136.80	2,192.00	2,247.20	
	Appx. Monthly	3,539.47	3,629.60	3,718.00	3,808.13	3,903.47	4,002.27	4,101.07	4,201.60	4,302.13	4,411.33	4,525.73	4,629.73	4,749.33	4,868.93	
	Appx. Annual	42,473.60	43,555.20	44,616.00	45,697.60	46,841.60	48,027.20	49,212.80	50,419.20	51,625.60	52,936.00	54,308.80	55,556.80	56,992.00	58,427.20	
39T	Hourly	20.07	20.57	21.09	21.58	22.12	22.68	23.25	23.81	24.40	25.01	25.66	26.24	26.93	27.58	
	Appx. Bi-wkly	1,605.60	1,645.60	1,687.20	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,206.40	
	Appx. Monthly	3,478.80	3,565.47	3,655.60	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,780.53	
	Appx. Annual	41,745.60	42,785.60	43,867.20	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,752.00	52,020.80	53,372.80	54,779.20	56,144.00	57,366.40	
40	Hourly	20.53	21.05	21.58	22.12	22.68	23.25	23.81	24.40	25.01	25.66	26.24	26.93	27.55	28.26	
	Appx. Bi-wkly	1,642.40	1,684.00	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.80	
	Appx. Monthly	3,558.53	3,648.67	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	
	Appx. Annual	42,702.40	43,784.00	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,752.00	52,020.80	53,372.80	54,779.20	56,014.40	57,304.00	58,780.80	
40A	Hourly	20.82	21.31	21.85	22.39	22.96	23.53	24.09	24.71	25.31	25.99	26.58	27.26	27.90	28.60	
	Appx. Bi-wkly	1,665.60	1,704.80	1,748.00	1,791.20	1,836.80	1,882.40	1,927.20	1,976.80	2,024.80	2,079.20	2,126.40	2,180.80	2,232.00	2,288.00	
	Appx. Monthly	3,608.80	3,693.73	3,787.33	3,880.93	3,979.73	4,078.53	4,175.60	4,283.07	4,387.07	4,504.93	4,607.20	4,725.07	4,836.00	4,957.33	
	Appx. Annual	43,305.60	44,324.80	45,448.00	46,571.20	47,756.80	48,942.40	50,107.20	51,396.80	52,644.80	54,059.20	55,286.40	56,700.80	58,032.00	59,488.00	
40C	Hourly	20.91	21.41	21.97	22.52	23.09	23.66	24.24	24.82	25.45	26.11	26.71	27.40	28.05	28.74	
	Appx. Bi-wkly	1,672.80	1,712.80	1,757.60	1,801.60	1,847.20	1,892.80	1,939.20	1,985.60	2,036.00	2,088.80	2,136.80	2,192.00	2,244.00	2,299.20	
	Appx. Monthly	3,624.40	3,711.07	3,808.13	3,903.47	4,002.27	4,101.07	4,201.60	4,302.13	4,411.33	4,525.73	4,629.73	4,749.33	4,862.00	4,981.60	
	Appx. Annual	43,492.80	44,532.80	45,697.60	46,841.60	48,027.20	49,212.80	50,419.20	51,625.60	52,936.00	54,308.80	55,556.80	56,992.00	58,440.00	59,779.20	
40T	Hourly	20.53	21.05	21.58	22.12	22.68	23.25	23.81	24.40	25.01	25.66	26.24	26.93	27.55	28.26	
	Appx. Bi-wkly	1,642.40	1,684.00	1,726.40	1,769.60	1,814.40	1,860.00	1,904.80	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.80	
	Appx. Monthly	3,558.53	3,648.67	3,740.53	3,834.13	3,931.20	4,030.00	4,127.07	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	
	Appx. Annual	42,702.40	43,784.00	44,886.40	46,009.60	47,174.40	48,360.00	49,524.80	50,752.00	52,020.80	53,372.80	54,779.20	56,014.40	57,304.00	58,780.80	
41	Hourly	21.06	21.59	22.12	22.68	23.25	23.81	24.40	25.01	25.66	26.24	26.93	27.55	28.26	28.96	
	Appx. Bi-wkly	1,684.80	1,727.20	1,769.60	1,814.40	1,860.00	1,904.80	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.80	2,316.80	
	Appx. Monthly	3,650.40	3,742.27	3,834.13	3,931.20	4,030.00	4,127.07	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	5,019.73	
	Appx. Annual	43,804.80	44,907.20	46,009.60	47,174.40	48,360.00	49,524.80	50,752.00	52,020.80	53,372.80	54,779.20	56,014.40	57,304.00	58,780.80	60,236.80	
41A	Hourly	21.33	21.87	22.39	22.96	23.53	24.09	24.71	25.31	25.99	26.58	27.26	27.90	28.60	29.31	
	Appx. Bi-wkly	1,706.40	1,749.60	1,791.20	1,836.80	1,882.40	1,927.20	1,976.80	2,024.80	2,079.20	2,126.40	2,180.80	2,232.00	2,288.00	2,344.00	
	Appx. Monthly	3,697.20	3,790.80	3,880.93	3,979.73	4,078.53	4,175.60	4,283.07	4,387.07	4,504.93	4,607.20	4,725.07	4,836.00	4,957.33	5,080.40	
	Appx. Annual	44,366.40	45,489.60	46,571.20	47,756.80	48,942.40	50,107.20	51,396.80	52,644.80	54,059.20	55,286.40	56,700.80	58,032.00	59,488.00	60,964.80	
41C	Hourly	21.43	21.98	22.52	23.09	23.66	24.24	24.82	25.45	26.11	26.71	27.40	28.05	28.74	29.46	
	Appx. Bi-wkly	1,714.40	1,758.40	1,801.60	1,847.20	1,892.80	1,939.20	1,985.60	2,036.00	2,088.80	2,136.80	2,192.00	2,244.00	2,299.20	2,356.80	
	Appx. Monthly	3,714.53	3,809.87	3,903.47	4,002.27	4,101.07	4,201.60	4,302.13	4,411.33	4,525.73	4,629.73	4,749.33	4,862.00	4,981.60	5,106.40	
	Appx. Annual	44,574.40	45,718.40	46,841.60	48,027.20	49,212.80	50,419.20	51,625.60	52,936.00	54,308.80	55,556.80	56,992.00	58,344.00	59,779.20	61,276.80	
41T	Hourly	21.06	21.59	22.12	22.											

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
43T	Hourly	22.11	22.67	23.25	23.81	24.40	25.01	25.66	26.24	26.93	27.55	28.26	28.95	29.69		
	Appx. Bi-wkly	1,768.80	1,813.60	1,860.00	1,904.80	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.00	2,316.00	2,375.20	2,432.00	2,491.20
	Appx. Monthly	3,832.40	3,929.47	4,030.00	4,127.07	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60
	Appx. Annual	45,988.80	47,153.60	48,360.00	49,524.80	50,752.00	52,020.80	53,372.80	54,579.20	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20
44	Hourly	22.65	23.24	23.81	24.40	25.01	25.66	26.24	26.93	27.55	28.26	28.95	29.69	30.40	31.14	
	Appx. Bi-wkly	1,812.00	1,859.20	1,904.80	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.00	2,316.00	2,375.20	2,432.00	2,491.20	
	Appx. Monthly	3,926.00	4,028.27	4,127.07	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	
	Appx. Annual	47,112.00	48,339.20	49,524.80	50,752.00	52,020.80	53,372.80	54,579.20	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	
44A	Hourly	22.93	23.51	24.09	24.71	25.31	25.99	26.58	27.26	27.90	28.60	29.30	30.07	30.77	31.55	
	Appx. Bi-wkly	1,834.40	1,880.80	1,927.20	1,976.80	2,024.80	2,079.20	2,126.40	2,180.80	2,232.00	2,288.00	2,344.00	2,405.60	2,461.60	2,524.00	
	Appx. Monthly	3,974.53	4,075.07	4,175.60	4,283.07	4,387.07	4,504.93	4,607.20	4,725.07	4,836.00	4,957.33	5,078.67	5,212.13	5,333.47	5,468.67	
	Appx. Annual	47,694.40	48,900.80	50,107.20	51,396.80	52,644.80	54,059.20	55,286.40	56,700.80	58,032.00	59,488.00	60,944.00	62,545.60	64,001.60	65,624.00	
44C	Hourly	23.07	23.65	24.24	24.82	25.45	26.11	26.71	27.40	28.05	28.74	29.45	30.22	30.91	31.67	
	Appx. Bi-wkly	1,845.60	1,892.00	1,939.20	1,985.60	2,036.00	2,088.80	2,136.80	2,192.00	2,244.00	2,299.20	2,356.00	2,417.60	2,478.80	2,533.60	
	Appx. Monthly	3,998.80	4,099.33	4,201.60	4,302.13	4,411.33	4,525.73	4,629.73	4,749.33	4,862.00	4,981.60	5,104.67	5,238.13	5,357.73	5,489.47	
	Appx. Annual	47,985.60	49,192.00	50,419.20	51,625.60	52,936.00	54,308.80	55,556.80	56,992.00	58,344.00	59,779.20	61,256.00	62,857.60	64,292.80	65,873.60	
44T	Hourly	22.65	23.24	23.81	24.40	25.01	25.66	26.24	26.93	27.55	28.26	28.95	29.69	30.40		
	Appx. Bi-wkly	1,812.00	1,859.20	1,904.80	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.00	2,316.00	2,375.20	2,432.00	2,491.20	
	Appx. Monthly	3,926.00	4,028.27	4,127.07	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	
	Appx. Annual	47,112.00	48,339.20	49,524.80	50,752.00	52,020.80	53,372.80	54,579.20	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	
45	Hourly	23.23	23.79	24.40	25.01	25.66	26.24	26.93	27.55	28.26	28.95	29.69	30.40	31.14	31.94	
	Appx. Bi-wkly	1,858.40	1,903.20	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.00	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	
	Appx. Monthly	4,026.53	4,123.60	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	
	Appx. Annual	48,318.40	49,483.20	50,752.00	52,020.80	53,372.80	54,579.20	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	
45A	Hourly	23.50	24.08	24.71	25.31	25.99	26.58	27.26	27.90	28.60	29.30	30.07	30.77	31.55	32.33	
	Appx. Bi-wkly	1,880.00	1,926.40	1,976.80	2,024.80	2,079.20	2,126.40	2,180.80	2,232.00	2,288.00	2,344.00	2,405.60	2,461.60	2,524.00	2,586.40	
	Appx. Monthly	4,073.33	4,173.87	4,283.07	4,387.07	4,504.93	4,607.20	4,725.07	4,836.00	4,957.33	5,078.67	5,212.13	5,333.47	5,468.67	5,603.87	
	Appx. Annual	48,880.00	50,086.40	51,396.80	52,644.80	54,059.20	55,286.40	56,700.80	58,032.00	59,488.00	60,944.00	62,545.60	64,001.60	65,624.00	67,246.40	
45C	Hourly	23.64	24.23	24.82	25.45	26.11	26.71	27.40	28.05	28.74	29.45	30.22	30.91	31.67	32.49	
	Appx. Bi-wkly	1,891.20	1,938.40	1,985.60	2,036.00	2,088.80	2,136.80	2,192.00	2,244.00	2,299.20	2,356.00	2,417.60	2,478.80	2,533.60	2,599.20	
	Appx. Monthly	4,097.60	4,199.87	4,302.13	4,411.33	4,525.73	4,629.73	4,749.33	4,862.00	4,981.60	5,104.67	5,238.13	5,357.73	5,489.47	5,631.60	
	Appx. Annual	49,171.20	50,398.40	51,625.60	52,936.00	54,308.80	55,556.80	56,992.00	58,344.00	59,779.20	61,256.00	62,857.60	64,292.80	65,873.60	67,579.20	
45T	Hourly	23.23	23.79	24.40	25.01	25.66	26.24	26.93	27.55	28.26	28.95	29.69	30.40	31.14		
	Appx. Bi-wkly	1,858.40	1,903.20	1,952.00	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.00	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	
	Appx. Monthly	4,026.53	4,123.60	4,229.33	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	
	Appx. Annual	48,318.40	49,483.20	50,752.00	52,020.80	53,372.80	54,579.20	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	
46	Hourly	23.81	24.41	25.01	25.66	26.24	26.93	27.55	28.26	28.95	29.69	30.40	31.14	31.94	32.74	
	Appx. Bi-wkly	1,904.80	1,952.80	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.00	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,619.20	
	Appx. Monthly	4,127.07	4,231.07	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,674.93	
	Appx. Annual	49,524.80	50,772.80	52,020.80	53,372.80	54,579.20	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	68,099.20	
46A	Hourly	24.09	24.72	25.31	25.99	26.58	27.26	27.90	28.60	29.30	30.07	30.77	31.55	32.33	33.14	
	Appx. Bi-wkly	1,927.20	1,977.60	2,024.80	2,079.20	2,126.40	2,180.80	2,232.00	2,288.00	2,344.00	2,405.60	2,461.60	2,524.00	2,586.40	2,651.20	
	Appx. Monthly	4,175.60	4,284.80	4,387.07	4,504.93	4,607.20	4,725.07	4,836.00	4,957.33	5,078.67	5,212.13	5,333.47	5,468.67	5,603.87	5,744.27	
	Appx. Annual	50,107.20	51,417.60	52,644.80	54,059.20	55,286.40	56,700.80	58,032.00	59,488.00	60,944.00	62,545.60	64,001.60	65,624.00	67,246.40	68,931.20	
46C	Hourly	24.24	24.83	25.45	26.11	26.71	27.40	28.05	28.74	29.45	30.22	30.91	31.67	32.49	33.30	
	Appx. Bi-wkly	1,939.20	1,986.40	2,036.00	2,088.80	2,136.80	2,192.00	2,244.00	2,299.20	2,356.00	2,417.60	2,478.80	2,533.60	2,599.20	2,664.00	
	Appx. Monthly	4,201.60	4,303.87	4,411.33	4,525.73	4,629.73	4,749.33	4,862.00	4,981.60	5,104.67	5,238.13	5,357.73	5,489.47	5,631.60	5,772.00	
	Appx. Annual	50,419.20	51,646.40	52,936.00	54,308.80	55,556.80	56,992.00	58,344.00	59,779.20	61,256.00	62,857.60	64,292.80	65,873.60	67,579.20	69,264.00	
46F	Hourly	24.24	24.83	25.45	26.11	26.71	27.40	28.05	28.74	29.45	30.22	30.91	31.67	32.49		
	Appx. Bi-wkly	1,939.20	1,986.40	2,036.00	2,088.80	2,136.80	2,192.00	2,244.00	2,299.20	2,356.00	2,417.60	2,478.80	2,533.60	2,599.20	2,664.00	
	Appx. Monthly	4,201.60	4,303.87	4,411.33	4,525.73	4,629.73	4,749.33	4,862.00	4,981.60	5,104.67	5,238.13	5,357.73	5,489.47	5,631.60	5,772.00	
	Appx. Annual	50,419.20	51,646.40	52,936.00	54,308.80	55,556.80	56,992.00	58,344.00	59,779.20	61,256.00	62,857.60	64,292.80	65,873.60	67,579.20	69,264.00	
46T	Hourly	23.81	24.41	25.01	25.66	26.24	26.93	27.55	28.26	28.95	29.69	30.40	31.14	31.94		
	Appx. Bi-wkly	1,904.80	1,952.80	2,000.80	2,052.80	2,099.20	2,154.40	2,204.00	2,260.00	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,619.20	
	Appx. Monthly	4,127.07	4,231.07	4,335.07	4,447.73	4,548.27	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,674.93	
	Appx. Annual	49,524.80	50,772.80	52,020.80	53,372.80	54,579.20	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20		
47	Hourly	24.42	25.02	25.66	26.24	26.93	27.55	28.26	28.95	29.69	30.40	31.14	31.94	32.70	33.51	
	Appx. Bi-wkly	1,953.60	2,001.60	2,052.80	2,099.20	2,154.40	2,									

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
48T	Hourly	24.98	25.62	26.24	26.93	27.55	28.26	28.95	29.69	30.40	31.14	31.94	32.70	33.53		
	Appx. Bi-wkly	1,998.40	2,049.60	2,099.20	2,154.40	2,204.00	2,260.80	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40		
	Appx. Monthly	4,329.87	4,440.80	4,548.27	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87		
	Appx. Annual	51,958.40	53,289.60	54,579.20	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40		
49	Hourly	25.64	26.27	26.93	27.55	28.26	28.95	29.69	30.40	31.14	31.94	32.70	33.53	34.32	35.17	
	Appx. Bi-wkly	2,051.20	2,101.60	2,154.40	2,204.00	2,260.80	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,813.60	
	Appx. Monthly	4,444.27	4,553.47	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,096.13	
	Appx. Annual	53,331.20	54,641.60	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,153.60	
49A	Hourly	25.96	26.60	27.26	27.90	28.60	29.30	30.07	30.77	31.55	32.33	33.09	33.95	34.75	35.62	
	Appx. Bi-wkly	2,076.80	2,128.00	2,180.80	2,232.00	2,288.00	2,344.00	2,405.60	2,461.60	2,524.00	2,586.40	2,647.20	2,716.00	2,780.00	2,849.60	
	Appx. Monthly	4,499.73	4,610.67	4,725.07	4,836.00	4,957.33	5,078.67	5,212.13	5,333.47	5,468.67	5,603.87	5,735.60	5,884.67	6,023.33	6,174.13	
	Appx. Annual	53,996.80	55,328.00	56,700.80	58,032.00	59,488.00	60,944.00	62,545.60	64,001.60	65,624.00	67,246.40	68,827.20	70,616.00	72,280.00	74,089.60	
49C	Hourly	26.08	26.73	27.40	28.05	28.74	29.45	30.22	30.91	31.67	32.49	33.27	34.13	34.95	35.80	
	Appx. Bi-wkly	2,086.40	2,138.40	2,192.00	2,244.00	2,299.20	2,356.00	2,417.60	2,478.00	2,533.60	2,599.20	2,661.60	2,730.40	2,796.00	2,864.00	
	Appx. Monthly	4,520.53	4,633.20	4,749.33	4,862.00	4,981.60	5,104.67	5,238.13	5,377.73	5,489.47	5,631.60	5,766.80	5,915.87	6,058.00	6,205.33	
	Appx. Annual	54,246.40	55,598.40	56,992.00	58,344.00	59,779.20	61,256.00	62,857.60	64,292.80	65,873.60	67,579.20	69,201.60	70,990.40	72,696.00	74,464.00	
49T	Hourly	25.64	26.27	26.93	27.55	28.26	28.95	29.69	30.40	31.14	31.94	32.70	33.53	34.32		
	Appx. Bi-wkly	2,051.20	2,101.60	2,154.40	2,204.00	2,260.80	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60		
	Appx. Monthly	4,444.27	4,553.47	4,667.87	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80		
	Appx. Annual	53,331.20	54,641.60	56,014.40	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60		
50	Hourly	26.23	26.90	27.55	28.26	28.95	29.69	30.40	31.14	31.94	32.70	33.53	34.32	35.16	36.05	
	Appx. Bi-wkly	2,098.40	2,152.00	2,204.00	2,260.80	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80	2,884.00	
	Appx. Monthly	4,546.53	4,662.67	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40	6,248.67	
	Appx. Annual	54,558.40	55,952.00	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80	74,984.00	
50A	Hourly	26.57	27.21	27.90	28.60	29.30	30.07	30.77	31.55	32.33	33.09	33.95	34.75	35.61	36.50	
	Appx. Bi-wkly	2,125.60	2,176.80	2,232.00	2,288.00	2,344.00	2,405.60	2,461.60	2,524.00	2,586.40	2,647.20	2,716.00	2,780.00	2,848.80	2,920.00	
	Appx. Monthly	4,605.47	4,716.40	4,836.00	4,957.33	5,078.67	5,212.13	5,333.47	5,468.67	5,603.87	5,735.60	5,884.67	6,023.33	6,172.40	6,326.67	
	Appx. Annual	55,265.60	56,596.80	58,032.00	59,488.00	60,944.00	62,545.60	64,001.60	65,624.00	67,246.40	68,827.20	70,616.00	72,280.00	74,068.80	75,920.00	
50C	Hourly	26.70	27.37	28.05	28.74	29.45	30.22	30.91	31.67	32.49	33.27	34.13	34.95	35.79	36.69	
	Appx. Bi-wkly	2,136.00	2,189.60	2,244.00	2,299.20	2,356.00	2,417.60	2,478.00	2,533.60	2,599.20	2,661.60	2,730.40	2,796.00	2,864.00	2,935.20	
	Appx. Monthly	4,628.00	4,744.13	4,862.00	4,981.60	5,104.67	5,238.13	5,357.73	5,489.47	5,631.60	5,766.80	5,915.87	6,058.00	6,203.60	6,359.60	
	Appx. Annual	55,536.00	56,929.60	58,344.00	59,779.20	61,256.00	62,857.60	64,292.80	65,873.60	67,579.20	69,201.60	70,990.40	72,696.00	74,443.20	76,315.20	
50T	Hourly	26.23	26.90	27.55	28.26	28.95	29.69	30.40	31.14	31.94	32.70	33.53	34.32	35.16		
	Appx. Bi-wkly	2,098.40	2,152.00	2,204.00	2,260.80	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80		
	Appx. Monthly	4,546.53	4,662.67	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40		
	Appx. Annual	54,558.40	55,952.00	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80		
51	Hourly	26.90	27.55	28.26	28.95	29.69	30.40	31.14	31.94	32.70	33.53	34.32	35.16	36.03	36.92	
	Appx. Bi-wkly	2,152.00	2,204.00	2,260.80	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80	2,884.00	2,953.60	
	Appx. Monthly	4,662.67	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40	6,245.20	6,399.47	
	Appx. Annual	55,952.00	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80	74,942.40	76,793.60	
51A	Hourly	27.21	27.90	28.60	29.30	30.07	30.77	31.55	32.33	33.09	33.95	34.75	35.61	36.48	37.39	
	Appx. Bi-wkly	2,176.80	2,232.00	2,288.00	2,344.00	2,405.60	2,461.60	2,524.00	2,586.40	2,647.20	2,716.00	2,780.00	2,848.80	2,918.40	2,991.20	
	Appx. Monthly	4,716.40	4,836.00	4,957.33	5,078.67	5,212.13	5,333.47	5,468.67	5,603.87	5,735.60	5,884.67	6,023.33	6,172.40	6,323.20	6,480.93	
	Appx. Annual	56,596.80	58,032.00	59,488.00	60,944.00	62,545.60	64,001.60	65,624.00	67,246.40	68,827.20	70,616.00	72,280.00	74,068.80	75,878.40	77,771.20	
51C	Hourly	27.37	28.05	28.74	29.45	30.22	30.91	31.67	32.49	33.27	34.13	34.95	35.79	36.67	37.60	
	Appx. Bi-wkly	2,189.60	2,244.00	2,299.20	2,356.00	2,417.60	2,478.00	2,533.60	2,599.20	2,661.60	2,730.40	2,796.00	2,864.00	2,933.60	3,008.00	
	Appx. Monthly	4,744.13	4,862.00	4,981.60	5,104.67	5,238.13	5,357.73	5,489.47	5,631.60	5,766.80	5,915.87	6,058.00	6,203.60	6,356.13	6,517.33	
	Appx. Annual	56,929.60	58,344.00	59,779.20	61,256.00	62,857.60	64,292.80	65,873.60	67,579.20	69,201.60	70,990.40	72,696.00	74,443.20	76,273.60	78,208.00	
51T	Hourly	26.90	27.55	28.26	28.95	29.69	30.40	31.14	31.94	32.70	33.53	34.32	35.16	36.03		
	Appx. Bi-wkly	2,152.00	2,204.00	2,260.80	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80	2,884.00		
	Appx. Monthly	4,662.67	4,775.33	4,898.40	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40	6,245.20		
	Appx. Annual	55,952.00	57,304.00	58,780.80	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80	74,942.40		
52	Hourly	27.54	28.24	28.95	29.69	30.40	31.14	31.94	32.70	33.53	34.32	35.16	36.03	36.93	37.86	
	Appx. Bi-wkly	2,203.20	2,259.20	2,316.00	2,375.20	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80	2,882.40	2,954.40	3,028.80	
	Appx. Monthly	4,773.60	4,894.93	5,018.00	5,146.27	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40	6,245.20	6,401.20	6,562.40	
	Appx. Annual	57,283.20	58,739.20	60,216.00	61,755.20	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80	74,942.40	76,814.40	78,748.80	
52A	Hourly	27.89	28.59	29.30	30.07	30.77	31.55	32.33	33.09	33.95	34.75	35.61	36.48	37.40	38.36	
	Appx. Bi-wkly															

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
54A	Hourly	29.28	30.02	30.77	31.55	32.33	33.09	33.95	34.75	35.61	36.48	37.40	38.35	39.28	40.27	
	Appx. Bi-wkly	2,342.40	2,401.60	2,461.60	2,524.00	2,586.40	2,647.20	2,716.00	2,780.00	2,848.80	2,918.40	2,992.00	3,068.00	3,142.40	3,221.60	
	Appx. Monthly	5,075.20	5,203.47	5,333.47	5,468.67	5,603.87	5,735.60	5,864.67	6,023.33	6,172.40	6,323.20	6,482.67	6,647.33	6,808.53	6,980.13	
	Appx. Annual	60,902.40	62,441.60	64,001.60	65,624.00	67,246.40	68,827.20	70,616.00	72,280.00	74,068.80	75,878.40	77,792.00	79,768.00	81,702.40	83,716.60	
54C	Hourly	29.43	30.17	30.91	31.67	32.49	33.27	34.13	34.95	35.79	36.67	37.61	38.52	39.50	40.45	
	Appx. Bi-wkly	2,354.40	2,413.60	2,472.80	2,533.60	2,599.20	2,661.60	2,730.40	2,796.00	2,863.20	2,933.60	3,008.80	3,081.60	3,160.00	3,236.00	
	Appx. Monthly	5,101.20	5,229.47	5,357.73	5,489.47	5,631.60	5,766.80	5,915.87	6,058.00	6,203.60	6,356.13	6,519.07	6,676.80	6,846.67	7,011.33	
	Appx. Annual	61,214.40	62,753.60	64,292.80	65,873.60	67,579.20	69,201.60	70,990.40	72,696.00	74,443.20	76,273.60	78,228.80	80,121.60	82,160.00	84,136.00	
54T	Hourly	28.93	29.65	30.40	31.14	31.94	32.70	33.53	34.32	35.16	36.03	36.93	37.85	38.81	39.76	
	Appx. Bi-wkly	2,314.40	2,372.00	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	
	Appx. Monthly	5,014.53	5,139.33	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40	6,245.20	6,401.20	6,560.67	6,727.07	6,891.73	
	Appx. Annual	60,174.40	61,672.00	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	
55	Hourly	29.65	30.40	31.14	31.94	32.70	33.53	34.32	35.16	36.03	36.93	37.85	38.81	39.76	40.77	
	Appx. Bi-wkly	2,372.00	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,261.60	
	Appx. Monthly	5,139.33	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40	6,245.20	6,401.20	6,560.67	6,727.07	6,891.73	7,066.80	
	Appx. Annual	61,672.00	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,801.60	
55A	Hourly	30.02	30.77	31.55	32.33	33.09	33.95	34.75	35.61	36.48	37.40	38.35	39.28	40.26	41.27	
	Appx. Bi-wkly	2,401.60	2,461.60	2,524.00	2,586.40	2,647.20	2,716.00	2,780.00	2,848.80	2,918.40	2,992.00	3,068.00	3,142.40	3,220.80	3,301.60	
	Appx. Monthly	5,203.47	5,333.47	5,468.67	5,603.87	5,735.60	5,864.67	6,023.33	6,172.40	6,323.20	6,482.67	6,647.33	6,808.53	6,978.40	7,153.47	
	Appx. Annual	62,441.60	64,001.60	65,624.00	67,246.40	68,827.20	70,616.00	72,280.00	74,068.80	75,878.40	77,792.00	79,768.00	81,702.40	83,740.80	85,841.60	
55C	Hourly	30.17	30.91	31.67	32.49	33.27	34.13	34.95	35.79	36.67	37.61	38.52	39.50	40.44	41.47	
	Appx. Bi-wkly	2,413.60	2,472.80	2,533.60	2,599.20	2,661.60	2,730.40	2,796.00	2,863.20	2,933.60	3,008.80	3,081.60	3,160.00	3,235.20	3,317.60	
	Appx. Monthly	5,229.47	5,357.73	5,489.47	5,631.60	5,766.80	5,915.87	6,058.00	6,203.60	6,356.13	6,519.07	6,676.80	6,846.67	7,009.60	7,188.13	
	Appx. Annual	62,753.60	64,292.80	65,873.60	67,579.20	69,201.60	70,990.40	72,696.00	74,443.20	76,273.60	78,228.80	80,121.60	82,160.00	84,115.20	86,257.60	
55T	Hourly	29.65	30.40	31.14	31.94	32.70	33.53	34.32	35.16	36.03	36.93	37.85	38.81	39.76	40.77	
	Appx. Bi-wkly	2,372.00	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,261.60	
	Appx. Monthly	5,139.33	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40	6,245.20	6,401.20	6,560.67	6,727.07	6,891.73	7,066.80	
	Appx. Annual	61,672.00	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,700.80	
56	Hourly	30.40	31.14	31.94	32.70	33.53	34.32	35.16	36.03	36.93	37.85	38.81	39.76	40.76	41.78	
	Appx. Bi-wkly	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,342.40	
	Appx. Monthly	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40	6,245.20	6,401.20	6,560.67	6,727.07	6,891.73	7,065.07	7,241.87	
	Appx. Annual	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,902.40	
56A	Hourly	30.77	31.55	32.33	33.09	33.95	34.75	35.61	36.48	37.40	38.35	39.28	40.26	41.26	42.30	
	Appx. Bi-wkly	2,461.60	2,524.00	2,586.40	2,647.20	2,716.00	2,780.00	2,848.80	2,918.40	2,992.00	3,068.00	3,142.40	3,220.80	3,300.80	3,384.00	
	Appx. Monthly	5,333.47	5,468.67	5,603.87	5,735.60	5,864.67	6,023.33	6,172.40	6,323.20	6,482.67	6,647.33	6,808.53	6,978.40	7,151.73	7,332.00	
	Appx. Annual	64,001.60	65,624.00	67,246.40	68,827.20	70,616.00	72,280.00	74,068.80	75,878.40	77,792.00	79,768.00	81,702.40	83,740.80	85,820.80	87,984.00	
56C	Hourly	30.91	31.67	32.49	33.27	34.13	34.95	35.79	36.67	37.61	38.52	39.50	40.44	41.46	42.51	
	Appx. Bi-wkly	2,472.80	2,533.60	2,599.20	2,661.60	2,730.40	2,796.00	2,863.20	2,933.60	3,008.80	3,081.60	3,160.00	3,235.20	3,316.80	3,400.80	
	Appx. Monthly	5,357.73	5,489.47	5,631.60	5,766.80	5,915.87	6,058.00	6,203.60	6,356.13	6,519.07	6,676.80	6,846.67	7,009.60	7,186.40	7,368.40	
	Appx. Annual	64,292.80	65,873.60	67,579.20	69,201.60	70,990.40	72,696.00	74,443.20	76,273.60	78,228.80	80,121.60	82,160.00	84,115.20	86,236.80	88,420.80	
56T	Hourly	30.40	31.14	31.94	32.70	33.53	34.32	35.16	36.03	36.93	37.85	38.81	39.76	40.76	41.78	
	Appx. Bi-wkly	2,432.00	2,491.20	2,555.20	2,616.00	2,682.40	2,745.60	2,812.80	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,342.40	
	Appx. Monthly	5,269.33	5,397.60	5,536.27	5,668.00	5,811.87	5,948.80	6,094.40	6,245.20	6,401.20	6,560.67	6,727.07	6,891.73	7,065.07	7,241.87	
	Appx. Annual	63,232.00	64,771.20	66,435.20	68,016.00	69,742.40	71,385.60	73,132.80	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,902.40	
57	Hourly	31.12	31.91	32.70	33.53	34.32	35.16	36.03	36.93	37.85	38.81	39.76	40.76	41.75	42.78	
	Appx. Bi-wkly	2,489.60	2,552.80	2,616.00	2,682.40	2,745.60	2,812.80	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,340.00	3,422.40	
	Appx. Monthly	5,394.13	5,531.07	5,668.00	5,811.87	5,948.80	6,094.40	6,245.20	6,401.20	6,560.67	6,727.07	6,891.73	7,065.07	7,236.67	7,415.20	
	Appx. Annual	64,729.60	66,372.80	68,016.00	69,742.40	71,385.60	73,132.80	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,840.00	88,982.40	
57A	Hourly	31.53	32.29	33.09	33.95	34.75	35.61	36.48	37.40	38.35	39.28	40.26	41.26	42.28	43.33	
	Appx. Bi-wkly	2,522.40	2,583.20	2,647.20	2,716.00	2,780.00	2,848.80	2,918.40	2,992.00	3,068.00	3,142.40	3,220.80	3,300.80	3,382.40	3,466.40	
	Appx. Monthly	5,465.20	5,596.93	5,735.60	5,864.67	6,023.33	6,172.40	6,323.20	6,482.67	6,647.33	6,808.53	6,978.40	7,151.73	7,328.53	7,510.53	
	Appx. Annual	65,582.40	67,163.20	68,827.20	70,616.00	72,280.00	74,068.80	75,878.40	77,792.00	79,768.00	81,702.40	83,740.80	85,820.80	87,942.40	90,126.40	
57C	Hourly	31.65	32.46	33.27	34.13	34.95	35.79	36.67	37.61	38.52	39.50	40.44	41.46	42.49	43.55	
	Appx. Bi-wkly	2,532.00	2,596.80	2,661.60	2,730.40	2,796.00	2,863.20	2,933.60	3,008.80	3,081.60	3,160.00	3,235.20	3,316.80	3,399.20	3,484.00	
	Appx. Monthly	5,486.00	5,626.40	5,766.80	5,915.87	6,058.00	6,203.60	6,356.13	6,519.07	6,676.80	6,846.67	7,009.60	7,186.40	7,364.93	7,548.67	
	Appx. Annual	65,832.00	67,516.80	69,201.60	70,990.40	72,696.00	74,443.20	76,273.60	78,228.80	80,121.60	82,160.00	84,115.20	86,236.80	88,379.20	90,584.00	
57T	Hourly	31.12	31.91	32.70	33.53											

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
59T	Hourly	32.68	33.48	34.32	35.16	36.03	36.93	37.85	38.81	39.76	40.76	41.75	42.80	43.85		
	Appx. Bi-wkly	2,614.40	2,678.40	2,745.60	2,812.80	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,340.00	3,424.00	3,508.00		
	Appx. Monthly	5,664.53	5,803.20	5,948.80	6,094.40	6,245.20	6,401.20	6,560.67	6,722.07	6,891.73	7,065.07	7,236.67	7,418.67	7,600.67		
	Appx. Annual	67,974.40	69,638.40	71,385.60	73,132.80	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,840.00	89,024.00	91,208.00		
60	Hourly	33.46	34.31	35.16	36.03	36.93	37.85	38.81	39.76	40.76	41.75	42.80	43.85	44.98	46.11	
	Appx. Bi-wkly	2,676.80	2,744.80	2,812.80	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,688.80	
	Appx. Monthly	5,799.73	5,947.07	6,094.40	6,245.20	6,401.20	6,560.67	6,722.07	6,891.73	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,992.40	
	Appx. Annual	69,596.80	71,364.80	73,132.80	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,908.80	
60A	Hourly	33.90	34.74	35.61	36.48	37.40	38.35	39.28	40.26	41.26	42.28	43.35	44.40	45.55	46.69	
	Appx. Bi-wkly	2,712.00	2,779.20	2,848.80	2,918.40	2,992.00	3,068.00	3,142.40	3,220.80	3,300.80	3,382.40	3,468.00	3,552.00	3,644.00	3,735.20	
	Appx. Monthly	5,876.00	6,021.60	6,172.40	6,323.20	6,482.67	6,647.33	6,808.53	6,978.40	7,151.73	7,328.53	7,514.00	7,696.00	7,895.33	8,092.93	
	Appx. Annual	70,512.00	72,259.20	74,068.80	75,878.40	77,792.00	79,768.00	81,702.40	83,740.80	85,820.80	87,942.40	90,168.00	92,352.00	94,744.00	97,115.20	
60C	Hourly	34.07	34.94	35.79	36.67	37.61	38.52	39.50	40.44	41.46	42.49	43.57	44.63	45.77	46.93	
	Appx. Bi-wkly	2,725.60	2,795.20	2,863.20	2,933.60	3,008.80	3,081.60	3,160.00	3,235.20	3,316.80	3,399.20	3,485.60	3,570.40	3,661.60	3,754.40	
	Appx. Monthly	5,905.47	6,056.27	6,203.60	6,356.13	6,519.07	6,676.80	6,846.67	7,009.60	7,186.40	7,364.93	7,552.13	7,735.87	7,933.47	8,134.53	
	Appx. Annual	70,865.60	72,675.20	74,443.20	76,273.60	78,228.80	80,121.60	82,160.00	84,115.20	86,236.80	88,379.20	90,625.60	92,830.40	95,201.60	97,614.40	
60T	Hourly	33.46	34.31	35.16	36.03	36.93	37.85	38.81	39.76	40.76	41.75	42.80	43.85	44.98		
	Appx. Bi-wkly	2,676.80	2,744.80	2,812.80	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,688.80	
	Appx. Monthly	5,799.73	5,947.07	6,094.40	6,245.20	6,401.20	6,560.67	6,722.07	6,891.73	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,992.40	
	Appx. Annual	69,596.80	71,364.80	73,132.80	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,908.80	
61	Hourly	34.29	35.14	36.03	36.93	37.85	38.81	39.76	40.76	41.75	42.80	43.85	44.98	46.05	47.20	
	Appx. Bi-wkly	2,743.20	2,811.20	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,776.00	
	Appx. Monthly	5,943.60	6,090.93	6,245.20	6,401.20	6,560.67	6,722.07	6,891.73	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,181.33	
	Appx. Annual	71,323.20	73,091.20	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,176.00	
61A	Hourly	34.72	35.58	36.48	37.40	38.35	39.28	40.26	41.26	42.28	43.35	44.40	45.55	46.62	47.80	
	Appx. Bi-wkly	2,777.60	2,846.40	2,918.40	2,992.00	3,068.00	3,142.40	3,220.80	3,300.80	3,382.40	3,468.00	3,552.00	3,644.00	3,729.60	3,824.00	
	Appx. Monthly	6,018.13	6,167.20	6,323.20	6,482.67	6,647.33	6,808.53	6,978.40	7,151.73	7,328.53	7,514.00	7,696.00	7,895.33	8,080.80	8,285.33	
	Appx. Annual	72,217.60	74,006.40	75,878.40	77,792.00	79,768.00	81,702.40	83,740.80	85,820.80	87,942.40	90,168.00	92,352.00	94,744.00	96,969.60	99,424.00	
61C	Hourly	34.92	35.77	36.67	37.61	38.52	39.50	40.44	41.46	42.49	43.57	44.63	45.77	46.85	48.03	
	Appx. Bi-wkly	2,793.60	2,861.60	2,933.60	3,008.80	3,081.60	3,160.00	3,235.20	3,316.80	3,399.20	3,485.60	3,570.40	3,661.60	3,748.00	3,842.40	
	Appx. Monthly	6,052.80	6,200.13	6,356.13	6,519.07	6,676.80	6,846.67	7,009.60	7,186.40	7,364.93	7,552.13	7,735.87	7,933.47	8,120.67	8,325.20	
	Appx. Annual	72,633.60	74,401.60	76,273.60	78,228.80	80,121.60	82,160.00	84,115.20	86,236.80	88,379.20	90,625.60	92,830.40	95,201.60	97,448.00	99,902.40	
61T	Hourly	34.29	35.14	36.03	36.93	37.85	38.81	39.76	40.76	41.75	42.80	43.85	44.98	46.05		
	Appx. Bi-wkly	2,743.20	2,811.20	2,882.40	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,776.00	
	Appx. Monthly	5,943.60	6,090.93	6,245.20	6,401.20	6,560.67	6,722.07	6,891.73	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,181.33	
	Appx. Annual	71,323.20	73,091.20	74,942.40	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,176.00	
62	Hourly	35.15	36.04	36.93	37.85	38.81	39.76	40.76	41.75	42.80	43.85	44.98	46.05	47.24	48.42	
	Appx. Bi-wkly	2,812.00	2,883.20	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,779.20	3,873.60	
	Appx. Monthly	6,092.67	6,246.93	6,401.20	6,560.67	6,722.07	6,891.73	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,188.27	8,392.80	
	Appx. Annual	73,112.00	74,963.20	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,259.20	100,713.60	
62A	Hourly	35.59	36.49	37.40	38.35	39.28	40.26	41.26	42.28	43.35	44.40	45.55	46.62	47.84	49.03	
	Appx. Bi-wkly	2,847.20	2,919.20	2,992.00	3,068.00	3,142.40	3,220.80	3,300.80	3,382.40	3,468.00	3,552.00	3,644.00	3,729.60	3,827.20	3,922.40	
	Appx. Monthly	6,168.93	6,324.93	6,482.67	6,647.33	6,808.53	6,978.40	7,151.73	7,328.53	7,514.00	7,696.00	7,895.33	8,080.80	8,292.27	8,498.53	
	Appx. Annual	74,027.20	75,899.20	77,792.00	79,768.00	81,702.40	83,740.80	85,820.80	87,942.40	90,168.00	92,352.00	94,744.00	96,969.60	99,507.20	101,982.40	
62C	Hourly	35.78	36.68	37.61	38.52	39.50	40.44	41.46	42.49	43.57	44.63	45.77	46.85	48.07	49.28	
	Appx. Bi-wkly	2,862.40	2,934.40	3,008.80	3,081.60	3,160.00	3,235.20	3,316.80	3,399.20	3,485.60	3,570.40	3,661.60	3,748.00	3,845.60	3,942.40	
	Appx. Monthly	6,201.87	6,357.87	6,519.07	6,676.80	6,846.67	7,009.60	7,186.40	7,364.93	7,552.13	7,735.87	7,933.47	8,120.67	8,332.13	8,541.87	
	Appx. Annual	74,422.40	76,294.40	78,228.80	80,121.60	82,160.00	84,115.20	86,236.80	88,379.20	90,625.60	92,830.40	95,201.60	97,448.00	99,985.60	102,502.40	
62T	Hourly	35.15	36.04	36.93	37.85	38.81	39.76	40.76	41.75	42.80	43.85	44.98	46.05	47.24	48.38	49.58
	Appx. Bi-wkly	2,812.00	2,883.20	2,954.40	3,028.00	3,104.80	3,180.80	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,779.20	3,873.60	
	Appx. Monthly	6,092.67	6,246.93	6,401.20	6,560.67	6,722.07	6,891.73	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,188.27	8,385.87	
	Appx. Annual	73,112.00	74,963.20	76,814.40	78,728.00	80,724.80	82,700.80	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,259.20	100,713.60	
63	Hourly	36.03	36.92	37.85	38.81	39.76	40.76	41.75	42.80	43.85	44.98	46.05	47.24	48.38	49.58	
	Appx. Bi-wkly	2,882.40	2,953.60	3,028.00	3,104.80	3,180.80	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,779.20	3,870.40	3,966.40	
	Appx. Monthly	6,245.20	6,399.47	6,560.67	6,722.07	6,891.73	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,188.27	8,385.87	8,593.87	
	Appx. Annual	74,942.40	76,793.60	78,728.00	80,724.80	82,700.80	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,259.20	100,630.40	103,126.40	
63A	Hourly	36.48	37.39	38.35	39.28	40.26	41.26	42.28								

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
65A	Hourly	38.33	39.27	40.26	41.26	42.28	43.35	44.40	45.55	46.62	47.84	48.98	50.16	51.45	52.76	
	Appx. Bi-wkly	3,066.40	3,141.60	3,220.80	3,300.80	3,382.40	3,468.00	3,552.00	3,644.00	3,729.60	3,827.20	3,918.40	4,012.80	4,116.00	4,220.80	4,328.00
	Appx. Monthly	6,643.87	6,806.80	6,978.40	7,151.73	7,328.53	7,514.00	7,696.00	7,895.33	8,080.80	8,292.27	8,489.87	8,694.40	8,918.00	9,145.07	9,376.00
	Appx. Annual	79,726.40	81,681.60	83,740.80	85,820.80	87,942.40	90,168.00	92,352.00	94,744.00	96,969.60	99,507.20	101,878.40	104,332.80	107,016.00	109,740.80	
65C	Hourly	38.50	39.49	40.44	41.46	42.49	43.57	44.63	45.77	46.85	48.07	49.22	50.41	51.74	52.98	
	Appx. Bi-wkly	3,080.00	3,159.20	3,235.20	3,316.80	3,399.20	3,485.60	3,570.40	3,661.60	3,748.00	3,845.60	3,937.60	4,032.80	4,139.20	4,238.40	4,340.80
	Appx. Monthly	6,673.33	6,844.93	7,009.60	7,186.40	7,364.93	7,552.13	7,735.87	7,934.47	8,120.67	8,332.13	8,531.47	8,737.73	8,968.27	9,183.20	9,417.20
	Appx. Annual	80,080.00	82,139.20	84,115.20	86,236.80	88,379.20	90,625.60	92,830.40	95,201.60	97,448.00	99,985.60	102,377.60	104,852.80	107,619.20	110,198.40	
65T	Hourly	37.83	38.80	39.76	40.76	41.75	42.80	43.85	44.98	46.05	47.24	48.38	49.53	50.81	52.08	
	Appx. Bi-wkly	3,026.40	3,104.00	3,180.80	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,779.20	3,870.40	3,964.00	4,064.80	4,166.40	4,270.40
	Appx. Monthly	6,557.20	6,725.33	6,891.73	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07
	Appx. Annual	78,686.40	80,704.00	82,700.80	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80
66	Hourly	38.79	39.75	40.76	41.75	42.80	43.85	44.98	46.05	47.24	48.38	49.53	50.81	52.08	53.38	
	Appx. Bi-wkly	3,103.20	3,180.00	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,779.20	3,870.40	3,964.00	4,064.80	4,166.40	4,270.40	4,376.00
	Appx. Monthly	6,723.60	6,890.00	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,252.53	9,477.00
	Appx. Annual	80,683.20	82,680.00	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	111,030.40	
66A	Hourly	39.25	40.25	41.26	42.28	43.35	44.40	45.55	46.62	47.84	48.98	50.16	51.45	52.76	54.06	
	Appx. Bi-wkly	3,140.00	3,220.00	3,300.80	3,382.40	3,468.00	3,552.00	3,644.00	3,729.60	3,827.20	3,918.40	4,012.80	4,116.00	4,220.80	4,328.00	4,436.80
	Appx. Monthly	6,803.33	6,976.67	7,151.73	7,328.53	7,514.00	7,696.00	7,895.33	8,080.80	8,292.27	8,489.87	8,694.40	8,918.00	9,145.07	9,376.00	9,608.00
	Appx. Annual	81,640.00	83,720.00	85,820.80	87,942.40	90,168.00	92,352.00	94,744.00	96,969.60	99,507.20	101,878.40	104,332.80	107,016.00	109,740.80	112,444.80	
66C	Hourly	39.47	40.43	41.46	42.49	43.57	44.63	45.77	46.85	48.07	49.22	50.41	51.74	52.98	54.33	
	Appx. Bi-wkly	3,157.60	3,234.40	3,316.80	3,399.20	3,485.60	3,570.40	3,661.60	3,748.00	3,845.60	3,937.60	4,032.80	4,139.20	4,238.40	4,346.40	4,456.00
	Appx. Monthly	6,841.47	7,007.87	7,186.40	7,364.93	7,552.13	7,735.87	7,934.47	8,120.67	8,332.13	8,531.47	8,737.73	8,968.27	9,183.20	9,417.20	9,654.00
	Appx. Annual	82,097.60	84,094.40	86,236.80	88,379.20	90,625.60	92,830.40	95,201.60	97,448.00	99,985.60	102,377.60	104,852.80	107,619.20	110,198.40	113,006.40	
66T	Hourly	38.79	39.75	40.76	41.75	42.80	43.85	44.98	46.05	47.24	48.38	49.53	50.81	52.08	53.38	
	Appx. Bi-wkly	3,103.20	3,180.00	3,260.80	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,779.20	3,870.40	3,964.00	4,064.80	4,166.40	4,270.40	4,376.00
	Appx. Monthly	6,723.60	6,890.00	7,065.07	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,471.00
	Appx. Annual	80,683.20	82,680.00	84,780.80	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	
67	Hourly	39.73	40.73	41.75	42.80	43.85	44.98	46.05	47.24	48.38	49.53	50.81	52.08	53.38	54.70	
	Appx. Bi-wkly	3,178.40	3,258.40	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,779.20	3,870.40	3,964.00	4,064.80	4,166.40	4,268.80	4,376.00	4,484.00
	Appx. Monthly	6,886.53	7,059.87	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,481.33	9,714.00
	Appx. Annual	82,638.40	84,718.40	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,776.00	
67A	Hourly	40.23	41.24	42.28	43.35	44.40	45.55	46.62	47.84	48.98	50.16	51.45	52.76	54.06	55.39	
	Appx. Bi-wkly	3,218.40	3,299.20	3,382.40	3,468.00	3,552.00	3,644.00	3,729.60	3,827.20	3,918.40	4,012.80	4,116.00	4,220.80	4,323.20	4,431.20	4,540.00
	Appx. Monthly	6,973.20	7,148.27	7,328.53	7,514.00	7,696.00	7,895.33	8,080.80	8,292.27	8,489.87	8,694.40	8,918.00	9,145.07	9,369.93	9,600.93	9,833.00
	Appx. Annual	83,678.40	85,779.20	87,942.40	90,168.00	92,352.00	94,744.00	96,969.60	99,507.20	101,878.40	104,332.80	107,016.00	109,740.80	112,403.20	115,211.20	
67C	Hourly	40.41	41.44	42.49	43.57	44.63	45.77	46.85	48.07	49.22	50.41	51.74	52.98	54.30	55.66	
	Appx. Bi-wkly	3,232.80	3,315.20	3,399.20	3,485.60	3,570.40	3,661.60	3,748.00	3,845.60	3,937.60	4,032.80	4,139.20	4,238.40	4,344.00	4,452.80	4,564.00
	Appx. Monthly	7,004.40	7,182.93	7,364.93	7,552.13	7,735.87	7,934.47	8,120.67	8,332.13	8,531.47	8,737.73	8,968.27	9,183.20	9,412.00	9,647.33	9,884.00
	Appx. Annual	84,052.80	86,195.20	88,379.20	90,625.60	92,830.40	95,201.60	97,448.00	99,985.60	102,377.60	104,852.80	107,619.20	110,198.40	112,944.00	115,772.80	
67T	Hourly	39.73	40.73	41.75	42.80	43.85	44.98	46.05	47.24	48.38	49.53	50.81	52.08	53.38	54.70	
	Appx. Bi-wkly	3,178.40	3,258.40	3,340.00	3,424.00	3,508.00	3,598.40	3,684.00	3,779.20	3,870.40	3,964.00	4,064.80	4,166.40	4,268.80	4,376.00	4,484.00
	Appx. Monthly	6,886.53	7,059.87	7,236.67	7,418.67	7,600.67	7,796.53	7,982.00	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,481.33	9,714.00
	Appx. Annual	82,638.40	84,718.40	86,840.00	89,024.00	91,208.00	93,558.40	95,784.00	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,776.00	
68	Hourly	40.76	41.78	42.80	43.85	44.98	46.05	47.24	48.38	49.53	50.81	52.08	53.38	54.71	56.08	
	Appx. Bi-wkly	3,260.80	3,342.40	3,424.00	3,508.00	3,598.40	3,684.00	3,779.20	3,870.40	3,964.00	4,064.80	4,166.40	4,268.80	4,376.80	4,486.40	4,596.00
	Appx. Monthly	7,065.07	7,241.87	7,418.67	7,600.67	7,796.53	7,982.00	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,483.07	9,722.53	9,966.67
	Appx. Annual	84,780.80	86,902.40	89,024.00	91,208.00	93,558.40	95,784.00	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,796.80	116,640.00	119,520.00
68A	Hourly	41.26	42.30	43.35	44.40	45.55	46.62	47.84	48.98	50.16	51.45	52.76	54.06	55.41	56.77	
	Appx. Bi-wkly	3,300.80	3,384.00	3,468.00	3,552.00	3,644.00	3,729.60	3,827.20	3,918.40	4,012.80	4,116.00	4,220.80	4,323.20	4,432.80	4,544.00	4,656.00
	Appx. Monthly	7,151.73	7,332.00	7,514.00	7,696.00	7,895.33	8,080.80	8,292.27	8,489.87	8,694.40	8,918.00	9,145.07	9,369.93	9,604.40	9,841.87	10,089.73
	Appx. Annual	85,820.80	87,984.00	90,168.00	92,352.00	94,744.00	96,969.60	99,507.20	101,878.40	104,332.80	107,016.00	109,740.80	112,403.20	115,252.80	118,102.40	121,076.80
68C	Hourly	41.46	42.51	43.57	44.63	45.77	46.85	48.07	49.22	50.41	51.74	52.98	54.30	55.67	57.06	
	Appx. Bi-wkly	3,316.80	3,400.80	3,485.60	3,570.40	3,661.60	3,748.00	3,845.60	3,937.60	4,032.80	4,139.20	4,238.40	4,344.00	4,453.60	4,564.80	4,678.40
	Appx. Monthly	7,186.40	7,368.40	7,552.13	7,735.87	7,934.47	8,120.67	8,332.13	8,531.47	8,737.73	8,968.27	9,183.20				

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
70T	Hourly	42.80	43.88	44.98	46.05	47.24	48.38	49.53	50.81	52.08	53.36	54.71	56.09	57.53		
	Appx. Bi-wkly	3,424.00	3,510.40	3,598.40	3,684.00	3,779.20	3,870.40	3,962.40	4,064.80	4,166.40	4,268.80	4,376.80	4,482.20	4,602.40		
	Appx. Monthly	7,418.67	7,605.87	7,796.53	7,982.00	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,483.07	9,722.27	9,971.87		
	Appx. Annual	89,024.00	91,270.40	93,558.40	95,784.00	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,796.80	116,662.40	119,662.40		
71	Hourly	43.84	44.93	46.05	47.24	48.38	49.53	50.81	52.08	53.36	54.71	56.09	57.53	58.94	60.41	
	Appx. Bi-wkly	3,507.20	3,594.40	3,684.00	3,779.20	3,870.40	3,962.40	4,064.80	4,166.40	4,268.80	4,376.80	4,482.20	4,602.40	4,715.20	4,832.80	
	Appx. Monthly	7,598.93	7,787.87	7,982.00	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	
	Appx. Annual	91,187.20	93,454.40	95,784.00	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,796.80	116,662.40	119,662.40	122,595.20	125,652.80	
71A	Hourly	44.39	45.50	46.62	47.84	48.98	50.16	51.45	52.76	54.04	55.41	56.78	58.24	59.66	61.16	
	Appx. Bi-wkly	3,551.20	3,640.00	3,729.60	3,827.20	3,918.40	4,012.80	4,116.00	4,220.80	4,323.20	4,432.80	4,542.40	4,659.20	4,772.80	4,892.80	
	Appx. Monthly	7,694.27	7,886.67	8,080.80	8,292.27	8,489.87	8,694.40	8,918.00	9,145.07	9,366.93	9,604.40	9,841.87	10,094.93	10,341.07	10,601.07	10,864.53
	Appx. Annual	92,331.20	94,640.00	96,969.60	99,507.20	101,878.40	104,332.80	107,016.00	109,740.80	112,403.20	115,252.80	118,102.40	121,139.20	124,092.80	127,122.80	130,395.20
71C	Hourly	44.62	45.72	46.85	48.07	49.22	50.41	51.74	52.98	54.30	55.67	57.07	58.53	59.97	61.46	
	Appx. Bi-wkly	3,569.60	3,657.60	3,748.00	3,845.60	3,937.60	4,032.80	4,139.20	4,238.40	4,344.00	4,453.60	4,565.60	4,682.40	4,797.60	4,916.80	
	Appx. Monthly	7,734.13	7,924.80	8,120.67	8,332.13	8,531.47	8,737.73	8,968.27	9,183.20	9,412.00	9,649.47	9,892.13	10,145.20	10,394.80	10,653.07	10,918.27
	Appx. Annual	92,809.60	95,097.60	97,448.00	99,985.60	102,377.60	104,852.80	107,619.20	110,198.40	112,944.00	115,793.60	118,705.60	121,742.40	124,737.60	127,836.80	131,019.20
71T	Hourly	43.84	44.93	46.05	47.24	48.38	49.53	50.81	52.08	53.36	54.71	56.09	57.53	58.94		
	Appx. Bi-wkly	3,507.20	3,594.40	3,684.00	3,779.20	3,870.40	3,962.40	4,064.80	4,166.40	4,268.80	4,376.80	4,482.20	4,602.40	4,715.20		
	Appx. Monthly	7,598.93	7,787.87	7,982.00	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27		
	Appx. Annual	91,187.20	93,454.40	95,784.00	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,796.80	116,662.40	119,662.40	122,595.20		
72	Hourly	44.95	46.08	47.24	48.38	49.53	50.81	52.08	53.36	54.71	56.09	57.53	58.94	60.41	61.92	
	Appx. Bi-wkly	3,596.00	3,686.40	3,779.20	3,870.40	3,962.40	4,064.80	4,166.40	4,268.80	4,376.80	4,482.20	4,602.40	4,715.20	4,832.80	4,953.60	
	Appx. Monthly	7,791.33	7,987.20	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	10,732.80	
	Appx. Annual	93,496.00	95,846.40	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,796.80	116,662.40	119,662.40	122,595.20	125,652.80	128,793.60	
72A	Hourly	45.53	46.67	47.84	48.98	50.16	51.45	52.76	54.04	55.41	56.78	58.24	59.66	61.16	62.69	
	Appx. Bi-wkly	3,642.40	3,733.60	3,827.20	3,918.40	4,012.80	4,116.00	4,220.80	4,323.20	4,432.80	4,542.40	4,659.20	4,772.80	4,892.80	5,015.20	
	Appx. Monthly	7,891.87	8,089.47	8,292.27	8,489.87	8,694.40	8,918.00	9,145.07	9,366.93	9,604.40	9,841.87	10,094.93	10,341.07	10,601.07	10,864.53	11,134.93
	Appx. Annual	94,702.40	97,073.60	99,507.20	101,878.40	104,332.80	107,016.00	109,740.80	112,403.20	115,252.80	118,102.40	121,139.20	124,092.80	127,122.80	130,395.20	
72C	Hourly	45.75	46.91	48.07	49.22	50.41	51.74	52.98	54.30	55.67	57.07	58.53	59.97	61.46	62.99	
	Appx. Bi-wkly	3,660.00	3,752.80	3,845.60	3,937.60	4,032.80	4,139.20	4,238.40	4,344.00	4,453.60	4,565.60	4,682.40	4,797.60	4,916.80	5,039.20	
	Appx. Monthly	7,930.00	8,131.07	8,332.13	8,531.47	8,737.73	8,968.27	9,183.20	9,412.00	9,649.47	9,892.13	10,145.20	10,394.80	10,653.07	10,918.27	
	Appx. Annual	95,160.00	97,572.80	99,985.60	102,377.60	104,852.80	107,619.20	110,198.40	112,944.00	115,793.60	118,705.60	121,742.40	124,737.60	127,836.80	131,019.20	
72T	Hourly	44.95	46.08	47.24	48.38	49.53	50.81	52.08	53.36	54.71	56.09	57.53	58.94	60.41		
	Appx. Bi-wkly	3,596.00	3,686.40	3,779.20	3,870.40	3,962.40	4,064.80	4,166.40	4,268.80	4,376.80	4,482.20	4,602.40	4,715.20	4,832.80		
	Appx. Monthly	7,791.33	7,987.20	8,188.27	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07		
	Appx. Annual	93,496.00	95,846.40	98,259.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,796.80	116,662.40	119,662.40	122,595.20	125,652.80		
73	Hourly	46.04	47.19	48.38	49.53	50.81	52.08	53.36	54.71	56.09	57.53	58.94	60.41	61.91	63.45	
	Appx. Bi-wkly	3,683.20	3,775.20	3,870.40	3,962.40	4,064.80	4,166.40	4,268.80	4,376.80	4,482.20	4,602.40	4,715.20	4,832.80	4,952.80	5,076.00	
	Appx. Monthly	7,980.27	8,179.60	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	10,731.07	10,994.53	11,268.40
	Appx. Annual	95,763.20	98,155.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,796.80	116,662.40	119,662.40	122,595.20	125,652.80	128,772.80	131,976.00	
73A	Hourly	46.61	47.78	48.98	50.16	51.45	52.76	54.04	55.41	56.78	58.24	59.66	61.16	62.68	64.24	
	Appx. Bi-wkly	3,728.80	3,822.40	3,918.40	4,012.80	4,116.00	4,220.80	4,323.20	4,432.80	4,542.40	4,659.20	4,772.80	4,892.80	5,014.40	5,139.20	
	Appx. Monthly	8,079.07	8,281.87	8,489.87	8,694.40	8,918.00	9,145.07	9,366.93	9,604.40	9,841.87	10,094.93	10,341.07	10,601.07	10,864.53	11,134.93	
	Appx. Annual	96,948.80	99,382.40	101,878.40	104,332.80	107,016.00	109,740.80	112,403.20	115,252.80	118,102.40	121,139.20	124,092.80	127,122.80	130,374.40	133,619.20	
73C	Hourly	46.84	48.02	49.22	50.41	51.74	52.98	54.30	55.67	57.07	58.53	59.97	61.46	62.98	64.56	
	Appx. Bi-wkly	3,747.20	3,841.60	3,937.60	4,032.80	4,139.20	4,238.40	4,344.00	4,453.60	4,565.60	4,682.40	4,797.60	4,916.80	5,038.40	5,164.80	
	Appx. Monthly	8,118.93	8,323.47	8,531.47	8,737.73	8,968.27	9,183.20	9,412.00	9,649.47	9,892.13	10,145.20	10,394.80	10,653.07	10,915.53	11,190.40	
	Appx. Annual	97,427.20	99,881.60	102,377.60	104,852.80	107,619.20	110,198.40	112,944.00	115,793.60	118,705.60	121,742.40	124,737.60	127,836.80	130,998.40	134,284.80	
73T	Hourly	46.04	47.19	48.38	49.53	50.81	52.08	53.36	54.71	56.09	57.53	58.94	60.41	61.91	63.45	
	Appx. Bi-wkly	3,683.20	3,775.20	3,870.40	3,962.40	4,064.80	4,166.40	4,268.80	4,376.80	4,482.20	4,602.40	4,715.20	4,832.80	4,952.80	5,076.00	
	Appx. Monthly	7,980.27	8,179.60	8,385.87	8,585.20	8,807.07	9,027.20	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	10,731.07	10,994.53	
	Appx. Annual	95,763.20	98,155.20	100,630.40	103,022.40	105,684.80	108,326.40	110,988.80	113,796.80	116,662.40	119,662.40	122,595.20	125,652.80	128,772.80	131,976.00	
74	Hourly	47.15	48.33	49.53	50.81	52.08	53.36	54.71	56.09	57.53	58.94	60.41	61.91	63.43	65.01	
	Appx. Bi-wkly	3,772.00	3,866.40	3,962.40	4,064.80	4,166.40	4,268.80	4,376.80	4,482.20	4,602.40	4,715.20	4,832.80	4,952.80	5,074.40	5,200.80	
	Appx. Monthly	8,172.67	8,377.20	8,585.20	8,807.07	9,027.20	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	10,731.07	10,994.53	11,268.40	
	Appx. Annual	98,072.00	100,526.40	103,022.40	105,684.80	108,326.40	110,988.80	113,796.80	116,662.40	119,662.40</						

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
76A	Hourly	50.20	51.45	52.76	54.04	55.41	56.78	58.24	59.66	61.16	62.68	64.22	65.82	67.49	69.19	
	Appx. Bi-wkly	4,016.00	4,116.00	4,220.80	4,323.20	4,432.80	4,542.40	4,659.20	4,772.80	4,892.80	5,014.40	5,137.60	5,265.60	5,399.20	5,535.20	
	Appx. Monthly	8,701.33	8,918.00	9,145.07	9,366.93	9,604.40	9,841.87	10,094.93	10,341.07	10,601.07	10,864.53	11,131.47	11,408.80	11,698.27	11,992.93	
	Appx. Annual	104,416.00	107,016.00	109,740.80	112,403.20	115,252.80	118,102.40	121,139.20	124,092.80	127,212.80	130,374.40	133,577.60	136,905.60	140,379.20	143,915.20	
76C	Hourly	50.48	51.74	52.98	54.30	55.67	57.07	58.53	59.97	61.46	62.98	64.52	66.17	67.83	69.53	
	Appx. Bi-wkly	4,038.40	4,139.20	4,238.40	4,344.00	4,453.60	4,565.60	4,682.40	4,797.60	4,916.80	5,038.40	5,161.60	5,293.60	5,426.40	5,560.40	
	Appx. Monthly	8,749.87	8,968.27	9,183.20	9,412.00	9,649.47	9,892.13	10,145.20	10,394.80	10,653.07	10,916.53	11,183.47	11,469.47	11,757.20	12,051.87	
	Appx. Annual	104,998.40	107,619.20	110,198.40	112,944.00	115,793.60	118,705.60	121,742.40	124,737.60	127,836.80	130,998.40	134,201.60	137,633.60	141,086.40	144,622.40	
76T	Hourly	49.58	50.81	52.08	53.36	54.71	56.09	57.53	58.94	60.41	61.91	63.43	65.02	66.65	68.33	
	Appx. Bi-wkly	3,966.40	4,064.80	4,166.40	4,268.80	4,376.80	4,487.20	4,602.40	4,715.20	4,832.80	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	
	Appx. Monthly	8,593.87	8,807.07	9,027.20	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	
	Appx. Annual	103,126.40	105,684.80	108,326.40	110,988.80	113,796.80	116,667.20	119,667.20	122,595.20	125,652.80	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	
77	Hourly	50.78	52.06	53.36	54.71	56.09	57.53	58.94	60.41	61.91	63.43	65.02	66.65	68.33	70.06	
	Appx. Bi-wkly	4,062.40	4,164.80	4,268.80	4,376.80	4,487.20	4,602.40	4,715.20	4,832.80	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,604.80	
	Appx. Monthly	8,801.87	9,023.73	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,143.73	
	Appx. Annual	105,622.40	108,284.80	110,988.80	113,796.80	116,667.20	119,667.20	122,595.20	125,652.80	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,724.80	
77A	Hourly	51.43	52.72	54.04	55.41	56.78	58.24	59.66	61.16	62.68	64.22	65.82	67.49	69.21	70.94	
	Appx. Bi-wkly	4,114.40	4,217.60	4,323.20	4,432.80	4,542.40	4,659.20	4,772.80	4,892.80	5,014.40	5,137.60	5,265.60	5,399.20	5,536.80	5,675.20	
	Appx. Monthly	8,914.53	9,138.13	9,366.93	9,604.40	9,841.87	10,094.93	10,341.07	10,601.07	10,864.53	11,131.47	11,408.80	11,698.27	11,996.40	12,296.27	
	Appx. Annual	106,974.40	109,657.60	112,403.20	115,252.80	118,102.40	121,139.20	124,092.80	127,212.80	130,374.40	133,577.60	136,905.60	140,379.20	143,958.80	147,552.00	
77C	Hourly	51.70	52.96	54.30	55.67	57.07	58.53	59.97	61.46	62.98	64.52	66.17	67.83	69.55	71.29	
	Appx. Bi-wkly	4,136.00	4,236.80	4,344.00	4,453.60	4,565.60	4,682.40	4,797.60	4,916.80	5,038.40	5,161.60	5,293.60	5,426.40	5,564.00	5,703.20	
	Appx. Monthly	8,961.33	9,179.73	9,412.00	9,649.47	9,892.13	10,145.20	10,394.80	10,653.07	10,916.53	11,183.47	11,469.47	11,757.20	12,055.33	12,356.93	
	Appx. Annual	107,536.00	110,156.80	112,944.00	115,793.60	118,705.60	121,742.40	124,737.60	127,836.80	130,998.40	134,201.60	137,633.60	141,086.40	144,664.00	148,283.20	
77T	Hourly	50.78	52.06	53.36	54.71	56.09	57.53	58.94	60.41	61.91	63.43	65.02	66.65	68.33	70.06	
	Appx. Bi-wkly	4,062.40	4,164.80	4,268.80	4,376.80	4,487.20	4,602.40	4,715.20	4,832.80	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,604.80	
	Appx. Monthly	8,801.87	9,023.73	9,249.07	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,143.73	
	Appx. Annual	105,622.40	108,284.80	110,988.80	113,796.80	116,667.20	119,667.20	122,595.20	125,652.80	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,724.80	
78	Hourly	52.07	53.37	54.71	56.09	57.53	58.94	60.41	61.91	63.43	65.02	66.65	68.33	70.06	71.77	
	Appx. Bi-wkly	4,165.60	4,269.60	4,376.80	4,487.20	4,602.40	4,715.20	4,832.80	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,741.60	
	Appx. Monthly	9,025.47	9,250.80	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,440.13	
	Appx. Annual	108,305.60	111,009.60	113,796.80	116,667.20	119,667.20	122,595.20	125,652.80	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,281.60	
78A	Hourly	52.74	54.05	55.41	56.78	58.24	59.66	61.16	62.68	64.22	65.82	67.49	69.21	70.92	72.68	
	Appx. Bi-wkly	4,219.20	4,324.00	4,432.80	4,542.40	4,659.20	4,772.80	4,892.80	5,014.40	5,137.60	5,265.60	5,399.20	5,536.80	5,673.60	5,814.40	
	Appx. Monthly	9,141.60	9,368.67	9,604.40	9,841.87	10,094.93	10,341.07	10,601.07	10,864.53	11,131.47	11,408.80	11,698.27	11,996.40	12,292.80	12,597.87	
	Appx. Annual	109,699.20	112,424.00	115,252.80	118,102.40	121,139.20	124,092.80	127,212.80	130,374.40	133,577.60	136,905.60	140,379.20	143,958.80	147,513.60	151,174.40	
78C	Hourly	52.97	54.31	55.67	57.07	58.53	59.97	61.46	62.98	64.52	66.17	67.83	69.55	71.27	73.04	
	Appx. Bi-wkly	4,237.60	4,344.80	4,453.60	4,565.60	4,682.40	4,797.60	4,916.80	5,038.40	5,161.60	5,293.60	5,426.40	5,564.00	5,701.60	5,843.20	
	Appx. Monthly	9,181.47	9,413.73	9,649.47	9,892.13	10,145.20	10,394.80	10,653.07	10,916.53	11,183.47	11,469.47	11,757.20	12,055.33	12,353.47	12,653.60	
	Appx. Annual	110,177.60	112,964.80	115,793.60	118,705.60	121,742.40	124,737.60	127,836.80	130,998.40	134,201.60	137,633.60	141,086.40	144,664.00	148,241.60	151,923.20	
78T	Hourly	52.07	53.37	54.71	56.09	57.53	58.94	60.41	61.91	63.43	65.02	66.65	68.33	70.06	71.77	
	Appx. Bi-wkly	4,165.60	4,269.60	4,376.80	4,487.20	4,602.40	4,715.20	4,832.80	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,741.60	
	Appx. Monthly	9,025.47	9,250.80	9,483.07	9,722.27	9,971.87	10,216.27	10,471.07	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,440.13	
	Appx. Annual	108,305.60	111,009.60	113,796.80	116,667.20	119,667.20	122,595.20	125,652.80	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,281.60	
79	Hourly	53.38	54.73	56.09	57.53	58.94	60.41	61.91	63.43	65.02	66.65	68.33	70.06	71.80	73.59	
	Appx. Bi-wkly	4,270.40	4,378.40	4,487.20	4,602.40	4,715.20	4,832.80	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,744.00	5,887.20	
	Appx. Monthly	9,252.53	9,486.53	9,722.27	9,971.87	10,216.27	10,471.07	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,445.33	12,755.60	
	Appx. Annual	111,030.40	113,838.40	116,667.20	119,667.20	122,595.20	125,652.80	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,344.00	153,067.20	
79A	Hourly	54.06	55.42	56.78	58.24	59.66	61.16	62.68	64.22	65.82	67.49	69.21	70.92	72.71	74.51	
	Appx. Bi-wkly	4,324.80	4,433.60	4,542.40	4,659.20	4,772.80	4,892.80	5,014.40	5,137.60	5,265.60	5,399.20	5,536.80	5,673.60	5,816.80	5,960.80	
	Appx. Monthly	9,370.40	9,606.13	9,841.87	10,094.93	10,341.07	10,601.07	10,864.53	11,131.47	11,408.80	11,698.27	11,996.40	12,292.80	12,603.07	12,915.07	
	Appx. Annual	112,444.80	115,273.60	118,102.40	121,139.20	124,092.80	127,212.80	130,374.40	133,577.60	136,905.60	140,379.20	143,958.80	147,513.60	151,236.80	154,980.80	
79C	Hourly	54.33	55.69	57.07	58.53	59.97	61.46	62.98	64.52	66.17	67.83	69.55	71.27	73.06	74.89	
	Appx. Bi-wkly	4,346.40	4,455.20	4,565.60	4,682.40	4,797.60	4,916.80	5,038.40	5,161.60	5,293.60	5,426.40	5,564.00	5,701.60	5,844.80	5,991.20	
	Appx. Monthly	9,417.20	9,652.93	9,892.13	10,145.20	10,394.80	10,653.07	10,916.53	11,183.47	11,469.47	11,757.20	12,055.33	12,353.47	12,663.73	12,980	

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
81T	Hourly	56.08	57.49	58.94	60.41	61.91	63.43	65.02	66.65	68.33	70.04	71.80	73.59	75.41		
	Appx. Bi-wkly	4,486.40	4,599.20	4,715.20	4,832.80	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,744.00	5,887.20	6,032.80		
	Appx. Monthly	9,720.53	9,964.93	10,216.27	10,471.07	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,445.33	12,755.60	13,071.07		
	Appx. Annual	116,646.40	119,579.20	122,595.20	125,652.80	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,344.00	153,067.20	156,852.80		
82	Hourly	57.49	58.94	60.41	61.91	63.43	65.02	66.65	68.33	70.04	71.80	73.59	75.41	77.31	79.25	
	Appx. Bi-wkly	4,599.20	4,715.20	4,832.80	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.00	
	Appx. Monthly	9,964.93	10,216.27	10,471.07	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,445.33	12,755.60	13,071.07	13,400.40	13,736.67	
	Appx. Annual	119,579.20	122,595.20	125,652.80	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,344.00	153,067.20	156,852.80	160,804.80	164,840.00	
82A	Hourly	58.20	59.66	61.16	62.68	64.22	65.82	67.49	69.21	70.92	72.71	74.51	76.34	78.27	80.23	
	Appx. Bi-wkly	4,656.00	4,772.80	4,892.80	5,014.40	5,137.60	5,265.60	5,399.20	5,536.80	5,673.60	5,816.80	5,960.80	6,107.20	6,261.60	6,418.40	
	Appx. Monthly	10,088.00	10,341.07	10,601.07	10,864.53	11,131.47	11,408.80	11,698.27	11,996.40	12,292.80	12,603.07	12,915.07	13,232.27	13,566.80	13,906.53	
	Appx. Annual	121,056.00	124,092.80	127,212.80	130,374.40	133,577.60	136,905.60	140,379.20	143,956.80	147,513.60	151,236.80	154,980.80	158,787.20	162,801.60	166,878.40	
82C	Hourly	58.49	59.97	61.46	62.98	64.52	66.17	67.83	69.55	71.27	73.06	74.89	76.72	78.66	80.64	
	Appx. Bi-wkly	4,679.20	4,797.60	4,916.80	5,038.40	5,161.60	5,293.60	5,426.40	5,564.00	5,701.60	5,844.80	5,991.20	6,137.60	6,292.80	6,451.20	
	Appx. Monthly	10,138.27	10,394.80	10,653.07	10,916.53	11,183.47	11,469.47	11,757.20	12,055.33	12,353.47	12,663.73	12,980.93	13,298.13	13,634.40	13,977.60	
	Appx. Annual	121,659.20	124,737.60	127,836.80	130,998.40	134,201.60	137,633.60	141,086.40	144,664.00	148,241.60	151,964.80	155,771.20	159,577.60	163,612.80	167,731.20	
82T	Hourly	57.49	58.94	60.41	61.91	63.43	65.02	66.65	68.33	70.04	71.80	73.59	75.41	77.31	79.25	
	Appx. Bi-wkly	4,599.20	4,715.20	4,832.80	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.00	
	Appx. Monthly	9,964.93	10,216.27	10,471.07	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,445.33	12,755.60	13,071.07	13,400.40	13,736.67	
	Appx. Annual	119,579.20	122,595.20	125,652.80	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,344.00	153,067.20	156,852.80	160,804.80	164,840.00	
83	Hourly	58.93	60.40	61.91	63.43	65.02	66.65	68.33	70.04	71.80	73.59	75.41	77.31	79.26	81.23	
	Appx. Bi-wkly	4,714.40	4,832.00	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,498.40	
	Appx. Monthly	10,214.53	10,469.33	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,079.87	
	Appx. Annual	122,574.40	125,632.00	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	168,958.40	
83A	Hourly	59.65	61.15	62.68	64.22	65.82	67.49	69.21	70.92	72.71	74.51	76.34	78.27	80.25	82.25	
	Appx. Bi-wkly	4,772.00	4,892.00	5,014.40	5,137.60	5,265.60	5,399.20	5,536.80	5,673.60	5,816.80	5,960.80	6,107.20	6,261.60	6,420.00	6,580.00	
	Appx. Monthly	10,339.33	10,599.33	10,864.53	11,131.47	11,408.80	11,698.27	11,996.40	12,292.80	12,603.07	12,915.07	13,232.27	13,566.80	13,910.00	14,256.67	
	Appx. Annual	124,072.00	127,192.00	130,374.40	133,577.60	136,905.60	140,379.20	143,956.80	147,513.60	151,236.80	154,980.80	158,787.20	162,801.60	166,920.00	171,080.00	
83C	Hourly	59.96	61.43	62.98	64.52	66.17	67.83	69.55	71.27	73.06	74.89	76.72	78.66	80.65	82.66	
	Appx. Bi-wkly	4,796.80	4,914.40	5,038.40	5,161.60	5,293.60	5,426.40	5,564.00	5,701.60	5,844.80	5,991.20	6,137.60	6,292.80	6,452.00	6,612.80	
	Appx. Monthly	10,393.07	10,647.87	10,916.53	11,183.47	11,469.47	11,757.20	12,055.33	12,353.47	12,663.73	12,980.93	13,298.13	13,634.40	13,979.33	14,327.73	
	Appx. Annual	124,716.80	127,774.40	130,998.40	134,201.60	137,633.60	141,086.40	144,664.00	148,241.60	151,964.80	155,771.20	159,577.60	163,612.80	167,752.00	171,932.80	
83T	Hourly	58.93	60.40	61.91	63.43	65.02	66.65	68.33	70.04	71.80	73.59	75.41	77.31	79.26	81.23	
	Appx. Bi-wkly	4,714.40	4,832.00	4,952.80	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,498.40	
	Appx. Monthly	10,214.53	10,469.33	10,731.07	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,079.87	
	Appx. Annual	122,574.40	125,632.00	128,772.80	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	168,958.40	
84	Hourly	60.37	61.87	63.43	65.02	66.65	68.33	70.04	71.80	73.59	75.41	77.31	79.26	81.22	83.27	
	Appx. Bi-wkly	4,829.60	4,949.60	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,497.60	6,661.60	
	Appx. Monthly	10,464.13	10,724.13	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,078.13	14,433.47	
	Appx. Annual	125,569.60	128,689.60	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	168,937.60	173,201.60	
84A	Hourly	61.11	62.65	64.22	65.82	67.49	69.21	70.92	72.71	74.51	76.34	78.27	80.25	82.24	84.32	
	Appx. Bi-wkly	4,888.80	5,012.00	5,137.60	5,265.60	5,399.20	5,536.80	5,673.60	5,816.80	5,960.80	6,107.20	6,261.60	6,420.00	6,579.20	6,745.60	
	Appx. Monthly	10,592.40	10,859.33	11,131.47	11,408.80	11,698.27	11,996.40	12,292.80	12,603.07	12,915.07	13,232.27	13,566.80	13,910.00	14,254.93	14,615.47	
	Appx. Annual	127,108.80	130,312.00	133,577.60	136,905.60	140,379.20	143,956.80	147,513.60	151,236.80	154,980.80	158,787.20	162,801.60	166,920.00	171,059.20	175,385.60	
84C	Hourly	61.41	62.94	64.52	66.17	67.83	69.55	71.27	73.06	74.89	76.72	78.66	80.65	82.65	84.72	
	Appx. Bi-wkly	4,912.80	5,035.20	5,161.60	5,293.60	5,426.40	5,564.00	5,701.60	5,844.80	5,991.20	6,137.60	6,292.80	6,452.00	6,612.00	6,777.60	
	Appx. Monthly	10,644.40	10,909.60	11,183.47	11,469.47	11,757.20	12,055.33	12,353.47	12,663.73	12,980.93	13,298.13	13,634.40	13,979.33	14,326.00	14,684.80	
	Appx. Annual	127,732.80	130,915.20	134,201.60	137,633.60	141,086.40	144,664.00	148,241.60	151,964.80	155,771.20	159,577.60	163,612.80	167,752.00	171,912.00	176,217.60	
84T	Hourly	60.37	61.87	63.43	65.02	66.65	68.33	70.04	71.80	73.59	75.41	77.31	79.26	81.22	83.27	
	Appx. Bi-wkly	4,829.60	4,949.60	5,074.40	5,201.60	5,332.00	5,466.40	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,497.60	6,661.60	
	Appx. Monthly	10,464.13	10,724.13	10,994.53	11,270.13	11,552.67	11,843.87	12,140.27	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,078.13	14,433.47	
	Appx. Annual	125,569.60	128,689.60	131,934.40	135,241.60	138,632.00	142,126.40	145,683.20	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	168,937.60	173,201.60	
85	Hourly	61.90	63.44	65.02	66.65	68.33	70.04	71.80	73.59	75.41	77.31	79.26	81.22	83.25	85.33	
	Appx. Bi-wkly	4,952.00	5,075.20	5,201.60	5,332.00	5,466.40	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,497.60	6,660.00	6,826.40	
	Appx. Monthly	10,729.33	10,996.27	11,270.13	11,552.67	11,843.87	12,140.27	12,445.33	12,755.60							

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
87A	Hourly	65.85	67.51	69.21	70.92	72.71	74.51	76.34	78.27	80.25	82.24	84.31	86.40	88.59	90.78	
	Appx. Bi-wkly	5,268.00	5,400.80	5,536.80	5,673.60	5,816.80	5,960.80	6,107.20	6,261.60	6,420.00	6,579.20	6,744.80	6,912.00	7,087.20	7,262.40	
	Appx. Monthly	11,414.00	11,701.73	11,996.40	12,292.80	12,603.07	12,915.07	13,232.27	13,566.80	13,910.00	14,254.93	14,613.73	14,976.00	15,355.60	15,735.20	
	Appx. Annual	136,968.00	140,420.80	143,956.80	147,513.60	151,236.80	155,080.80	158,978.20	162,801.60	166,920.00	171,059.20	175,364.80	179,712.00	184,267.20	188,822.40	
87C	Hourly	66.20	67.85	69.55	71.27	73.06	74.89	76.72	78.66	80.65	82.65	84.71	86.83	89.03	91.25	
	Appx. Bi-wkly	5,296.00	5,428.00	5,564.00	5,701.60	5,844.80	5,991.20	6,137.60	6,292.80	6,452.00	6,612.00	6,776.80	6,946.40	7,122.40	7,300.00	
	Appx. Monthly	11,474.67	11,760.67	12,055.33	12,353.47	12,663.73	12,980.93	13,298.13	13,634.40	13,979.33	14,326.00	14,683.07	15,050.53	15,431.87	15,816.67	
	Appx. Annual	137,696.00	141,128.00	144,664.00	148,241.60	151,964.80	155,771.20	159,577.60	163,612.80	167,752.00	171,912.00	176,196.80	180,606.40	185,182.40	189,800.00	
87T	Hourly	65.05	66.67	68.33	70.04	71.80	73.59	75.41	77.31	79.26	81.22	83.25	85.30	87.48	89.65	
	Appx. Bi-wkly	5,204.00	5,333.60	5,466.40	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	
	Appx. Monthly	11,275.33	11,556.13	11,843.87	12,140.27	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	
	Appx. Annual	135,304.00	138,673.60	142,126.40	145,683.20	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	169,020.00	173,160.00	177,424.00	181,958.40	186,472.00	
88	Hourly	66.65	68.31	70.04	71.80	73.59	75.41	77.31	79.26	81.22	83.25	85.30	87.48	89.65	91.91	
	Appx. Bi-wkly	5,332.00	5,464.80	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,352.80	
	Appx. Monthly	11,552.67	11,840.40	12,140.27	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,931.07	
	Appx. Annual	138,632.00	142,084.80	145,683.20	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	169,020.00	173,160.00	177,424.00	181,958.40	186,472.00	191,172.80	
88A	Hourly	67.49	69.19	70.92	72.71	74.51	76.34	78.27	80.25	82.24	84.31	86.40	88.59	90.78	93.06	
	Appx. Bi-wkly	5,399.20	5,535.20	5,673.60	5,816.80	5,960.80	6,107.20	6,261.60	6,420.00	6,579.20	6,744.80	6,912.00	7,087.20	7,262.40	7,444.80	
	Appx. Monthly	11,698.27	11,992.93	12,292.80	12,603.07	12,915.07	13,232.27	13,566.80	13,910.00	14,254.93	14,613.73	14,976.00	15,355.60	15,735.20	16,130.40	
	Appx. Annual	140,379.20	143,915.20	147,513.60	151,236.80	155,080.80	158,978.20	162,801.60	166,920.00	171,059.20	175,364.80	179,712.00	184,267.20	188,822.40	193,564.80	
88C	Hourly	67.83	69.53	71.27	73.06	74.89	76.72	78.66	80.65	82.65	84.71	86.83	89.03	91.25	93.52	
	Appx. Bi-wkly	5,426.40	5,562.40	5,701.60	5,844.80	5,991.20	6,137.60	6,292.80	6,452.00	6,612.00	6,776.80	6,946.40	7,122.40	7,300.00	7,481.60	
	Appx. Monthly	11,757.20	12,051.87	12,353.47	12,663.73	12,980.93	13,298.13	13,634.40	13,979.33	14,326.00	14,683.07	15,050.53	15,431.87	15,816.67	16,210.13	
	Appx. Annual	141,086.40	144,622.40	148,241.60	151,964.80	155,771.20	159,577.60	163,612.80	167,752.00	171,912.00	176,196.80	180,606.40	185,182.40	189,800.00	194,521.60	
88T	Hourly	66.65	68.31	70.04	71.80	73.59	75.41	77.31	79.26	81.22	83.25	85.30	87.48	89.65	91.88	
	Appx. Bi-wkly	5,332.00	5,464.80	5,603.20	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,352.80	
	Appx. Monthly	11,552.67	11,840.40	12,140.27	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,931.07	
	Appx. Annual	138,632.00	142,084.80	145,683.20	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	169,020.00	173,160.00	177,424.00	181,958.40	186,472.00	191,172.80	
89	Hourly	68.33	70.06	71.80	73.59	75.41	77.31	79.26	81.22	83.25	85.30	87.48	89.65	91.88	94.17	
	Appx. Bi-wkly	5,466.40	5,604.80	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,533.60	
	Appx. Monthly	11,843.87	12,143.73	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,322.80	
	Appx. Annual	142,126.40	145,724.80	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	169,020.00	173,160.00	177,424.00	181,958.40	186,472.00	191,110.40	195,873.60	
89A	Hourly	69.21	70.94	72.71	74.51	76.34	78.27	80.25	82.24	84.31	86.40	88.59	90.78	93.03	95.35	
	Appx. Bi-wkly	5,536.80	5,675.20	5,816.80	5,960.80	6,107.20	6,261.60	6,420.00	6,579.20	6,744.80	6,912.00	7,087.20	7,262.40	7,442.40	7,628.00	
	Appx. Monthly	11,996.40	12,296.27	12,603.07	12,915.07	13,232.27	13,566.80	13,910.00	14,254.93	14,613.73	14,976.00	15,355.60	15,735.20	16,125.20	16,527.33	
	Appx. Annual	143,956.80	147,552.20	151,236.80	154,980.80	158,787.20	162,801.60	166,920.00	171,059.20	175,364.80	179,712.00	184,267.20	188,822.40	193,502.40	198,328.00	
89C	Hourly	69.55	71.29	73.06	74.89	76.72	78.66	80.65	82.65	84.71	86.83	89.03	91.25	93.47	95.81	
	Appx. Bi-wkly	5,564.00	5,703.20	5,844.80	5,991.20	6,137.60	6,292.80	6,452.00	6,612.00	6,776.80	6,946.40	7,122.40	7,300.00	7,477.60	7,664.80	
	Appx. Monthly	12,055.33	12,356.93	12,663.73	12,980.93	13,298.13	13,634.40	13,979.33	14,326.00	14,683.07	15,050.53	15,431.87	15,816.67	16,201.47	16,607.07	
	Appx. Annual	144,664.00	148,283.20	151,964.80	155,771.20	159,577.60	163,612.80	167,752.00	171,912.00	176,196.80	180,606.40	185,182.40	189,800.00	194,417.60	199,284.80	
89T	Hourly	68.33	70.06	71.80	73.59	75.41	77.31	79.26	81.22	83.25	85.30	87.48	89.65	91.88	94.17	
	Appx. Bi-wkly	5,466.40	5,604.80	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,533.60	
	Appx. Monthly	11,843.87	12,143.73	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,322.80	
	Appx. Annual	142,126.40	145,724.80	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	169,020.00	173,160.00	177,424.00	181,958.40	186,472.00	191,110.40	195,873.60	
90	Hourly	70.06	71.80	73.59	75.41	77.31	79.26	81.22	83.25	85.30	87.48	89.65	91.88	94.20	96.57	
	Appx. Bi-wkly	5,604.80	5,744.00	5,887.20	6,032.80	6,184.80	6,340.80	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	
	Appx. Monthly	12,143.73	12,445.33	12,755.60	13,071.07	13,400.40	13,738.40	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	
	Appx. Annual	145,724.80	149,344.00	153,067.20	156,852.80	160,804.80	164,860.80	169,020.00	173,160.00	177,424.00	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	
90A	Hourly	70.94	72.71	74.51	76.34	78.27	80.25	82.24	84.31	86.40	88.59	90.78	93.03	95.38	97.78	
	Appx. Bi-wkly	5,675.20	5,816.80	5,960.80	6,107.20	6,261.60	6,420.00	6,579.20	6,744.80	6,912.00	7,087.20	7,262.40	7,442.40	7,630.40	7,822.40	
	Appx. Monthly	12,296.27	12,603.07	12,915.07	13,232.27	13,566.80	13,910.00	14,254.93	14,613.73	14,976.00	15,355.60	15,735.20	16,125.20	16,532.53	16,948.53	
	Appx. Annual	147,552.20	151,236.80	154,980.80	158,787.20	162,801.60	166,920.00	171,059.20	175,364.80	179,712.00	184,267.20	188,822.40	193,502.40	198,340.40	203,382.40	
90C	Hourly	71.29	73.06	74.89	76.72	78.66	80.65	82.65	84.71	86.83	89.03	91.25	93.47	95.85	98.25	
	Appx. Bi-wkly	5,703.20	5,844.80	5,991.20	6,137.60	6,292.80	6,452.00	6,612.00	6,776.80	6,946.40	7,122.40	7,300.00	7,477.60	7,668.00	7,860.00	
	Appx. Monthly	12,356.93	12,663.73	12,980.93	13,298.13	13,634.40	13,979.33	14,326.00	14,683.07	15,050.53						

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
92T	Hourly	73.57	75.41	77.31	79.26	81.22	83.25	85.30	87.48	89.65	91.88	94.20	96.57	98.96		
	Appx. Bi-wkly	5,885.60	6,032.80	6,184.80	6,340.80	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00
	Appx. Monthly	12,752.13	13,071.07	13,400.40	13,738.40	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00
	Appx. Annual	153,025.60	156,852.80	160,804.80	164,860.80	169,037.60	173,400.00	177,424.00	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00
93	Hourly	75.42	77.32	79.26	81.22	83.25	85.30	87.48	89.65	91.88	94.20	96.57	98.96	101.42	103.95	
	Appx. Bi-wkly	6,033.60	6,185.60	6,340.80	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00	
	Appx. Monthly	13,072.80	13,402.13	13,738.40	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00	
	Appx. Annual	156,873.60	160,825.60	164,860.80	168,937.60	173,160.00	177,424.00	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00	
93A	Hourly	76.36	78.28	80.25	82.24	84.31	86.40	88.59	90.78	93.03	95.38	97.78	100.19	102.69	105.26	
	Appx. Bi-wkly	6,108.80	6,262.40	6,420.00	6,579.20	6,744.80	6,912.00	7,082.00	7,262.40	7,442.40	7,630.40	7,822.40	8,015.20	8,215.20	8,420.80	
	Appx. Monthly	13,235.73	13,568.53	13,910.00	14,254.93	14,613.73	14,976.00	15,355.60	15,735.20	16,125.20	16,532.53	16,948.53	17,366.27	17,799.60	18,245.07	
	Appx. Annual	158,828.80	162,822.40	166,920.00	171,059.20	175,364.80	179,712.00	184,267.20	188,822.40	193,502.40	198,390.40	203,382.40	208,395.20	213,595.20	218,940.80	
93C	Hourly	76.75	78.67	80.65	82.65	84.71	86.83	89.03	91.25	93.47	95.85	98.25	100.69	103.21	105.79	
	Appx. Bi-wkly	6,140.00	6,293.60	6,452.00	6,612.00	6,776.80	6,946.40	7,122.40	7,300.00	7,477.60	7,668.00	7,860.00	8,055.20	8,256.80	8,463.20	
	Appx. Monthly	13,303.33	13,633.60	13,979.33	14,326.00	14,683.07	15,050.53	15,431.87	15,816.67	16,201.47	16,614.00	17,030.00	17,452.93	17,889.73	18,336.93	
	Appx. Annual	159,640.00	163,633.60	167,752.00	171,912.00	176,196.80	180,606.40	185,182.40	189,800.00	194,417.60	199,368.00	204,360.00	209,435.20	214,676.80	220,043.20	
93T	Hourly	75.42	77.32	79.26	81.22	83.25	85.30	87.48	89.65	91.88	94.20	96.57	98.96	101.42		
	Appx. Bi-wkly	6,033.60	6,185.60	6,340.80	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60		
	Appx. Monthly	13,072.80	13,402.13	13,738.40	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47		
	Appx. Annual	156,873.60	160,825.60	164,860.80	168,937.60	173,160.00	177,424.00	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60		
94	Hourly	77.31	79.25	81.22	83.25	85.30	87.48	89.65	91.88	94.20	96.57	98.96	101.42	103.95	106.57	
	Appx. Bi-wkly	6,184.80	6,340.00	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00	8,525.60	
	Appx. Monthly	13,400.40	13,736.67	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00	18,472.13	
	Appx. Annual	160,804.80	164,840.00	168,937.60	173,160.00	177,424.00	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00	221,665.60	
94A	Hourly	78.27	80.23	82.24	84.31	86.40	88.59	90.78	93.03	95.38	97.78	100.19	102.69	105.26	107.90	
	Appx. Bi-wkly	6,261.60	6,418.40	6,579.20	6,744.80	6,912.00	7,082.00	7,262.40	7,442.40	7,630.40	7,822.40	8,015.20	8,215.20	8,420.80	8,632.00	
	Appx. Monthly	13,566.80	13,906.53	14,254.93	14,613.73	14,976.00	15,355.60	15,735.20	16,125.20	16,532.53	16,948.53	17,366.27	17,799.60	18,245.07	18,702.67	
	Appx. Annual	162,801.60	166,878.40	171,059.20	175,364.80	179,712.00	184,267.20	188,822.40	193,502.40	198,390.40	203,382.40	208,395.20	213,595.20	218,940.80	224,432.00	
94C	Hourly	78.66	80.64	82.65	84.71	86.83	89.03	91.25	93.47	95.85	98.25	100.69	103.21	105.79	108.44	
	Appx. Bi-wkly	6,292.80	6,451.20	6,612.00	6,776.80	6,946.40	7,122.40	7,300.00	7,477.60	7,668.00	7,860.00	8,055.20	8,256.80	8,463.20	8,675.20	
	Appx. Monthly	13,634.40	13,977.60	14,326.00	14,683.07	15,050.53	15,431.87	15,816.67	16,201.47	16,614.00	17,030.00	17,452.93	17,889.73	18,336.93	18,796.27	
	Appx. Annual	163,612.80	167,731.20	171,912.00	176,196.80	180,606.40	185,182.40	189,800.00	194,417.60	199,368.00	204,360.00	209,435.20	214,676.80	220,043.20	225,555.20	
94T	Hourly	77.31	79.25	81.22	83.25	85.30	87.48	89.65	91.88	94.20	96.57	98.96	101.42	103.95		
	Appx. Bi-wkly	6,184.80	6,340.00	6,497.60	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00		
	Appx. Monthly	13,400.40	13,736.67	14,078.13	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00		
	Appx. Annual	160,804.80	164,840.00	168,937.60	173,160.00	177,424.00	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00		
95	Hourly	79.24	81.21	83.25	85.30	87.48	89.65	91.88	94.20	96.57	98.96	101.42	103.95	106.55	109.21	
	Appx. Bi-wkly	6,339.20	6,496.80	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00	8,524.00	8,736.80	
	Appx. Monthly	13,734.93	14,076.40	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00	18,468.67	18,929.73	
	Appx. Annual	164,819.20	168,916.80	173,160.00	177,424.00	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00	221,624.00	227,156.80	
95A	Hourly	80.22	82.22	84.31	86.40	88.59	90.78	93.03	95.38	97.78	100.19	102.69	105.26	107.87	110.57	
	Appx. Bi-wkly	6,417.60	6,577.60	6,744.80	6,912.00	7,082.00	7,262.40	7,442.40	7,630.40	7,822.40	8,015.20	8,215.20	8,420.80	8,629.60	8,845.60	
	Appx. Monthly	13,904.80	14,251.47	14,613.73	14,976.00	15,355.60	15,735.20	16,125.20	16,532.53	16,948.53	17,366.27	17,799.60	18,245.07	18,697.47	19,165.47	
	Appx. Annual	166,857.60	171,017.60	175,364.80	179,712.00	184,267.20	188,822.40	193,502.40	198,390.40	203,382.40	208,395.20	213,595.20	218,940.80	224,369.60	229,985.60	
95C	Hourly	80.63	82.64	84.71	86.83	89.03	91.25	93.47	95.85	98.25	100.69	103.21	105.79	108.44	111.12	
	Appx. Bi-wkly	6,450.40	6,611.20	6,776.80	6,946.40	7,122.40	7,300.00	7,477.60	7,668.00	7,860.00	8,055.20	8,256.80	8,463.20	8,672.80	8,889.60	
	Appx. Monthly	13,975.87	14,324.27	14,683.07	15,050.53	15,431.87	15,816.67	16,201.47	16,614.00	17,030.00	17,452.93	17,889.73	18,336.93	18,791.07	19,260.80	
	Appx. Annual	167,710.40	171,891.20	176,196.80	180,606.40	185,182.40	189,800.00	194,417.60	199,368.00	204,360.00	209,435.20	214,676.80	220,043.20	225,492.80	231,129.60	
95T	Hourly	79.24	81.21	83.25	85.30	87.48	89.65	91.88	94.20	96.57	98.96	101.42	103.95	106.55		
	Appx. Bi-wkly	6,339.20	6,496.80	6,660.00	6,824.00	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00	8,524.00		
	Appx. Monthly	13,734.93	14,076.40	14,430.00	14,785.33	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00	18,468.67		
	Appx. Annual	164,819.20	168,916.80	173,160.00	177,424.00	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00	221,624.00		
96	Hourly	81.19	83.24	85.30	87.48	89.65	91.88	94.20	96.57	98.96	101.42	103.95	106.55	109.21	111.94	
	Appx. Bi-wkly	6,495.20	6,659.20	6,824.00	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00	8,524.00	8,736.80	8,955.20	
	Appx. Monthly	14,072.93	14,428.27	14,785.33	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00	18,468.67	18,929.73	19,404.93	
	Appx. Annual	168,875.20	173,139.20	177,424.00	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00	221,624.00	2		

GENERAL SALARY SCHEDULE

Effective 07/30/2022		3% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
98A	Hourly	86.43	88.59	90.78	93.03	95.38	97.78	100.19	102.69	105.26	107.87	110.57	113.36	116.20	119.10	
	Appx. Bi-wkly	6,914.40	7,087.20	7,262.40	7,442.40	7,630.40	7,822.40	8,015.20	8,215.20	8,420.80	8,629.60	8,845.60	9,068.80	9,296.00	9,528.00	
	Appx. Monthly	14,981.20	15,355.60	15,735.20	16,125.20	16,532.53	16,948.53	17,366.27	17,799.60	18,245.07	18,697.47	19,165.47	19,649.07	20,141.33	20,644.00	
	Appx. Annual	179,774.40	184,267.20	188,822.40	193,502.40	198,390.40	203,382.40	208,395.20	213,595.20	218,940.80	224,369.60	229,985.60	235,788.80	241,696.00	247,728.00	
98C	Hourly	86.86	89.03	91.25	93.47	95.85	98.25	100.69	103.21	105.79	108.41	111.12	113.92	116.79	119.70	
	Appx. Bi-wkly	6,948.80	7,122.40	7,300.00	7,477.60	7,668.00	7,860.00	8,055.20	8,256.80	8,463.20	8,672.80	8,889.60	9,113.60	9,343.20	9,576.00	
	Appx. Monthly	15,055.73	15,431.87	15,816.67	16,201.47	16,614.00	17,030.00	17,452.93	17,889.73	18,336.93	18,791.07	19,260.80	19,746.13	20,243.60	20,748.00	
	Appx. Annual	180,668.80	185,182.40	189,800.00	194,417.60	199,368.00	204,360.00	209,435.20	214,676.80	220,043.20	225,492.80	231,129.60	236,953.60	242,923.20	248,976.00	
98T	Hourly	85.36	87.48	89.65	91.88	94.20	96.57	98.96	101.42	103.95	106.55	109.21	111.95	114.78	117.62	120.53
	Appx. Bi-wkly	6,828.80	6,998.40	7,172.00	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00	8,524.00	8,736.80	8,956.00	9,182.40	9,409.60	9,642.40
	Appx. Monthly	14,795.73	15,163.20	15,539.33	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00	18,468.67	18,929.73	19,404.67	19,895.20	20,387.47	20,891.87
	Appx. Annual	177,548.80	181,958.40	186,472.00	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00	221,624.00	227,156.80	232,856.00	238,742.40	244,649.60	250,702.40
99	Hourly	87.45	89.62	91.88	94.20	96.57	98.96	101.42	103.95	106.55	109.21	111.95	114.78	117.62	120.53	
	Appx. Bi-wkly	6,996.00	7,169.60	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00	8,524.00	8,736.80	8,956.00	9,182.40	9,409.60	9,642.40	
	Appx. Monthly	15,158.00	15,534.13	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00	18,468.67	18,929.73	19,404.67	19,895.20	20,387.47	20,891.87	
	Appx. Annual	181,896.00	186,409.60	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00	221,624.00	227,156.80	232,856.00	238,742.40	244,649.60	250,702.40	
99A	Hourly	88.54	90.75	93.03	95.38	97.78	100.19	102.69	105.26	107.87	110.57	113.36	116.20	119.07	122.04	
	Appx. Bi-wkly	7,083.20	7,260.00	7,442.40	7,630.40	7,822.40	8,015.20	8,215.20	8,420.80	8,629.60	8,845.60	9,068.80	9,296.00	9,525.60	9,763.20	
	Appx. Monthly	15,346.93	15,730.00	16,125.20	16,532.53	16,948.53	17,366.27	17,799.60	18,245.07	18,697.47	19,165.47	19,649.07	20,141.33	20,638.80	21,153.60	
	Appx. Annual	184,163.20	188,760.00	193,502.40	198,390.40	203,382.40	208,395.20	213,595.20	218,940.80	224,369.60	229,985.60	235,788.80	241,696.00	247,665.60	253,843.20	
99C	Hourly	89.00	91.20	93.47	95.85	98.25	100.69	103.21	105.79	108.41	111.12	113.92	116.79	119.66	122.62	
	Appx. Bi-wkly	7,120.00	7,296.00	7,477.60	7,668.00	7,860.00	8,055.20	8,256.80	8,463.20	8,672.80	8,889.60	9,113.60	9,343.20	9,572.80	9,809.60	
	Appx. Monthly	15,426.67	15,808.00	16,201.47	16,614.00	17,030.00	17,452.93	17,889.73	18,336.93	18,791.07	19,260.80	19,746.13	20,243.60	20,741.07	21,254.13	
	Appx. Annual	185,120.00	189,696.00	194,417.60	199,368.00	204,360.00	209,435.20	214,676.80	220,043.20	225,492.80	231,129.60	236,953.60	242,923.20	248,923.20	255,049.60	
99T	Hourly	87.45	89.62	91.88	94.20	96.57	98.96	101.42	103.95	106.55	109.21	111.95	114.78	117.62	120.53	
	Appx. Bi-wkly	6,996.00	7,169.60	7,350.40	7,536.00	7,725.60	7,916.80	8,113.60	8,316.00	8,524.00	8,736.80	8,956.00	9,182.40	9,409.60	9,642.40	
	Appx. Monthly	15,158.00	15,534.13	15,925.87	16,328.00	16,738.80	17,153.07	17,579.47	18,018.00	18,468.67	18,929.73	19,404.67	19,895.20	20,387.47	20,891.87	
	Appx. Annual	181,896.00	186,409.60	191,110.40	195,936.00	200,865.60	205,836.80	210,953.60	216,216.00	221,624.00	227,156.80	232,856.00	238,742.40	244,649.60	250,702.40	

Appendix C

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective UBA	Non-Longevity														Longevity					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years	
61	Hourly	\$ 32.31	\$ 33.12	\$ 33.94	\$ 34.81	\$ 35.66	\$ 36.55	\$ 37.45	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.46	\$ 45.36	\$ 46.24	\$ 47.14	\$ 48.02	\$ 48.91
	Appx. Bi-wkly	\$ 2,584.80	\$ 2,649.60	\$ 2,715.20	\$ 2,784.80	\$ 2,852.80	\$ 2,924.00	\$ 2,996.00	\$ 3,070.40	\$ 3,147.20	\$ 3,227.20	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,556.80	\$ 3,628.80	\$ 3,699.20	\$ 3,771.20	\$ 3,841.60	\$ 3,912.80
	Appx. Monthly	\$ 5,600.40	\$ 5,740.80	\$ 5,882.93	\$ 6,033.73	\$ 6,181.07	\$ 6,335.33	\$ 6,491.33	\$ 6,652.53	\$ 6,818.93	\$ 6,992.27	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,706.40	\$ 7,862.40	\$ 8,014.93	\$ 8,170.93	\$ 8,323.47	\$ 8,477.73
	Appx. Annual	\$ 67,204.80	\$ 68,889.60	\$ 70,595.20	\$ 72,404.80	\$ 74,172.80	\$ 76,024.00	\$ 77,896.00	\$ 79,830.40	\$ 81,827.20	\$ 83,907.20	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,476.80	\$ 94,348.80	\$ 96,179.20	\$ 98,051.20	\$ 99,881.60	\$ 101,732.80
61A	Hourly	\$ 32.72	\$ 33.54	\$ 34.38	\$ 35.23	\$ 36.12	\$ 37.01	\$ 37.94	\$ 38.86	\$ 39.83	\$ 40.85	\$ 41.83	\$ 42.91	\$ 43.92	\$ 45.03	\$ 45.93	\$ 46.83	\$ 47.73	\$ 48.63	\$ 49.54
	Appx. Bi-wkly	\$ 2,617.60	\$ 2,683.20	\$ 2,750.40	\$ 2,818.40	\$ 2,889.60	\$ 2,960.80	\$ 3,035.20	\$ 3,108.80	\$ 3,186.40	\$ 3,268.00	\$ 3,346.40	\$ 3,432.80	\$ 3,513.60	\$ 3,602.40	\$ 3,674.40	\$ 3,746.40	\$ 3,818.40	\$ 3,890.40	\$ 3,963.20
	Appx. Monthly	\$ 5,671.47	\$ 5,813.60	\$ 5,959.20	\$ 6,106.53	\$ 6,260.80	\$ 6,415.07	\$ 6,576.27	\$ 6,735.73	\$ 6,903.87	\$ 7,080.67	\$ 7,250.53	\$ 7,437.73	\$ 7,612.80	\$ 7,805.20	\$ 7,961.20	\$ 8,117.20	\$ 8,273.20	\$ 8,429.20	\$ 8,586.93
	Appx. Annual	\$ 68,057.60	\$ 69,763.20	\$ 71,510.40	\$ 73,278.40	\$ 75,129.60	\$ 76,980.80	\$ 78,915.20	\$ 80,828.80	\$ 82,846.40	\$ 84,968.00	\$ 87,006.40	\$ 89,252.80	\$ 91,353.60	\$ 93,662.40	\$ 95,534.40	\$ 97,406.40	\$ 99,278.40	\$ 101,150.40	\$ 103,043.20
61C	Hourly	\$ 32.86	\$ 33.70	\$ 34.54	\$ 35.42	\$ 36.27	\$ 37.19	\$ 38.11	\$ 39.06	\$ 40.03	\$ 41.05	\$ 42.04	\$ 43.13	\$ 44.14	\$ 45.25	\$ 46.16	\$ 47.06	\$ 47.96	\$ 48.87	\$ 49.77
	Appx. Bi-wkly	\$ 2,628.80	\$ 2,696.00	\$ 2,763.20	\$ 2,833.60	\$ 2,901.60	\$ 2,975.20	\$ 3,048.80	\$ 3,124.80	\$ 3,202.40	\$ 3,284.00	\$ 3,363.20	\$ 3,450.40	\$ 3,531.20	\$ 3,620.00	\$ 3,692.80	\$ 3,764.80	\$ 3,836.80	\$ 3,909.60	\$ 3,981.60
	Appx. Monthly	\$ 5,695.73	\$ 5,841.33	\$ 5,986.93	\$ 6,139.47	\$ 6,286.80	\$ 6,446.27	\$ 6,605.73	\$ 6,770.40	\$ 6,938.53	\$ 7,115.33	\$ 7,286.93	\$ 7,475.87	\$ 7,650.93	\$ 7,843.33	\$ 8,001.07	\$ 8,157.07	\$ 8,313.07	\$ 8,470.80	\$ 8,626.80
	Appx. Annual	\$ 68,348.80	\$ 70,096.00	\$ 71,843.20	\$ 73,673.60	\$ 75,441.60	\$ 77,355.20	\$ 79,268.80	\$ 81,244.80	\$ 83,262.40	\$ 85,384.00	\$ 87,443.20	\$ 89,710.40	\$ 91,811.20	\$ 94,120.00	\$ 96,012.80	\$ 97,884.80	\$ 99,756.80	\$ 101,649.60	\$ 103,521.60
61T	Hourly	\$ 32.31	\$ 33.12	\$ 33.94	\$ 34.81	\$ 35.66	\$ 36.55	\$ 37.45	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.46	\$ 45.36	\$ 46.24	\$ 47.14	\$ 48.02	\$ 48.91
	Appx. Bi-wkly	\$ 2,584.80	\$ 2,649.60	\$ 2,715.20	\$ 2,784.80	\$ 2,852.80	\$ 2,924.00	\$ 2,996.00	\$ 3,070.40	\$ 3,147.20	\$ 3,227.20	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,556.80	\$ 3,628.80	\$ 3,699.20	\$ 3,771.20	\$ 3,841.60	\$ 3,912.80
	Appx. Monthly	\$ 5,600.40	\$ 5,740.80	\$ 5,882.93	\$ 6,033.73	\$ 6,181.07	\$ 6,335.33	\$ 6,491.33	\$ 6,652.53	\$ 6,818.93	\$ 6,992.27	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,706.40	\$ 7,862.40	\$ 8,014.93	\$ 8,170.93	\$ 8,323.47	\$ 8,477.73
	Appx. Annual	\$ 67,204.80	\$ 68,889.60	\$ 70,595.20	\$ 72,404.80	\$ 74,172.80	\$ 76,024.00	\$ 77,896.00	\$ 79,830.40	\$ 81,827.20	\$ 83,907.20	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,476.80	\$ 94,348.80	\$ 96,179.20	\$ 98,051.20	\$ 99,881.60	\$ 101,732.80
62	Hourly	\$ 33.13	\$ 33.95	\$ 34.81	\$ 35.66	\$ 36.55	\$ 37.45	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.62	\$ 46.52	\$ 47.45	\$ 48.35	\$ 49.27	\$ 50.18
	Appx. Bi-wkly	\$ 2,650.40	\$ 2,716.00	\$ 2,784.80	\$ 2,852.80	\$ 2,924.00	\$ 2,996.00	\$ 3,070.40	\$ 3,147.20	\$ 3,227.20	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80	\$ 3,649.60	\$ 3,721.60	\$ 3,796.00	\$ 3,868.00	\$ 3,941.60	\$ 4,014.40
	Appx. Monthly	\$ 5,742.53	\$ 5,884.67	\$ 6,033.73	\$ 6,181.07	\$ 6,335.33	\$ 6,491.33	\$ 6,652.53	\$ 6,818.93	\$ 6,992.27	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07	\$ 7,907.47	\$ 8,063.47	\$ 8,224.67	\$ 8,380.67	\$ 8,540.13	\$ 8,697.87
	Appx. Annual	\$ 68,910.40	\$ 70,616.00	\$ 72,404.80	\$ 74,172.80	\$ 76,024.00	\$ 77,896.00	\$ 79,830.40	\$ 81,827.20	\$ 83,907.20	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80	\$ 94,889.60	\$ 96,711.60	\$ 98,696.00	\$ 100,568.00	\$ 102,481.60	\$ 104,374.40
62A	Hourly	\$ 33.55	\$ 34.39	\$ 35.23	\$ 36.12	\$ 37.01	\$ 37.94	\$ 38.86	\$ 39.83	\$ 40.85	\$ 41.83	\$ 42.91	\$ 43.92	\$ 45.06	\$ 46.18	\$ 47.10	\$ 48.02	\$ 48.94	\$ 49.88	\$ 50.79
	Appx. Bi-wkly	\$ 2,684.00	\$ 2,751.20	\$ 2,818.40	\$ 2,889.60	\$ 2,960.80	\$ 3,035.20	\$ 3,108.80	\$ 3,186.40	\$ 3,268.00	\$ 3,346.40	\$ 3,432.80	\$ 3,513.60	\$ 3,604.80	\$ 3,694.40	\$ 3,768.00	\$ 3,841.60	\$ 3,915.20	\$ 3,990.40	\$ 4,063.20
	Appx. Monthly	\$ 5,815.33	\$ 5,960.93	\$ 6,106.53	\$ 6,260.80	\$ 6,415.07	\$ 6,576.27	\$ 6,735.73	\$ 6,903.87	\$ 7,080.67	\$ 7,250.53	\$ 7,437.73	\$ 7,612.80	\$ 7,810.40	\$ 8,004.53	\$ 8,164.00	\$ 8,323.47	\$ 8,482.93	\$ 8,645.87	\$ 8,803.60
	Appx. Annual	\$ 69,784.00	\$ 71,531.20	\$ 73,278.40	\$ 75,129.60	\$ 76,980.80	\$ 78,915.20	\$ 80,828.80	\$ 82,846.40	\$ 84,968.00	\$ 87,006.40	\$ 89,252.80	\$ 91,353.60	\$ 93,724.80	\$ 96,054.40	\$ 97,968.00	\$ 99,881.60	\$ 101,795.20	\$ 103,750.40	\$ 105,643.20
62C	Hourly	\$ 33.71	\$ 34.55	\$ 35.42	\$ 36.27	\$ 37.19	\$ 38.11	\$ 39.06	\$ 40.03	\$ 41.05	\$ 42.04	\$ 43.13	\$ 44.14	\$ 45.29	\$ 46.41	\$ 47.34	\$ 48.27	\$ 49.20	\$ 50.12	\$ 51.06
	Appx. Bi-wkly	\$ 2,696.80	\$ 2,764.00	\$ 2,833.60	\$ 2,901.60	\$ 2,975.20	\$ 3,048.80	\$ 3,124.80	\$ 3,202.40	\$ 3,284.00	\$ 3,363.20	\$ 3,450.40	\$ 3,531.20	\$ 3,623.20	\$ 3,712.80	\$ 3,787.20	\$ 3,861.60	\$ 3,936.00	\$ 4,009.60	\$ 4,084.80
	Appx. Monthly	\$ 5,843.07	\$ 5,989.67	\$ 6,139.47	\$ 6,286.80	\$ 6,446.27	\$ 6,605.73	\$ 6,770.40	\$ 6,938.53	\$ 7,115.33	\$ 7,286.93	\$ 7,475.87	\$ 7,650.93	\$ 7,850.27	\$ 8,044.40	\$ 8,205.60	\$ 8,366.80	\$ 8,528.00	\$ 8,687.47	\$ 8,850.40
	Appx. Annual	\$ 70,116.80	\$ 71,864.00	\$ 73,673.60	\$ 75,441.60	\$ 77,355.20	\$ 79,268.80	\$ 81,244.80	\$ 83,262.40	\$ 85,384.00	\$ 87,443.20	\$ 89,710.40	\$ 91,811.20	\$ 94,203.20	\$ 96,532.80	\$ 98,467.20	\$ 100,401.60	\$ 102,336.00	\$ 104,249.60	\$ 106,204.80
62T	Hourly	\$ 33.13	\$ 33.95	\$ 34.81	\$ 35.66	\$ 36.55	\$ 37.45	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.51						
	Appx. Bi-wkly	\$ 2,650.40	\$ 2,716.00	\$ 2,784.80	\$ 2,852.80	\$ 2,924.00	\$ 2,996.00	\$ 3,070.40	\$ 3,147.20	\$ 3,227.20	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80						
	Appx. Monthly	\$ 5,742.53	\$ 5,884.67	\$ 6,033.73	\$ 6,181.07	\$ 6,335.33	\$ 6,491.33	\$ 6,652.53	\$ 6,818.93	\$ 6,992.27	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07						
	Appx. Annual	\$ 68,910.40	\$ 70,616.00	\$ 72,404.80	\$ 74,172.80	\$ 76,024.00	\$ 77,896.00	\$ 79,830.40	\$ 81,827.20	\$ 83,907.20	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80						
63	Hourly	\$ 33.95	\$ 34.81	\$ 35.66	\$ 36.55	\$ 37.45	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.72	\$ 47.65	\$ 48.59	\$ 49.53	\$ 50.45	\$ 51.39
	Appx. Bi-wkly	\$ 2,716.00	\$ 2,784.80	\$ 2,852.80	\$ 2,924.00	\$ 2,996.00	\$ 3,070.40	\$ 3,147.20	\$ 3,227.20	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80	\$ 3,644.80	\$ 3,737.60	\$ 3,812.00	\$ 3,887.20	\$ 3,962.40	\$ 4,036.00	\$ 4,111.20
	Appx. Monthly	\$ 5,884.67	\$ 6,033.73	\$ 6,181.07	\$ 6,335.33	\$ 6,491.33	\$ 6,652.53	\$ 6,818.93	\$ 6,992.27	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07	\$ 7,897.07	\$ 8,098.13	\$ 8,259.33	\$ 8,422.27	\$ 8,585.20	\$ 8,744.67	\$ 8,907.60
	Appx. Annual	\$ 70,616.00	\$ 72,404.80	\$ 74,172.80	\$ 76,024.00	\$ 77,896.00	\$ 79,830.40	\$ 81,827.20	\$ 83,907.20	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80	\$ 94,764.80	\$ 97,177.60	\$ 99,112.00	\$ 101,067.20	\$ 103,022.40	\$ 104,936.00	\$ 106,891.20
63A	Hourly	\$ 34.39	\$ 35.23	\$ 36.12	\$ 37.01	\$ 37.94	\$ 38.86	\$ 39.83	\$ 40.85	\$ 41.83	\$ 42.91	\$ 43.92	\$ 45.06	\$ 46.14	\$ 47.28	\$ 48.24	\$ 49.18	\$ 50.12	\$ 51.07	\$ 52.02
	Appx. Bi-wkly	\$ 2,751.20	\$ 2,818.40	\$ 2,889.60	\$ 2,960.80	\$ 3,035.20	\$ 3,108.80	\$ 3,186.40	\$ 3,268.00	\$ 3,346.40	\$ 3,432.80	\$ 3,513.60	\$ 3,604.80	\$ 3,691.20	\$ 3,782.40	\$ 3,859.20	\$ 3,934.40	\$ 4,009.60	\$ 4,085.60	\$ 4,161.60
	Appx. Monthly	\$ 5,960.93	\$ 6,106.53	\$ 6,260.80	\$ 6,415.07	\$ 6,576.27	\$ 6,735.73	\$ 6,903.87	\$ 7,080.67	\$ 7,250.53	\$ 7,437.73	\$ 7,612.80	\$ 7,810.40	\$ 7,997.60	\$ 8,195.20	\$ 8,361.60	\$ 8,524.53	\$ 8,687.47	\$ 8,852.13	\$ 9,016.80
	Appx. Annual	\$ 71,531.20	\$ 73,278.40	\$ 75,129.60	\$ 76,980.80	\$ 78,915.20	\$ 80,828.80	\$ 82,846.40	\$ 84,968.00	\$ 87,006.40	\$ 89,252.80	\$ 91,353.60	\$ 93,724.80	\$ 95,971.20	\$ 98,342.40	\$ 100,339.20	\$ 102,294.40	\$ 104,249.60	\$ 106,225.60	\$ 108,201.60
63C	Hourly	\$ 34.55	\$ 35.42	\$ 36.27	\$ 37.19	\$ 38.11	\$ 39.06	\$ 40.03	\$ 41.05	\$ 42.04	\$ 43.13	\$ 44.14	\$ 45.29	\$ 46.36	\$ 47.53	\$ 48.48	\$ 49.4			

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective UBA	Non-Longevity														Longevity				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years
65 Hourly	\$ 35.65	\$ 36.55	\$ 37.45	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.67	\$ 47.88	\$ 49.07	\$ 50.05	\$ 51.03	\$ 52.02	\$ 53.00	\$ 53.98
Appx. Bi-wkly	\$ 2,852.00	\$ 2,924.00	\$ 2,996.00	\$ 3,070.40	\$ 3,147.20	\$ 3,227.20	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80	\$ 3,644.80	\$ 3,733.60	\$ 3,830.40	\$ 3,925.60	\$ 4,004.00	\$ 4,082.40	\$ 4,161.60	\$ 4,240.00	\$ 4,318.40
Appx. Monthly	\$ 6,179.33	\$ 6,335.33	\$ 6,491.33	\$ 6,652.53	\$ 6,818.93	\$ 6,992.27	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07	\$ 7,897.07	\$ 8,089.47	\$ 8,299.20	\$ 8,505.47	\$ 8,675.33	\$ 8,845.20	\$ 9,016.80	\$ 9,186.67	\$ 9,356.53
Appx. Annual	\$ 74,152.00	\$ 76,024.00	\$ 77,896.00	\$ 79,830.40	\$ 81,827.20	\$ 83,907.20	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80	\$ 94,764.80	\$ 97,073.60	\$ 99,590.40	\$ 102,065.60	\$ 104,104.00	\$ 106,142.40	\$ 108,201.60	\$ 110,240.00	\$ 112,278.40
65A Hourly	\$ 36.11	\$ 37.01	\$ 37.94	\$ 38.86	\$ 39.83	\$ 40.85	\$ 41.83	\$ 42.91	\$ 43.92	\$ 45.06	\$ 46.14	\$ 47.24	\$ 48.47	\$ 49.68	\$ 50.68	\$ 51.67	\$ 52.66	\$ 53.65	\$ 54.65
Appx. Bi-wkly	\$ 2,888.80	\$ 2,960.80	\$ 3,035.20	\$ 3,108.40	\$ 3,186.40	\$ 3,268.00	\$ 3,346.40	\$ 3,432.80	\$ 3,513.60	\$ 3,604.80	\$ 3,691.20	\$ 3,779.20	\$ 3,877.60	\$ 3,974.40	\$ 4,054.40	\$ 4,133.60	\$ 4,212.80	\$ 4,292.00	\$ 4,372.00
Appx. Monthly	\$ 6,259.07	\$ 6,415.07	\$ 6,576.27	\$ 6,735.73	\$ 6,903.87	\$ 7,080.67	\$ 7,250.53	\$ 7,437.73	\$ 7,612.80	\$ 7,810.40	\$ 7,997.60	\$ 8,188.27	\$ 8,401.47	\$ 8,611.20	\$ 8,784.53	\$ 8,956.13	\$ 9,127.73	\$ 9,299.33	\$ 9,472.67
Appx. Annual	\$ 75,108.80	\$ 76,980.80	\$ 78,915.20	\$ 80,828.80	\$ 82,846.40	\$ 84,968.00	\$ 87,006.40	\$ 89,252.80	\$ 91,353.60	\$ 93,724.80	\$ 95,971.20	\$ 98,259.20	\$ 100,817.60	\$ 103,334.40	\$ 105,414.40	\$ 107,473.60	\$ 109,532.80	\$ 111,592.00	\$ 113,672.00
65C Hourly	\$ 36.26	\$ 37.19	\$ 38.11	\$ 39.06	\$ 40.03	\$ 41.05	\$ 42.04	\$ 43.13	\$ 44.14	\$ 45.29	\$ 46.36	\$ 47.48	\$ 48.71	\$ 49.94	\$ 50.94	\$ 51.94	\$ 52.93	\$ 53.93	\$ 54.93
Appx. Bi-wkly	\$ 2,900.80	\$ 2,975.20	\$ 3,048.80	\$ 3,124.80	\$ 3,202.40	\$ 3,284.00	\$ 3,363.20	\$ 3,450.40	\$ 3,531.20	\$ 3,623.20	\$ 3,708.80	\$ 3,798.40	\$ 3,896.80	\$ 3,995.20	\$ 4,075.20	\$ 4,155.20	\$ 4,234.40	\$ 4,314.40	\$ 4,394.40
Appx. Monthly	\$ 6,285.07	\$ 6,446.27	\$ 6,605.73	\$ 6,770.40	\$ 6,938.53	\$ 7,115.33	\$ 7,286.93	\$ 7,475.87	\$ 7,650.93	\$ 7,850.27	\$ 8,035.73	\$ 8,229.87	\$ 8,443.07	\$ 8,656.27	\$ 8,829.60	\$ 9,002.93	\$ 9,174.53	\$ 9,347.87	\$ 9,521.20
Appx. Annual	\$ 75,420.80	\$ 77,355.20	\$ 79,268.80	\$ 81,244.80	\$ 83,262.40	\$ 85,384.00	\$ 87,443.20	\$ 89,710.40	\$ 91,811.20	\$ 94,203.20	\$ 96,428.80	\$ 98,758.40	\$ 101,316.80	\$ 103,875.20	\$ 105,955.20	\$ 108,035.20	\$ 110,094.40	\$ 112,174.40	\$ 114,254.40
65T Hourly	\$ 35.65	\$ 36.55	\$ 37.45	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.67	\$ 47.88	\$ 49.07	\$ 50.30	\$ 51.30	\$ 52.32	\$ 53.32	\$ 54.31
Appx. Bi-wkly	\$ 2,852.00	\$ 2,924.00	\$ 2,996.00	\$ 3,070.40	\$ 3,147.20	\$ 3,227.20	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80	\$ 3,644.80	\$ 3,733.60	\$ 3,830.40	\$ 3,925.60	\$ 4,024.00	\$ 4,104.00	\$ 4,185.60	\$ 4,265.60	\$ 4,344.80
Appx. Monthly	\$ 6,333.60	\$ 6,489.60	\$ 6,652.53	\$ 6,818.93	\$ 6,992.27	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07	\$ 7,897.07	\$ 8,089.47	\$ 8,299.20	\$ 8,505.47	\$ 8,718.67	\$ 8,892.00	\$ 9,068.80	\$ 9,242.13	\$ 9,413.73	\$ 9,588.80
Appx. Annual	\$ 76,003.20	\$ 77,875.20	\$ 79,830.40	\$ 81,827.20	\$ 83,907.20	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80	\$ 94,764.80	\$ 97,073.60	\$ 99,590.40	\$ 102,065.60	\$ 104,624.00	\$ 106,704.00	\$ 108,825.60	\$ 110,905.60	\$ 112,964.80	\$ 115,065.60
66A Hourly	\$ 37.00	\$ 37.93	\$ 38.86	\$ 39.83	\$ 40.85	\$ 41.83	\$ 42.91	\$ 43.92	\$ 45.06	\$ 46.14	\$ 47.24	\$ 48.47	\$ 49.68	\$ 50.93	\$ 51.95	\$ 52.97	\$ 53.98	\$ 55.00	\$ 56.02
Appx. Bi-wkly	\$ 2,960.00	\$ 3,034.40	\$ 3,108.80	\$ 3,186.40	\$ 3,268.00	\$ 3,346.40	\$ 3,432.80	\$ 3,513.60	\$ 3,604.80	\$ 3,691.20	\$ 3,779.20	\$ 3,877.60	\$ 3,974.40	\$ 4,074.40	\$ 4,156.00	\$ 4,237.60	\$ 4,318.40	\$ 4,400.00	\$ 4,481.60
Appx. Monthly	\$ 6,413.33	\$ 6,574.53	\$ 6,735.73	\$ 6,903.87	\$ 7,080.67	\$ 7,250.53	\$ 7,437.73	\$ 7,612.80	\$ 7,810.40	\$ 7,997.60	\$ 8,188.27	\$ 8,401.47	\$ 8,611.20	\$ 8,827.87	\$ 9,004.67	\$ 9,181.47	\$ 9,356.53	\$ 9,533.33	\$ 9,710.13
Appx. Annual	\$ 76,960.00	\$ 78,894.40	\$ 80,828.80	\$ 82,846.40	\$ 84,968.00	\$ 87,006.40	\$ 89,252.80	\$ 91,353.60	\$ 93,724.80	\$ 95,971.20	\$ 98,259.20	\$ 100,817.60	\$ 103,334.40	\$ 105,934.40	\$ 108,056.00	\$ 110,177.60	\$ 112,278.40	\$ 114,400.00	\$ 116,521.60
66C Hourly	\$ 37.18	\$ 38.10	\$ 39.06	\$ 40.03	\$ 41.05	\$ 42.04	\$ 43.13	\$ 44.14	\$ 45.29	\$ 46.36	\$ 47.48	\$ 48.71	\$ 49.94	\$ 51.18	\$ 52.20	\$ 53.23	\$ 54.25	\$ 55.28	\$ 56.30
Appx. Bi-wkly	\$ 2,974.40	\$ 3,048.00	\$ 3,124.80	\$ 3,202.40	\$ 3,284.00	\$ 3,363.20	\$ 3,450.40	\$ 3,531.20	\$ 3,623.20	\$ 3,708.80	\$ 3,798.40	\$ 3,896.80	\$ 3,995.20	\$ 4,094.40	\$ 4,176.00	\$ 4,258.40	\$ 4,340.00	\$ 4,422.40	\$ 4,504.00
Appx. Monthly	\$ 6,444.53	\$ 6,604.00	\$ 6,770.40	\$ 6,938.53	\$ 7,115.33	\$ 7,286.93	\$ 7,475.87	\$ 7,650.93	\$ 7,850.27	\$ 8,035.73	\$ 8,229.87	\$ 8,443.07	\$ 8,656.27	\$ 8,871.20	\$ 9,048.00	\$ 9,225.53	\$ 9,403.33	\$ 9,581.87	\$ 9,758.67
Appx. Annual	\$ 77,334.40	\$ 79,248.00	\$ 81,244.80	\$ 83,262.40	\$ 85,384.00	\$ 87,443.20	\$ 89,710.40	\$ 91,811.20	\$ 94,203.20	\$ 96,428.80	\$ 98,758.40	\$ 101,316.80	\$ 103,875.20	\$ 106,454.40	\$ 108,576.00	\$ 110,718.40	\$ 112,840.00	\$ 114,982.40	\$ 117,104.00
66T Hourly	\$ 36.54	\$ 37.44	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.67	\$ 47.88	\$ 49.07	\$ 50.30	\$ 51.30	\$ 52.32	\$ 53.32	\$ 54.31	\$ 55.32
Appx. Bi-wkly	\$ 2,923.20	\$ 2,995.20	\$ 3,070.40	\$ 3,147.20	\$ 3,227.20	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80	\$ 3,644.80	\$ 3,733.60	\$ 3,830.40	\$ 3,925.60	\$ 4,024.00	\$ 4,104.00	\$ 4,185.60	\$ 4,265.60	\$ 4,344.80	\$ 4,425.60
Appx. Monthly	\$ 6,333.60	\$ 6,489.60	\$ 6,652.53	\$ 6,818.93	\$ 6,992.27	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07	\$ 7,897.07	\$ 8,089.47	\$ 8,299.20	\$ 8,505.47	\$ 8,718.67	\$ 8,892.00	\$ 9,068.80	\$ 9,242.13	\$ 9,413.73	\$ 9,588.80
Appx. Annual	\$ 76,003.20	\$ 77,875.20	\$ 79,830.40	\$ 81,827.20	\$ 83,907.20	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80	\$ 94,764.80	\$ 97,073.60	\$ 99,590.40	\$ 102,065.60	\$ 104,624.00	\$ 106,704.00	\$ 108,825.60	\$ 110,905.60	\$ 112,964.80	\$ 115,065.60
66A Hourly	\$ 37.00	\$ 37.93	\$ 38.86	\$ 39.83	\$ 40.85	\$ 41.83	\$ 42.91	\$ 43.92	\$ 45.06	\$ 46.14	\$ 47.24	\$ 48.47	\$ 49.68	\$ 50.93	\$ 51.95	\$ 52.97	\$ 53.98	\$ 55.00	\$ 56.02
Appx. Bi-wkly	\$ 2,960.00	\$ 3,034.40	\$ 3,108.80	\$ 3,186.40	\$ 3,268.00	\$ 3,346.40	\$ 3,432.80	\$ 3,513.60	\$ 3,604.80	\$ 3,691.20	\$ 3,779.20	\$ 3,877.60	\$ 3,974.40	\$ 4,074.40	\$ 4,156.00	\$ 4,237.60	\$ 4,318.40	\$ 4,400.00	\$ 4,481.60
Appx. Monthly	\$ 6,413.33	\$ 6,574.53	\$ 6,735.73	\$ 6,903.87	\$ 7,080.67	\$ 7,250.53	\$ 7,437.73	\$ 7,612.80	\$ 7,810.40	\$ 7,997.60	\$ 8,188.27	\$ 8,401.47	\$ 8,611.20	\$ 8,827.87	\$ 9,004.67	\$ 9,181.47	\$ 9,356.53	\$ 9,533.33	\$ 9,710.13
Appx. Annual	\$ 76,960.00	\$ 78,894.40	\$ 80,828.80	\$ 82,846.40	\$ 84,968.00	\$ 87,006.40	\$ 89,252.80	\$ 91,353.60	\$ 93,724.80	\$ 95,971.20	\$ 98,259.20	\$ 100,817.60	\$ 103,334.40	\$ 105,934.40	\$ 108,056.00	\$ 110,177.60	\$ 112,278.40	\$ 114,400.00	\$ 116,521.60
66C Hourly	\$ 37.18	\$ 38.10	\$ 39.06	\$ 40.03	\$ 41.05	\$ 42.04	\$ 43.13	\$ 44.14	\$ 45.29	\$ 46.36	\$ 47.48	\$ 48.71	\$ 49.94	\$ 51.18	\$ 52.20	\$ 53.23	\$ 54.25	\$ 55.28	\$ 56.30
Appx. Bi-wkly	\$ 2,974.40	\$ 3,048.00	\$ 3,124.80	\$ 3,202.40	\$ 3,284.00	\$ 3,363.20	\$ 3,450.40	\$ 3,531.20	\$ 3,623.20	\$ 3,708.80	\$ 3,798.40	\$ 3,896.80	\$ 3,995.20	\$ 4,094.40	\$ 4,176.00	\$ 4,258.40	\$ 4,340.00	\$ 4,422.40	\$ 4,504.00
Appx. Monthly	\$ 6,444.53	\$ 6,604.00	\$ 6,770.40	\$ 6,938.53	\$ 7,115.33	\$ 7,286.93	\$ 7,475.87	\$ 7,650.93	\$ 7,850.27	\$ 8,035.73	\$ 8,229.87	\$ 8,443.07	\$ 8,656.27	\$ 8,871.20	\$ 9,048.00	\$ 9,225.53	\$ 9,403.33	\$ 9,581.87	\$ 9,758.67
Appx. Annual	\$ 77,334.40	\$ 79,248.00	\$ 81,244.80	\$ 83,262.40	\$ 85,384.00	\$ 87,443.20	\$ 89,710.40	\$ 91,811.20	\$ 94,203.20	\$ 96,428.80	\$ 98,758.40	\$ 101,316.80	\$ 103,875.20	\$ 106,454.40	\$ 108,576.00	\$ 110,718.40	\$ 112,840.00	\$ 114,982.40	\$ 117,104.00
66T Hourly	\$ 36.54	\$ 37.44	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.67	\$ 47.88	\$ 49.07	\$ 50.30	\$ 51.30	\$ 52.32	\$ 53.32	\$ 54.31	\$ 55.32
Appx. Bi-wkly	\$ 2,923.20	\$ 2,995.20	\$ 3,070.40	\$ 3,147.20	\$ 3,227.20	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80	\$ 3,644.80	\$ 3,733.60	\$ 3,830.40	\$ 3,925.60	\$ 4,024.00	\$ 4,104.00	\$ 4,185.60	\$ 4,265.60	\$ 4,344.80	\$ 4,425.60
Appx. Monthly	\$ 6,333.60	\$ 6,489.60	\$ 6,652.53	\$ 6,818.93	\$ 6,992.27	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07	\$ 7,897.07	\$ 8,089.47	\$ 8,299.20	\$ 8,505.47	\$ 8,718.67	\$ 8,892.00	\$ 9,068.80	\$ 9,242.13	\$ 9,413.73	\$ 9,588.80
Appx. Annual	\$ 76,003.20	\$ 77,875.20	\$ 79,830.40	\$ 81,827.20	\$ 83,907.20	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80	\$ 94,764.80	\$ 97,073.60	\$ 99,590.40	\$ 102,065.60	\$ 104,624.00	\$ 106,704.00	\$ 108,825.60	\$ 110,905.60	\$ 112,964.80	\$ 115,065.60
67 Hourly	\$ 37.44	\$ 38.38	\$ 39.34	\$ 40.34	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.6									

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective UBA	Non-Longevity														Longevity				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years
69A Hourly	\$ 39.82	\$ 40.82	\$ 41.83	\$ 42.91	\$ 43.92	\$ 45.06	\$ 46.14	\$ 47.24	\$ 48.47	\$ 49.68	\$ 50.91	\$ 52.19	\$ 53.51	\$ 54.85	\$ 55.94	\$ 57.04	\$ 58.14	\$ 59.23	\$ 60.33
Appx. Bi-wkly	\$ 3,185.60	\$ 3,265.60	\$ 3,346.40	\$ 3,432.80	\$ 3,513.60	\$ 3,604.80	\$ 3,691.20	\$ 3,779.20	\$ 3,877.60	\$ 3,974.40	\$ 4,072.80	\$ 4,175.20	\$ 4,280.80	\$ 4,388.00	\$ 4,475.20	\$ 4,563.20	\$ 4,651.20	\$ 4,738.40	\$ 4,826.40
Appx. Monthly	\$ 6,902.13	\$ 7,075.47	\$ 7,250.53	\$ 7,437.73	\$ 7,612.80	\$ 7,810.40	\$ 7,997.60	\$ 8,188.27	\$ 8,401.47	\$ 8,611.20	\$ 8,824.40	\$ 9,046.27	\$ 9,275.07	\$ 9,507.33	\$ 9,696.27	\$ 9,886.93	\$ 10,077.60	\$ 10,266.53	\$ 10,457.20
Appx. Annual	\$ 82,825.60	\$ 84,905.60	\$ 87,006.40	\$ 89,252.80	\$ 91,353.60	\$ 93,724.80	\$ 95,971.20	\$ 98,259.20	\$ 100,817.60	\$ 103,334.40	\$ 105,892.80	\$ 108,555.20	\$ 111,300.80	\$ 114,088.00	\$ 116,355.20	\$ 118,643.20	\$ 120,931.20	\$ 123,198.40	\$ 125,486.40
69C Hourly	\$ 40.02	\$ 41.02	\$ 42.04	\$ 43.13	\$ 44.14	\$ 45.29	\$ 46.36	\$ 47.48	\$ 48.71	\$ 49.94	\$ 51.16	\$ 52.44	\$ 53.77	\$ 55.11	\$ 56.21	\$ 57.32	\$ 58.41	\$ 59.52	\$ 60.62
Appx. Bi-wkly	\$ 3,201.60	\$ 3,281.60	\$ 3,363.20	\$ 3,450.40	\$ 3,531.20	\$ 3,623.20	\$ 3,708.80	\$ 3,798.40	\$ 3,896.80	\$ 3,995.20	\$ 4,092.80	\$ 4,195.20	\$ 4,301.60	\$ 4,408.80	\$ 4,496.80	\$ 4,585.60	\$ 4,672.80	\$ 4,761.60	\$ 4,849.60
Appx. Monthly	\$ 6,936.80	\$ 7,110.13	\$ 7,286.93	\$ 7,475.87	\$ 7,650.93	\$ 7,850.27	\$ 8,035.73	\$ 8,229.87	\$ 8,443.07	\$ 8,656.27	\$ 8,867.73	\$ 9,089.60	\$ 9,320.13	\$ 9,552.40	\$ 9,743.07	\$ 9,935.47	\$ 10,124.40	\$ 10,316.80	\$ 10,507.47
Appx. Annual	\$ 83,241.60	\$ 85,321.60	\$ 87,443.20	\$ 89,710.40	\$ 91,811.20	\$ 94,203.20	\$ 96,428.80	\$ 98,758.40	\$ 101,316.80	\$ 103,875.20	\$ 106,412.80	\$ 109,075.20	\$ 111,841.60	\$ 114,628.80	\$ 116,916.80	\$ 119,225.60	\$ 121,492.80	\$ 123,801.60	\$ 126,089.60
69T Hourly	\$ 39.33	\$ 40.31	\$ 41.32	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.67	\$ 47.88	\$ 49.07	\$ 50.28	\$ 51.54	\$ 52.85	\$ 54.19	\$ 55.49	\$ 56.76	\$ 58.08	\$ 59.38	\$ 60.67
Appx. Bi-wkly	\$ 3,146.40	\$ 3,224.80	\$ 3,305.60	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80	\$ 3,644.80	\$ 3,733.60	\$ 3,830.40	\$ 3,925.60	\$ 4,022.40	\$ 4,123.20	\$ 4,228.00	\$ 4,335.20	\$ 4,428.00	\$ 4,520.00	\$ 4,616.00	\$ 4,716.00	\$ 4,816.00
Appx. Monthly	\$ 6,817.20	\$ 6,987.07	\$ 7,162.13	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07	\$ 7,897.07	\$ 8,089.47	\$ 8,299.20	\$ 8,505.47	\$ 8,715.20	\$ 8,933.60	\$ 9,160.67	\$ 9,392.93	\$ 9,626.93	\$ 9,862.93	\$ 10,104.00	\$ 10,350.00	\$ 10,596.00
Appx. Annual	\$ 81,806.40	\$ 83,844.80	\$ 85,945.60	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80	\$ 94,764.80	\$ 97,073.60	\$ 99,590.40	\$ 102,065.60	\$ 104,582.40	\$ 107,203.20	\$ 109,928.00	\$ 112,715.20	\$ 115,523.20	\$ 118,332.00	\$ 121,148.00	\$ 124,016.00	\$ 126,944.00
70 Hourly	\$ 40.34	\$ 41.36	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.67	\$ 47.88	\$ 49.07	\$ 50.28	\$ 51.54	\$ 52.85	\$ 54.19	\$ 55.54	\$ 56.65	\$ 57.76	\$ 58.88	\$ 59.98	\$ 61.10
Appx. Bi-wkly	\$ 3,227.20	\$ 3,308.80	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80	\$ 3,644.80	\$ 3,733.60	\$ 3,830.40	\$ 3,925.60	\$ 4,022.40	\$ 4,123.20	\$ 4,228.00	\$ 4,335.20	\$ 4,443.20	\$ 4,532.00	\$ 4,620.80	\$ 4,710.40	\$ 4,798.40	\$ 4,888.00
Appx. Monthly	\$ 6,992.27	\$ 7,169.07	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07	\$ 7,897.07	\$ 8,089.47	\$ 8,299.20	\$ 8,505.47	\$ 8,715.20	\$ 8,933.60	\$ 9,160.67	\$ 9,392.93	\$ 9,626.93	\$ 9,862.93	\$ 10,104.00	\$ 10,350.00	\$ 10,596.00	\$ 10,842.00
Appx. Annual	\$ 83,907.20	\$ 86,028.80	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80	\$ 94,764.80	\$ 97,073.60	\$ 99,590.40	\$ 102,065.60	\$ 104,582.40	\$ 107,203.20	\$ 109,928.00	\$ 112,715.20	\$ 115,523.20	\$ 118,332.00	\$ 121,148.00	\$ 124,016.00	\$ 126,944.00	\$ 129,888.00
70A Hourly	\$ 40.85	\$ 41.86	\$ 42.91	\$ 43.92	\$ 45.06	\$ 46.14	\$ 47.24	\$ 48.47	\$ 49.68	\$ 50.91	\$ 52.19	\$ 53.51	\$ 54.85	\$ 56.23	\$ 57.36	\$ 58.48	\$ 59.60	\$ 60.73	\$ 61.86
Appx. Bi-wkly	\$ 3,268.00	\$ 3,348.80	\$ 3,432.80	\$ 3,513.60	\$ 3,604.80	\$ 3,691.20	\$ 3,779.20	\$ 3,877.60	\$ 3,974.40	\$ 4,072.80	\$ 4,175.20	\$ 4,280.80	\$ 4,389.60	\$ 4,498.40	\$ 4,588.80	\$ 4,678.40	\$ 4,768.00	\$ 4,858.40	\$ 4,948.80
Appx. Monthly	\$ 7,080.67	\$ 7,255.73	\$ 7,437.73	\$ 7,612.80	\$ 7,810.40	\$ 7,997.60	\$ 8,188.27	\$ 8,401.47	\$ 8,611.20	\$ 8,824.40	\$ 9,046.27	\$ 9,275.07	\$ 9,510.80	\$ 9,746.53	\$ 9,942.40	\$ 10,136.53	\$ 10,330.67	\$ 10,526.53	\$ 10,722.40
Appx. Annual	\$ 84,968.00	\$ 87,068.80	\$ 89,252.80	\$ 91,353.60	\$ 93,724.80	\$ 95,971.20	\$ 98,259.20	\$ 100,817.60	\$ 103,334.40	\$ 105,892.80	\$ 108,555.20	\$ 111,300.80	\$ 114,129.60	\$ 116,958.40	\$ 119,380.80	\$ 121,638.40	\$ 123,968.00	\$ 126,318.40	\$ 128,668.80
70C Hourly	\$ 41.05	\$ 42.09	\$ 43.13	\$ 44.14	\$ 45.29	\$ 46.36	\$ 47.48	\$ 48.71	\$ 49.94	\$ 51.16	\$ 52.44	\$ 53.77	\$ 55.13	\$ 56.52	\$ 57.65	\$ 58.77	\$ 59.90	\$ 61.03	\$ 62.17
Appx. Bi-wkly	\$ 3,284.00	\$ 3,367.20	\$ 3,450.40	\$ 3,531.20	\$ 3,623.20	\$ 3,708.80	\$ 3,798.40	\$ 3,896.80	\$ 3,995.20	\$ 4,092.80	\$ 4,195.20	\$ 4,301.60	\$ 4,410.40	\$ 4,521.60	\$ 4,612.00	\$ 4,701.60	\$ 4,792.00	\$ 4,882.40	\$ 4,973.60
Appx. Monthly	\$ 7,115.33	\$ 7,295.60	\$ 7,475.87	\$ 7,650.93	\$ 7,850.27	\$ 8,035.73	\$ 8,229.87	\$ 8,443.07	\$ 8,656.27	\$ 8,867.73	\$ 9,089.60	\$ 9,320.13	\$ 9,552.40	\$ 9,796.80	\$ 9,992.67	\$ 10,186.80	\$ 10,382.67	\$ 10,578.53	\$ 10,774.13
Appx. Annual	\$ 85,384.00	\$ 87,547.20	\$ 89,710.40	\$ 91,811.20	\$ 94,203.20	\$ 96,428.80	\$ 98,758.40	\$ 101,316.80	\$ 103,875.20	\$ 106,412.80	\$ 109,075.20	\$ 111,841.60	\$ 114,670.40	\$ 117,561.60	\$ 119,912.00	\$ 122,241.60	\$ 124,592.00	\$ 126,942.40	\$ 129,313.60
70T Hourly	\$ 40.34	\$ 41.36	\$ 42.38	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.67	\$ 47.88	\$ 49.07	\$ 50.28	\$ 51.54	\$ 52.85	\$ 54.19	\$ 55.49	\$ 56.65	\$ 57.76	\$ 58.88	\$ 59.98	\$ 61.10
Appx. Bi-wkly	\$ 3,227.20	\$ 3,308.80	\$ 3,390.40	\$ 3,470.40	\$ 3,560.80	\$ 3,644.80	\$ 3,733.60	\$ 3,830.40	\$ 3,925.60	\$ 4,022.40	\$ 4,123.20	\$ 4,228.00	\$ 4,335.20	\$ 4,443.20	\$ 4,532.00	\$ 4,620.80	\$ 4,710.40	\$ 4,798.40	\$ 4,888.00
Appx. Monthly	\$ 6,992.27	\$ 7,169.07	\$ 7,345.87	\$ 7,519.20	\$ 7,715.07	\$ 7,897.07	\$ 8,089.47	\$ 8,299.20	\$ 8,505.47	\$ 8,715.20	\$ 8,933.60	\$ 9,160.67	\$ 9,392.93	\$ 9,626.93	\$ 9,862.93	\$ 10,104.00	\$ 10,350.00	\$ 10,596.00	\$ 10,842.00
Appx. Annual	\$ 83,907.20	\$ 86,028.80	\$ 88,150.40	\$ 90,230.40	\$ 92,580.80	\$ 94,764.80	\$ 97,073.60	\$ 99,590.40	\$ 102,065.60	\$ 104,582.40	\$ 107,203.20	\$ 109,928.00	\$ 112,715.20	\$ 115,523.20	\$ 118,332.00	\$ 121,148.00	\$ 124,016.00	\$ 126,944.00	\$ 129,888.00
71 Hourly	\$ 41.30	\$ 42.33	\$ 43.38	\$ 44.51	\$ 45.56	\$ 46.67	\$ 47.88	\$ 49.07	\$ 50.28	\$ 51.54	\$ 52.85	\$ 54.19	\$ 55.52	\$ 56.91	\$ 58.05	\$ 59.18	\$ 60.31	\$ 61.46	\$ 62.60
Appx. Bi-wkly	\$ 3,304.00	\$ 3,386.40	\$ 3,470.40	\$ 3,560.80	\$ 3,644.80	\$ 3,733.60	\$ 3,830.40	\$ 3,925.60	\$ 4,022.40	\$ 4,123.20	\$ 4,228.00	\$ 4,335.20	\$ 4,441.60	\$ 4,552.80	\$ 4,644.00	\$ 4,734.40	\$ 4,824.80	\$ 4,916.80	\$ 5,008.00
Appx. Monthly	\$ 7,158.67	\$ 7,337.20	\$ 7,519.20	\$ 7,715.07	\$ 7,897.07	\$ 8,089.47	\$ 8,299.20	\$ 8,505.47	\$ 8,715.20	\$ 8,933.60	\$ 9,160.67	\$ 9,392.93	\$ 9,623.47	\$ 9,864.40	\$ 10,062.00	\$ 10,257.87	\$ 10,453.73	\$ 10,653.07	\$ 10,850.67
Appx. Annual	\$ 85,904.00	\$ 88,046.40	\$ 90,230.40	\$ 92,580.80	\$ 94,764.80	\$ 97,073.60	\$ 99,590.40	\$ 102,065.60	\$ 104,582.40	\$ 107,203.20	\$ 109,928.00	\$ 112,715.20	\$ 115,481.60	\$ 118,372.80	\$ 120,744.00	\$ 123,094.40	\$ 125,444.80	\$ 127,836.80	\$ 130,208.00
71A Hourly	\$ 41.81	\$ 42.86	\$ 43.92	\$ 45.06	\$ 46.14	\$ 47.24	\$ 48.47	\$ 49.68	\$ 50.91	\$ 52.19	\$ 53.51	\$ 54.85	\$ 56.21	\$ 57.62	\$ 58.76	\$ 59.91	\$ 61.07	\$ 62.23	\$ 63.38
Appx. Bi-wkly	\$ 3,344.80	\$ 3,428.80	\$ 3,513.60	\$ 3,604.80	\$ 3,691.20	\$ 3,779.20	\$ 3,877.60	\$ 3,974.40	\$ 4,072.80	\$ 4,175.20	\$ 4,280.80	\$ 4,389.60	\$ 4,496.80	\$ 4,609.60	\$ 4,700.80	\$ 4,792.80	\$ 4,885.60	\$ 4,978.40	\$ 5,070.40
Appx. Monthly	\$ 7,247.07	\$ 7,429.07	\$ 7,612.80	\$ 7,810.40	\$ 7,997.60	\$ 8,188.27	\$ 8,401.47	\$ 8,611.20	\$ 8,824.40	\$ 9,046.27	\$ 9,275.07	\$ 9,510.80	\$ 9,743.07	\$ 9,987.47	\$ 10,185.07	\$ 10,384.40	\$ 10,585.47	\$ 10,786.53	\$ 10,985.87
Appx. Annual	\$ 86,964.80	\$ 89,148.80	\$ 91,353.60	\$ 93,724.80	\$ 95,971.20	\$ 98,259.20	\$ 100,817.60	\$ 103,334.40	\$ 105,892.80	\$ 108,555.20	\$ 111,300.80	\$ 114,129.60	\$ 116,916.80	\$ 119,849.60	\$ 122,220.80	\$ 124,612.80	\$ 127,025.60	\$ 129,438.40	\$ 131,830.40
71C Hourly	\$ 42.01	\$ 43.07	\$ 44.14	\$ 45.29	\$ 46.36	\$ 47.48	\$ 48.71	\$ 49.94	\$ 51.16	\$ 52.44	\$ 53.77	\$ 55.13	\$ 56.50	\$ 57.91	\$ 59.07	\$ 60.22	\$ 61.38	\$ 62.55	\$ 63.70
Appx. Bi-wkly	\$ 3,360.80	\$ 3,445.60	\$ 3,531.20	\$ 3,623.20	\$ 3,708.80	\$ 3,798.40	\$ 3,896.80	\$ 3,995.20	\$ 4,092.80	\$ 4,195.20	\$ 4,301.60	\$ 4,410.40	\$ 4,520.00	\$ 4,632.80	\$ 4,725.60	\$ 4,817.60	\$ 4,910.40	\$ 5,004.00	\$ 5,096.00
Appx. Monthly	\$ 7,281.73	\$ 7,465.47	\$ 7,650.93	\$ 7,850.27	\$ 8,035.73	\$ 8,229.87	\$ 8,443.07	\$ 8,656.27	\$ 8,867.73	\$ 9,089.60	\$ 9,320.13	\$ 9,552.40	\$ 9,793.33	\$ 10,037.73	\$ 10,238.80	\$ 10,438.13	\$ 10,639.20	\$ 10,842.00	\$ 11,041.33
Appx. Annual	\$ 87,380.80	\$ 89,585.60	\$ 91,811.20	\$ 94,203.20	\$ 96,428.80	\$ 98,758.40	\$ 101,316.80	\$ 103,875.20	\$ 106,412.80	\$ 109,075.20	\$ 111,841.60	\$ 114,670.40	\$ 117,520.00	\$ 120,452.80	\$ 122,865.60	\$ 125,257.60	\$ 127,670.40	\$ 130,104.00	\$ 132,496.00
71T Hourly	\$ 41.30	\$ 42.33	\$ 43.3																

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective UBA	Non-Longevity														Longevity				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years
73C Hourly	\$ 44.19	\$ 45.29	\$ 46.41	\$ 47.53	\$ 48.67	\$ 49.94	\$ 51.18	\$ 52.43	\$ 53.75	\$ 55.11	\$ 56.52	\$ 57.91	\$ 59.36	\$ 60.83	\$ 62.04	\$ 63.26	\$ 64.48	\$ 65.70	\$ 66.91
Appx. Bi-wkly	\$ 3,535.20	\$ 3,623.20	\$ 3,712.80	\$ 3,802.40	\$ 3,893.60	\$ 3,995.20	\$ 4,094.40	\$ 4,194.40	\$ 4,300.00	\$ 4,408.80	\$ 4,521.60	\$ 4,632.80	\$ 4,748.80	\$ 4,866.40	\$ 4,963.20	\$ 5,060.80	\$ 5,158.40	\$ 5,256.00	\$ 5,352.80
Appx. Monthly	\$ 7,659.60	\$ 7,850.27	\$ 8,044.40	\$ 8,238.53	\$ 8,436.13	\$ 8,656.27	\$ 8,871.20	\$ 9,087.87	\$ 9,316.67	\$ 9,552.40	\$ 9,796.80	\$ 10,037.73	\$ 10,289.07	\$ 10,543.87	\$ 10,753.60	\$ 10,965.07	\$ 11,176.53	\$ 11,388.00	\$ 11,597.73
Appx. Annual	\$ 91,915.20	\$ 94,203.20	\$ 96,532.80	\$ 98,862.40	\$ 101,233.60	\$ 103,875.20	\$ 106,454.40	\$ 109,054.40	\$ 111,800.00	\$ 114,628.80	\$ 117,561.60	\$ 120,452.80	\$ 123,468.80	\$ 126,526.40	\$ 129,043.20	\$ 131,580.80	\$ 134,118.40	\$ 136,656.00	\$ 139,172.80
73T Hourly	\$ 43.42	\$ 44.51	\$ 45.62	\$ 46.72	\$ 47.84	\$ 49.07	\$ 50.30	\$ 51.53	\$ 52.83	\$ 54.17	\$ 55.54	\$ 56.91	\$ 58.33						
Appx. Bi-wkly	\$ 3,473.60	\$ 3,560.80	\$ 3,649.60	\$ 3,737.60	\$ 3,827.20	\$ 3,925.60	\$ 4,024.00	\$ 4,122.40	\$ 4,226.40	\$ 4,333.60	\$ 4,443.20	\$ 4,552.80	\$ 4,666.40						
Appx. Monthly	\$ 7,526.13	\$ 7,715.07	\$ 7,907.47	\$ 8,098.13	\$ 8,292.27	\$ 8,505.47	\$ 8,718.67	\$ 8,931.87	\$ 9,157.20	\$ 9,389.47	\$ 9,626.93	\$ 9,864.40	\$ 10,110.53						
Appx. Annual	\$ 90,313.60	\$ 92,580.80	\$ 94,889.60	\$ 97,177.60	\$ 99,507.20	\$ 102,065.60	\$ 104,624.00	\$ 107,182.40	\$ 109,886.40	\$ 112,673.60	\$ 115,523.20	\$ 118,372.80	\$ 121,326.40						
74B Hourly	\$ 45.17	\$ 46.31	\$ 47.46	\$ 48.61	\$ 49.76	\$ 51.05	\$ 52.33	\$ 53.61	\$ 54.96	\$ 56.35	\$ 57.79	\$ 59.20	\$ 60.68	\$ 62.21	\$ 63.45	\$ 64.70	\$ 65.94	\$ 67.18	\$ 68.42
Appx. Bi-wkly	\$ 3,613.60	\$ 3,704.80	\$ 3,796.80	\$ 3,888.80	\$ 3,980.80	\$ 4,084.00	\$ 4,186.40	\$ 4,288.80	\$ 4,396.80	\$ 4,508.00	\$ 4,623.20	\$ 4,736.00	\$ 4,854.40	\$ 4,976.80	\$ 5,076.00	\$ 5,176.00	\$ 5,275.20	\$ 5,374.40	\$ 5,473.60
Appx. Monthly	\$ 7,829.47	\$ 8,027.07	\$ 8,226.40	\$ 8,425.73	\$ 8,625.07	\$ 8,848.67	\$ 9,070.53	\$ 9,292.40	\$ 9,526.40	\$ 9,767.33	\$ 10,016.93	\$ 10,261.33	\$ 10,517.87	\$ 10,783.07	\$ 10,998.00	\$ 11,214.67	\$ 11,429.60	\$ 11,644.53	\$ 11,859.47
Appx. Annual	\$ 93,953.60	\$ 96,324.80	\$ 98,716.80	\$ 101,108.80	\$ 103,500.80	\$ 106,184.00	\$ 108,846.40	\$ 111,508.80	\$ 114,316.80	\$ 117,208.00	\$ 120,203.20	\$ 123,136.00	\$ 126,214.40	\$ 129,396.80	\$ 131,976.00	\$ 134,576.00	\$ 137,155.20	\$ 139,734.40	\$ 142,313.60
75B Hourly	\$ 45.68	\$ 47.12	\$ 48.29	\$ 49.46	\$ 50.64	\$ 51.96	\$ 53.25	\$ 54.54	\$ 55.91	\$ 57.34	\$ 58.79	\$ 60.24	\$ 61.75	\$ 63.29	\$ 64.55	\$ 65.83	\$ 67.10	\$ 68.36	\$ 69.63
Appx. Bi-wkly	\$ 3,654.40	\$ 3,769.60	\$ 3,863.20	\$ 3,956.80	\$ 4,051.20	\$ 4,156.80	\$ 4,260.00	\$ 4,363.20	\$ 4,472.80	\$ 4,587.20	\$ 4,703.20	\$ 4,819.20	\$ 4,940.00	\$ 5,063.20	\$ 5,164.00	\$ 5,266.40	\$ 5,368.00	\$ 5,468.80	\$ 5,570.40
Appx. Monthly	\$ 7,917.87	\$ 8,167.47	\$ 8,370.27	\$ 8,573.07	\$ 8,777.60	\$ 9,006.40	\$ 9,230.00	\$ 9,453.60	\$ 9,691.07	\$ 9,938.93	\$ 10,190.27	\$ 10,441.60	\$ 10,703.33	\$ 10,970.27	\$ 11,188.67	\$ 11,410.53	\$ 11,630.67	\$ 11,849.07	\$ 12,069.20
Appx. Annual	\$ 95,014.40	\$ 98,009.60	\$ 100,443.20	\$ 102,876.80	\$ 105,331.20	\$ 108,076.80	\$ 110,760.00	\$ 113,443.20	\$ 116,292.80	\$ 119,267.20	\$ 122,283.20	\$ 125,299.20	\$ 128,440.00	\$ 131,643.20	\$ 134,264.00	\$ 136,926.40	\$ 139,568.00	\$ 142,188.80	\$ 144,830.40
80 Hourly	\$ 50.92	\$ 52.64	\$ 53.96	\$ 55.27	\$ 56.65	\$ 58.06	\$ 59.48	\$ 60.98	\$ 62.53	\$ 64.09	\$ 65.69	\$ 67.33	\$ 69.03	\$ 70.75	\$ 72.16	\$ 73.57	\$ 74.99	\$ 76.40	\$ 77.82
Appx. Bi-wkly	\$ 4,073.60	\$ 4,211.20	\$ 4,316.80	\$ 4,421.60	\$ 4,532.00	\$ 4,644.80	\$ 4,758.40	\$ 4,878.40	\$ 5,002.40	\$ 5,127.20	\$ 5,255.20	\$ 5,386.40	\$ 5,522.40	\$ 5,660.00	\$ 5,772.80	\$ 5,885.60	\$ 5,999.20	\$ 6,112.00	\$ 6,225.60
Appx. Monthly	\$ 8,826.13	\$ 9,124.27	\$ 9,353.07	\$ 9,580.13	\$ 9,819.33	\$ 10,063.73	\$ 10,309.87	\$ 10,569.87	\$ 10,838.53	\$ 11,108.93	\$ 11,386.27	\$ 11,670.53	\$ 11,965.20	\$ 12,263.33	\$ 12,507.73	\$ 12,752.13	\$ 12,998.27	\$ 13,242.67	\$ 13,488.80
Appx. Annual	\$ 105,913.60	\$ 109,491.20	\$ 112,236.80	\$ 114,961.60	\$ 117,832.00	\$ 120,764.80	\$ 123,718.40	\$ 126,838.40	\$ 130,062.40	\$ 133,307.20	\$ 136,635.20	\$ 140,046.40	\$ 143,582.40	\$ 147,160.00	\$ 150,092.80	\$ 153,025.60	\$ 155,979.20	\$ 158,912.00	\$ 161,865.60

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/18/2020	Non-Longevity														Longevity					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years	
61	Hourly	\$ 33.12	\$ 33.95	\$ 34.79	\$ 35.68	\$ 36.55	\$ 37.46	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.57	\$ 46.49	\$ 47.40	\$ 48.32	\$ 49.22	\$ 50.13
	Appx. Bi-wkly	\$ 2,649.60	\$ 2,716.00	\$ 2,783.20	\$ 2,854.40	\$ 2,924.00	\$ 2,996.80	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,645.60	\$ 3,719.20	\$ 3,792.00	\$ 3,865.60	\$ 3,937.60	\$ 4,010.40
	Appx. Monthly	\$ 5,740.80	\$ 5,884.67	\$ 6,030.27	\$ 6,184.53	\$ 6,335.33	\$ 6,493.07	\$ 6,654.27	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,898.80	\$ 8,058.27	\$ 8,216.00	\$ 8,375.47	\$ 8,531.47	\$ 8,689.20
	Appx. Annual	\$ 68,889.60	\$ 70,616.00	\$ 72,363.20	\$ 74,214.40	\$ 76,024.00	\$ 77,916.80	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,785.60	\$ 96,699.20	\$ 98,592.00	\$ 100,505.60	\$ 102,377.60	\$ 104,270.40
61A	Hourly	\$ 33.54	\$ 34.38	\$ 35.24	\$ 36.11	\$ 37.02	\$ 37.94	\$ 38.89	\$ 39.83	\$ 40.83	\$ 41.87	\$ 42.88	\$ 43.98	\$ 45.02	\$ 46.16	\$ 47.08	\$ 48.00	\$ 48.92	\$ 49.85	\$ 50.78
	Appx. Bi-wkly	\$ 2,683.20	\$ 2,750.40	\$ 2,819.20	\$ 2,888.80	\$ 2,961.60	\$ 3,035.20	\$ 3,112.00	\$ 3,186.40	\$ 3,266.40	\$ 3,349.60	\$ 3,430.40	\$ 3,518.40	\$ 3,601.60	\$ 3,692.80	\$ 3,766.40	\$ 3,840.00	\$ 3,913.60	\$ 3,988.00	\$ 4,062.40
	Appx. Monthly	\$ 5,813.60	\$ 5,959.20	\$ 6,108.27	\$ 6,259.07	\$ 6,416.80	\$ 6,576.27	\$ 6,740.93	\$ 6,903.87	\$ 7,077.20	\$ 7,257.47	\$ 7,432.53	\$ 7,623.20	\$ 7,803.47	\$ 8,001.07	\$ 8,160.53	\$ 8,320.00	\$ 8,479.47	\$ 8,640.67	\$ 8,801.87
	Appx. Annual	\$ 69,763.20	\$ 71,510.40	\$ 73,299.20	\$ 75,108.80	\$ 77,001.60	\$ 78,915.20	\$ 80,891.20	\$ 82,846.40	\$ 84,926.40	\$ 87,089.60	\$ 89,190.40	\$ 91,478.40	\$ 93,641.60	\$ 96,012.80	\$ 97,926.40	\$ 99,840.00	\$ 101,753.60	\$ 103,688.00	\$ 105,622.40
61C	Hourly	\$ 33.68	\$ 34.54	\$ 35.40	\$ 36.31	\$ 37.18	\$ 38.12	\$ 39.06	\$ 40.04	\$ 41.03	\$ 42.08	\$ 43.09	\$ 44.21	\$ 45.24	\$ 46.38	\$ 47.31	\$ 48.24	\$ 49.16	\$ 50.09	\$ 51.01
	Appx. Bi-wkly	\$ 2,694.40	\$ 2,763.20	\$ 2,832.00	\$ 2,904.80	\$ 2,974.40	\$ 3,049.60	\$ 3,124.80	\$ 3,203.20	\$ 3,282.40	\$ 3,366.40	\$ 3,447.20	\$ 3,536.80	\$ 3,619.20	\$ 3,710.40	\$ 3,784.80	\$ 3,859.20	\$ 3,932.80	\$ 4,007.20	\$ 4,080.80
	Appx. Monthly	\$ 5,837.87	\$ 5,986.93	\$ 6,136.00	\$ 6,293.73	\$ 6,444.53	\$ 6,607.47	\$ 6,770.40	\$ 6,940.27	\$ 7,111.87	\$ 7,293.87	\$ 7,468.93	\$ 7,663.07	\$ 7,841.60	\$ 8,039.20	\$ 8,200.40	\$ 8,361.60	\$ 8,521.07	\$ 8,682.27	\$ 8,841.73
	Appx. Annual	\$ 70,054.40	\$ 71,843.20	\$ 73,632.00	\$ 75,524.80	\$ 77,334.40	\$ 79,289.60	\$ 81,244.80	\$ 83,283.20	\$ 85,342.40	\$ 87,526.40	\$ 89,627.20	\$ 91,956.80	\$ 94,099.20	\$ 96,470.40	\$ 98,404.80	\$ 100,339.20	\$ 102,252.80	\$ 104,187.20	\$ 106,100.80
61T	Hourly	\$ 33.12	\$ 33.95	\$ 34.79	\$ 35.68	\$ 36.55	\$ 37.46	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.57	\$ 46.49	\$ 47.40	\$ 48.32	\$ 49.22	\$ 50.13
	Appx. Bi-wkly	\$ 2,649.60	\$ 2,716.00	\$ 2,783.20	\$ 2,854.40	\$ 2,924.00	\$ 2,996.80	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,645.60	\$ 3,719.20	\$ 3,792.00	\$ 3,865.60	\$ 3,937.60	\$ 4,010.40
	Appx. Monthly	\$ 5,837.87	\$ 5,986.93	\$ 6,136.00	\$ 6,293.73	\$ 6,444.53	\$ 6,607.47	\$ 6,770.40	\$ 6,940.27	\$ 7,111.87	\$ 7,293.87	\$ 7,468.93	\$ 7,663.07	\$ 7,841.60	\$ 8,039.20	\$ 8,200.40	\$ 8,361.60	\$ 8,521.07	\$ 8,682.27	\$ 8,841.73
	Appx. Annual	\$ 68,889.60	\$ 70,616.00	\$ 72,363.20	\$ 74,214.40	\$ 76,024.00	\$ 77,916.80	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,785.60	\$ 96,699.20	\$ 98,592.00	\$ 100,505.60	\$ 102,377.60	\$ 104,270.40
62	Hourly	\$ 33.96	\$ 34.80	\$ 35.68	\$ 36.55	\$ 37.46	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.76	\$ 47.68	\$ 48.64	\$ 49.56	\$ 50.50	\$ 51.43
	Appx. Bi-wkly	\$ 2,716.80	\$ 2,784.00	\$ 2,854.40	\$ 2,924.00	\$ 2,996.80	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,740.80	\$ 3,814.40	\$ 3,891.20	\$ 3,964.80	\$ 4,040.00	\$ 4,114.40
	Appx. Monthly	\$ 5,886.40	\$ 6,032.00	\$ 6,184.53	\$ 6,335.33	\$ 6,493.07	\$ 6,654.27	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,105.07	\$ 8,264.53	\$ 8,430.93	\$ 8,590.40	\$ 8,753.33	\$ 8,914.53
	Appx. Annual	\$ 70,636.80	\$ 72,384.00	\$ 74,214.40	\$ 76,024.00	\$ 77,916.80	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,260.80	\$ 99,174.40	\$ 101,171.20	\$ 103,084.80	\$ 105,040.00	\$ 106,974.40
62A	Hourly	\$ 34.39	\$ 35.25	\$ 36.11	\$ 37.02	\$ 37.94	\$ 38.89	\$ 39.83	\$ 40.83	\$ 41.87	\$ 42.88	\$ 43.98	\$ 45.02	\$ 46.19	\$ 47.33	\$ 48.28	\$ 49.22	\$ 50.16	\$ 51.13	\$ 52.06
	Appx. Bi-wkly	\$ 2,751.20	\$ 2,820.00	\$ 2,888.80	\$ 2,961.60	\$ 3,035.20	\$ 3,111.20	\$ 3,186.40	\$ 3,266.40	\$ 3,349.60	\$ 3,430.40	\$ 3,518.40	\$ 3,601.60	\$ 3,695.20	\$ 3,786.40	\$ 3,862.40	\$ 3,937.60	\$ 4,012.80	\$ 4,090.40	\$ 4,164.80
	Appx. Monthly	\$ 5,960.93	\$ 6,110.00	\$ 6,259.07	\$ 6,416.80	\$ 6,576.27	\$ 6,740.93	\$ 6,903.87	\$ 7,077.20	\$ 7,257.47	\$ 7,432.53	\$ 7,623.20	\$ 7,803.47	\$ 8,006.27	\$ 8,203.87	\$ 8,368.53	\$ 8,531.47	\$ 8,694.40	\$ 8,862.53	\$ 9,023.73
	Appx. Annual	\$ 71,531.20	\$ 73,320.00	\$ 75,108.80	\$ 77,001.60	\$ 78,915.20	\$ 80,891.20	\$ 82,846.40	\$ 84,926.40	\$ 87,089.60	\$ 89,190.40	\$ 91,478.40	\$ 93,641.60	\$ 96,075.20	\$ 98,446.40	\$ 100,422.40	\$ 102,377.60	\$ 104,332.80	\$ 106,350.40	\$ 108,284.80
62C	Hourly	\$ 34.55	\$ 35.41	\$ 36.31	\$ 37.18	\$ 38.12	\$ 39.06	\$ 40.04	\$ 41.03	\$ 42.08	\$ 43.09	\$ 44.21	\$ 45.24	\$ 46.42	\$ 47.57	\$ 48.52	\$ 49.48	\$ 50.43	\$ 51.37	\$ 52.34
	Appx. Bi-wkly	\$ 2,764.00	\$ 2,832.80	\$ 2,904.80	\$ 2,974.40	\$ 3,049.60	\$ 3,124.80	\$ 3,203.20	\$ 3,282.40	\$ 3,366.40	\$ 3,447.20	\$ 3,536.80	\$ 3,619.20	\$ 3,713.60	\$ 3,805.60	\$ 3,881.60	\$ 3,958.40	\$ 4,034.40	\$ 4,109.60	\$ 4,187.20
	Appx. Monthly	\$ 5,988.67	\$ 6,137.73	\$ 6,293.73	\$ 6,444.53	\$ 6,607.47	\$ 6,770.40	\$ 6,940.27	\$ 7,111.87	\$ 7,293.87	\$ 7,468.93	\$ 7,663.07	\$ 7,841.60	\$ 8,046.13	\$ 8,245.47	\$ 8,410.13	\$ 8,576.53	\$ 8,741.20	\$ 8,904.13	\$ 9,072.27
	Appx. Annual	\$ 71,864.00	\$ 73,652.80	\$ 75,524.80	\$ 77,334.40	\$ 79,289.60	\$ 81,244.80	\$ 83,283.20	\$ 85,342.40	\$ 87,526.40	\$ 89,627.20	\$ 91,956.80	\$ 94,099.20	\$ 96,553.60	\$ 98,945.60	\$ 100,921.60	\$ 102,918.40	\$ 104,894.40	\$ 106,849.60	\$ 108,867.20
62T	Hourly	\$ 33.96	\$ 34.80	\$ 35.68	\$ 36.55	\$ 37.46	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.76	\$ 47.68	\$ 48.64	\$ 49.56	\$ 50.50	\$ 51.43
	Appx. Bi-wkly	\$ 2,716.80	\$ 2,784.00	\$ 2,854.40	\$ 2,924.00	\$ 2,996.80	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,740.80	\$ 3,814.40	\$ 3,891.20	\$ 3,964.80	\$ 4,040.00	\$ 4,114.40
	Appx. Monthly	\$ 5,886.40	\$ 6,032.00	\$ 6,184.53	\$ 6,335.33	\$ 6,493.07	\$ 6,654.27	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,105.07	\$ 8,264.53	\$ 8,430.93	\$ 8,590.40	\$ 8,753.33	\$ 8,914.53
	Appx. Annual	\$ 70,636.80	\$ 72,384.00	\$ 74,214.40	\$ 76,024.00	\$ 77,916.80	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,260.80	\$ 99,174.40	\$ 101,171.20	\$ 103,084.80	\$ 105,040.00	\$ 106,974.40
63	Hourly	\$ 34.80	\$ 35.68	\$ 36.55	\$ 37.46	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.89	\$ 48.84	\$ 49.80	\$ 50.77	\$ 51.71	\$ 52.67
	Appx. Bi-wkly	\$ 2,784.00	\$ 2,854.40	\$ 2,924.00	\$ 2,996.80	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,831.20	\$ 3,907.20	\$ 3,984.00	\$ 4,061.60	\$ 4,136.80	\$ 4,213.60
	Appx. Monthly	\$ 6,032.00	\$ 6,184.53	\$ 6,335.33	\$ 6,493.07	\$ 6,654.27	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,300.93	\$ 8,465.60	\$ 8,632.00	\$ 8,800.13	\$ 8,963.07	\$ 9,129.47
	Appx. Annual	\$ 72,384.00	\$ 74,214.40	\$ 76,024.00	\$ 77,916.80	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,611.20	\$ 101,587.20	\$ 103,584.00	\$ 105,601.60	\$ 107,556.80	\$ 109,553.60
63A	Hourly	\$ 35.25	\$ 36.11	\$ 37.02	\$ 37.94	\$ 38.89	\$ 39.83	\$ 40.83	\$ 41.87	\$ 42.88	\$ 43.98	\$ 45.02	\$ 46.19	\$ 47.29	\$ 48.46	\$ 49.45	\$ 50.41	\$ 51.37	\$ 52.35	\$ 53.32
	Appx. Bi-wkly	\$ 2,820.00	\$ 2,888.80	\$ 2,961.60	\$ 3,035.20	\$ 3,111.20	\$ 3,186.40	\$ 3,266.40	\$ 3,349.60	\$ 3,430.40	\$ 3,518.40	\$ 3,601.60	\$ 3,695.20	\$ 3,783.20	\$ 3,876.80	\$ 3,956.00	\$ 4,032.80	\$ 4,109.60	\$ 4,188.00	\$ 4,265.60
	Appx. Monthly	\$ 6,110.00	\$ 6,259.07	\$ 6,416.80	\$ 6,576.27	\$ 6,740.93	\$ 6,903.87	\$ 7,077.20	\$ 7,257.47	\$ 7,432.53	\$ 7,623.20	\$ 7,803.47	\$ 8,006.27	\$ 8,196.93	\$ 8,399.73	\$ 8,571.33	\$ 8,737.73	\$ 8,904.13	\$ 9,074.00	\$ 9,242.13
	Appx. Annual	\$ 73,320.00	\$ 75,108.80	\$ 77,001.60	\$ 78,915.20	\$ 80,891.20	\$ 82,846.40	\$ 84,926.40	\$ 87,089.60	\$ 89,190.40	\$ 91,478.40	\$ 93,641.60	\$ 96,075.20	\$ 98,363.20	\$ 100,796.80	\$ 102,856.00	\$ 104,852.80	\$ 106,849.60	\$ 108,888.00	\$ 110,905.60
63C	Hourly	\$ 35.41	\$ 36.31	\$ 37.18	\$ 38.12	\$														

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/18/2020	Non-Longevity														Longevity				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years
64T	Hourly	\$ 35.67	\$ 36.54	\$ 37.46	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84					
	Appx. Bi-wkly	\$ 2,853.60	\$ 2,923.20	\$ 2,996.80	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20					
	Appx. Monthly	\$ 6,182.80	\$ 6,333.60	\$ 6,493.07	\$ 6,654.27	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27					
	Appx. Annual	\$ 74,193.60	\$ 76,003.20	\$ 77,916.80	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20					
65	Hourly	\$ 36.54	\$ 37.46	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 50.30	\$ 51.30	\$ 52.31	\$ 53.32	\$ 54.33	\$ 55.33
	Appx. Bi-wkly	\$ 2,923.20	\$ 2,996.80	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,104.00	\$ 4,184.80	\$ 4,265.60	\$ 4,346.40
	Appx. Monthly	\$ 6,333.60	\$ 6,493.07	\$ 6,654.27	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,892.00	\$ 9,067.07	\$ 9,242.13	\$ 9,417.20
	Appx. Annual	\$ 76,003.20	\$ 77,916.80	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 106,704.00	\$ 108,804.80	\$ 110,905.60	\$ 113,006.40
65A	Hourly	\$ 37.01	\$ 37.94	\$ 38.89	\$ 39.83	\$ 40.83	\$ 41.87	\$ 42.88	\$ 43.98	\$ 45.02	\$ 46.19	\$ 47.29	\$ 48.42	\$ 49.68	\$ 50.92	\$ 51.95	\$ 52.96	\$ 53.98	\$ 54.99
	Appx. Bi-wkly	\$ 2,960.80	\$ 3,035.20	\$ 3,111.20	\$ 3,186.40	\$ 3,266.40	\$ 3,349.60	\$ 3,430.40	\$ 3,518.40	\$ 3,601.60	\$ 3,695.20	\$ 3,783.20	\$ 3,873.60	\$ 3,974.40	\$ 4,073.60	\$ 4,156.00	\$ 4,236.80	\$ 4,318.40	\$ 4,399.20
	Appx. Monthly	\$ 6,415.07	\$ 6,576.27	\$ 6,740.93	\$ 6,903.87	\$ 7,077.20	\$ 7,257.47	\$ 7,432.53	\$ 7,623.20	\$ 7,803.47	\$ 8,006.27	\$ 8,196.93	\$ 8,392.80	\$ 8,611.20	\$ 8,826.13	\$ 9,004.67	\$ 9,179.73	\$ 9,356.53	\$ 9,531.60
	Appx. Annual	\$ 76,980.80	\$ 78,915.20	\$ 80,891.20	\$ 82,846.40	\$ 84,926.40	\$ 87,089.60	\$ 89,190.40	\$ 91,478.40	\$ 93,641.60	\$ 96,075.20	\$ 98,363.20	\$ 100,713.60	\$ 103,334.40	\$ 105,913.60	\$ 108,056.00	\$ 110,156.80	\$ 112,278.40	\$ 114,379.20
65C	Hourly	\$ 37.17	\$ 38.12	\$ 39.06	\$ 40.04	\$ 41.03	\$ 42.08	\$ 43.09	\$ 44.21	\$ 45.24	\$ 46.42	\$ 47.52	\$ 48.67	\$ 49.93	\$ 51.19	\$ 52.21	\$ 53.24	\$ 54.25	\$ 55.28
	Appx. Bi-wkly	\$ 2,973.60	\$ 3,049.60	\$ 3,124.80	\$ 3,203.20	\$ 3,282.40	\$ 3,366.40	\$ 3,447.20	\$ 3,536.80	\$ 3,619.20	\$ 3,713.60	\$ 3,801.60	\$ 3,893.60	\$ 3,994.40	\$ 4,095.20	\$ 4,176.00	\$ 4,259.20	\$ 4,340.00	\$ 4,422.40
	Appx. Monthly	\$ 6,442.80	\$ 6,607.47	\$ 6,770.40	\$ 6,940.27	\$ 7,111.87	\$ 7,293.87	\$ 7,468.93	\$ 7,663.07	\$ 7,841.60	\$ 8,046.13	\$ 8,236.80	\$ 8,436.13	\$ 8,654.53	\$ 8,872.93	\$ 9,049.73	\$ 9,228.27	\$ 9,403.33	\$ 9,581.87
	Appx. Annual	\$ 77,313.60	\$ 79,289.60	\$ 81,244.80	\$ 83,283.20	\$ 85,342.40	\$ 87,526.40	\$ 89,627.20	\$ 91,956.80	\$ 94,099.20	\$ 96,553.60	\$ 98,841.60	\$ 101,233.60	\$ 103,854.40	\$ 106,475.20	\$ 108,596.80	\$ 110,739.20	\$ 112,840.00	\$ 114,982.40
65T	Hourly	\$ 36.54	\$ 37.46	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08					
	Appx. Bi-wkly	\$ 2,923.20	\$ 2,996.80	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40					
	Appx. Monthly	\$ 6,333.60	\$ 6,493.07	\$ 6,654.27	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20					
	Appx. Annual	\$ 76,003.20	\$ 77,916.80	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40					
66	Hourly	\$ 37.45	\$ 38.38	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30	\$ 51.56	\$ 52.58	\$ 53.63	\$ 54.65	\$ 55.67
	Appx. Bi-wkly	\$ 2,996.00	\$ 3,070.40	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,124.80	\$ 4,206.40	\$ 4,290.40	\$ 4,372.00	\$ 4,453.60
	Appx. Monthly	\$ 6,491.33	\$ 6,652.53	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,937.07	\$ 9,113.87	\$ 9,290.87	\$ 9,472.67	\$ 9,649.47
	Appx. Annual	\$ 77,896.00	\$ 79,830.40	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 107,244.80	\$ 109,366.40	\$ 111,550.40	\$ 113,672.00	\$ 115,793.60
66A	Hourly	\$ 37.93	\$ 38.88	\$ 39.83	\$ 40.83	\$ 41.87	\$ 42.88	\$ 43.98	\$ 45.02	\$ 46.19	\$ 47.29	\$ 48.42	\$ 49.68	\$ 50.92	\$ 52.20	\$ 53.25	\$ 54.29	\$ 55.33	\$ 56.38
	Appx. Bi-wkly	\$ 3,034.40	\$ 3,110.40	\$ 3,186.40	\$ 3,266.40	\$ 3,349.60	\$ 3,430.40	\$ 3,518.40	\$ 3,601.60	\$ 3,695.20	\$ 3,783.20	\$ 3,873.60	\$ 3,974.40	\$ 4,073.60	\$ 4,176.00	\$ 4,260.00	\$ 4,343.20	\$ 4,426.40	\$ 4,510.40
	Appx. Monthly	\$ 6,574.53	\$ 6,739.20	\$ 6,903.87	\$ 7,077.20	\$ 7,257.47	\$ 7,432.53	\$ 7,623.20	\$ 7,803.47	\$ 8,006.27	\$ 8,196.93	\$ 8,392.80	\$ 8,611.20	\$ 8,826.13	\$ 9,048.00	\$ 9,230.00	\$ 9,412.73	\$ 9,590.53	\$ 9,772.53
	Appx. Annual	\$ 78,894.40	\$ 80,870.40	\$ 82,846.40	\$ 84,926.40	\$ 87,089.60	\$ 89,190.40	\$ 91,478.40	\$ 93,641.60	\$ 96,075.20	\$ 98,363.20	\$ 100,713.60	\$ 103,334.40	\$ 105,913.60	\$ 108,576.00	\$ 110,760.00	\$ 112,923.20	\$ 115,086.40	\$ 117,270.40
66C	Hourly	\$ 38.11	\$ 39.05	\$ 40.04	\$ 41.03	\$ 42.08	\$ 43.09	\$ 44.21	\$ 45.24	\$ 46.42	\$ 47.52	\$ 48.67	\$ 49.93	\$ 51.19	\$ 52.46	\$ 53.51	\$ 54.56	\$ 55.61	\$ 56.66
	Appx. Bi-wkly	\$ 3,048.80	\$ 3,124.00	\$ 3,203.20	\$ 3,282.40	\$ 3,366.40	\$ 3,447.20	\$ 3,536.80	\$ 3,619.20	\$ 3,713.60	\$ 3,801.60	\$ 3,893.60	\$ 3,994.40	\$ 4,095.20	\$ 4,196.80	\$ 4,280.80	\$ 4,364.80	\$ 4,448.80	\$ 4,532.80
	Appx. Monthly	\$ 6,605.73	\$ 6,768.67	\$ 6,940.27	\$ 7,111.87	\$ 7,293.87	\$ 7,468.93	\$ 7,663.07	\$ 7,841.60	\$ 8,046.13	\$ 8,236.80	\$ 8,436.13	\$ 8,654.53	\$ 8,872.93	\$ 9,093.07	\$ 9,275.07	\$ 9,457.07	\$ 9,639.07	\$ 9,821.07
	Appx. Annual	\$ 79,268.80	\$ 81,224.00	\$ 83,283.20	\$ 85,342.40	\$ 87,526.40	\$ 89,627.20	\$ 91,956.80	\$ 94,099.20	\$ 96,553.60	\$ 98,841.60	\$ 101,233.60	\$ 103,854.40	\$ 106,475.20	\$ 109,116.80	\$ 111,300.80	\$ 113,484.80	\$ 115,668.80	\$ 117,852.80
66T	Hourly	\$ 37.45	\$ 38.38	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30					
	Appx. Bi-wkly	\$ 2,996.00	\$ 3,070.40	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00					
	Appx. Monthly	\$ 6,491.33	\$ 6,652.53	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67					
	Appx. Annual	\$ 77,896.00	\$ 79,830.40	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00					
67	Hourly	\$ 38.38	\$ 39.34	\$ 40.32	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30	\$ 51.54	\$ 52.82	\$ 53.87	\$ 54.93	\$ 55.99	\$ 57.04
	Appx. Bi-wkly	\$ 3,070.40	\$ 3,147.20	\$ 3,225.60	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,123.20	\$ 4,225.60	\$ 4,309.60	\$ 4,394.40	\$ 4,479.20	\$ 4,563.20
	Appx. Monthly	\$ 6,652.53	\$ 6,818.93	\$ 6,988.80	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,933.60	\$ 9,155.47	\$ 9,337.47	\$ 9,521.20	\$ 9,704.93	\$ 9,886.93
	Appx. Annual	\$ 79,830.40	\$ 81,827.20	\$ 83,865.60	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 107,203.20	\$ 109,865.60	\$ 112,049.60	\$ 114,254.40	\$ 116,459.20	\$ 118,643.20
67A	Hourly	\$ 38.88	\$ 39.83	\$ 40.83	\$ 41.87	\$ 42.88	\$ 43.98	\$ 45.02	\$ 46.19	\$ 47.29	\$ 48.42	\$ 49.68	\$ 50.92	\$ 52.18	\$ 53.48	\$ 54.56	\$ 55.63	\$ 56.70	\$ 57.76
	Appx. Bi-wkly	\$ 3,110.40	\$ 3,186.40	\$ 3,266.40	\$ 3,349.60	\$ 3,430.40	\$ 3,518.40	\$ 3,601.60	\$ 3,695.20	\$ 3,783.20	\$ 3,873.60	\$ 3,974.40	\$ 4,073.60	\$ 4,174.40	\$ 4,278.40	\$ 4,364.80	\$ 4,450.40	\$ 4,536.00	\$ 4,620.80
	Appx. Monthly	\$ 6,739.20	\$ 6,903.87	\$ 7,077.20	\$ 7,257.47	\$ 7,432.53	\$ 7,623.20	\$ 7,803.47	\$ 8,006.27	\$ 8,196.93	\$ 8,392.80	\$ 8,611.20	\$ 8,826.13	\$ 9,044.53	\$ 9,269.87	\$ 9,457.07	\$ 9,642.53	\$ 9,828.00	\$ 10,011.73
	Appx. Annual	\$ 80,870.40	\$ 82,846.40	\$ 84,926.40	\$ 87,089.60	\$ 89,190.40	\$ 91,478.40	\$ 93,641.60	\$ 96,075.20	\$ 98,363.20	\$ 100,713.60	\$ 103,334.40	\$ 105,913.60	\$ 108,534.40	\$ 111,238.40	\$ 113,484.80	\$ 115,710.40	\$ 117,936.00	\$ 120,140.80
67C	Hourly	\$ 39.05	\$ 40.04	\$ 41.03	\$ 42.08	\$ 43.09	\$ 44.21	\$ 45.24	\$ 46.42	\$									

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/18/2020	Non-Longevity														Longevity					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years	
68T	Hourly	\$ 39.35	\$ 40.33	\$ 41.35	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30	\$ 51.54	\$ 52.83						
	Appx. Bi-wkly	\$ 3,148.00	\$ 3,226.40	\$ 3,308.00	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,123.20	\$ 4,226.40						
	Appx. Monthly	\$ 6,820.67	\$ 6,990.53	\$ 7,167.33	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,933.60	\$ 9,157.20						
	Appx. Annual	\$ 81,848.00	\$ 83,886.40	\$ 86,008.00	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 107,203.20	\$ 109,886.40						
69	Hourly	\$ 40.31	\$ 41.32	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30	\$ 51.54	\$ 52.83	\$ 55.52	\$ 56.64	\$ 57.74	\$ 58.86	\$ 59.96	\$ 61.07	
	Appx. Bi-wkly	\$ 3,224.80	\$ 3,305.60	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,123.20	\$ 4,226.40	\$ 4,333.60	\$ 4,441.60	\$ 4,531.20	\$ 4,619.20	\$ 4,708.80	\$ 4,796.80	\$ 4,885.60
	Appx. Monthly	\$ 6,987.07	\$ 7,162.13	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,933.60	\$ 9,157.20	\$ 9,389.47	\$ 9,623.47	\$ 9,817.60	\$ 10,008.27	\$ 10,202.40	\$ 10,393.07	\$ 10,585.47
	Appx. Annual	\$ 83,844.80	\$ 85,945.60	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 107,203.20	\$ 109,886.40	\$ 112,673.60	\$ 115,481.60	\$ 117,811.20	\$ 120,099.20	\$ 122,428.80	\$ 124,716.80	\$ 127,025.60
69A	Hourly	\$ 40.82	\$ 41.84	\$ 42.88	\$ 43.98	\$ 45.02	\$ 46.19	\$ 47.29	\$ 48.42	\$ 49.68	\$ 50.92	\$ 52.18	\$ 53.49	\$ 54.85	\$ 56.22	\$ 57.34	\$ 58.47	\$ 59.59	\$ 60.71	\$ 61.84
	Appx. Bi-wkly	\$ 3,265.60	\$ 3,347.20	\$ 3,430.40	\$ 3,518.40	\$ 3,601.60	\$ 3,695.20	\$ 3,783.20	\$ 3,873.60	\$ 3,974.40	\$ 4,073.60	\$ 4,174.40	\$ 4,279.20	\$ 4,388.00	\$ 4,497.60	\$ 4,587.20	\$ 4,677.60	\$ 4,767.20	\$ 4,856.80	\$ 4,947.20
	Appx. Monthly	\$ 7,075.47	\$ 7,252.27	\$ 7,432.53	\$ 7,623.20	\$ 7,803.47	\$ 8,006.27	\$ 8,196.93	\$ 8,392.80	\$ 8,611.20	\$ 8,826.13	\$ 9,044.53	\$ 9,271.60	\$ 9,507.33	\$ 9,744.80	\$ 9,938.93	\$ 10,134.80	\$ 10,328.93	\$ 10,523.07	\$ 10,718.93
	Appx. Annual	\$ 84,905.60	\$ 87,027.20	\$ 89,190.40	\$ 91,478.40	\$ 93,641.60	\$ 96,075.20	\$ 98,363.20	\$ 100,713.60	\$ 103,334.40	\$ 105,913.60	\$ 108,534.40	\$ 111,259.20	\$ 114,088.00	\$ 116,937.60	\$ 119,267.20	\$ 121,617.60	\$ 123,947.20	\$ 126,276.80	\$ 128,627.20
69C	Hourly	\$ 41.02	\$ 42.05	\$ 43.09	\$ 44.21	\$ 45.24	\$ 46.42	\$ 47.52	\$ 48.67	\$ 49.93	\$ 51.19	\$ 52.44	\$ 53.75	\$ 55.11	\$ 56.49	\$ 57.62	\$ 58.75	\$ 59.87	\$ 61.01	\$ 62.14
	Appx. Bi-wkly	\$ 3,281.60	\$ 3,364.00	\$ 3,447.20	\$ 3,536.80	\$ 3,619.20	\$ 3,713.60	\$ 3,801.60	\$ 3,893.60	\$ 3,994.40	\$ 4,095.20	\$ 4,195.20	\$ 4,300.00	\$ 4,408.80	\$ 4,519.20	\$ 4,609.60	\$ 4,700.00	\$ 4,789.60	\$ 4,880.80	\$ 4,971.20
	Appx. Monthly	\$ 7,110.13	\$ 7,288.67	\$ 7,468.93	\$ 7,663.07	\$ 7,841.60	\$ 8,046.13	\$ 8,236.80	\$ 8,436.13	\$ 8,654.53	\$ 8,872.93	\$ 9,089.60	\$ 9,316.67	\$ 9,552.40	\$ 9,791.60	\$ 9,987.47	\$ 10,183.33	\$ 10,377.47	\$ 10,575.07	\$ 10,770.93
	Appx. Annual	\$ 85,321.60	\$ 87,464.00	\$ 89,627.20	\$ 91,956.80	\$ 94,099.20	\$ 96,553.60	\$ 98,841.60	\$ 101,233.60	\$ 103,854.40	\$ 106,475.20	\$ 109,075.20	\$ 111,800.00	\$ 114,628.80	\$ 117,499.20	\$ 119,849.60	\$ 122,200.00	\$ 124,529.60	\$ 126,900.80	\$ 129,251.20
69T	Hourly	\$ 40.31	\$ 41.32	\$ 42.35	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30	\$ 51.54	\$ 52.83	\$ 54.17						
	Appx. Bi-wkly	\$ 3,224.80	\$ 3,305.60	\$ 3,388.00	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,123.20	\$ 4,226.40	\$ 4,333.60						
	Appx. Monthly	\$ 6,987.07	\$ 7,162.13	\$ 7,340.67	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,933.60	\$ 9,157.20	\$ 9,389.47						
	Appx. Annual	\$ 83,844.80	\$ 85,945.60	\$ 88,088.00	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 107,203.20	\$ 109,886.40	\$ 112,673.60						
70	Hourly	\$ 41.35	\$ 42.39	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30	\$ 51.54	\$ 52.83	\$ 54.17	\$ 55.54	\$ 56.93	\$ 58.07	\$ 59.20	\$ 60.35	\$ 61.48	\$ 62.63
	Appx. Bi-wkly	\$ 3,308.00	\$ 3,391.20	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,123.20	\$ 4,226.40	\$ 4,333.60	\$ 4,443.20	\$ 4,554.40	\$ 4,665.60	\$ 4,736.00	\$ 4,828.00	\$ 4,918.40	\$ 5,010.40
	Appx. Monthly	\$ 7,167.33	\$ 7,347.60	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,933.60	\$ 9,157.20	\$ 9,389.47	\$ 9,626.93	\$ 9,867.87	\$ 10,065.47	\$ 10,261.33	\$ 10,460.67	\$ 10,656.53	\$ 10,855.87
	Appx. Annual	\$ 86,008.00	\$ 88,171.20	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 107,203.20	\$ 109,886.40	\$ 112,673.60	\$ 115,523.20	\$ 118,414.40	\$ 120,785.60	\$ 123,136.00	\$ 125,528.00	\$ 127,878.40	\$ 130,270.40
70A	Hourly	\$ 41.87	\$ 42.91	\$ 43.98	\$ 45.02	\$ 46.19	\$ 47.29	\$ 48.42	\$ 49.68	\$ 50.92	\$ 52.18	\$ 53.49	\$ 54.85	\$ 56.24	\$ 57.64	\$ 58.79	\$ 59.94	\$ 61.09	\$ 62.25	\$ 63.41
	Appx. Bi-wkly	\$ 3,349.60	\$ 3,432.80	\$ 3,518.40	\$ 3,601.60	\$ 3,695.20	\$ 3,783.20	\$ 3,873.60	\$ 3,974.40	\$ 4,073.60	\$ 4,174.40	\$ 4,279.20	\$ 4,388.00	\$ 4,499.20	\$ 4,611.20	\$ 4,703.20	\$ 4,795.20	\$ 4,887.20	\$ 4,980.00	\$ 5,072.80
	Appx. Monthly	\$ 7,257.47	\$ 7,437.73	\$ 7,623.20	\$ 7,803.47	\$ 8,006.27	\$ 8,196.93	\$ 8,392.80	\$ 8,611.20	\$ 8,826.13	\$ 9,044.53	\$ 9,271.60	\$ 9,507.33	\$ 9,748.27	\$ 9,990.93	\$ 10,190.27	\$ 10,389.60	\$ 10,588.93	\$ 10,790.00	\$ 10,991.07
	Appx. Annual	\$ 87,089.60	\$ 89,252.80	\$ 91,478.40	\$ 93,641.60	\$ 96,075.20	\$ 98,363.20	\$ 100,713.60	\$ 103,334.40	\$ 105,913.60	\$ 108,534.40	\$ 111,259.20	\$ 114,088.00	\$ 116,979.20	\$ 119,891.20	\$ 122,283.20	\$ 124,675.20	\$ 127,067.20	\$ 129,480.00	\$ 131,892.80
70C	Hourly	\$ 42.08	\$ 43.14	\$ 44.21	\$ 45.24	\$ 46.42	\$ 47.52	\$ 48.67	\$ 49.93	\$ 51.19	\$ 52.44	\$ 53.75	\$ 55.11	\$ 56.51	\$ 57.93	\$ 59.09	\$ 60.24	\$ 61.40	\$ 62.56	\$ 63.72
	Appx. Bi-wkly	\$ 3,366.40	\$ 3,451.20	\$ 3,536.80	\$ 3,619.20	\$ 3,713.60	\$ 3,801.60	\$ 3,893.60	\$ 3,994.40	\$ 4,095.20	\$ 4,195.20	\$ 4,300.00	\$ 4,408.80	\$ 4,520.80	\$ 4,634.40	\$ 4,727.20	\$ 4,819.20	\$ 4,912.00	\$ 5,004.80	\$ 5,097.60
	Appx. Monthly	\$ 7,293.87	\$ 7,477.60	\$ 7,663.07	\$ 7,841.60	\$ 8,046.13	\$ 8,236.80	\$ 8,436.13	\$ 8,654.53	\$ 8,872.93	\$ 9,089.60	\$ 9,316.67	\$ 9,552.40	\$ 9,795.07	\$ 10,041.20	\$ 10,242.27	\$ 10,441.60	\$ 10,642.67	\$ 10,843.73	\$ 11,044.80
	Appx. Annual	\$ 87,526.40	\$ 89,731.20	\$ 91,956.80	\$ 94,099.20	\$ 96,553.60	\$ 98,841.60	\$ 101,233.60	\$ 103,854.40	\$ 106,475.20	\$ 109,075.20	\$ 111,800.00	\$ 114,628.80	\$ 117,540.80	\$ 120,494.40	\$ 122,907.20	\$ 125,299.20	\$ 127,712.00	\$ 130,124.80	\$ 132,537.60
70T	Hourly	\$ 41.35	\$ 42.39	\$ 43.44	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30	\$ 51.54	\$ 52.83	\$ 54.17	\$ 55.54						
	Appx. Bi-wkly	\$ 3,308.00	\$ 3,391.20	\$ 3,475.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,123.20	\$ 4,226.40	\$ 4,333.60	\$ 4,443.20						
	Appx. Monthly	\$ 7,167.33	\$ 7,347.60	\$ 7,529.60	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,933.60	\$ 9,157.20	\$ 9,389.47	\$ 9,626.93						
	Appx. Annual	\$ 86,008.00	\$ 88,171.20	\$ 90,355.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 107,203.20	\$ 109,886.40	\$ 112,673.60	\$ 115,523.20						
71	Hourly	\$ 42.33	\$ 43.39	\$ 44.46	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30	\$ 51.54	\$ 52.83	\$ 54.17	\$ 55.54	\$ 56.91	\$ 58.33	\$ 59.50	\$ 60.66	\$ 61.82	\$ 63.00	\$ 64.17
	Appx. Bi-wkly	\$ 3,386.40	\$ 3,471.20	\$ 3,556.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,123.20	\$ 4,226.40	\$ 4,333.60	\$ 4,443.20	\$ 4,552.80	\$ 4,666.40	\$ 4,760.00	\$ 4,852.80	\$ 4,945.60	\$ 5,040.00	\$ 5,133.60
	Appx. Monthly	\$ 7,337.20	\$ 7,520.93	\$ 7,706.40	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,933.60	\$ 9,157.20	\$ 9,389.47	\$ 9,626.93	\$ 9,864.40	\$ 10,110.53	\$ 10,313.33	\$ 10,514.40	\$ 10,715.47	\$ 10,920.00	\$ 11,122.80
	Appx. Annual	\$ 88,046.40	\$ 90,251.20	\$ 92,476.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 107,203.20	\$ 109,886.40	\$ 112,673.60	\$ 115,523.20	\$ 118,372.80	\$ 121,326.40	\$ 123,760.00	\$ 126,172.80	\$ 128,585.60	\$ 131,040.00	\$ 133,473.60
71A	Hourly	\$ 42.86	\$ 43.93	\$ 45.02	\$ 46.19	\$ 47.29	\$ 48.42	\$ 49.68	\$ 50.92	\$ 52.18	\$ 53.49	\$ 54.85	\$ 56.24	\$ 57.62	\$ 59.06	\$ 60.23	\$ 61.41	\$ 62.60	\$ 63.79	\$ 64.96
	Appx. Bi-wkly	\$ 3,428.80	\$ 3,514.40	\$ 3,601.60	\$ 3,695.20	\$ 3,783.20	\$ 3,873.60	\$ 3,974.40	\$ 4,073.60	\$ 4,174.40	\$ 4,279.20	\$ 4,388.00	\$ 4,499.20	\$ 4,609.60	\$ 4,724.80	\$ 4,818.40	\$ 4,912.80	\$ 5,008.00	\$ 5,103.20	\$ 5,196.80
	Appx. Monthly	\$ 7,429.07	\$ 7,614.53	\$ 7,803.47	\$ 8,006.27	\$ 8,196.93	\$ 8,392.80	\$ 8,611.20	\$ 8,826.13	\$ 9,044.53	\$ 9,271.60	\$ 9,507.33								

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/18/2020	Non-Longevity														Longevity				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years
72T Hourly	\$ 43.42	\$ 44.51	\$ 45.62	\$ 46.70	\$ 47.84	\$ 49.08	\$ 50.30	\$ 51.54	\$ 52.83	\$ 54.17	\$ 55.54	\$ 56.91	\$ 58.33						
Appx. Bi-wkly	\$ 3,473.60	\$ 3,560.80	\$ 3,649.60	\$ 3,736.00	\$ 3,827.20	\$ 3,926.40	\$ 4,024.00	\$ 4,123.20	\$ 4,226.40	\$ 4,333.60	\$ 4,443.20	\$ 4,552.80	\$ 4,666.40						
Appx. Monthly	\$ 7,526.13	\$ 7,715.07	\$ 7,907.47	\$ 8,094.67	\$ 8,292.27	\$ 8,507.20	\$ 8,718.67	\$ 8,933.60	\$ 9,157.20	\$ 9,389.47	\$ 9,626.93	\$ 9,864.40	\$ 10,110.53						
Appx. Annual	\$ 90,313.60	\$ 92,580.80	\$ 94,889.60	\$ 97,136.00	\$ 99,507.20	\$ 102,086.40	\$ 104,624.00	\$ 107,203.20	\$ 109,886.40	\$ 112,673.60	\$ 115,523.20	\$ 118,372.80	\$ 121,326.40						
73 Hourly	\$ 44.51	\$ 45.62	\$ 46.76	\$ 47.89	\$ 49.04	\$ 50.30	\$ 51.56	\$ 52.82	\$ 54.15	\$ 55.52	\$ 56.93	\$ 58.33	\$ 59.79	\$ 61.28	\$ 62.50	\$ 63.74	\$ 64.96	\$ 66.17	\$ 67.40
Appx. Bi-wkly	\$ 3,560.80	\$ 3,649.60	\$ 3,740.80	\$ 3,831.20	\$ 3,923.20	\$ 4,024.00	\$ 4,124.80	\$ 4,225.60	\$ 4,332.00	\$ 4,441.60	\$ 4,554.40	\$ 4,666.40	\$ 4,783.20	\$ 4,902.40	\$ 5,000.00	\$ 5,099.20	\$ 5,196.80	\$ 5,293.60	\$ 5,392.00
Appx. Monthly	\$ 7,715.07	\$ 7,907.47	\$ 8,105.07	\$ 8,300.93	\$ 8,500.27	\$ 8,718.67	\$ 8,937.07	\$ 9,155.47	\$ 9,386.00	\$ 9,623.47	\$ 9,867.87	\$ 10,110.53	\$ 10,363.60	\$ 10,621.87	\$ 10,833.33	\$ 11,048.27	\$ 11,259.73	\$ 11,469.47	\$ 11,682.67
Appx. Annual	\$ 92,580.80	\$ 94,889.60	\$ 97,260.80	\$ 99,611.20	\$ 102,003.20	\$ 104,624.00	\$ 107,244.80	\$ 109,865.60	\$ 112,632.00	\$ 115,481.60	\$ 118,414.40	\$ 121,326.40	\$ 124,363.20	\$ 127,462.40	\$ 130,000.00	\$ 132,579.20	\$ 135,116.80	\$ 137,633.60	\$ 140,192.00
73A Hourly	\$ 45.06	\$ 46.19	\$ 47.33	\$ 48.47	\$ 49.65	\$ 50.92	\$ 52.21	\$ 53.47	\$ 54.82	\$ 56.21	\$ 57.65	\$ 59.06	\$ 60.54	\$ 62.05	\$ 63.29	\$ 64.53	\$ 65.77	\$ 67.01	\$ 68.24
Appx. Bi-wkly	\$ 3,604.80	\$ 3,695.20	\$ 3,786.40	\$ 3,877.60	\$ 3,972.00	\$ 4,073.60	\$ 4,176.80	\$ 4,277.60	\$ 4,385.60	\$ 4,496.80	\$ 4,612.00	\$ 4,724.80	\$ 4,843.20	\$ 4,964.00	\$ 5,063.20	\$ 5,162.40	\$ 5,261.60	\$ 5,360.80	\$ 5,459.20
Appx. Monthly	\$ 7,810.40	\$ 8,006.27	\$ 8,203.87	\$ 8,401.47	\$ 8,606.00	\$ 8,826.13	\$ 9,049.73	\$ 9,268.13	\$ 9,502.13	\$ 9,743.07	\$ 9,992.67	\$ 10,237.07	\$ 10,493.60	\$ 10,755.33	\$ 10,970.27	\$ 11,185.20	\$ 11,400.13	\$ 11,615.07	\$ 11,828.27
Appx. Annual	\$ 93,724.80	\$ 96,075.20	\$ 98,446.40	\$ 100,817.60	\$ 103,272.00	\$ 105,913.60	\$ 108,596.80	\$ 111,217.60	\$ 114,025.60	\$ 116,916.80	\$ 119,912.00	\$ 122,844.80	\$ 125,923.20	\$ 129,064.00	\$ 131,643.20	\$ 134,222.40	\$ 136,801.60	\$ 139,380.80	\$ 141,939.20
73C Hourly	\$ 45.29	\$ 46.42	\$ 47.57	\$ 48.72	\$ 49.89	\$ 51.19	\$ 52.46	\$ 53.74	\$ 55.09	\$ 56.49	\$ 57.93	\$ 59.36	\$ 60.84	\$ 62.35	\$ 63.59	\$ 64.84	\$ 66.09	\$ 67.34	\$ 68.58
Appx. Bi-wkly	\$ 3,623.20	\$ 3,713.60	\$ 3,805.60	\$ 3,897.60	\$ 3,991.20	\$ 4,095.20	\$ 4,196.80	\$ 4,299.20	\$ 4,407.20	\$ 4,519.20	\$ 4,634.40	\$ 4,748.80	\$ 4,867.20	\$ 4,988.00	\$ 5,087.20	\$ 5,187.20	\$ 5,287.20	\$ 5,387.20	\$ 5,486.40
Appx. Monthly	\$ 7,850.27	\$ 8,046.13	\$ 8,245.47	\$ 8,444.80	\$ 8,647.60	\$ 8,872.93	\$ 9,093.07	\$ 9,314.93	\$ 9,548.93	\$ 9,791.60	\$ 10,041.20	\$ 10,289.07	\$ 10,545.60	\$ 10,807.33	\$ 11,022.27	\$ 11,238.93	\$ 11,455.60	\$ 11,672.27	\$ 11,887.20
Appx. Annual	\$ 94,203.20	\$ 96,553.60	\$ 98,945.60	\$ 101,337.60	\$ 103,771.20	\$ 106,475.20	\$ 109,116.80	\$ 111,779.20	\$ 114,587.20	\$ 117,499.20	\$ 120,494.40	\$ 123,468.80	\$ 126,547.20	\$ 129,688.00	\$ 132,267.20	\$ 134,867.20	\$ 137,467.20	\$ 140,067.20	\$ 142,646.40
73T Hourly	\$ 44.51	\$ 45.62	\$ 46.76	\$ 47.89	\$ 49.04	\$ 50.30	\$ 51.56	\$ 52.82	\$ 54.15	\$ 55.52	\$ 56.93	\$ 58.33	\$ 59.79						
Appx. Bi-wkly	\$ 3,560.80	\$ 3,649.60	\$ 3,740.80	\$ 3,831.20	\$ 3,923.20	\$ 4,024.00	\$ 4,124.80	\$ 4,225.60	\$ 4,332.00	\$ 4,441.60	\$ 4,554.40	\$ 4,666.40	\$ 4,783.20						
Appx. Monthly	\$ 7,715.07	\$ 7,907.47	\$ 8,105.07	\$ 8,300.93	\$ 8,500.27	\$ 8,718.67	\$ 8,937.07	\$ 9,155.47	\$ 9,386.00	\$ 9,623.47	\$ 9,867.87	\$ 10,110.53	\$ 10,363.60						
Appx. Annual	\$ 92,580.80	\$ 94,889.60	\$ 97,260.80	\$ 99,611.20	\$ 102,003.20	\$ 104,624.00	\$ 107,244.80	\$ 109,865.60	\$ 112,632.00	\$ 115,481.60	\$ 118,414.40	\$ 121,326.40	\$ 124,363.20						
74B Hourly	\$ 46.30	\$ 47.47	\$ 48.65	\$ 49.83	\$ 51.00	\$ 52.33	\$ 53.64	\$ 54.95	\$ 56.33	\$ 57.76	\$ 59.23	\$ 60.68	\$ 62.20	\$ 63.77	\$ 65.04	\$ 66.32	\$ 67.59	\$ 68.86	\$ 70.13
Appx. Bi-wkly	\$ 3,704.00	\$ 3,797.60	\$ 3,892.00	\$ 3,986.40	\$ 4,080.00	\$ 4,186.40	\$ 4,291.20	\$ 4,396.00	\$ 4,506.40	\$ 4,620.80	\$ 4,738.40	\$ 4,854.40	\$ 4,976.00	\$ 5,101.60	\$ 5,203.20	\$ 5,305.60	\$ 5,407.20	\$ 5,508.80	\$ 5,610.40
Appx. Monthly	\$ 8,025.33	\$ 8,228.13	\$ 8,432.67	\$ 8,637.20	\$ 8,840.00	\$ 9,070.53	\$ 9,297.60	\$ 9,524.67	\$ 9,763.87	\$ 10,011.73	\$ 10,266.53	\$ 10,517.87	\$ 10,781.33	\$ 11,053.47	\$ 11,273.60	\$ 11,495.47	\$ 11,715.60	\$ 11,935.73	\$ 12,155.87
Appx. Annual	\$ 96,304.00	\$ 98,737.60	\$ 101,192.00	\$ 103,646.40	\$ 106,080.00	\$ 108,846.40	\$ 111,571.20	\$ 114,296.00	\$ 117,166.40	\$ 120,140.80	\$ 123,198.40	\$ 126,214.40	\$ 129,376.00	\$ 132,641.60	\$ 135,283.20	\$ 137,945.60	\$ 140,587.20	\$ 143,228.80	\$ 145,870.40
75B Hourly	\$ 46.82	\$ 48.30	\$ 49.50	\$ 50.70	\$ 51.91	\$ 53.26	\$ 54.58	\$ 55.90	\$ 57.31	\$ 58.77	\$ 60.26	\$ 61.75	\$ 63.29	\$ 64.87	\$ 66.16	\$ 67.48	\$ 68.78	\$ 70.07	\$ 71.37
Appx. Bi-wkly	\$ 3,745.60	\$ 3,864.00	\$ 3,960.00	\$ 4,056.00	\$ 4,152.80	\$ 4,260.80	\$ 4,366.40	\$ 4,472.00	\$ 4,584.80	\$ 4,701.60	\$ 4,820.80	\$ 4,940.00	\$ 5,063.20	\$ 5,189.60	\$ 5,292.80	\$ 5,398.40	\$ 5,502.40	\$ 5,605.60	\$ 5,709.60
Appx. Monthly	\$ 8,115.47	\$ 8,372.00	\$ 8,580.00	\$ 8,788.00	\$ 8,997.73	\$ 9,231.73	\$ 9,460.53	\$ 9,689.33	\$ 9,933.73	\$ 10,186.80	\$ 10,445.07	\$ 10,703.33	\$ 10,970.27	\$ 11,244.13	\$ 11,467.73	\$ 11,696.53	\$ 11,921.87	\$ 12,145.47	\$ 12,370.80
Appx. Annual	\$ 97,385.60	\$ 100,464.00	\$ 102,960.00	\$ 105,456.00	\$ 107,972.80	\$ 110,780.80	\$ 113,526.40	\$ 116,272.00	\$ 119,204.80	\$ 122,241.60	\$ 125,340.80	\$ 128,440.00	\$ 131,643.20	\$ 134,929.60	\$ 137,612.80	\$ 140,358.40	\$ 143,062.40	\$ 145,745.60	\$ 148,449.60
80 Hourly	\$ 52.19	\$ 53.96	\$ 55.31	\$ 56.65	\$ 58.07	\$ 59.51	\$ 60.97	\$ 62.50	\$ 64.09	\$ 65.69	\$ 67.33	\$ 69.01	\$ 70.76	\$ 72.52	\$ 73.96	\$ 75.41	\$ 76.86	\$ 78.31	\$ 79.77
Appx. Bi-wkly	\$ 4,175.20	\$ 4,316.80	\$ 4,424.80	\$ 4,532.00	\$ 4,645.60	\$ 4,760.80	\$ 4,877.60	\$ 5,000.00	\$ 5,127.20	\$ 5,255.20	\$ 5,386.40	\$ 5,520.80	\$ 5,660.80	\$ 5,801.60	\$ 5,916.80	\$ 6,032.80	\$ 6,148.80	\$ 6,264.80	\$ 6,381.60
Appx. Monthly	\$ 9,046.27	\$ 9,353.07	\$ 9,587.07	\$ 9,819.33	\$ 10,065.47	\$ 10,315.07	\$ 10,568.13	\$ 10,833.33	\$ 11,108.93	\$ 11,386.27	\$ 11,670.53	\$ 11,961.73	\$ 12,265.07	\$ 12,570.13	\$ 12,819.73	\$ 13,071.07	\$ 13,322.40	\$ 13,573.73	\$ 13,826.80
Appx. Annual	\$ 108,555.20	\$ 112,236.80	\$ 115,044.80	\$ 117,832.00	\$ 120,785.60	\$ 123,780.80	\$ 126,817.60	\$ 130,000.00	\$ 133,307.20	\$ 136,635.20	\$ 140,046.40	\$ 143,540.80	\$ 147,180.80	\$ 150,841.60	\$ 153,836.80	\$ 156,852.80	\$ 159,868.80	\$ 162,884.80	\$ 165,921.60

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/31/2021	Non-Longevity														Longevity					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years	
61	Hourly	\$ 33.95	\$ 34.80	\$ 35.66	\$ 36.57	\$ 37.46	\$ 38.40	\$ 39.35	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.71	\$ 47.65	\$ 48.59	\$ 49.53	\$ 50.45	\$ 51.38
	Appx. Bi-wkly	\$ 2,716.00	\$ 2,784.00	\$ 2,852.80	\$ 2,925.60	\$ 2,996.80	\$ 3,072.00	\$ 3,148.00	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,736.80	\$ 3,812.00	\$ 3,887.20	\$ 3,962.40	\$ 4,036.00	\$ 4,110.40
	Appx. Monthly	\$ 5,884.67	\$ 6,032.00	\$ 6,181.07	\$ 6,338.80	\$ 6,493.07	\$ 6,656.00	\$ 6,820.67	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,096.40	\$ 8,259.33	\$ 8,422.27	\$ 8,585.20	\$ 8,744.67	\$ 8,905.87
	Appx. Annual	\$ 70,616.00	\$ 72,384.00	\$ 74,172.80	\$ 76,065.60	\$ 77,916.80	\$ 79,872.00	\$ 81,848.00	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,156.80	\$ 99,112.00	\$ 101,067.20	\$ 103,022.40	\$ 104,936.00	\$ 106,870.40
61A	Hourly	\$ 34.38	\$ 35.24	\$ 36.12	\$ 37.01	\$ 37.95	\$ 38.89	\$ 39.86	\$ 40.83	\$ 41.85	\$ 42.92	\$ 43.95	\$ 45.08	\$ 46.15	\$ 47.31	\$ 48.26	\$ 49.20	\$ 50.14	\$ 51.10	\$ 52.05
	Appx. Bi-wkly	\$ 2,750.40	\$ 2,819.20	\$ 2,889.60	\$ 2,960.80	\$ 3,036.00	\$ 3,112.00	\$ 3,188.80	\$ 3,266.40	\$ 3,348.00	\$ 3,433.60	\$ 3,516.00	\$ 3,606.40	\$ 3,692.00	\$ 3,784.80	\$ 3,860.80	\$ 3,936.00	\$ 4,011.20	\$ 4,088.00	\$ 4,164.00
	Appx. Monthly	\$ 5,959.20	\$ 6,108.27	\$ 6,260.80	\$ 6,415.07	\$ 6,578.00	\$ 6,740.93	\$ 6,909.07	\$ 7,077.20	\$ 7,254.00	\$ 7,439.47	\$ 7,618.00	\$ 7,813.87	\$ 7,999.33	\$ 8,200.40	\$ 8,365.07	\$ 8,528.00	\$ 8,690.93	\$ 8,857.33	\$ 9,022.00
	Appx. Annual	\$ 71,510.40	\$ 73,299.20	\$ 75,129.60	\$ 76,980.80	\$ 78,936.00	\$ 80,891.20	\$ 82,908.80	\$ 84,926.40	\$ 87,048.00	\$ 89,273.60	\$ 91,416.00	\$ 93,766.40	\$ 95,992.00	\$ 98,404.80	\$ 100,380.80	\$ 102,336.00	\$ 104,291.20	\$ 106,288.00	\$ 108,264.00
61C	Hourly	\$ 34.52	\$ 35.40	\$ 36.29	\$ 37.22	\$ 38.11	\$ 39.07	\$ 40.04	\$ 41.04	\$ 42.06	\$ 43.13	\$ 44.17	\$ 45.32	\$ 46.37	\$ 47.54	\$ 48.49	\$ 49.45	\$ 50.39	\$ 51.34	\$ 52.29
	Appx. Bi-wkly	\$ 2,761.60	\$ 2,832.00	\$ 2,903.20	\$ 2,977.60	\$ 3,048.80	\$ 3,125.60	\$ 3,203.20	\$ 3,283.20	\$ 3,364.80	\$ 3,450.40	\$ 3,533.60	\$ 3,625.60	\$ 3,709.60	\$ 3,803.20	\$ 3,879.20	\$ 3,956.00	\$ 4,031.20	\$ 4,107.20	\$ 4,183.20
	Appx. Monthly	\$ 5,983.47	\$ 6,136.00	\$ 6,290.27	\$ 6,451.47	\$ 6,605.73	\$ 6,772.13	\$ 6,940.27	\$ 7,113.60	\$ 7,290.40	\$ 7,475.87	\$ 7,656.13	\$ 7,855.47	\$ 8,037.47	\$ 8,240.27	\$ 8,404.93	\$ 8,571.33	\$ 8,734.27	\$ 8,898.93	\$ 9,063.60
	Appx. Annual	\$ 71,801.60	\$ 73,632.00	\$ 75,483.20	\$ 77,417.60	\$ 79,268.80	\$ 81,265.60	\$ 83,283.20	\$ 85,363.20	\$ 87,484.80	\$ 89,710.40	\$ 91,873.60	\$ 94,265.60	\$ 96,449.60	\$ 98,883.20	\$ 100,859.20	\$ 102,856.00	\$ 104,811.20	\$ 106,787.20	\$ 108,763.20
61T	Hourly	\$ 33.95	\$ 34.80	\$ 35.66	\$ 36.57	\$ 37.46	\$ 38.40	\$ 39.35	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.71	\$ 47.65	\$ 48.59	\$ 49.53	\$ 50.45	\$ 51.38
	Appx. Bi-wkly	\$ 2,716.00	\$ 2,784.00	\$ 2,852.80	\$ 2,925.60	\$ 2,996.80	\$ 3,072.00	\$ 3,148.00	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,736.80	\$ 3,812.00	\$ 3,887.20	\$ 3,962.40	\$ 4,036.00	\$ 4,110.40
	Appx. Monthly	\$ 5,884.67	\$ 6,032.00	\$ 6,181.07	\$ 6,338.80	\$ 6,493.07	\$ 6,656.00	\$ 6,820.67	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,096.40	\$ 8,259.33	\$ 8,422.27	\$ 8,585.20	\$ 8,744.67	\$ 8,905.87
	Appx. Annual	\$ 70,616.00	\$ 72,384.00	\$ 74,172.80	\$ 76,065.60	\$ 77,916.80	\$ 79,872.00	\$ 81,848.00	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,156.80	\$ 99,112.00	\$ 101,067.20	\$ 103,022.40	\$ 104,936.00	\$ 106,870.40
62	Hourly	\$ 34.81	\$ 35.67	\$ 36.57	\$ 37.46	\$ 38.40	\$ 39.35	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.93	\$ 48.87	\$ 49.86	\$ 50.80	\$ 51.76	\$ 52.72
	Appx. Bi-wkly	\$ 2,784.80	\$ 2,853.60	\$ 2,925.60	\$ 2,996.80	\$ 3,072.00	\$ 3,148.00	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,834.40	\$ 3,909.60	\$ 3,988.80	\$ 4,064.00	\$ 4,140.80	\$ 4,217.60
	Appx. Monthly	\$ 6,033.73	\$ 6,182.80	\$ 6,338.80	\$ 6,493.07	\$ 6,656.00	\$ 6,820.67	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,307.87	\$ 8,470.80	\$ 8,642.40	\$ 8,805.33	\$ 8,971.73	\$ 9,138.13
	Appx. Annual	\$ 72,404.80	\$ 74,193.60	\$ 76,065.60	\$ 77,916.80	\$ 79,872.00	\$ 81,848.00	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,694.40	\$ 101,649.60	\$ 103,708.80	\$ 105,664.00	\$ 107,660.80	\$ 109,657.60
62A	Hourly	\$ 35.25	\$ 36.13	\$ 37.01	\$ 37.95	\$ 38.89	\$ 39.86	\$ 40.83	\$ 41.85	\$ 42.92	\$ 43.95	\$ 45.08	\$ 46.15	\$ 47.34	\$ 48.51	\$ 49.49	\$ 50.45	\$ 51.41	\$ 52.41	\$ 53.36
	Appx. Bi-wkly	\$ 2,820.00	\$ 2,890.40	\$ 2,960.80	\$ 3,036.00	\$ 3,111.20	\$ 3,188.80	\$ 3,266.40	\$ 3,348.00	\$ 3,433.60	\$ 3,516.00	\$ 3,606.40	\$ 3,692.00	\$ 3,787.20	\$ 3,880.80	\$ 3,959.20	\$ 4,036.00	\$ 4,112.80	\$ 4,192.80	\$ 4,268.80
	Appx. Monthly	\$ 6,110.00	\$ 6,262.53	\$ 6,415.07	\$ 6,578.00	\$ 6,740.93	\$ 6,909.07	\$ 7,077.20	\$ 7,254.00	\$ 7,439.47	\$ 7,618.00	\$ 7,813.87	\$ 7,999.33	\$ 8,205.60	\$ 8,408.40	\$ 8,578.27	\$ 8,744.67	\$ 8,911.07	\$ 9,084.40	\$ 9,249.07
	Appx. Annual	\$ 73,320.00	\$ 75,150.40	\$ 76,980.80	\$ 78,936.00	\$ 80,891.20	\$ 82,908.80	\$ 84,926.40	\$ 87,048.00	\$ 89,273.60	\$ 91,416.00	\$ 93,766.40	\$ 95,992.00	\$ 98,467.20	\$ 100,900.80	\$ 102,939.20	\$ 104,936.00	\$ 106,932.80	\$ 109,012.80	\$ 110,988.80
62C	Hourly	\$ 35.41	\$ 36.30	\$ 37.22	\$ 38.11	\$ 39.07	\$ 40.04	\$ 41.04	\$ 42.06	\$ 43.13	\$ 44.17	\$ 45.32	\$ 46.37	\$ 47.58	\$ 48.76	\$ 49.73	\$ 50.72	\$ 51.69	\$ 52.65	\$ 53.65
	Appx. Bi-wkly	\$ 2,832.80	\$ 2,904.00	\$ 2,977.60	\$ 3,048.80	\$ 3,125.60	\$ 3,203.20	\$ 3,283.20	\$ 3,364.80	\$ 3,450.40	\$ 3,533.60	\$ 3,625.60	\$ 3,709.60	\$ 3,806.40	\$ 3,900.80	\$ 3,978.40	\$ 4,057.60	\$ 4,135.20	\$ 4,212.00	\$ 4,292.00
	Appx. Monthly	\$ 6,137.73	\$ 6,292.00	\$ 6,451.47	\$ 6,605.73	\$ 6,772.13	\$ 6,940.27	\$ 7,113.60	\$ 7,290.40	\$ 7,475.87	\$ 7,656.13	\$ 7,855.47	\$ 8,037.47	\$ 8,247.20	\$ 8,451.73	\$ 8,619.87	\$ 8,791.47	\$ 8,959.60	\$ 9,126.00	\$ 9,299.33
	Appx. Annual	\$ 73,652.80	\$ 75,504.00	\$ 77,417.60	\$ 79,268.80	\$ 81,265.60	\$ 83,283.20	\$ 85,363.20	\$ 87,484.80	\$ 89,710.40	\$ 91,873.60	\$ 94,265.60	\$ 96,449.60	\$ 98,966.40	\$ 101,420.80	\$ 103,438.40	\$ 105,497.60	\$ 107,515.20	\$ 109,512.00	\$ 111,592.00
62T	Hourly	\$ 34.81	\$ 35.67	\$ 36.57	\$ 37.46	\$ 38.40	\$ 39.35	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.93	\$ 48.87	\$ 49.86	\$ 50.80	\$ 51.76	\$ 52.72
	Appx. Bi-wkly	\$ 2,784.80	\$ 2,853.60	\$ 2,925.60	\$ 2,996.80	\$ 3,072.00	\$ 3,148.00	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,834.40	\$ 3,909.60	\$ 3,988.80	\$ 4,064.00	\$ 4,140.80	\$ 4,217.60
	Appx. Monthly	\$ 6,033.73	\$ 6,182.80	\$ 6,338.80	\$ 6,493.07	\$ 6,656.00	\$ 6,820.67	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,307.87	\$ 8,470.80	\$ 8,642.40	\$ 8,805.33	\$ 8,971.73	\$ 9,138.13
	Appx. Annual	\$ 72,404.80	\$ 74,193.60	\$ 76,065.60	\$ 77,916.80	\$ 79,872.00	\$ 81,848.00	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,694.40	\$ 101,649.60	\$ 103,708.80	\$ 105,664.00	\$ 107,660.80	\$ 109,657.60
63	Hourly	\$ 35.67	\$ 36.57	\$ 37.46	\$ 38.40	\$ 39.35	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.09	\$ 50.06	\$ 51.05	\$ 52.04	\$ 53.00	\$ 53.99
	Appx. Bi-wkly	\$ 2,853.60	\$ 2,925.60	\$ 2,996.80	\$ 3,072.00	\$ 3,148.00	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,927.20	\$ 4,004.80	\$ 4,084.00	\$ 4,163.20	\$ 4,240.00	\$ 4,319.20
	Appx. Monthly	\$ 6,182.80	\$ 6,338.80	\$ 6,493.07	\$ 6,656.00	\$ 6,820.67	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,508.93	\$ 8,677.07	\$ 8,848.67	\$ 9,020.27	\$ 9,186.67	\$ 9,358.27
	Appx. Annual	\$ 74,193.60	\$ 76,065.60	\$ 77,916.80	\$ 79,872.00	\$ 81,848.00	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,107.20	\$ 104,124.80	\$ 106,184.00	\$ 108,243.20	\$ 110,240.00	\$ 112,299.20
63A	Hourly	\$ 36.13	\$ 37.01	\$ 37.95	\$ 38.89	\$ 39.86	\$ 40.83	\$ 41.85	\$ 42.92	\$ 43.95	\$ 45.08	\$ 46.15	\$ 47.34	\$ 48.47	\$ 49.67	\$ 50.69	\$ 51.67	\$ 52.65	\$ 53.66	\$ 54.65
	Appx. Bi-wkly	\$ 2,890.40	\$ 2,960.80	\$ 3,036.00	\$ 3,111.20	\$ 3,188.80	\$ 3,266.40	\$ 3,348.00	\$ 3,433.60	\$ 3,516.00	\$ 3,606.40	\$ 3,692.00	\$ 3,787.20	\$ 3,877.60	\$ 3,973.60	\$ 4,055.20	\$ 4,133.60	\$ 4,212.00	\$ 4,292.80	\$ 4,372.00
	Appx. Monthly	\$ 6,262.53	\$ 6,415.07	\$ 6,578.00	\$ 6,740.93	\$ 6,909.07	\$ 7,077.20	\$ 7,254.00	\$ 7,439.47	\$ 7,618.00	\$ 7,813.87	\$ 7,999.33	\$ 8,205.60	\$ 8,401.47	\$ 8,609.47	\$ 8,786.27	\$ 8,956.13	\$ 9,126.00	\$ 9,301.07	\$ 9,472.67
	Appx. Annual	\$ 75,150.40	\$ 76,980.80	\$ 78,936.00	\$ 80,891.20	\$ 82,908.80	\$ 84,926.40	\$ 87,048.00	\$ 89,273.60	\$ 91,416.00	\$ 93,766.40	\$ 95,992.00	\$ 98,467.20	\$ 100,817.60	\$ 103,313.60	\$ 105,435.20	\$ 107,473.60	\$		

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/31/2021	Non-Longevity														Longevity					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years	
64T	Hourly	\$ 36.56	\$ 37.45	\$ 38.40	\$ 39.35	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04						
	Appx. Bi-wkly	\$ 2,924.80	\$ 2,996.00	\$ 3,072.00	\$ 3,148.00	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20						
	Appx. Monthly	\$ 6,337.07	\$ 6,491.33	\$ 6,656.00	\$ 6,820.67	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27						
	Appx. Annual	\$ 76,044.80	\$ 77,896.00	\$ 79,872.00	\$ 81,848.00	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20						
65	Hourly	\$ 37.45	\$ 38.40	\$ 39.35	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.58	\$ 53.62	\$ 54.65	\$ 55.69	\$ 56.71
	Appx. Bi-wkly	\$ 2,996.00	\$ 3,072.00	\$ 3,148.00	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,206.40	\$ 4,289.60	\$ 4,372.00	\$ 4,455.20	\$ 4,536.80
	Appx. Monthly	\$ 6,491.33	\$ 6,656.00	\$ 6,820.67	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,113.87	\$ 9,294.13	\$ 9,472.67	\$ 9,652.93	\$ 9,829.73
	Appx. Annual	\$ 77,896.00	\$ 79,872.00	\$ 81,848.00	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,366.40	\$ 111,529.60	\$ 113,672.00	\$ 115,835.20	\$ 117,956.80
65A	Hourly	\$ 37.94	\$ 38.89	\$ 39.86	\$ 40.83	\$ 41.85	\$ 42.92	\$ 43.95	\$ 45.08	\$ 46.15	\$ 47.34	\$ 48.47	\$ 49.63	\$ 50.92	\$ 52.19	\$ 53.25	\$ 54.28	\$ 55.33	\$ 56.36	\$ 57.42
	Appx. Bi-wkly	\$ 3,035.20	\$ 3,111.20	\$ 3,188.80	\$ 3,266.40	\$ 3,348.00	\$ 3,433.60	\$ 3,516.00	\$ 3,606.40	\$ 3,692.00	\$ 3,787.20	\$ 3,877.60	\$ 3,970.40	\$ 4,073.60	\$ 4,175.20	\$ 4,260.00	\$ 4,342.40	\$ 4,426.40	\$ 4,508.80	\$ 4,593.60
	Appx. Monthly	\$ 6,576.27	\$ 6,740.93	\$ 6,909.07	\$ 7,077.20	\$ 7,254.00	\$ 7,439.47	\$ 7,618.00	\$ 7,813.87	\$ 7,999.33	\$ 8,205.60	\$ 8,401.47	\$ 8,602.53	\$ 8,826.13	\$ 9,046.27	\$ 9,230.00	\$ 9,408.53	\$ 9,590.53	\$ 9,769.07	\$ 9,952.80
	Appx. Annual	\$ 78,915.20	\$ 80,891.20	\$ 82,908.80	\$ 84,926.40	\$ 87,048.00	\$ 89,273.60	\$ 91,416.00	\$ 93,766.40	\$ 95,992.00	\$ 98,467.20	\$ 100,817.60	\$ 103,230.40	\$ 105,913.60	\$ 108,555.20	\$ 110,760.00	\$ 112,902.40	\$ 115,086.40	\$ 117,228.80	\$ 119,433.60
65C	Hourly	\$ 38.10	\$ 39.07	\$ 40.04	\$ 41.04	\$ 42.06	\$ 43.13	\$ 44.17	\$ 45.32	\$ 46.37	\$ 47.58	\$ 48.71	\$ 49.89	\$ 51.18	\$ 52.47	\$ 53.52	\$ 54.57	\$ 55.61	\$ 56.66	\$ 57.71
	Appx. Bi-wkly	\$ 3,048.00	\$ 3,125.60	\$ 3,203.20	\$ 3,283.20	\$ 3,364.80	\$ 3,450.40	\$ 3,533.60	\$ 3,625.60	\$ 3,709.60	\$ 3,806.40	\$ 3,896.80	\$ 3,991.20	\$ 4,094.40	\$ 4,197.60	\$ 4,281.60	\$ 4,365.60	\$ 4,448.80	\$ 4,532.80	\$ 4,616.80
	Appx. Monthly	\$ 6,604.00	\$ 6,772.13	\$ 6,940.27	\$ 7,113.60	\$ 7,290.40	\$ 7,475.87	\$ 7,656.13	\$ 7,855.47	\$ 8,037.47	\$ 8,247.20	\$ 8,443.07	\$ 8,647.60	\$ 8,871.20	\$ 9,094.80	\$ 9,276.80	\$ 9,458.80	\$ 9,639.07	\$ 9,821.07	\$ 10,003.07
	Appx. Annual	\$ 79,248.00	\$ 81,265.60	\$ 83,283.20	\$ 85,363.20	\$ 87,484.80	\$ 89,710.40	\$ 91,873.60	\$ 94,265.60	\$ 96,449.60	\$ 98,966.40	\$ 101,316.80	\$ 103,771.20	\$ 106,454.40	\$ 109,137.60	\$ 111,321.60	\$ 113,505.60	\$ 115,668.80	\$ 117,852.80	\$ 120,036.80
65T	Hourly	\$ 37.45	\$ 38.40	\$ 39.35	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31						
	Appx. Bi-wkly	\$ 2,996.00	\$ 3,072.00	\$ 3,148.00	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80						
	Appx. Monthly	\$ 6,491.33	\$ 6,656.00	\$ 6,820.67	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40						
	Appx. Annual	\$ 77,896.00	\$ 79,872.00	\$ 81,848.00	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80						
66	Hourly	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.85	\$ 53.89	\$ 54.97	\$ 56.02	\$ 57.06	\$ 58.12
	Appx. Bi-wkly	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,228.00	\$ 4,311.20	\$ 4,397.60	\$ 4,481.60	\$ 4,564.80	\$ 4,649.60
	Appx. Monthly	\$ 6,654.27	\$ 6,818.93	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,160.67	\$ 9,340.93	\$ 9,528.13	\$ 9,710.13	\$ 9,890.40	\$ 10,074.13
	Appx. Annual	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,928.00	\$ 112,091.20	\$ 114,337.60	\$ 116,521.60	\$ 118,684.80	\$ 120,889.60
66A	Hourly	\$ 38.88	\$ 39.85	\$ 40.83	\$ 41.85	\$ 42.92	\$ 43.95	\$ 45.08	\$ 46.15	\$ 47.34	\$ 48.47	\$ 49.63	\$ 50.92	\$ 52.19	\$ 53.51	\$ 54.58	\$ 55.65	\$ 56.71	\$ 57.79	\$ 58.86
	Appx. Bi-wkly	\$ 3,110.40	\$ 3,188.00	\$ 3,266.40	\$ 3,348.00	\$ 3,433.60	\$ 3,516.00	\$ 3,606.40	\$ 3,692.00	\$ 3,787.20	\$ 3,877.60	\$ 3,970.40	\$ 4,073.60	\$ 4,175.20	\$ 4,280.80	\$ 4,366.40	\$ 4,452.00	\$ 4,536.80	\$ 4,623.20	\$ 4,708.80
	Appx. Monthly	\$ 6,739.20	\$ 6,907.33	\$ 7,077.20	\$ 7,254.00	\$ 7,439.47	\$ 7,618.00	\$ 7,813.87	\$ 7,999.33	\$ 8,205.60	\$ 8,401.47	\$ 8,602.53	\$ 8,826.13	\$ 9,046.27	\$ 9,275.07	\$ 9,460.53	\$ 9,646.00	\$ 9,829.73	\$ 10,016.93	\$ 10,202.40
	Appx. Annual	\$ 80,870.40	\$ 82,888.00	\$ 84,926.40	\$ 87,048.00	\$ 89,273.60	\$ 91,416.00	\$ 93,766.40	\$ 95,992.00	\$ 98,467.20	\$ 100,817.60	\$ 103,230.40	\$ 105,913.60	\$ 108,555.20	\$ 111,300.80	\$ 113,526.40	\$ 115,752.00	\$ 117,956.80	\$ 120,203.20	\$ 122,428.80
66C	Hourly	\$ 39.06	\$ 40.03	\$ 41.04	\$ 42.06	\$ 43.13	\$ 44.17	\$ 45.32	\$ 46.37	\$ 47.58	\$ 48.71	\$ 49.89	\$ 51.18	\$ 52.47	\$ 53.77	\$ 54.85	\$ 55.92	\$ 57.00	\$ 58.08	\$ 59.15
	Appx. Bi-wkly	\$ 3,124.80	\$ 3,202.40	\$ 3,283.20	\$ 3,364.80	\$ 3,450.40	\$ 3,533.60	\$ 3,625.60	\$ 3,709.60	\$ 3,806.40	\$ 3,896.80	\$ 3,991.20	\$ 4,094.40	\$ 4,197.60	\$ 4,301.60	\$ 4,388.00	\$ 4,473.60	\$ 4,560.00	\$ 4,646.40	\$ 4,732.00
	Appx. Monthly	\$ 6,770.40	\$ 6,938.53	\$ 7,113.60	\$ 7,290.40	\$ 7,475.87	\$ 7,656.13	\$ 7,855.47	\$ 8,037.47	\$ 8,247.20	\$ 8,443.07	\$ 8,647.60	\$ 8,871.20	\$ 9,094.80	\$ 9,320.13	\$ 9,507.33	\$ 9,692.80	\$ 9,880.00	\$ 10,067.20	\$ 10,252.67
	Appx. Annual	\$ 81,244.80	\$ 83,262.40	\$ 85,363.20	\$ 87,484.80	\$ 89,710.40	\$ 91,873.60	\$ 94,265.60	\$ 96,449.60	\$ 98,966.40	\$ 101,316.80	\$ 103,771.20	\$ 106,454.40	\$ 109,137.60	\$ 111,841.60	\$ 114,088.00	\$ 116,313.60	\$ 118,560.00	\$ 120,806.40	\$ 123,032.00
66T	Hourly	\$ 38.39	\$ 39.34	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56						
	Appx. Bi-wkly	\$ 3,071.20	\$ 3,147.20	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80						
	Appx. Monthly	\$ 6,654.27	\$ 6,818.93	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07						
	Appx. Annual	\$ 79,851.20	\$ 81,827.20	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80						
67	Hourly	\$ 39.34	\$ 40.32	\$ 41.33	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.83	\$ 54.14	\$ 55.22	\$ 56.30	\$ 57.39	\$ 58.47	\$ 59.55
	Appx. Bi-wkly	\$ 3,147.20	\$ 3,225.60	\$ 3,306.40	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,226.40	\$ 4,331.20	\$ 4,417.60	\$ 4,504.00	\$ 4,591.20	\$ 4,677.60	\$ 4,764.00
	Appx. Monthly	\$ 6,818.93	\$ 6,988.80	\$ 7,163.87	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,157.20	\$ 9,384.27	\$ 9,571.47	\$ 9,758.67	\$ 9,947.60	\$ 10,134.80	\$ 10,322.00
	Appx. Annual	\$ 81,827.20	\$ 83,865.60	\$ 85,966.40	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,886.40	\$ 112,611.20	\$ 114,857.60	\$ 117,104.00	\$ 119,371.20	\$ 121,617.60	\$ 123,864.00
67A	Hourly	\$ 39.85	\$ 40.83	\$ 41.85	\$ 42.92	\$ 43.95	\$ 45.08	\$ 46.15	\$ 47.34	\$ 48.47	\$ 49.63	\$ 50.92	\$ 52.19	\$ 53.48	\$ 54.82	\$ 55.92	\$ 57.02	\$ 58.12	\$ 59.20	\$ 60.31
	Appx. Bi-wkly	\$ 3,188.00	\$ 3,266.40	\$ 3,348.00	\$ 3,433.60	\$ 3,516.00	\$ 3,606.40	\$ 3,692.00	\$ 3,787.20	\$ 3,877.60	\$ 3,970.40	\$ 4,073.60	\$ 4,175.20	\$ 4,278.40	\$ 4,385.60	\$ 4,473.60	\$ 4,561.60	\$ 4,649.60	\$ 4,736.00	\$ 4,824.80
	Appx. Monthly	\$ 6,907.33	\$ 7,077.20	\$ 7,254.00	\$ 7,439.47	\$ 7,618.00	\$ 7,8													

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/31/2021	Non-Longevity														Longevity					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years	
68T	Hourly	\$ 40.33	\$ 41.34	\$ 42.38	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.83	\$ 54.15						
	Appx. Bi-wkly	\$ 3,226.40	\$ 3,307.20	\$ 3,390.40	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,226.40	\$ 4,332.00						
	Appx. Monthly	\$ 6,990.53	\$ 7,165.60	\$ 7,345.87	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,157.20	\$ 9,386.00						
	Appx. Annual	\$ 83,886.40	\$ 85,987.20	\$ 88,150.40	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,886.40	\$ 112,632.00						
69	Hourly	\$ 41.32	\$ 42.35	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.83	\$ 54.15	\$ 55.52	\$ 56.91	\$ 58.06	\$ 59.18	\$ 60.33	\$ 61.46	\$ 62.60
	Appx. Bi-wkly	\$ 3,305.60	\$ 3,388.00	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,226.40	\$ 4,332.00	\$ 4,441.60	\$ 4,552.80	\$ 4,644.80	\$ 4,734.40	\$ 4,826.40	\$ 4,916.80	\$ 5,008.00
	Appx. Monthly	\$ 7,162.13	\$ 7,340.67	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,157.20	\$ 9,386.00	\$ 9,623.47	\$ 9,864.40	\$ 10,063.73	\$ 10,257.87	\$ 10,457.20	\$ 10,653.07	\$ 10,850.67
	Appx. Annual	\$ 85,945.60	\$ 88,088.00	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,886.40	\$ 112,632.00	\$ 115,481.60	\$ 118,372.80	\$ 120,764.80	\$ 123,094.40	\$ 125,486.40	\$ 127,836.80	\$ 130,208.00
69A	Hourly	\$ 41.84	\$ 42.89	\$ 43.95	\$ 45.08	\$ 46.15	\$ 47.34	\$ 48.47	\$ 49.63	\$ 50.92	\$ 52.19	\$ 53.48	\$ 54.83	\$ 56.22	\$ 57.63	\$ 58.77	\$ 59.93	\$ 61.08	\$ 62.23	\$ 63.39
	Appx. Bi-wkly	\$ 3,347.20	\$ 3,431.20	\$ 3,516.00	\$ 3,606.40	\$ 3,692.00	\$ 3,787.20	\$ 3,877.60	\$ 3,970.40	\$ 4,073.60	\$ 4,175.20	\$ 4,278.40	\$ 4,386.40	\$ 4,497.60	\$ 4,610.40	\$ 4,701.60	\$ 4,794.40	\$ 4,886.40	\$ 4,978.40	\$ 5,071.20
	Appx. Monthly	\$ 7,252.27	\$ 7,434.27	\$ 7,618.00	\$ 7,813.87	\$ 7,999.33	\$ 8,205.60	\$ 8,401.47	\$ 8,602.53	\$ 8,826.13	\$ 9,046.27	\$ 9,269.87	\$ 9,503.87	\$ 9,744.80	\$ 9,989.20	\$ 10,186.80	\$ 10,387.87	\$ 10,587.20	\$ 10,786.53	\$ 10,987.60
	Appx. Annual	\$ 87,027.20	\$ 89,211.20	\$ 91,416.00	\$ 93,766.40	\$ 95,992.00	\$ 98,467.20	\$ 100,817.60	\$ 103,230.40	\$ 105,913.60	\$ 108,555.20	\$ 111,238.40	\$ 114,046.40	\$ 116,937.60	\$ 119,870.40	\$ 122,241.60	\$ 124,654.40	\$ 127,046.40	\$ 129,438.40	\$ 131,851.20
69C	Hourly	\$ 42.05	\$ 43.10	\$ 44.17	\$ 45.32	\$ 46.37	\$ 47.58	\$ 48.71	\$ 49.89	\$ 51.18	\$ 52.47	\$ 53.75	\$ 55.09	\$ 56.49	\$ 57.90	\$ 59.06	\$ 60.22	\$ 61.37	\$ 62.54	\$ 63.69
	Appx. Bi-wkly	\$ 3,364.00	\$ 3,448.00	\$ 3,533.60	\$ 3,625.60	\$ 3,709.60	\$ 3,806.40	\$ 3,896.80	\$ 3,991.20	\$ 4,094.40	\$ 4,197.60	\$ 4,300.00	\$ 4,407.20	\$ 4,519.20	\$ 4,632.00	\$ 4,724.80	\$ 4,817.60	\$ 4,909.60	\$ 5,003.20	\$ 5,095.20
	Appx. Monthly	\$ 7,288.67	\$ 7,470.67	\$ 7,656.13	\$ 7,855.47	\$ 8,037.47	\$ 8,247.20	\$ 8,443.07	\$ 8,647.60	\$ 8,871.20	\$ 9,094.80	\$ 9,316.67	\$ 9,548.93	\$ 9,791.60	\$ 10,036.00	\$ 10,237.07	\$ 10,438.13	\$ 10,637.47	\$ 10,840.27	\$ 11,039.60
	Appx. Annual	\$ 87,464.00	\$ 89,648.00	\$ 91,873.60	\$ 94,265.60	\$ 96,449.60	\$ 98,966.40	\$ 101,316.80	\$ 103,771.20	\$ 106,454.40	\$ 109,137.60	\$ 111,800.00	\$ 114,587.20	\$ 117,499.20	\$ 120,432.00	\$ 122,844.80	\$ 125,257.60	\$ 127,649.60	\$ 130,083.20	\$ 132,475.20
69T	Hourly	\$ 41.32	\$ 42.35	\$ 43.41	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.83	\$ 54.15	\$ 55.52						
	Appx. Bi-wkly	\$ 3,305.60	\$ 3,388.00	\$ 3,472.80	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,226.40	\$ 4,332.00	\$ 4,441.60						
	Appx. Monthly	\$ 7,162.13	\$ 7,340.67	\$ 7,524.40	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,157.20	\$ 9,386.00	\$ 9,623.47						
	Appx. Annual	\$ 85,945.60	\$ 88,088.00	\$ 90,292.80	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,886.40	\$ 112,632.00	\$ 115,481.60						
70	Hourly	\$ 42.38	\$ 43.45	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.83	\$ 54.15	\$ 55.52	\$ 56.93	\$ 58.35	\$ 59.52	\$ 60.68	\$ 61.86	\$ 63.02	\$ 64.20
	Appx. Bi-wkly	\$ 3,390.40	\$ 3,476.00	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,226.40	\$ 4,332.00	\$ 4,441.60	\$ 4,554.40	\$ 4,668.00	\$ 4,761.60	\$ 4,854.40	\$ 4,948.80	\$ 5,041.60	\$ 5,136.00
	Appx. Monthly	\$ 7,345.87	\$ 7,531.33	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,157.20	\$ 9,386.00	\$ 9,623.47	\$ 9,867.87	\$ 10,114.00	\$ 10,316.80	\$ 10,517.87	\$ 10,722.40	\$ 10,923.47	\$ 11,128.00
	Appx. Annual	\$ 88,150.40	\$ 90,376.00	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,886.40	\$ 112,632.00	\$ 115,481.60	\$ 118,414.40	\$ 121,368.00	\$ 123,801.60	\$ 126,214.40	\$ 128,668.80	\$ 131,081.60	\$ 133,536.00
70A	Hourly	\$ 42.92	\$ 43.98	\$ 45.08	\$ 46.15	\$ 47.34	\$ 48.47	\$ 49.63	\$ 50.92	\$ 52.19	\$ 53.48	\$ 54.83	\$ 56.22	\$ 57.65	\$ 59.08	\$ 60.26	\$ 61.44	\$ 62.62	\$ 63.81	\$ 65.00
	Appx. Bi-wkly	\$ 3,433.60	\$ 3,518.40	\$ 3,606.40	\$ 3,692.00	\$ 3,787.20	\$ 3,877.60	\$ 3,970.40	\$ 4,073.60	\$ 4,175.20	\$ 4,278.40	\$ 4,386.40	\$ 4,497.60	\$ 4,612.00	\$ 4,726.40	\$ 4,820.80	\$ 4,915.20	\$ 5,009.60	\$ 5,104.80	\$ 5,200.00
	Appx. Monthly	\$ 7,439.47	\$ 7,623.20	\$ 7,813.87	\$ 7,999.33	\$ 8,205.60	\$ 8,401.47	\$ 8,602.53	\$ 8,826.13	\$ 9,046.27	\$ 9,269.87	\$ 9,503.87	\$ 9,744.80	\$ 9,992.67	\$ 10,240.53	\$ 10,445.07	\$ 10,649.60	\$ 10,854.13	\$ 11,060.40	\$ 11,266.67
	Appx. Annual	\$ 89,273.60	\$ 91,478.40	\$ 93,766.40	\$ 95,992.00	\$ 98,467.20	\$ 100,817.60	\$ 103,230.40	\$ 105,913.60	\$ 108,555.20	\$ 111,238.40	\$ 114,046.40	\$ 116,937.60	\$ 119,912.00	\$ 122,886.40	\$ 125,340.80	\$ 127,795.20	\$ 130,249.60	\$ 132,724.80	\$ 135,200.00
70C	Hourly	\$ 43.13	\$ 44.22	\$ 45.32	\$ 46.37	\$ 47.58	\$ 48.71	\$ 49.89	\$ 51.18	\$ 52.47	\$ 53.75	\$ 55.09	\$ 56.49	\$ 57.92	\$ 59.38	\$ 60.57	\$ 61.75	\$ 62.94	\$ 64.12	\$ 65.31
	Appx. Bi-wkly	\$ 3,450.40	\$ 3,537.60	\$ 3,625.60	\$ 3,709.60	\$ 3,806.40	\$ 3,896.80	\$ 3,991.20	\$ 4,094.40	\$ 4,197.60	\$ 4,300.00	\$ 4,407.20	\$ 4,519.20	\$ 4,636.00	\$ 4,750.40	\$ 4,845.60	\$ 4,940.00	\$ 5,035.20	\$ 5,129.60	\$ 5,224.80
	Appx. Monthly	\$ 7,475.87	\$ 7,664.80	\$ 7,855.47	\$ 8,037.47	\$ 8,247.20	\$ 8,443.07	\$ 8,647.60	\$ 8,871.20	\$ 9,094.80	\$ 9,316.67	\$ 9,548.93	\$ 9,791.60	\$ 10,039.47	\$ 10,292.53	\$ 10,498.80	\$ 10,703.33	\$ 10,909.60	\$ 11,114.13	\$ 11,320.40
	Appx. Annual	\$ 89,710.40	\$ 91,977.60	\$ 94,265.60	\$ 96,449.60	\$ 98,966.40	\$ 101,316.80	\$ 103,771.20	\$ 106,454.40	\$ 109,137.60	\$ 111,800.00	\$ 114,587.20	\$ 117,499.20	\$ 120,473.60	\$ 123,510.40	\$ 125,985.60	\$ 128,440.00	\$ 130,915.20	\$ 133,369.60	\$ 135,844.80
70T	Hourly	\$ 42.38	\$ 43.45	\$ 44.53	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.83	\$ 54.15	\$ 55.52	\$ 56.93						
	Appx. Bi-wkly	\$ 3,390.40	\$ 3,476.00	\$ 3,562.40	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,226.40	\$ 4,332.00	\$ 4,441.60	\$ 4,554.40						
	Appx. Monthly	\$ 7,345.87	\$ 7,531.33	\$ 7,718.53	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,157.20	\$ 9,386.00	\$ 9,623.47	\$ 9,867.87						
	Appx. Annual	\$ 88,150.40	\$ 90,376.00	\$ 92,622.40	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,886.40	\$ 112,632.00	\$ 115,481.60	\$ 118,414.40						
71	Hourly	\$ 43.39	\$ 44.47	\$ 45.57	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.83	\$ 54.15	\$ 55.52	\$ 56.93	\$ 58.33	\$ 59.79	\$ 60.99	\$ 62.18	\$ 63.37	\$ 64.58	\$ 65.77
	Appx. Bi-wkly	\$ 3,471.20	\$ 3,557.60	\$ 3,645.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,226.40	\$ 4,332.00	\$ 4,441.60	\$ 4,554.40	\$ 4,666.40	\$ 4,783.20	\$ 4,879.20	\$ 4,974.40	\$ 5,069.60	\$ 5,166.40	\$ 5,261.60
	Appx. Monthly	\$ 7,520.93	\$ 7,708.13	\$ 7,898.80	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,157.20	\$ 9,386.00	\$ 9,623.47	\$ 9,867.87	\$ 10,110.53	\$ 10,363.60	\$ 10,571.60	\$ 10,777.87	\$ 10,984.13	\$ 11,193.87	\$ 11,400.13
	Appx. Annual	\$ 90,251.20	\$ 92,497.60	\$ 94,785.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,886.40	\$ 112,632.00	\$ 115,481.60	\$ 118,414.40	\$ 121,326.40	\$ 124,363.20	\$ 126,859.20	\$ 129,334.40	\$ 131,809.60	\$ 134,326.40	\$ 136,801.60
71A	Hourly	\$ 43.93	\$ 45.03	\$ 46.15	\$ 47.34	\$ 48.47	\$ 49.63	\$ 50.92	\$ 52.19	\$ 53.48	\$ 54.83	\$ 56.22	\$ 57.65	\$ 59.06	\$ 60.54	\$ 61.74	\$ 62.95	\$ 64.17	\$ 65.38	\$ 66.58
	Appx. Bi-wkly	\$ 3,514.40	\$ 3,602.40	\$ 3,692.00	\$ 3,787.20	\$ 3,877.60	\$ 3,970.40	\$ 4,073.60	\$ 4,175.20	\$ 4,278.40	\$ 4,386.40	\$ 4,497.60	\$ 4,612.00	\$ 4,724.80	\$ 4,843.20	\$ 4,939.20	\$ 5,036.00	\$ 5,133.60	\$ 5,230.40	\$ 5,326.40
	Appx. Monthly	\$ 7,614.53	\$ 7,805.20	\$ 7,999.33	\$ 8,205.60	\$ 8,401.47	\$ 8,602.53	\$ 8,826.13	\$ 9,046.27	\$ 9,269.87										

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/31/2021	Non-Longevity														Longevity				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years
72T Hourly	\$ 44.51	\$ 45.62	\$ 46.76	\$ 47.87	\$ 49.04	\$ 50.31	\$ 51.56	\$ 52.83	\$ 54.15	\$ 55.52	\$ 56.93	\$ 58.33	\$ 59.79						
Appx. Bi-wkly	\$ 3,560.80	\$ 3,649.60	\$ 3,740.80	\$ 3,829.60	\$ 3,923.20	\$ 4,024.80	\$ 4,124.80	\$ 4,226.40	\$ 4,332.00	\$ 4,441.60	\$ 4,554.40	\$ 4,666.40	\$ 4,783.20						
Appx. Monthly	\$ 7,715.07	\$ 7,907.47	\$ 8,105.07	\$ 8,297.47	\$ 8,500.27	\$ 8,720.40	\$ 8,937.07	\$ 9,157.20	\$ 9,386.00	\$ 9,623.47	\$ 9,867.87	\$ 10,110.53	\$ 10,363.60						
Appx. Annual	\$ 92,580.80	\$ 94,889.60	\$ 97,260.80	\$ 99,569.60	\$ 102,003.20	\$ 104,644.80	\$ 107,244.80	\$ 109,886.40	\$ 112,632.00	\$ 115,481.60	\$ 118,414.40	\$ 121,326.40	\$ 124,363.20						
73 Hourly	\$ 45.62	\$ 46.76	\$ 47.93	\$ 49.09	\$ 50.27	\$ 51.56	\$ 52.85	\$ 54.14	\$ 55.50	\$ 56.91	\$ 58.35	\$ 59.79	\$ 61.28	\$ 62.81	\$ 64.06	\$ 65.33	\$ 66.58	\$ 67.82	\$ 69.09
Appx. Bi-wkly	\$ 3,649.60	\$ 3,740.80	\$ 3,834.40	\$ 3,927.20	\$ 4,021.60	\$ 4,124.80	\$ 4,228.00	\$ 4,331.20	\$ 4,440.00	\$ 4,552.80	\$ 4,668.00	\$ 4,783.20	\$ 4,902.40	\$ 5,024.80	\$ 5,124.80	\$ 5,226.40	\$ 5,326.40	\$ 5,425.60	\$ 5,527.20
Appx. Monthly	\$ 7,907.47	\$ 8,105.07	\$ 8,307.87	\$ 8,508.93	\$ 8,713.47	\$ 8,937.07	\$ 9,160.67	\$ 9,384.27	\$ 9,620.00	\$ 9,864.40	\$ 10,114.00	\$ 10,363.60	\$ 10,621.87	\$ 10,887.07	\$ 11,103.73	\$ 11,323.87	\$ 11,540.53	\$ 11,755.47	\$ 11,975.60
Appx. Annual	\$ 94,889.60	\$ 97,260.80	\$ 99,694.40	\$ 102,107.20	\$ 104,561.60	\$ 107,244.80	\$ 109,928.00	\$ 112,611.20	\$ 115,440.00	\$ 118,372.80	\$ 121,368.00	\$ 124,363.20	\$ 127,462.40	\$ 130,644.80	\$ 133,244.80	\$ 135,886.40	\$ 138,486.40	\$ 141,065.60	\$ 143,707.20
73A Hourly	\$ 46.19	\$ 47.34	\$ 48.51	\$ 49.68	\$ 50.89	\$ 52.19	\$ 53.52	\$ 54.81	\$ 56.19	\$ 57.62	\$ 59.09	\$ 60.54	\$ 62.05	\$ 63.60	\$ 64.87	\$ 66.14	\$ 67.41	\$ 68.69	\$ 69.95
Appx. Bi-wkly	\$ 3,695.20	\$ 3,787.20	\$ 3,880.80	\$ 3,974.40	\$ 4,071.20	\$ 4,175.20	\$ 4,281.60	\$ 4,384.80	\$ 4,495.20	\$ 4,609.60	\$ 4,727.20	\$ 4,843.20	\$ 4,964.00	\$ 5,088.00	\$ 5,189.60	\$ 5,291.20	\$ 5,392.80	\$ 5,495.20	\$ 5,596.00
Appx. Monthly	\$ 8,006.27	\$ 8,205.60	\$ 8,408.40	\$ 8,611.20	\$ 8,820.93	\$ 9,046.27	\$ 9,276.80	\$ 9,500.40	\$ 9,739.60	\$ 9,987.47	\$ 10,242.27	\$ 10,493.60	\$ 10,755.33	\$ 11,024.00	\$ 11,244.13	\$ 11,464.27	\$ 11,684.40	\$ 11,906.27	\$ 12,124.67
Appx. Annual	\$ 96,075.20	\$ 98,467.20	\$ 100,900.80	\$ 103,334.40	\$ 105,851.20	\$ 108,555.20	\$ 111,321.60	\$ 114,004.80	\$ 116,875.20	\$ 119,849.60	\$ 122,907.20	\$ 125,923.20	\$ 129,064.00	\$ 132,288.00	\$ 134,929.60	\$ 137,571.20	\$ 140,212.80	\$ 142,875.20	\$ 145,496.00
73C Hourly	\$ 46.42	\$ 47.58	\$ 48.76	\$ 49.94	\$ 51.14	\$ 52.47	\$ 53.77	\$ 55.08	\$ 56.47	\$ 57.90	\$ 59.38	\$ 60.84	\$ 62.36	\$ 63.91	\$ 65.18	\$ 66.46	\$ 67.74	\$ 69.02	\$ 70.29
Appx. Bi-wkly	\$ 3,713.60	\$ 3,806.40	\$ 3,900.80	\$ 3,995.20	\$ 4,091.20	\$ 4,197.60	\$ 4,301.60	\$ 4,406.40	\$ 4,517.60	\$ 4,632.00	\$ 4,750.40	\$ 4,867.20	\$ 4,988.80	\$ 5,112.80	\$ 5,214.40	\$ 5,316.80	\$ 5,419.20	\$ 5,521.60	\$ 5,623.20
Appx. Monthly	\$ 8,046.13	\$ 8,247.20	\$ 8,451.73	\$ 8,656.27	\$ 8,864.27	\$ 9,094.80	\$ 9,320.13	\$ 9,547.20	\$ 9,788.13	\$ 10,036.00	\$ 10,292.53	\$ 10,545.60	\$ 10,809.07	\$ 11,077.73	\$ 11,297.87	\$ 11,519.73	\$ 11,741.60	\$ 11,963.47	\$ 12,183.60
Appx. Annual	\$ 96,553.60	\$ 98,966.40	\$ 101,420.80	\$ 103,875.20	\$ 106,371.20	\$ 109,137.60	\$ 111,841.60	\$ 114,566.40	\$ 117,457.60	\$ 120,432.00	\$ 123,510.40	\$ 126,547.20	\$ 129,708.80	\$ 132,932.80	\$ 135,574.40	\$ 138,236.80	\$ 140,899.20	\$ 143,561.60	\$ 146,203.20
73T Hourly	\$ 45.62	\$ 46.76	\$ 47.93	\$ 49.09	\$ 50.27	\$ 51.56	\$ 52.85	\$ 54.14	\$ 55.50	\$ 56.91	\$ 58.35	\$ 59.79	\$ 61.28						
Appx. Bi-wkly	\$ 3,649.60	\$ 3,740.80	\$ 3,834.40	\$ 3,927.20	\$ 4,021.60	\$ 4,124.80	\$ 4,228.00	\$ 4,331.20	\$ 4,440.00	\$ 4,552.80	\$ 4,668.00	\$ 4,783.20	\$ 4,902.40						
Appx. Monthly	\$ 7,907.47	\$ 8,105.07	\$ 8,307.87	\$ 8,508.93	\$ 8,713.47	\$ 8,937.07	\$ 9,160.67	\$ 9,384.27	\$ 9,620.00	\$ 9,864.40	\$ 10,114.00	\$ 10,363.60	\$ 10,621.87						
Appx. Annual	\$ 94,889.60	\$ 97,260.80	\$ 99,694.40	\$ 102,107.20	\$ 104,561.60	\$ 107,244.80	\$ 109,928.00	\$ 112,611.20	\$ 115,440.00	\$ 118,372.80	\$ 121,368.00	\$ 124,363.20	\$ 127,462.40						
74B Hourly	\$ 47.46	\$ 48.66	\$ 49.87	\$ 51.08	\$ 52.28	\$ 53.64	\$ 54.98	\$ 56.32	\$ 57.74	\$ 59.20	\$ 60.71	\$ 62.20	\$ 63.76	\$ 65.36	\$ 66.67	\$ 67.98	\$ 69.28	\$ 70.58	\$ 71.88
Appx. Bi-wkly	\$ 3,796.80	\$ 3,892.80	\$ 3,989.60	\$ 4,086.40	\$ 4,182.40	\$ 4,291.20	\$ 4,398.40	\$ 4,505.60	\$ 4,619.20	\$ 4,736.00	\$ 4,856.80	\$ 4,976.00	\$ 5,100.80	\$ 5,228.80	\$ 5,333.60	\$ 5,438.40	\$ 5,542.40	\$ 5,646.40	\$ 5,750.40
Appx. Monthly	\$ 8,226.40	\$ 8,434.40	\$ 8,644.13	\$ 8,853.87	\$ 9,061.87	\$ 9,297.60	\$ 9,529.87	\$ 9,762.13	\$ 10,008.27	\$ 10,261.33	\$ 10,523.07	\$ 10,781.33	\$ 11,051.73	\$ 11,329.07	\$ 11,556.13	\$ 11,783.20	\$ 12,008.53	\$ 12,233.87	\$ 12,459.20
Appx. Annual	\$ 98,716.80	\$ 101,212.80	\$ 103,729.60	\$ 106,246.40	\$ 108,742.40	\$ 111,571.20	\$ 114,358.40	\$ 117,145.60	\$ 120,099.20	\$ 123,136.00	\$ 126,276.80	\$ 129,376.00	\$ 132,620.80	\$ 135,948.80	\$ 138,673.60	\$ 141,398.40	\$ 144,102.40	\$ 146,806.40	\$ 149,510.40
75B Hourly	\$ 47.99	\$ 49.51	\$ 50.74	\$ 51.97	\$ 53.21	\$ 54.59	\$ 55.94	\$ 57.30	\$ 58.74	\$ 60.24	\$ 61.77	\$ 63.29	\$ 64.87	\$ 66.49	\$ 67.81	\$ 69.17	\$ 70.50	\$ 71.82	\$ 73.15
Appx. Bi-wkly	\$ 3,839.20	\$ 3,960.80	\$ 4,059.20	\$ 4,157.60	\$ 4,256.80	\$ 4,367.20	\$ 4,475.20	\$ 4,584.00	\$ 4,699.20	\$ 4,819.20	\$ 4,941.60	\$ 5,063.20	\$ 5,189.60	\$ 5,319.20	\$ 5,424.80	\$ 5,533.60	\$ 5,640.00	\$ 5,745.60	\$ 5,852.00
Appx. Monthly	\$ 8,318.27	\$ 8,581.73	\$ 8,794.93	\$ 9,008.13	\$ 9,223.07	\$ 9,462.27	\$ 9,696.27	\$ 9,932.00	\$ 10,181.60	\$ 10,441.60	\$ 10,706.80	\$ 10,970.27	\$ 11,244.13	\$ 11,524.93	\$ 11,753.73	\$ 11,989.47	\$ 12,220.00	\$ 12,448.80	\$ 12,679.33
Appx. Annual	\$ 99,819.20	\$ 102,980.80	\$ 105,539.20	\$ 108,097.60	\$ 110,676.80	\$ 113,547.20	\$ 116,355.20	\$ 119,184.00	\$ 122,179.20	\$ 125,299.20	\$ 128,481.60	\$ 131,643.20	\$ 134,929.60	\$ 138,299.20	\$ 141,044.80	\$ 143,873.60	\$ 146,640.00	\$ 149,385.60	\$ 152,152.00
80 Hourly	\$ 53.49	\$ 55.31	\$ 56.69	\$ 58.07	\$ 59.52	\$ 61.00	\$ 62.49	\$ 64.06	\$ 65.69	\$ 67.33	\$ 69.01	\$ 70.74	\$ 72.53	\$ 74.33	\$ 75.81	\$ 77.30	\$ 78.78	\$ 80.27	\$ 81.76
Appx. Bi-wkly	\$ 4,279.20	\$ 4,424.80	\$ 4,535.20	\$ 4,645.60	\$ 4,761.60	\$ 4,880.00	\$ 4,999.20	\$ 5,124.80	\$ 5,255.20	\$ 5,386.40	\$ 5,520.80	\$ 5,659.20	\$ 5,802.40	\$ 5,946.40	\$ 6,064.80	\$ 6,184.00	\$ 6,302.40	\$ 6,421.60	\$ 6,540.80
Appx. Monthly	\$ 9,271.60	\$ 9,587.07	\$ 9,826.27	\$ 10,065.47	\$ 10,316.80	\$ 10,573.33	\$ 10,831.60	\$ 11,103.73	\$ 11,386.27	\$ 11,670.53	\$ 11,961.73	\$ 12,261.60	\$ 12,571.87	\$ 12,883.87	\$ 13,140.40	\$ 13,398.67	\$ 13,655.20	\$ 13,913.47	\$ 14,171.73
Appx. Annual	\$ 111,259.20	\$ 115,044.80	\$ 117,915.20	\$ 120,785.60	\$ 123,801.60	\$ 126,880.00	\$ 129,979.20	\$ 133,244.80	\$ 136,635.20	\$ 140,046.40	\$ 143,540.80	\$ 147,139.20	\$ 150,862.40	\$ 154,606.40	\$ 157,684.80	\$ 160,784.00	\$ 163,862.40	\$ 166,961.60	\$ 170,060.80

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/30/2022	Non-Longevity														Longevity					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years	
61	Hourly	\$ 34.97	\$ 35.84	\$ 36.73	\$ 37.67	\$ 38.58	\$ 39.55	\$ 40.53	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.11	\$ 49.08	\$ 50.05	\$ 51.02	\$ 51.96	\$ 52.92
	Appx. Bi-wkly	\$ 2,797.60	\$ 2,867.20	\$ 2,938.40	\$ 3,013.60	\$ 3,086.40	\$ 3,164.00	\$ 3,242.40	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,848.80	\$ 3,926.40	\$ 4,004.00	\$ 4,081.60	\$ 4,156.80	\$ 4,233.60
	Appx. Monthly	\$ 6,061.47	\$ 6,212.27	\$ 6,366.53	\$ 6,529.47	\$ 6,687.20	\$ 6,855.33	\$ 7,025.20	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,339.07	\$ 8,507.20	\$ 8,675.33	\$ 8,843.47	\$ 9,006.40	\$ 9,172.80
	Appx. Annual	\$ 72,737.60	\$ 74,547.20	\$ 76,398.40	\$ 78,353.60	\$ 80,246.40	\$ 82,264.00	\$ 84,302.40	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,068.80	\$ 102,086.40	\$ 104,104.00	\$ 106,121.60	\$ 108,076.80	\$ 110,073.60
61A	Hourly	\$ 35.41	\$ 36.30	\$ 37.20	\$ 38.12	\$ 39.09	\$ 40.06	\$ 41.06	\$ 42.05	\$ 43.11	\$ 44.21	\$ 45.27	\$ 46.43	\$ 47.53	\$ 48.73	\$ 49.71	\$ 50.68	\$ 51.64	\$ 52.63	\$ 53.61
	Appx. Bi-wkly	\$ 2,832.80	\$ 2,904.00	\$ 2,976.00	\$ 3,049.60	\$ 3,127.20	\$ 3,204.80	\$ 3,284.80	\$ 3,364.00	\$ 3,448.80	\$ 3,536.80	\$ 3,621.60	\$ 3,714.40	\$ 3,802.40	\$ 3,898.40	\$ 3,976.80	\$ 4,054.40	\$ 4,131.20	\$ 4,210.40	\$ 4,288.80
	Appx. Monthly	\$ 6,137.73	\$ 6,292.00	\$ 6,448.00	\$ 6,607.47	\$ 6,775.60	\$ 6,943.73	\$ 7,117.07	\$ 7,288.67	\$ 7,472.40	\$ 7,663.07	\$ 7,846.80	\$ 8,047.87	\$ 8,238.53	\$ 8,446.53	\$ 8,616.40	\$ 8,784.53	\$ 8,950.93	\$ 9,122.53	\$ 9,292.40
	Appx. Annual	\$ 73,652.80	\$ 75,504.00	\$ 77,376.00	\$ 79,289.60	\$ 81,307.20	\$ 83,324.80	\$ 85,404.80	\$ 87,464.00	\$ 89,668.80	\$ 91,956.80	\$ 94,161.60	\$ 96,574.40	\$ 98,862.40	\$ 101,358.40	\$ 103,396.80	\$ 105,414.40	\$ 107,411.20	\$ 109,470.40	\$ 111,508.80
61C	Hourly	\$ 35.56	\$ 36.46	\$ 37.38	\$ 38.34	\$ 39.25	\$ 40.24	\$ 41.24	\$ 42.27	\$ 43.32	\$ 44.42	\$ 45.50	\$ 46.68	\$ 47.76	\$ 48.97	\$ 49.94	\$ 50.93	\$ 51.90	\$ 52.88	\$ 53.86
	Appx. Bi-wkly	\$ 2,844.80	\$ 2,916.80	\$ 2,990.40	\$ 3,067.20	\$ 3,140.00	\$ 3,219.20	\$ 3,299.20	\$ 3,381.60	\$ 3,465.60	\$ 3,553.60	\$ 3,640.00	\$ 3,734.40	\$ 3,820.80	\$ 3,917.60	\$ 3,995.20	\$ 4,074.40	\$ 4,152.00	\$ 4,230.40	\$ 4,308.80
	Appx. Monthly	\$ 6,163.73	\$ 6,319.73	\$ 6,479.20	\$ 6,645.60	\$ 6,803.33	\$ 6,974.93	\$ 7,148.27	\$ 7,326.80	\$ 7,508.80	\$ 7,699.47	\$ 7,886.67	\$ 8,091.20	\$ 8,278.40	\$ 8,488.13	\$ 8,656.27	\$ 8,827.87	\$ 8,996.00	\$ 9,165.87	\$ 9,335.73
	Appx. Annual	\$ 73,964.80	\$ 75,836.80	\$ 77,750.40	\$ 79,747.20	\$ 81,640.00	\$ 83,699.20	\$ 85,779.20	\$ 87,921.60	\$ 90,105.60	\$ 92,393.60	\$ 94,640.00	\$ 97,094.40	\$ 99,340.80	\$ 101,857.60	\$ 103,875.20	\$ 105,934.40	\$ 107,952.00	\$ 109,990.40	\$ 112,028.80
61T	Hourly	\$ 34.97	\$ 35.84	\$ 36.73	\$ 37.67	\$ 38.58	\$ 39.55	\$ 40.53	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.11	\$ 49.08	\$ 50.05	\$ 51.02	\$ 51.96	\$ 52.92
	Appx. Bi-wkly	\$ 2,797.60	\$ 2,867.20	\$ 2,938.40	\$ 3,013.60	\$ 3,086.40	\$ 3,164.00	\$ 3,242.40	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,848.80	\$ 3,926.40	\$ 4,004.00	\$ 4,081.60	\$ 4,156.80	\$ 4,233.60
	Appx. Monthly	\$ 6,061.47	\$ 6,212.27	\$ 6,366.53	\$ 6,529.47	\$ 6,687.20	\$ 6,855.33	\$ 7,025.20	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,339.07	\$ 8,507.20	\$ 8,675.33	\$ 8,843.47	\$ 9,006.40	\$ 9,172.80
	Appx. Annual	\$ 72,737.60	\$ 74,547.20	\$ 76,398.40	\$ 78,353.60	\$ 80,246.40	\$ 82,264.00	\$ 84,302.40	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,068.80	\$ 102,086.40	\$ 104,104.00	\$ 106,121.60	\$ 108,076.80	\$ 110,073.60
62	Hourly	\$ 35.85	\$ 36.74	\$ 37.67	\$ 38.58	\$ 39.55	\$ 40.53	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.37	\$ 50.34	\$ 51.36	\$ 52.32	\$ 53.31	\$ 54.30
	Appx. Bi-wkly	\$ 2,868.00	\$ 2,939.20	\$ 3,013.60	\$ 3,086.40	\$ 3,164.00	\$ 3,242.40	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,949.60	\$ 4,027.20	\$ 4,108.80	\$ 4,185.60	\$ 4,264.80	\$ 4,344.00
	Appx. Monthly	\$ 6,214.00	\$ 6,368.27	\$ 6,529.47	\$ 6,687.20	\$ 6,855.33	\$ 7,025.20	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,557.47	\$ 8,725.60	\$ 8,902.40	\$ 9,068.80	\$ 9,240.40	\$ 9,412.00
	Appx. Annual	\$ 74,568.00	\$ 76,419.20	\$ 78,353.60	\$ 80,246.40	\$ 82,264.00	\$ 84,302.40	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,689.60	\$ 104,707.20	\$ 106,828.80	\$ 108,825.60	\$ 110,884.80	\$ 112,944.00
62A	Hourly	\$ 36.31	\$ 37.21	\$ 38.12	\$ 39.09	\$ 40.06	\$ 41.06	\$ 42.05	\$ 43.11	\$ 44.21	\$ 45.27	\$ 46.43	\$ 47.53	\$ 48.76	\$ 49.97	\$ 50.97	\$ 51.96	\$ 52.95	\$ 53.98	\$ 54.96
	Appx. Bi-wkly	\$ 2,904.80	\$ 2,976.80	\$ 3,049.60	\$ 3,127.20	\$ 3,204.80	\$ 3,284.80	\$ 3,364.00	\$ 3,448.80	\$ 3,536.80	\$ 3,621.60	\$ 3,714.40	\$ 3,802.40	\$ 3,900.80	\$ 3,997.60	\$ 4,077.60	\$ 4,156.80	\$ 4,236.00	\$ 4,318.40	\$ 4,396.80
	Appx. Monthly	\$ 6,293.73	\$ 6,449.73	\$ 6,607.47	\$ 6,775.60	\$ 6,943.73	\$ 7,117.07	\$ 7,288.67	\$ 7,472.40	\$ 7,663.07	\$ 7,846.80	\$ 8,047.87	\$ 8,238.53	\$ 8,451.73	\$ 8,661.47	\$ 8,834.80	\$ 9,006.40	\$ 9,178.00	\$ 9,356.53	\$ 9,526.40
	Appx. Annual	\$ 75,524.80	\$ 77,396.80	\$ 79,289.60	\$ 81,307.20	\$ 83,324.80	\$ 85,404.80	\$ 87,464.00	\$ 89,668.80	\$ 91,956.80	\$ 94,161.60	\$ 96,574.40	\$ 98,862.40	\$ 101,420.80	\$ 103,937.60	\$ 106,017.60	\$ 108,076.80	\$ 110,136.00	\$ 112,278.40	\$ 114,316.80
62C	Hourly	\$ 36.47	\$ 37.39	\$ 38.34	\$ 39.25	\$ 40.24	\$ 41.24	\$ 42.27	\$ 43.32	\$ 44.42	\$ 45.50	\$ 46.68	\$ 47.76	\$ 49.01	\$ 50.22	\$ 51.22	\$ 52.24	\$ 53.24	\$ 54.23	\$ 55.26
	Appx. Bi-wkly	\$ 2,917.60	\$ 2,991.20	\$ 3,067.20	\$ 3,140.00	\$ 3,219.20	\$ 3,299.20	\$ 3,381.60	\$ 3,465.60	\$ 3,553.60	\$ 3,640.00	\$ 3,734.40	\$ 3,820.80	\$ 3,920.80	\$ 4,017.60	\$ 4,097.60	\$ 4,179.20	\$ 4,259.20	\$ 4,338.40	\$ 4,420.80
	Appx. Monthly	\$ 6,321.47	\$ 6,480.93	\$ 6,645.60	\$ 6,803.33	\$ 6,974.93	\$ 7,148.27	\$ 7,326.80	\$ 7,508.80	\$ 7,699.47	\$ 7,886.67	\$ 8,091.20	\$ 8,278.40	\$ 8,495.07	\$ 8,704.80	\$ 8,878.13	\$ 9,054.93	\$ 9,228.27	\$ 9,399.87	\$ 9,578.40
	Appx. Annual	\$ 75,857.60	\$ 77,771.20	\$ 79,747.20	\$ 81,640.00	\$ 83,699.20	\$ 85,779.20	\$ 87,921.60	\$ 90,105.60	\$ 92,393.60	\$ 94,640.00	\$ 97,094.40	\$ 99,340.80	\$ 101,940.80	\$ 104,457.60	\$ 106,537.60	\$ 108,659.20	\$ 110,739.20	\$ 112,798.40	\$ 114,940.80
62T	Hourly	\$ 35.85	\$ 36.74	\$ 37.67	\$ 38.58	\$ 39.55	\$ 40.53	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.37	\$ 50.34	\$ 51.36	\$ 52.32	\$ 53.31	\$ 54.30
	Appx. Bi-wkly	\$ 2,868.00	\$ 2,939.20	\$ 3,013.60	\$ 3,086.40	\$ 3,164.00	\$ 3,242.40	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,949.60	\$ 4,027.20	\$ 4,108.80	\$ 4,185.60	\$ 4,264.80	\$ 4,344.00
	Appx. Monthly	\$ 6,214.00	\$ 6,368.27	\$ 6,529.47	\$ 6,687.20	\$ 6,855.33	\$ 7,025.20	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,557.47	\$ 8,725.60	\$ 8,902.40	\$ 9,068.80	\$ 9,240.40	\$ 9,412.00
	Appx. Annual	\$ 74,568.00	\$ 76,419.20	\$ 78,353.60	\$ 80,246.40	\$ 82,264.00	\$ 84,302.40	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,689.60	\$ 104,707.20	\$ 106,828.80	\$ 108,825.60	\$ 110,884.80	\$ 112,944.00
63	Hourly	\$ 36.74	\$ 37.67	\$ 38.58	\$ 39.55	\$ 40.53	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.56	\$ 51.56	\$ 52.58	\$ 53.60	\$ 54.59	\$ 55.61
	Appx. Bi-wkly	\$ 2,939.20	\$ 3,013.60	\$ 3,086.40	\$ 3,164.00	\$ 3,242.40	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,124.80	\$ 4,206.40	\$ 4,288.00	\$ 4,367.20	\$ 4,448.80
	Appx. Monthly	\$ 6,368.27	\$ 6,529.47	\$ 6,687.20	\$ 6,855.33	\$ 7,025.20	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,763.73	\$ 8,937.07	\$ 9,113.87	\$ 9,290.67	\$ 9,462.27	\$ 9,639.07
	Appx. Annual	\$ 76,419.20	\$ 78,353.60	\$ 80,246.40	\$ 82,264.00	\$ 84,302.40	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,164.80	\$ 107,244.80	\$ 109,366.40	\$ 111,488.00	\$ 113,547.20	\$ 115,668.80
63A	Hourly	\$ 37.21	\$ 38.12	\$ 39.09	\$ 40.06	\$ 41.06	\$ 42.05	\$ 43.11	\$ 44.21	\$ 45.27	\$ 46.43	\$ 47.53	\$ 48.76	\$ 49.92	\$ 51.16	\$ 52.21	\$ 53.22	\$ 54.23	\$ 55.27	\$ 56.29
	Appx. Bi-wkly	\$ 2,976.80	\$ 3,049.60	\$ 3,127.20	\$ 3,204.80	\$ 3,284.80	\$ 3,364.00	\$ 3,448.80	\$ 3,536.80	\$ 3,621.60	\$ 3,714.40	\$ 3,802.40	\$ 3,900.80	\$ 3,993.60	\$ 4,092.80	\$ 4,176.80	\$ 4,257.60	\$ 4,338.40	\$ 4,421.60	\$ 4,503.20
	Appx. Monthly	\$ 6,449.73	\$ 6,607.47	\$ 6,775.60	\$ 6,943.73	\$ 7,117.07	\$ 7,288.67	\$ 7,472.40	\$ 7,663.07	\$ 7,846.80	\$ 8,047.87	\$ 8,238.53	\$ 8,451.73	\$ 8,652.80	\$ 8,867.73	\$ 9,049.73	\$ 9,224.80	\$ 9,399.87	\$ 9,580.13	\$ 9,756.93
	Appx. Annual	\$ 77,396.80	\$ 79,289.60	\$ 81,307.20	\$ 83,324.80	\$ 85,404.80	\$ 87,464.00	\$ 89,668.80	\$ 91,956.80	\$ 94,161.60	\$ 96,574.40	\$ 98,862.40	\$ 101,420.80	\$ 103,833.60	\$ 106,412.80	\$ 108,596.80	\$ 1			

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/30/2022	Non-Longevity														Longevity				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years
64T Hourly	\$ 37.66	\$ 38.57	\$ 39.55	\$ 40.53	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51						
Appx. Bi-wkly	\$ 3,012.80	\$ 3,085.60	\$ 3,164.00	\$ 3,242.40	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80						
Appx. Monthly	\$ 6,527.73	\$ 6,685.47	\$ 6,855.33	\$ 7,025.20	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07						
Appx. Annual	\$ 78,332.80	\$ 80,225.60	\$ 82,264.00	\$ 84,302.40	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80						
65 Hourly	\$ 38.57	\$ 39.55	\$ 40.53	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.16	\$ 55.23	\$ 56.29	\$ 57.36	\$ 58.41
Appx. Bi-wkly	\$ 3,085.60	\$ 3,164.00	\$ 3,242.40	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,332.80	\$ 4,418.40	\$ 4,503.20	\$ 4,588.80	\$ 4,672.80
Appx. Monthly	\$ 6,685.47	\$ 6,855.33	\$ 7,025.20	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73	\$ 9,387.73	\$ 9,573.20	\$ 9,756.93	\$ 9,942.40	\$ 10,124.40
Appx. Annual	\$ 80,225.60	\$ 82,264.00	\$ 84,302.40	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 112,652.80	\$ 114,878.40	\$ 117,083.20	\$ 119,308.80	\$ 121,492.80
65A Hourly	\$ 39.08	\$ 40.06	\$ 41.06	\$ 42.05	\$ 43.11	\$ 44.21	\$ 45.27	\$ 46.43	\$ 47.53	\$ 48.76	\$ 49.92	\$ 51.12	\$ 52.45	\$ 53.76	\$ 54.85	\$ 55.91	\$ 56.99	\$ 58.05	\$ 59.14
Appx. Bi-wkly	\$ 3,126.40	\$ 3,204.80	\$ 3,284.80	\$ 3,364.00	\$ 3,448.80	\$ 3,536.80	\$ 3,621.60	\$ 3,714.40	\$ 3,802.40	\$ 3,900.80	\$ 3,993.60	\$ 4,089.60	\$ 4,196.00	\$ 4,300.80	\$ 4,388.00	\$ 4,472.80	\$ 4,559.20	\$ 4,644.00	\$ 4,731.20
Appx. Monthly	\$ 6,773.87	\$ 6,943.73	\$ 7,117.07	\$ 7,288.67	\$ 7,472.40	\$ 7,663.07	\$ 7,846.80	\$ 8,047.87	\$ 8,238.53	\$ 8,451.73	\$ 8,652.80	\$ 8,860.80	\$ 9,091.33	\$ 9,318.40	\$ 9,507.33	\$ 9,691.07	\$ 9,878.27	\$ 10,062.00	\$ 10,250.93
Appx. Annual	\$ 81,286.40	\$ 83,324.80	\$ 85,404.80	\$ 87,464.00	\$ 89,668.80	\$ 91,956.80	\$ 94,161.60	\$ 96,574.40	\$ 98,862.40	\$ 101,420.80	\$ 103,833.60	\$ 106,329.60	\$ 109,096.00	\$ 111,820.80	\$ 114,088.00	\$ 116,292.80	\$ 118,539.20	\$ 120,744.00	\$ 123,011.20
65C Hourly	\$ 39.24	\$ 40.24	\$ 41.24	\$ 42.27	\$ 43.32	\$ 44.42	\$ 45.50	\$ 46.68	\$ 47.76	\$ 49.01	\$ 50.17	\$ 51.39	\$ 52.72	\$ 54.04	\$ 55.13	\$ 56.21	\$ 57.28	\$ 58.36	\$ 59.44
Appx. Bi-wkly	\$ 3,139.20	\$ 3,219.20	\$ 3,299.20	\$ 3,381.60	\$ 3,465.60	\$ 3,553.60	\$ 3,640.00	\$ 3,734.40	\$ 3,820.80	\$ 3,920.80	\$ 4,013.60	\$ 4,111.20	\$ 4,217.60	\$ 4,323.20	\$ 4,410.40	\$ 4,496.80	\$ 4,582.40	\$ 4,668.80	\$ 4,755.20
Appx. Monthly	\$ 6,801.60	\$ 6,974.93	\$ 7,148.27	\$ 7,326.80	\$ 7,508.80	\$ 7,699.47	\$ 7,886.67	\$ 8,091.20	\$ 8,278.40	\$ 8,495.07	\$ 8,696.13	\$ 8,907.60	\$ 9,138.13	\$ 9,366.93	\$ 9,555.87	\$ 9,743.07	\$ 9,928.53	\$ 10,115.73	\$ 10,302.93
Appx. Annual	\$ 81,619.20	\$ 83,699.20	\$ 85,779.20	\$ 87,921.60	\$ 90,105.60	\$ 92,393.60	\$ 94,640.00	\$ 97,094.40	\$ 99,340.80	\$ 101,940.80	\$ 104,353.60	\$ 106,891.20	\$ 109,657.60	\$ 112,403.20	\$ 114,670.40	\$ 116,916.80	\$ 119,142.40	\$ 121,388.80	\$ 123,635.20
65T Hourly	\$ 38.57	\$ 39.55	\$ 40.53	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82						
Appx. Bi-wkly	\$ 3,085.60	\$ 3,164.00	\$ 3,242.40	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60						
Appx. Monthly	\$ 6,685.47	\$ 6,855.33	\$ 7,025.20	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13						
Appx. Annual	\$ 80,225.60	\$ 82,264.00	\$ 84,302.40	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60						
66 Hourly	\$ 39.54	\$ 40.52	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.44	\$ 55.51	\$ 56.62	\$ 57.70	\$ 58.77	\$ 59.86
Appx. Bi-wkly	\$ 3,163.20	\$ 3,241.60	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,355.20	\$ 4,440.80	\$ 4,529.60	\$ 4,616.00	\$ 4,701.60	\$ 4,788.80
Appx. Monthly	\$ 6,853.60	\$ 7,023.47	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73	\$ 9,436.27	\$ 9,621.73	\$ 9,814.13	\$ 10,001.33	\$ 10,186.80	\$ 10,375.73
Appx. Annual	\$ 82,243.20	\$ 84,281.60	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 113,235.20	\$ 115,460.80	\$ 117,769.60	\$ 120,016.00	\$ 122,241.60	\$ 124,508.80
66A Hourly	\$ 40.05	\$ 41.05	\$ 42.05	\$ 43.11	\$ 44.21	\$ 45.27	\$ 46.43	\$ 47.53	\$ 48.76	\$ 49.92	\$ 51.12	\$ 52.45	\$ 53.76	\$ 55.12	\$ 56.22	\$ 57.32	\$ 58.41	\$ 59.52	\$ 60.63
Appx. Bi-wkly	\$ 3,204.00	\$ 3,284.00	\$ 3,364.00	\$ 3,448.80	\$ 3,536.80	\$ 3,621.60	\$ 3,714.40	\$ 3,802.40	\$ 3,900.80	\$ 3,993.60	\$ 4,089.60	\$ 4,196.00	\$ 4,300.80	\$ 4,409.60	\$ 4,497.60	\$ 4,585.60	\$ 4,672.80	\$ 4,761.60	\$ 4,850.40
Appx. Monthly	\$ 6,942.00	\$ 7,115.33	\$ 7,288.67	\$ 7,472.40	\$ 7,663.07	\$ 7,846.80	\$ 8,047.87	\$ 8,238.53	\$ 8,451.73	\$ 8,652.80	\$ 8,860.80	\$ 9,091.33	\$ 9,318.40	\$ 9,554.13	\$ 9,744.80	\$ 9,935.47	\$ 10,124.80	\$ 10,316.80	\$ 10,509.20
Appx. Annual	\$ 83,304.00	\$ 85,384.00	\$ 87,464.00	\$ 89,668.80	\$ 91,956.80	\$ 94,161.60	\$ 96,574.40	\$ 98,862.40	\$ 101,420.80	\$ 103,833.60	\$ 106,329.60	\$ 109,096.00	\$ 111,820.80	\$ 114,649.60	\$ 116,937.60	\$ 119,225.60	\$ 121,492.80	\$ 123,801.60	\$ 126,110.40
66C Hourly	\$ 40.23	\$ 41.23	\$ 42.27	\$ 43.32	\$ 44.42	\$ 45.50	\$ 46.68	\$ 47.76	\$ 49.01	\$ 50.17	\$ 51.39	\$ 52.72	\$ 54.04	\$ 55.38	\$ 56.50	\$ 57.60	\$ 58.71	\$ 59.82	\$ 60.92
Appx. Bi-wkly	\$ 3,218.40	\$ 3,298.40	\$ 3,381.60	\$ 3,465.60	\$ 3,553.60	\$ 3,640.00	\$ 3,734.40	\$ 3,820.80	\$ 3,920.80	\$ 4,013.60	\$ 4,111.20	\$ 4,217.60	\$ 4,323.20	\$ 4,430.40	\$ 4,520.00	\$ 4,608.00	\$ 4,696.80	\$ 4,785.60	\$ 4,873.60
Appx. Monthly	\$ 6,973.20	\$ 7,146.53	\$ 7,326.80	\$ 7,508.80	\$ 7,699.47	\$ 7,886.67	\$ 8,091.20	\$ 8,278.40	\$ 8,495.07	\$ 8,696.13	\$ 8,907.60	\$ 9,138.13	\$ 9,366.93	\$ 9,599.20	\$ 9,793.33	\$ 9,984.00	\$ 10,176.40	\$ 10,368.80	\$ 10,559.47
Appx. Annual	\$ 83,678.40	\$ 85,758.40	\$ 87,921.60	\$ 90,105.60	\$ 92,393.60	\$ 94,640.00	\$ 97,094.40	\$ 99,340.80	\$ 101,940.80	\$ 104,353.60	\$ 106,891.20	\$ 109,657.60	\$ 112,403.20	\$ 115,190.40	\$ 117,520.00	\$ 119,808.00	\$ 122,116.80	\$ 124,425.60	\$ 126,713.60
66T Hourly	\$ 39.54	\$ 40.52	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11						
Appx. Bi-wkly	\$ 3,163.20	\$ 3,241.60	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80						
Appx. Monthly	\$ 6,853.60	\$ 7,023.47	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73						
Appx. Annual	\$ 82,243.20	\$ 84,281.60	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80						
67 Hourly	\$ 40.52	\$ 41.53	\$ 42.57	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.41	\$ 55.76	\$ 56.88	\$ 57.99	\$ 59.11	\$ 60.22	\$ 61.34
Appx. Bi-wkly	\$ 3,241.60	\$ 3,322.40	\$ 3,405.60	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,352.80	\$ 4,460.80	\$ 4,550.40	\$ 4,639.20	\$ 4,728.80	\$ 4,817.60	\$ 4,907.20
Appx. Monthly	\$ 7,023.47	\$ 7,198.53	\$ 7,378.80	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73	\$ 9,431.07	\$ 9,665.07	\$ 9,859.20	\$ 10,051.60	\$ 10,245.73	\$ 10,438.13	\$ 10,632.27
Appx. Annual	\$ 84,281.60	\$ 86,382.40	\$ 88,545.60	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 113,172.80	\$ 115,980.80	\$ 118,310.40	\$ 120,619.20	\$ 122,948.80	\$ 125,257.60	\$ 127,587.20
67A Hourly	\$ 41.05	\$ 42.05	\$ 43.11	\$ 44.21	\$ 45.27	\$ 46.43	\$ 47.53	\$ 48.76	\$ 49.92	\$ 51.12	\$ 52.45	\$ 53.76	\$ 55.08	\$ 56.46	\$ 57.60	\$ 58.73	\$ 59.86	\$ 60.98	\$ 62.12
Appx. Bi-wkly	\$ 3,284.00	\$ 3,364.00	\$ 3,448.80	\$ 3,536.80	\$ 3,621.60	\$ 3,714.40	\$ 3,802.40	\$ 3,900.80	\$ 3,993.60	\$ 4,089.60	\$ 4,196.00	\$ 4,300.80	\$ 4,406.40	\$ 4,516.80	\$ 4,608.00	\$ 4,698.40	\$ 4,788.80	\$ 4,878.40	\$ 4,969.60
Appx. Monthly	\$ 7,115.33	\$ 7,288.67	\$ 7,472.40	\$ 7,663.07	\$ 7,846.80	\$ 8,047.87	\$ 8,238.53	\$ 8,451.73	\$ 8,652.80	\$ 8,860.80	\$ 9,091.33	\$ 9,318.40	\$ 9,547.20	\$ 9,786.40					

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/30/2022	Non-Longevity														Longevity					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years	
68T	Hourly	\$ 41.54	\$ 42.58	\$ 43.65	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.41	\$ 55.77						
	Appx. Bi-wkly	\$ 3,323.20	\$ 3,406.40	\$ 3,492.00	\$ 3,576.80	\$ 3,669.60	\$ 3,752.00	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,352.80	\$ 4,461.60						
	Appx. Monthly	\$ 7,200.27	\$ 7,380.53	\$ 7,566.00	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73	\$ 9,431.07	\$ 9,666.80						
	Appx. Annual	\$ 86,403.20	\$ 88,566.40	\$ 90,792.00	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 113,172.80	\$ 116,001.60						
69	Hourly	\$ 42.56	\$ 43.62	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.41	\$ 55.77	\$ 57.19	\$ 58.62	\$ 59.80	\$ 60.96	\$ 62.14	\$ 63.30	\$ 64.48
	Appx. Bi-wkly	\$ 3,404.80	\$ 3,489.60	\$ 3,576.80	\$ 3,669.60	\$ 3,752.00	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,352.80	\$ 4,461.60	\$ 4,575.20	\$ 4,689.60	\$ 4,784.00	\$ 4,876.80	\$ 4,971.20	\$ 5,064.00	\$ 5,158.40
	Appx. Monthly	\$ 7,377.07	\$ 7,560.80	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73	\$ 9,431.07	\$ 9,666.80	\$ 9,912.93	\$ 10,160.80	\$ 10,365.33	\$ 10,566.40	\$ 10,770.93	\$ 10,972.00	\$ 11,176.53
	Appx. Annual	\$ 88,524.80	\$ 90,729.60	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 113,172.80	\$ 116,001.60	\$ 118,952.00	\$ 121,929.60	\$ 124,384.00	\$ 126,796.80	\$ 129,251.20	\$ 131,664.00	\$ 134,118.40
69A	Hourly	\$ 43.10	\$ 44.18	\$ 45.27	\$ 46.43	\$ 47.53	\$ 48.76	\$ 49.92	\$ 51.12	\$ 52.45	\$ 53.76	\$ 55.08	\$ 56.47	\$ 57.91	\$ 59.36	\$ 60.53	\$ 61.73	\$ 62.91	\$ 64.10	\$ 65.29
	Appx. Bi-wkly	\$ 3,448.00	\$ 3,534.40	\$ 3,621.60	\$ 3,714.40	\$ 3,802.40	\$ 3,900.80	\$ 3,993.60	\$ 4,089.60	\$ 4,196.00	\$ 4,300.80	\$ 4,406.40	\$ 4,517.60	\$ 4,632.80	\$ 4,748.80	\$ 4,842.40	\$ 4,938.40	\$ 5,032.80	\$ 5,128.00	\$ 5,223.20
	Appx. Monthly	\$ 7,470.67	\$ 7,657.87	\$ 7,846.80	\$ 8,047.87	\$ 8,238.53	\$ 8,451.73	\$ 8,652.80	\$ 8,860.80	\$ 9,091.33	\$ 9,318.40	\$ 9,547.20	\$ 9,788.13	\$ 10,037.73	\$ 10,289.07	\$ 10,491.87	\$ 10,699.87	\$ 10,904.40	\$ 11,110.67	\$ 11,316.93
	Appx. Annual	\$ 89,648.00	\$ 91,894.40	\$ 94,161.60	\$ 96,574.40	\$ 98,862.40	\$ 101,420.80	\$ 103,833.60	\$ 106,329.60	\$ 109,096.00	\$ 111,820.80	\$ 114,566.40	\$ 117,457.60	\$ 120,452.80	\$ 123,468.80	\$ 125,902.40	\$ 128,398.40	\$ 130,852.80	\$ 133,328.00	\$ 135,803.20
69C	Hourly	\$ 43.31	\$ 44.39	\$ 45.50	\$ 46.68	\$ 47.76	\$ 49.01	\$ 50.17	\$ 51.39	\$ 52.72	\$ 54.04	\$ 55.36	\$ 56.74	\$ 58.18	\$ 59.64	\$ 60.83	\$ 62.03	\$ 63.21	\$ 64.42	\$ 65.60
	Appx. Bi-wkly	\$ 3,464.80	\$ 3,551.20	\$ 3,640.00	\$ 3,734.40	\$ 3,820.80	\$ 3,920.80	\$ 4,013.60	\$ 4,111.20	\$ 4,217.60	\$ 4,323.20	\$ 4,428.80	\$ 4,539.20	\$ 4,654.40	\$ 4,771.20	\$ 4,866.40	\$ 4,962.40	\$ 5,056.80	\$ 5,153.60	\$ 5,248.00
	Appx. Monthly	\$ 7,507.07	\$ 7,694.27	\$ 7,886.67	\$ 8,091.20	\$ 8,278.40	\$ 8,495.07	\$ 8,696.13	\$ 8,907.60	\$ 9,138.13	\$ 9,366.93	\$ 9,595.73	\$ 9,834.93	\$ 10,084.53	\$ 10,337.60	\$ 10,543.87	\$ 10,751.87	\$ 10,956.40	\$ 11,166.13	\$ 11,370.67
	Appx. Annual	\$ 90,084.80	\$ 92,331.20	\$ 94,640.00	\$ 97,094.40	\$ 99,340.80	\$ 101,940.80	\$ 104,353.60	\$ 106,891.20	\$ 109,657.60	\$ 112,403.20	\$ 115,148.80	\$ 118,019.20	\$ 121,014.40	\$ 124,051.20	\$ 126,526.40	\$ 129,022.40	\$ 131,476.80	\$ 133,993.60	\$ 136,448.00
69T	Hourly	\$ 42.56	\$ 43.62	\$ 44.71	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.41	\$ 55.77	\$ 57.19						
	Appx. Bi-wkly	\$ 3,404.80	\$ 3,489.60	\$ 3,576.80	\$ 3,669.60	\$ 3,752.00	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,352.80	\$ 4,461.60	\$ 4,575.20						
	Appx. Monthly	\$ 7,377.07	\$ 7,560.80	\$ 7,749.73	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73	\$ 9,431.07	\$ 9,666.80	\$ 9,912.93						
	Appx. Annual	\$ 88,524.80	\$ 90,729.60	\$ 92,996.80	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 113,172.80	\$ 116,001.60	\$ 118,952.00						
70	Hourly	\$ 43.65	\$ 44.75	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.41	\$ 55.77	\$ 57.19	\$ 58.64	\$ 60.10	\$ 61.31	\$ 62.50	\$ 63.72	\$ 64.91	\$ 66.13
	Appx. Bi-wkly	\$ 3,492.00	\$ 3,580.00	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,352.80	\$ 4,461.60	\$ 4,575.20	\$ 4,691.20	\$ 4,808.00	\$ 4,904.80	\$ 5,000.00	\$ 5,097.60	\$ 5,192.80	\$ 5,290.40
	Appx. Monthly	\$ 7,566.00	\$ 7,756.67	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73	\$ 9,431.07	\$ 9,666.80	\$ 9,912.93	\$ 10,164.27	\$ 10,417.33	\$ 10,627.07	\$ 10,833.33	\$ 11,044.80	\$ 11,251.07	\$ 11,462.53
	Appx. Annual	\$ 90,792.00	\$ 93,080.00	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 113,172.80	\$ 116,001.60	\$ 118,952.00	\$ 121,971.20	\$ 125,008.00	\$ 127,524.80	\$ 130,000.00	\$ 132,537.60	\$ 135,012.80	\$ 137,550.40
70A	Hourly	\$ 44.21	\$ 45.30	\$ 46.43	\$ 47.53	\$ 48.76	\$ 49.92	\$ 51.12	\$ 52.45	\$ 53.76	\$ 55.08	\$ 56.47	\$ 57.91	\$ 59.38	\$ 60.85	\$ 62.07	\$ 63.28	\$ 64.50	\$ 65.72	\$ 66.95
	Appx. Bi-wkly	\$ 3,536.80	\$ 3,624.00	\$ 3,714.40	\$ 3,802.40	\$ 3,900.80	\$ 3,993.60	\$ 4,089.60	\$ 4,196.00	\$ 4,300.80	\$ 4,406.40	\$ 4,517.60	\$ 4,632.80	\$ 4,750.40	\$ 4,868.00	\$ 4,965.60	\$ 5,062.40	\$ 5,160.00	\$ 5,257.60	\$ 5,356.00
	Appx. Monthly	\$ 7,663.07	\$ 7,852.00	\$ 8,047.87	\$ 8,238.53	\$ 8,451.73	\$ 8,652.80	\$ 8,860.80	\$ 9,091.33	\$ 9,318.40	\$ 9,547.20	\$ 9,788.13	\$ 10,037.73	\$ 10,292.53	\$ 10,547.33	\$ 10,758.80	\$ 10,968.53	\$ 11,180.00	\$ 11,391.47	\$ 11,604.67
	Appx. Annual	\$ 91,956.80	\$ 94,224.00	\$ 96,574.40	\$ 98,862.40	\$ 101,420.80	\$ 103,833.60	\$ 106,329.60	\$ 109,096.00	\$ 111,820.80	\$ 114,566.40	\$ 117,457.60	\$ 120,452.80	\$ 123,510.40	\$ 126,568.00	\$ 129,105.60	\$ 131,622.40	\$ 134,160.00	\$ 136,697.60	\$ 139,256.00
70C	Hourly	\$ 44.42	\$ 45.55	\$ 46.68	\$ 47.76	\$ 49.01	\$ 50.17	\$ 51.39	\$ 52.72	\$ 54.04	\$ 55.36	\$ 56.74	\$ 58.18	\$ 59.66	\$ 61.16	\$ 62.39	\$ 63.60	\$ 64.83	\$ 66.04	\$ 67.27
	Appx. Bi-wkly	\$ 3,553.60	\$ 3,644.00	\$ 3,734.40	\$ 3,820.80	\$ 3,920.80	\$ 4,013.60	\$ 4,111.20	\$ 4,217.60	\$ 4,323.20	\$ 4,428.80	\$ 4,539.20	\$ 4,654.40	\$ 4,771.20	\$ 4,889.60	\$ 4,991.20	\$ 5,088.00	\$ 5,186.40	\$ 5,283.20	\$ 5,381.60
	Appx. Monthly	\$ 7,699.47	\$ 7,895.33	\$ 8,091.20	\$ 8,278.40	\$ 8,495.07	\$ 8,696.13	\$ 8,907.60	\$ 9,138.13	\$ 9,366.93	\$ 9,595.73	\$ 9,834.93	\$ 10,084.53	\$ 10,341.07	\$ 10,601.07	\$ 10,814.27	\$ 11,024.00	\$ 11,237.20	\$ 11,446.93	\$ 11,660.13
	Appx. Annual	\$ 92,393.60	\$ 94,744.00	\$ 97,094.40	\$ 99,340.80	\$ 101,940.80	\$ 104,353.60	\$ 106,891.20	\$ 109,657.60	\$ 112,403.20	\$ 115,148.80	\$ 118,019.20	\$ 121,014.40	\$ 124,092.80	\$ 127,212.80	\$ 129,771.20	\$ 132,288.00	\$ 134,846.40	\$ 137,363.20	\$ 139,921.60
70T	Hourly	\$ 43.65	\$ 44.75	\$ 45.87	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.41	\$ 55.77	\$ 57.19	\$ 58.64						
	Appx. Bi-wkly	\$ 3,492.00	\$ 3,580.00	\$ 3,669.60	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,352.80	\$ 4,461.60	\$ 4,575.20	\$ 4,691.20						
	Appx. Monthly	\$ 7,566.00	\$ 7,756.67	\$ 7,950.80	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73	\$ 9,431.07	\$ 9,666.80	\$ 9,912.93	\$ 10,164.27						
	Appx. Annual	\$ 90,792.00	\$ 93,080.00	\$ 95,409.60	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 113,172.80	\$ 116,001.60	\$ 118,952.00	\$ 121,971.20						
71	Hourly	\$ 44.69	\$ 45.80	\$ 46.94	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.41	\$ 55.77	\$ 57.19	\$ 58.64	\$ 60.08	\$ 61.58	\$ 62.82	\$ 64.05	\$ 65.27	\$ 66.52	\$ 67.74
	Appx. Bi-wkly	\$ 3,575.20	\$ 3,664.00	\$ 3,755.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,352.80	\$ 4,461.60	\$ 4,575.20	\$ 4,691.20	\$ 4,806.40	\$ 4,926.40	\$ 5,025.60	\$ 5,124.00	\$ 5,221.60	\$ 5,321.60	\$ 5,419.20
	Appx. Monthly	\$ 7,746.27	\$ 7,938.67	\$ 8,136.27	\$ 8,347.73	\$ 8,547.07	\$ 8,755.07	\$ 8,982.13	\$ 9,205.73	\$ 9,431.07	\$ 9,666.80	\$ 9,912.93	\$ 10,164.27	\$ 10,413.87	\$ 10,673.87	\$ 10,888.80	\$ 11,102.00	\$ 11,313.47	\$ 11,530.13	\$ 11,741.60
	Appx. Annual	\$ 92,955.20	\$ 95,264.00	\$ 97,635.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 113,172.80	\$ 116,001.60	\$ 118,952.00	\$ 121,971.20	\$ 124,966.40	\$ 128,086.40	\$ 130,665.60	\$ 133,224.00	\$ 135,761.60	\$ 138,361.60	\$ 140,899.20
71A	Hourly	\$ 45.25	\$ 46.38	\$ 47.53	\$ 48.76	\$ 49.92	\$ 51.12	\$ 52.45	\$ 53.76	\$ 55.08	\$ 56.47	\$ 57.91	\$ 59.38	\$ 60.83	\$ 62.36	\$ 63.59	\$ 64.84	\$ 66.10	\$ 67.34	\$ 68.58
	Appx. Bi-wkly	\$ 3,620.00	\$ 3,710.40	\$ 3,802.40	\$ 3,900.80	\$ 3,993.60	\$ 4,089.60	\$ 4,196.00	\$ 4,300.80	\$ 4,406.40	\$ 4,517.60	\$ 4,632.80	\$ 4,750.40	\$ 4,866.40	\$ 4,988.80	\$ 5,087.20	\$ 5,187.20	\$ 5,288.00	\$ 5,387.20	\$ 5,486.40
	Appx. Monthly	\$ 7,843.33	\$ 8,039.20	\$ 8,238.53	\$ 8,451.73	\$ 8,652.80	\$ 8,860.80	\$ 9,091.33	\$											

NURSES SUPERVISORY AND MANAGEMENT UNIT SALARY SCHEDULE

Effective 7/30/2022	Non-Longevity														Longevity				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 12 years	Step 16 15 years	Step 17 20 years	Step 18 25 years	Step 19 30 years
72T Hourly	\$ 45.85	\$ 46.99	\$ 48.16	\$ 49.31	\$ 50.51	\$ 51.82	\$ 53.11	\$ 54.41	\$ 55.77	\$ 57.19	\$ 58.64	\$ 60.08	\$ 61.58						
Appx. Bi-wkly	\$ 3,668.00	\$ 3,759.20	\$ 3,852.80	\$ 3,944.80	\$ 4,040.80	\$ 4,145.60	\$ 4,248.80	\$ 4,352.80	\$ 4,461.60	\$ 4,575.20	\$ 4,691.20	\$ 4,806.40	\$ 4,926.40						
Appx. Monthly	\$ 7,947.33	\$ 8,144.93	\$ 8,347.73	\$ 8,547.07	\$ 8,750.07	\$ 8,982.13	\$ 9,205.73	\$ 9,431.07	\$ 9,666.80	\$ 9,912.93	\$ 10,164.27	\$ 10,413.87	\$ 10,673.87						
Appx. Annual	\$ 95,368.00	\$ 97,739.20	\$ 100,172.80	\$ 102,564.80	\$ 105,060.80	\$ 107,785.60	\$ 110,468.80	\$ 113,172.80	\$ 116,001.60	\$ 118,955.20	\$ 121,971.20	\$ 124,966.40	\$ 128,086.40						
73 Hourly	\$ 46.99	\$ 48.16	\$ 49.37	\$ 50.56	\$ 51.78	\$ 53.11	\$ 54.44	\$ 55.76	\$ 57.17	\$ 58.62	\$ 60.10	\$ 61.58	\$ 63.12	\$ 64.69	\$ 65.98	\$ 67.29	\$ 68.58	\$ 69.85	\$ 71.16
Appx. Bi-wkly	\$ 3,759.20	\$ 3,852.80	\$ 3,949.60	\$ 4,044.80	\$ 4,142.40	\$ 4,248.80	\$ 4,355.20	\$ 4,460.80	\$ 4,573.60	\$ 4,689.60	\$ 4,808.00	\$ 4,926.40	\$ 5,049.60	\$ 5,175.20	\$ 5,278.40	\$ 5,383.20	\$ 5,486.40	\$ 5,588.00	\$ 5,692.80
Appx. Monthly	\$ 8,144.93	\$ 8,347.73	\$ 8,557.47	\$ 8,763.73	\$ 8,975.20	\$ 9,205.73	\$ 9,436.27	\$ 9,665.07	\$ 9,909.47	\$ 10,160.80	\$ 10,417.33	\$ 10,673.87	\$ 10,940.80	\$ 11,212.93	\$ 11,436.53	\$ 11,663.60	\$ 11,887.20	\$ 12,107.33	\$ 12,334.40
Appx. Annual	\$ 97,739.20	\$ 100,172.80	\$ 102,689.60	\$ 105,164.80	\$ 107,702.40	\$ 110,468.80	\$ 113,235.20	\$ 115,980.80	\$ 118,913.60	\$ 121,929.60	\$ 125,008.00	\$ 128,086.40	\$ 131,289.60	\$ 134,555.20	\$ 137,238.40	\$ 139,963.20	\$ 142,646.40	\$ 145,288.00	\$ 148,012.80
73A Hourly	\$ 47.58	\$ 48.76	\$ 49.97	\$ 51.17	\$ 52.42	\$ 53.76	\$ 55.13	\$ 56.45	\$ 57.88	\$ 59.35	\$ 60.86	\$ 62.36	\$ 63.91	\$ 65.51	\$ 66.82	\$ 68.12	\$ 69.43	\$ 70.75	\$ 72.05
Appx. Bi-wkly	\$ 3,806.40	\$ 3,900.80	\$ 3,997.60	\$ 4,093.60	\$ 4,193.60	\$ 4,300.80	\$ 4,410.40	\$ 4,516.00	\$ 4,630.40	\$ 4,748.00	\$ 4,868.80	\$ 4,988.80	\$ 5,112.80	\$ 5,240.80	\$ 5,345.60	\$ 5,449.60	\$ 5,554.40	\$ 5,660.00	\$ 5,764.00
Appx. Monthly	\$ 8,247.20	\$ 8,451.73	\$ 8,661.47	\$ 8,869.47	\$ 9,086.13	\$ 9,318.40	\$ 9,555.87	\$ 9,784.67	\$ 10,032.53	\$ 10,287.33	\$ 10,549.07	\$ 10,809.07	\$ 11,077.73	\$ 11,355.07	\$ 11,582.13	\$ 11,807.47	\$ 12,034.53	\$ 12,263.33	\$ 12,488.67
Appx. Annual	\$ 98,966.40	\$ 101,420.80	\$ 103,937.60	\$ 106,433.60	\$ 109,033.60	\$ 111,820.80	\$ 114,670.40	\$ 117,416.00	\$ 120,390.40	\$ 123,448.00	\$ 126,588.80	\$ 129,708.80	\$ 132,932.80	\$ 136,260.80	\$ 138,985.60	\$ 141,689.60	\$ 144,414.40	\$ 147,160.00	\$ 149,864.00
73C Hourly	\$ 47.81	\$ 49.01	\$ 50.22	\$ 51.44	\$ 52.67	\$ 54.04	\$ 55.38	\$ 56.73	\$ 58.16	\$ 59.64	\$ 61.16	\$ 62.67	\$ 64.23	\$ 65.83	\$ 67.14	\$ 68.45	\$ 69.77	\$ 71.09	\$ 72.40
Appx. Bi-wkly	\$ 3,824.80	\$ 3,920.80	\$ 4,017.60	\$ 4,115.20	\$ 4,213.60	\$ 4,323.20	\$ 4,430.40	\$ 4,538.40	\$ 4,652.80	\$ 4,771.20	\$ 4,892.80	\$ 5,013.60	\$ 5,138.40	\$ 5,266.40	\$ 5,371.20	\$ 5,476.00	\$ 5,581.60	\$ 5,687.20	\$ 5,792.00
Appx. Monthly	\$ 8,287.07	\$ 8,495.07	\$ 8,704.80	\$ 8,916.27	\$ 9,129.47	\$ 9,366.93	\$ 9,599.20	\$ 9,833.20	\$ 10,081.07	\$ 10,337.60	\$ 10,601.07	\$ 10,862.80	\$ 11,133.20	\$ 11,410.53	\$ 11,637.60	\$ 11,864.67	\$ 12,093.47	\$ 12,322.27	\$ 12,549.33
Appx. Annual	\$ 99,444.80	\$ 101,940.80	\$ 104,457.60	\$ 106,995.20	\$ 109,553.60	\$ 112,403.20	\$ 115,190.40	\$ 117,998.40	\$ 120,972.80	\$ 124,051.20	\$ 127,212.80	\$ 130,353.60	\$ 133,598.40	\$ 136,926.40	\$ 139,651.20	\$ 142,376.00	\$ 145,121.60	\$ 147,867.20	\$ 150,592.00
73T Hourly	\$ 46.99	\$ 48.16	\$ 49.37	\$ 50.56	\$ 51.78	\$ 53.11	\$ 54.44	\$ 55.76	\$ 57.17	\$ 58.62	\$ 60.10	\$ 61.58	\$ 63.12						
Appx. Bi-wkly	\$ 3,759.20	\$ 3,852.80	\$ 3,949.60	\$ 4,044.80	\$ 4,142.40	\$ 4,248.80	\$ 4,355.20	\$ 4,460.80	\$ 4,573.60	\$ 4,689.60	\$ 4,808.00	\$ 4,926.40	\$ 5,049.60						
Appx. Monthly	\$ 8,144.93	\$ 8,347.73	\$ 8,557.47	\$ 8,763.73	\$ 8,975.20	\$ 9,205.73	\$ 9,436.27	\$ 9,665.07	\$ 9,909.47	\$ 10,160.80	\$ 10,417.33	\$ 10,673.87	\$ 10,940.80						
Appx. Annual	\$ 97,739.20	\$ 100,172.80	\$ 102,689.60	\$ 105,164.80	\$ 107,702.40	\$ 110,468.80	\$ 113,235.20	\$ 115,980.80	\$ 118,913.60	\$ 121,929.60	\$ 125,008.00	\$ 128,086.40	\$ 131,289.60						
74B Hourly	\$ 48.88	\$ 50.12	\$ 51.37	\$ 52.61	\$ 53.85	\$ 55.25	\$ 56.63	\$ 58.01	\$ 59.47	\$ 60.98	\$ 62.53	\$ 64.07	\$ 65.67	\$ 67.32	\$ 68.67	\$ 70.02	\$ 71.36	\$ 72.70	\$ 74.04
Appx. Bi-wkly	\$ 3,910.40	\$ 4,009.60	\$ 4,109.60	\$ 4,208.80	\$ 4,308.00	\$ 4,420.00	\$ 4,530.40	\$ 4,640.80	\$ 4,757.60	\$ 4,878.40	\$ 5,002.40	\$ 5,125.60	\$ 5,253.60	\$ 5,385.60	\$ 5,493.60	\$ 5,601.60	\$ 5,708.80	\$ 5,816.00	\$ 5,923.20
Appx. Monthly	\$ 8,472.53	\$ 8,687.47	\$ 8,904.13	\$ 9,119.07	\$ 9,334.00	\$ 9,576.67	\$ 9,815.87	\$ 10,055.07	\$ 10,308.13	\$ 10,569.87	\$ 10,838.53	\$ 11,105.47	\$ 11,382.80	\$ 11,668.80	\$ 11,902.80	\$ 12,136.80	\$ 12,369.07	\$ 12,601.33	\$ 12,833.60
Appx. Annual	\$ 101,670.40	\$ 104,249.60	\$ 106,849.60	\$ 109,428.80	\$ 112,008.00	\$ 114,920.00	\$ 117,790.40	\$ 120,660.80	\$ 123,697.60	\$ 126,838.40	\$ 130,062.40	\$ 133,265.60	\$ 136,593.60	\$ 140,025.60	\$ 142,833.60	\$ 145,641.60	\$ 148,428.80	\$ 151,216.00	\$ 154,003.20
75B Hourly	\$ 49.43	\$ 51.00	\$ 52.26	\$ 53.53	\$ 54.81	\$ 56.23	\$ 57.62	\$ 59.02	\$ 60.50	\$ 62.05	\$ 63.62	\$ 65.19	\$ 66.82	\$ 68.48	\$ 69.84	\$ 71.25	\$ 72.62	\$ 73.97	\$ 75.34
Appx. Bi-wkly	\$ 3,954.40	\$ 4,080.00	\$ 4,180.80	\$ 4,282.40	\$ 4,384.80	\$ 4,498.40	\$ 4,609.60	\$ 4,721.60	\$ 4,840.00	\$ 4,964.00	\$ 5,089.60	\$ 5,215.20	\$ 5,345.60	\$ 5,478.40	\$ 5,587.20	\$ 5,700.00	\$ 5,809.60	\$ 5,917.60	\$ 6,027.20
Appx. Monthly	\$ 8,567.87	\$ 8,840.00	\$ 9,058.40	\$ 9,278.53	\$ 9,500.40	\$ 9,746.53	\$ 9,987.47	\$ 10,230.13	\$ 10,486.67	\$ 10,755.33	\$ 11,027.47	\$ 11,299.60	\$ 11,582.13	\$ 11,869.87	\$ 12,105.60	\$ 12,350.00	\$ 12,587.47	\$ 12,821.47	\$ 13,058.93
Appx. Annual	\$ 102,814.40	\$ 106,080.00	\$ 108,700.80	\$ 111,342.40	\$ 114,004.80	\$ 116,958.40	\$ 119,849.60	\$ 122,761.60	\$ 125,840.00	\$ 129,064.00	\$ 132,329.60	\$ 135,595.20	\$ 138,985.60	\$ 142,438.40	\$ 145,267.20	\$ 148,200.00	\$ 151,049.60	\$ 153,857.60	\$ 156,707.20
80 Hourly	\$ 55.09	\$ 56.97	\$ 58.39	\$ 59.81	\$ 61.31	\$ 62.83	\$ 64.36	\$ 65.98	\$ 67.66	\$ 69.35	\$ 71.08	\$ 72.86	\$ 74.71	\$ 76.56	\$ 78.08	\$ 79.62	\$ 81.14	\$ 82.68	\$ 84.21
Appx. Bi-wkly	\$ 4,407.20	\$ 4,557.60	\$ 4,671.20	\$ 4,784.80	\$ 4,904.80	\$ 5,026.40	\$ 5,148.80	\$ 5,278.40	\$ 5,412.80	\$ 5,548.00	\$ 5,686.40	\$ 5,828.80	\$ 5,976.80	\$ 6,124.80	\$ 6,246.40	\$ 6,369.60	\$ 6,491.20	\$ 6,614.40	\$ 6,736.80
Appx. Monthly	\$ 9,548.93	\$ 9,874.80	\$ 10,120.93	\$ 10,367.07	\$ 10,627.07	\$ 10,890.53	\$ 11,155.73	\$ 11,436.53	\$ 11,727.73	\$ 12,020.67	\$ 12,320.53	\$ 12,629.07	\$ 12,949.73	\$ 13,270.40	\$ 13,533.87	\$ 13,800.80	\$ 14,064.27	\$ 14,331.20	\$ 14,596.40
Appx. Annual	\$ 114,587.20	\$ 118,497.60	\$ 121,451.20	\$ 124,404.80	\$ 127,524.80	\$ 130,686.40	\$ 133,868.80	\$ 137,238.40	\$ 140,732.80	\$ 144,248.00	\$ 147,846.40	\$ 151,548.80	\$ 155,396.80	\$ 159,244.80	\$ 162,406.40	\$ 165,609.60	\$ 168,771.20	\$ 171,974.40	\$ 175,156.80

PSYCHIATRIST SALARY SCHEDULE

Range Eff. Upon Board Approval		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.50% Across the Board Increase								
P4	Hourly	142.97	146.36	150.12	153.96	157.27	161.76	165.79
	Appx. Bi-wkly	11,437.60	11,708.80	12,009.60	12,316.80	12,581.60	12,940.80	13,263.20
	Appx. Monthly	24,781.47	25,369.07	26,020.80	26,686.40	27,260.13	28,038.40	28,736.93
	Appx. Annual	297,377.60	304,428.80	312,249.60	320,236.80	327,121.60	336,460.80	344,843.20
Range Eff. 7/18/2020								
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.50% Across the Board Increase								
P4	Hourly	146.54	150.02	153.87	157.81	161.20	165.80	169.93
	Appx. Bi-wkly	11,723.20	12,001.60	12,309.60	12,624.80	12,896.00	13,264.00	13,594.40
	Appx. Monthly	25,400.27	26,003.47	26,670.80	27,353.73	27,941.33	28,738.67	29,454.53
	Appx. Annual	304,803.20	312,041.60	320,049.60	328,244.80	335,296.00	344,864.00	353,454.40
Range Eff. 7/31/2021								
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.50% Across the Board Increase								
P4	Hourly	150.20	153.77	157.72	161.76	165.23	169.95	174.18
	Appx. Bi-wkly	12,016.00	12,301.60	12,617.60	12,940.80	13,218.40	13,596.00	13,934.40
	Appx. Monthly	26,034.67	26,653.47	27,338.13	28,038.40	28,639.87	29,458.00	30,191.20
	Appx. Annual	312,416.00	319,841.60	328,057.60	336,460.80	343,678.40	353,496.00	362,294.40
Range Eff. 7/30/2022								
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
3.00% Across the Board Increase								
P4	Hourly	154.71	158.38	162.45	166.61	170.19	175.05	179.41
	Appx. Bi-wkly	12,376.80	12,670.40	12,996.00	13,328.80	13,615.20	14,004.00	14,352.80
	Appx. Monthly	26,816.40	27,452.53	28,158.00	28,879.07	29,499.60	30,342.00	31,097.73
	Appx. Annual	321,796.80	329,430.40	337,896.00	346,548.80	353,995.20	364,104.00	373,172.80

Per Diem Salary Table

Range Eff. Upon Board Approval			
2.50% Across the Board Increase			
Job Code	Job Title	Less than 1,040 Service Hrs	1,040 Service Hrs or More
03044	Per Diem Sterile Processing	\$21.46	\$22.00
15044	Per Diem Surgical Technician	\$26.11	\$26.75
19639	PerDiem-SpclProcRadiologicTech	\$47.92	\$49.20
18017	Per Diem - Radiologic Technologist	\$41.51	\$42.54
14019	Per Diem - Nuclear Med Tech	\$47.92	\$49.20
21013	Per Diem - Ultrasound Tech	\$47.92	\$49.20
16395	PD-Occupation Therapy Assistant	\$34.13	\$34.98
16396	Per Diem - Phys Therapy Assistant	\$34.13	\$34.98
16394	Per Diem - Security Tech	\$21.60	\$22.14
16393	Per Diem - Phlebotomist	\$20.59	\$21.10
18185	Per Diem - RespiratoryCarePrctnr	\$40.48	\$41.48
03343	ARMC House Supervisor - Per Diem	\$55.15	\$56.52
03337	Per Diem - Nursing Attendant	\$19.69	\$20.50
12154	Lic Vocational Nurse-Per Diem	\$28.95	

Range Eff. 7/18/2020			
2.50% Across the Board Increase			
Job Code	Job Title	Less than 1,040 Service Hrs	1,040 Service Hrs or More
03044	Per Diem Sterile Processing	\$22.00	\$22.55
15044	Per Diem Surgical Technician	\$26.76	\$27.42
19639	PerDiem-SpclProcRadiologicTech	\$49.12	\$50.43
18017	Per Diem - Radiologic Technologist	\$42.55	\$43.60
14019	Per Diem - Nuclear Med Tech	\$49.12	\$50.43
21013	Per Diem - Ultrasound Tech	\$49.12	\$50.43
16395	PD-Occupation Therapy Assistant	\$34.98	\$35.85
16396	Per Diem - Phys Therapy Assistant	\$34.98	\$35.85
16394	Per Diem - Security Tech	\$22.14	\$22.69
16393	Per Diem - Phlebotomist	\$21.10	\$21.63
18185	Per Diem - RespiratoryCarePrctnr	\$41.49	\$42.52
03343	ARMC House Supervisor - Per Diem	\$56.53	\$57.93
03337	Per Diem - Nursing Attendant	\$20.18	\$21.01
12154	Lic Vocational Nurse-Per Diem	\$29.67	

Per Diem Salary Table

Range Eff. 7/31/2021			
2.50% Across the Board Increase			
Job Code	Job Title	Less than 1,040 Service Hrs	1,040 Service Hrs or More
03044	Per Diem Sterile Processing	\$22.55	\$23.11
15044	Per Diem Surgical Technician	\$27.43	\$28.11
19639	PerDiem-SpclProcRadiologicTech	\$50.35	\$51.69
18017	Per Diem - Radiologic Technologist	\$43.61	\$44.69
14019	Per Diem - Nuclear Med Tech	\$50.35	\$51.69
21013	Per Diem - Ultrasound Tech	\$50.35	\$51.69
16395	PD-Occupation Therapy Assistant	\$35.85	\$36.75
16396	Per Diem - Phys Therapy Assistant	\$35.85	\$36.75
16394	Per Diem - Security Tech	\$22.69	\$23.26
16393	Per Diem - Phlebotomist	\$21.63	\$22.17
18185	Per Diem - RespiratoryCarePrctnr	\$42.53	\$43.58
03343	ARMC House Supervisor - Per Diem	\$57.94	\$59.38
03337	Per Diem - Nursing Attendant	\$20.68	\$21.54
12154	Lic Vocational Nurse-Per Diem	\$30.41	

Range Eff. 7/30/2022			
3.00% Across the Board Increase			
Job Code	Job Title	Less than 1,040 Service Hrs	1,040 Service Hrs or More
03044	Per Diem Sterile Processing	\$23.23	\$23.80
15044	Per Diem Surgical Technician	\$28.25	\$28.95
19639	PerDiem-SpclProcRadiologicTech	\$51.86	\$53.24
18017	Per Diem - Radiologic Technologist	\$44.92	\$46.03
14019	Per Diem - Nuclear Med Tech	\$51.86	\$53.24
21013	Per Diem - Ultrasound Tech	\$51.86	\$53.24
16395	PD-Occupation Therapy Assistant	\$36.93	\$37.85
16396	Per Diem - Phys Therapy Assistant	\$36.93	\$37.85
16394	Per Diem - Security Tech	\$23.37	\$23.96
16393	Per Diem - Phlebotomist	\$22.28	\$22.84
18185	Per Diem - RespiratoryCarePrctnr	\$43.81	\$44.89
03343	ARMC House Supervisor - Per Diem	\$59.68	\$61.16
03337	Per Diem - Nursing Attendant	\$21.30	\$22.19
12154	Lic Vocational Nurse-Per Diem	\$31.32	

Contract Salary Table

Range Eff. Upon Board Approval

2.50% Across the Board Increase		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
27007	Contract Respiratory Care Practitioner	\$ 29.49	\$ 30.22	\$ 30.97	\$ 31.72	\$ 32.50	\$ 33.30	\$ 34.13	\$ 34.98	\$ 35.85	\$ 36.75	\$ 37.66
27177	Contract Ultrasounds Tech	\$ 35.15	\$ 36.03	\$ 36.90	\$ 37.76	\$ 38.70	\$ 39.67	\$ 40.66	\$ 41.68	\$ 42.72	\$ 43.79	\$ 44.88
27277	Contract Radiological Tech	\$ 31.10	\$ 31.87	\$ 32.67	\$ 33.45	\$ 34.29	\$ 35.15	\$ 35.99	\$ 36.89	\$ 37.81	\$ 38.76	\$ 39.74
26996	Contract Special Procedures Rad Tech	\$ 35.15	\$ 36.03	\$ 36.90	\$ 37.76	\$ 38.70	\$ 39.67	\$ 40.66	\$ 41.68	\$ 42.72	\$ 43.79	\$ 44.88

Range Eff. 3/14/2020

2.50% Across the Board Increase		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
27007	Contract Respiratory Care Practitioner	\$ 29.49	\$ 30.22	\$ 30.97	\$ 31.72	\$ 32.50	\$ 33.30	\$ 34.13	\$ 34.98	\$ 35.85	\$ 36.75	\$ 37.66
27177	Contract Ultrasounds Tech*	\$ 35.85	\$ 36.75	\$ 37.64	\$ 38.52	\$ 39.47	\$ 40.46	\$ 41.47	\$ 42.51	\$ 43.57	\$ 44.67	\$ 45.78
27277	Contract Radiological Tech	\$ 31.10	\$ 31.87	\$ 32.67	\$ 33.45	\$ 34.29	\$ 35.15	\$ 35.99	\$ 36.89	\$ 37.81	\$ 38.76	\$ 39.74
26996	Contract Special Procedures Rad Tech*	\$ 35.85	\$ 36.75	\$ 37.64	\$ 38.52	\$ 39.47	\$ 40.46	\$ 41.47	\$ 42.51	\$ 43.57	\$ 44.67	\$ 45.78

* 2.00% Equity Adjustment

Range Eff. 7/18/2020

2.50% Across the Board Increase		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
27007	Contract Respiratory Care Practitioner	\$ 30.23	\$ 30.98	\$ 31.74	\$ 32.51	\$ 33.31	\$ 34.13	\$ 34.98	\$ 35.85	\$ 36.75	\$ 37.67	\$ 38.60
27177	Contract Ultrasounds Tech	\$ 36.75	\$ 37.67	\$ 38.58	\$ 39.48	\$ 40.46	\$ 41.47	\$ 42.51	\$ 43.57	\$ 44.66	\$ 45.79	\$ 46.92
27277	Contract Radiological Tech	\$ 31.88	\$ 32.67	\$ 33.49	\$ 34.29	\$ 35.15	\$ 36.03	\$ 36.89	\$ 37.81	\$ 38.76	\$ 39.73	\$ 40.73
26996	Contract Special Procedures Rad Tech	\$ 36.75	\$ 37.67	\$ 38.58	\$ 39.48	\$ 40.46	\$ 41.47	\$ 42.51	\$ 43.57	\$ 44.66	\$ 45.79	\$ 46.92

Range Eff. 3/27/2021

2.50% Across the Board Increase		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
27007	Contract Respiratory Care Practitioner	\$ 30.23	\$ 30.98	\$ 31.74	\$ 32.51	\$ 33.31	\$ 34.13	\$ 34.98	\$ 35.85	\$ 36.75	\$ 37.67	\$ 38.60
27177	Contract Ultrasounds Tech*	\$ 37.67	\$ 38.61	\$ 39.54	\$ 40.47	\$ 41.47	\$ 42.51	\$ 43.57	\$ 44.66	\$ 45.78	\$ 46.93	\$ 48.09
27277	Contract Radiological Tech	\$ 31.88	\$ 32.67	\$ 33.49	\$ 34.29	\$ 35.15	\$ 36.03	\$ 36.89	\$ 37.81	\$ 38.76	\$ 39.73	\$ 40.73
26996	Contract Special Procedures Rad Tech*	\$ 37.67	\$ 38.61	\$ 39.54	\$ 40.47	\$ 41.47	\$ 42.51	\$ 43.57	\$ 44.66	\$ 45.78	\$ 46.93	\$ 48.09

* 2.50% Equity Adjustment

Range Eff. 7/31/2021

2.50% Across the Board Increase		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
27007	Contract Respiratory Care Practitioner	\$ 30.99	\$ 31.75	\$ 32.53	\$ 33.32	\$ 34.14	\$ 34.98	\$ 35.85	\$ 36.75	\$ 37.67	\$ 38.61	\$ 39.57
27177	Contract Ultrasounds Tech	\$ 38.61	\$ 39.58	\$ 40.53	\$ 41.48	\$ 42.51	\$ 43.57	\$ 44.66	\$ 45.78	\$ 46.92	\$ 48.10	\$ 49.29
27277	Contract Radiological Tech	\$ 32.68	\$ 33.49	\$ 34.33	\$ 35.15	\$ 36.03	\$ 36.93	\$ 37.81	\$ 38.76	\$ 39.73	\$ 40.72	\$ 41.75
26996	Contract Special Procedures Rad Tech	\$ 38.61	\$ 39.58	\$ 40.53	\$ 41.48	\$ 42.51	\$ 43.57	\$ 44.66	\$ 45.78	\$ 46.92	\$ 48.10	\$ 49.29

Range Eff. 7/30/2022

3.00% Across the Board Increase		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
27007	Contract Respiratory Care Practitioner	\$ 31.92	\$ 32.70	\$ 33.51	\$ 34.32	\$ 35.16	\$ 36.03	\$ 36.93	\$ 37.85	\$ 38.80	\$ 39.77	\$ 40.76
27177	Contract Ultrasounds Tech	\$ 39.77	\$ 40.77	\$ 41.75	\$ 42.72	\$ 43.79	\$ 44.88	\$ 46.00	\$ 47.15	\$ 48.33	\$ 49.54	\$ 50.77
27277	Contract Radiological Tech	\$ 33.66	\$ 34.49	\$ 35.36	\$ 36.20	\$ 37.11	\$ 38.04	\$ 38.94	\$ 39.92	\$ 40.92	\$ 41.94	\$ 43.00
26996	Contract Special Procedures Rad Tech	\$ 39.77	\$ 40.77	\$ 41.75	\$ 42.72	\$ 43.79	\$ 44.88	\$ 46.00	\$ 47.15	\$ 48.33	\$ 49.54	\$ 50.77

Appendix D – Equity Adjustments

Table 1

JOB CODE	CLASSIFICATION TITLE	EQUITY EFFECTIVE MARCH 14, 2020*		EQUITY EFFECTIVE MARCH 27, 2021		EQUITY EFFECTIVE MARCH 26, 2022	
		APPROX. % INCREASE	NEW RANGE	APPROX. % INCREASE	NEW RANGE	APPROX. % INCREASE	NEW RANGE
01140	Air Conditioning Mechanic	2.50%	49C				
01226	Animal Control Officer	2.50%	36A				
01227	Animal License Checker I	**					
12018	ARMC Laboratory Manager	2.50%	73C	2.50%	74C		
03274	ARMC Social Services Manager	7.50%	64				
01401	Assistant Director of Respiratory Care Services	2.50%	60C				
06060	ATC Payroll Technician	1.75%	35C				
02055	Building Construction Inspector	2.50%	55C				
13115	Case Management Supervisor	0.70%	67				
19152	Clinic Operations Supervisor	2.50%	59	2.50%	60		
03360	Communicable Disease Investigator I	1.75%	42C				
03361	Communicable Disease Investigator II	1.75%	45C				
03480	Cook I	**		**		**	
03555	Custodial Services Chief	2.50%	49C	2.50%	50C		
03560	Custodian I	**					
04375	Director of Respiratory Care Services	0.75%	69				
05070	Electrician	2.50%	47C				
05137	Engineering Technician II	2.00%	43A				
05138	Engineering Technician III	1.75%	47C				
05140	Engineering Technician IV	1.25%	52A				
05142	Engineering Technician V	1.25%	57A				
05188	Equipment Operator I	1.75%	38C				
05191	Equipment Operator II	1.75%	42C				
05193	Equipment Operator III	1.75%	45C				
06050	Fiscal Assistant	1.25%	31A				
06110	Food Service Worker I	**					

Table 1

JOB CODE	CLASSIFICATION TITLE	EQUITY EFFECTIVE MARCH 14, 2020*		EQUITY EFFECTIVE MARCH 27, 2021		EQUITY EFFECTIVE MARCH 26, 2022	
		APPROX. % INCREASE	NEW RANGE	APPROX. % INCREASE	NEW RANGE	APPROX. % INCREASE	NEW RANGE
06111	Food Service Worker II	**					
08045	Health Services Assistant I*	1.75%	27C				
08038	Health Services Assistant II*	0.75%	30				
19052	Hospital Security Supervisor I	2.50%	38	2.50%	39		
08077	Hospital Security Supervisor II	2.50%	46	2.50%	47		
01189	Lead Sheriff's Aviation Mechanic	5.00%	59C				
12120	Liability Claims Adjuster	1.25%	58A				
12180	Locksmith	2.50%	43C				
13013	Maintenance & Construction Worker I	2.50%	34				
13014	Maintenance & Construction Worker II	1.25%	39A				
13086	Medical Center Housekeeping/Linen Manger	2.50%	54				
14018	Nuclear Medicine Technologist	2.00%	61A	2.50%	62A		
14045	Nursing Attendant	**		**			
16364	Phlebotomist	**					
16190	Plumber	2.50%	47C				
16270	Probation Division Director II	0.50%	73C				
16276	Probation Food and Beverage Operations Manager	2.50%	61				
18012	Radiology Manager	2.50%	71	2.50%	72		
18082	Rehabilitation Services Manager	2.50%	73C				
19050	Security Technician I	**		**			
19051	Security Technician II	2.50%	30	2.50%	31		
01190	Sheriff's Aviation Mechanic	5.00%	58				
01191	Sheriff's Aviation Mechanic Supervisor	5.00%	61C				
19477	Sheriff's Communications Dispatcher I	2.00%	38A				
19479	Sheriff's Communications Dispatcher II	2.50%	49C				

Table 1

JOB CODE	CLASSIFICATION TITLE	EQUITY EFFECTIVE MARCH 14, 2020*		EQUITY EFFECTIVE MARCH 27, 2021		EQUITY EFFECTIVE MARCH 26, 2022	
		APPROX. % INCREASE	NEW RANGE	APPROX. % INCREASE	NEW RANGE	APPROX. % INCREASE	NEW RANGE
19481	Sheriff's Communications Dispatcher III	2.50%	52C				
19467	Sheriff's Custody Specialist	3.00%	41C				
19461	Sheriff's Custody Specialist - 12 hour	3.00%	41C				
19538	Sheriff's Nurse Supervisor I	2.50%	70C				
19526	Sheriff's Pilot	10.00%	62C				
19530	Sheriff's Records Clerk	8.75%	31A				
19489	Sheriff's Supervising Communications Dispatcher	2.00%	56A				
26996	Special Procedures Radiologic Technologist - Contract	2.00%	N/A	2.50%	N/A		
19637	Special Procedures Radiologic Technologist II	2.00%	60A	2.50%	61A		
19638	Special Procedures Radiologic Technologist III	2.00%	62A	2.50%	63A		
03043	Sterile Processing Manager	2.50%	63	2.50%	64		
03040	Sterile Processing Technician I	**		**			
03041	Sterile Processing Technician II	2.50%	30C	2.50%	31C		
19774	Supervising Animal Control Officer I	2.50%	40A				
19775	Supervising Bio-Med Electronics Technician	2.50%	57C	2.50%	58C	2.50%	59C
03079	Supervising Child Support Attorney	1.25%	88				
19862	Supervising Correctional Nurse I	2.50%	70C				
19864	Supervising Correctional Nurse II	2.50%	72C				
19817	Supervising Custodian	1.75%	31C				
19819	Supervising Deputy District Attorney	1.25%	90A				
19818	Supervising Deputy Public Administrator	1.75%	51C				
04192	Supervising Deputy Public Guardian	1.75%	51C				
16365	Supervising Phlebotomist	2.50%	30C				
19821	Supervising Public Defender	1.25%	90A				

Table 1

JOB CODE	CLASSIFICATION TITLE	EQUITY EFFECTIVE MARCH 14, 2020*		EQUITY EFFECTIVE MARCH 27, 2021		EQUITY EFFECTIVE MARCH 26, 2022	
		APPROX. % INCREASE	NEW RANGE	APPROX. % INCREASE	NEW RANGE	APPROX. % INCREASE	NEW RANGE
18083	Supervising Rehabilitation Therapist	2.50%	68C				
19900	Supervising Respiratory Care Practitioner	3.25%	58				
03275	Supervising Social Services Practitioner	0.75%	61				
03045	Supervising Sterile Processing Technician	2.50%	42	2.50%	43		
19922	Supervising Utilization Review Technician	12.50%	43				
15034	Surgical Technician	2.50%	35C				
19935	Survey Party Chief	1.75%	55C				
19975	Systems Support Supervisor	1.75%	71C				
27177	Ultrasound Technologist - Contract	2.00%	N/A	2.50%	N/A		
21006	Ultrasound Technologist II	2.00%	60A	2.50%	61A		
21007	Ultrasound Technologist III	2.00%	62A	2.50%	63A		
23104	Workers Compensation Adjuster II	2.50%	56				
23106	Workers Compensation Adjuster III	1.25%	58A				
23198	Workforce Development Specialist	1.25%	43A				

*Health Services Assistant I and Health Services Assistant II shall receive an equity adjustment effective 6/20/2020.

**Employees assigned to classifications that are receiving an equity increase and are moving to a new minimum wage salary range ("M" range) as specified in the Minimum Wage article in this MOU will receive equity adjustment(s) as provided in Table 2 in Appendix D.

Table 2

CODE	CLASSIFICATION TITLE	EQUITY ADJUSTMENTS
3560	Custodian I	Effective March 14, 2020, employees, except those at top step of their salary range as of December 31, 2019*, or who receive a 2.5% or more salary increase as a result of the Minimum Wage restructure effective January 1, 2020, shall advance one (1) step on their assigned "M" range.
6110	Food Service Worker I	
6111	Food Service Worker II	
16364	Phlebotomist	
3480	Cook I	<p>Effective March 14, 2020, employees, except those at top step of their salary range as of December 31, 2019*, or who receive a 2.5% or more salary increase as a result of the Minimum Wage restructure effective January 1, 2020, shall advance one (1) step on their assigned "M" range.</p> <p>Effective March 27, 2021, employees, except those at top step of their salary range as of December 31, 2019*, shall advance one (1) step on their assigned "M" range.</p> <p>Effective March 26, 2022, employees, except those at top step of their salary range as of December 31, 2019*, shall advance one (1) step on their assigned "M" range.</p>
14045	Nursing Attendant	<p>Effective March 14, 2020, employees, except those at top step of their salary range as of December 31, 2019*, or who receive a 2.5% or more salary increase as a result of the Minimum Wage restructure effective January 1, 2020, shall advance one (1) step on their assigned "M" range.</p> <p>Effective March 27, 2021, employees, except those at top step of their salary range as of December 31, 2019*, shall advance one (1) step. Subsequently, effective March 27, 2021, all employees shall move from salary range 3M to 4M and be placed on a step in range 4M that is closest to but not less than their salary effective March 27, 2021, after their step advancement.</p>
3040	Sterile Processing Technician I	<p>Effective March 14, 2020, employees shall move from range 26C to 27C.</p> <p>Effective January 1, 2021, employees shall move from range 27C to new salary range 5M as part of the minimum wage restructure.</p> <p>Effective March 27, 2021, employees shall move from salary range 5M to 6M and be placed on a step in range 6M that is closest to but not less than their then current salary.</p>
19050	Security Technician I	Effective March 17, 2021, employees, except those at top step of their salary range as of December 31, 2020*, or who receive a 2.5% or more salary increase as a result of the Minimum Wage restructure effective January 1, 2021, shall advance one (1) step on their assigned "M" range.

*Employees at top step of their assigned salary range as of December 31, 2019 or 2020 (whichever year is applicable) shall receive a 2.5% (approximate) salary increase with each merit advancement to each additional new top step of their assigned "M" range. For this reason, an additional step advancement for the purpose of an equity adjustment is not needed.

Appendix E – LVN Per Diem

PER DIEM LICENSED VOCATIONAL NURSES TERMS AND CONDITIONS OF EMPLOYMENT

Unless otherwise specified in the MOU, provided below are the applicable terms and conditions of employment for employees in the Per Diem Licensed Vocational Nurse classification.

- (a) The following Articles shall apply to employees in the classification of Per Diem Licensed Vocational Nurse, as applicable: Preamble; Recognition; Access to Personnel Records; Access to Work Locations; County Identification/Access Cards; County Management Rights; Direct Deposit; Disaster Service Workers; Employee Rights; Expense Reimbursement; Fitness for Duty; Full Understanding; Grievance Procedure (Except Section 11); Implementation; Labor-Management Task Force; Meal and Break Periods; Modified Agency Shop; Non-Discrimination; Obligation to Support; Pay Period; Payroll Adjustments; Payroll Deductions; Provisions of Law; Recruitment/Retention Salary Adjustment; Renegotiation; Salary Adjustments; Term; Time and Labor Reports; Use of Bulletin Boards; Use of County Resources; and Work Disruption.
- (b) **Wages.** The hourly salary rate for Licensed Vocational Nurse—Per Diem is provided in Appendix C in this MOU. Licensed Vocational Nurse—Per Diem must possess a valid Licensed Vocational Nurse license issued by the State of California, one year of experience as a Licensed Vocational Nurse and Basic Life Support certification. Intravenous therapy and blood withdrawal certifications may be required depending on the area of assignment.
- (c) **Working on a Holiday.** Per Diem Licensed Vocational Nurses shall be paid twice the base hourly rate for hours worked on the following holidays:

January 1	Last Monday in May
July 4	First Monday in September
November 11	Thanksgiving Day
Day after Thanksgiving	December 24
December 25	December 31

Holiday hours for the purpose of these holidays will begin with the night shift the day before the holiday and end with the evening shift of the day of the holiday. Time worked on these holidays shall be considered as hours worked for purposes of computing overtime.

- (d) **Overtime.** Per Diem Licensed Vocational Nurses shall be paid at one and one-half times their regular rate of pay for hours worked in excess of forty (40) hours per work week or twelve (12) hours per day. Work week shall be defined as 12:01 a.m. each Saturday and end at 12:00 a.m. (midnight) the following Friday.
- (e) **Differentials.**
 - (i) **Evening and Night Shift Differentials.** Employees assigned to a continuous or regularly recurring evening or night shift schedule shall receive additional shift differential over and above the established base rates of pay for all hours actually worked. Further, employees

who provide relief work for other employees assigned to continuous or regularly recurring evening or night shift schedule shall receive shift differential compensation with prior approval of the appointing authority for all hours actually worked.

Employees who work the majority of shift, including at least four (4) hours with or without intervening meal time, between 6:00 p.m. and 12:00 a.m. (midnight), shall receive one dollar and twenty cents (\$1.20) per hour over and above their base hourly rate for all hours actually worked.

Employees who work the majority of shift, including at least four (4) hours with or without intervening meal time, between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive one dollar and seventy cents (\$1.70) per hour over and above their base hourly rate for all hours actually worked.

As provided above, employees shall be eligible to receive shift differential compensation only when the majority of hours worked are covered by a shift differential. For example, an employee is assigned to work from 12:30 p.m. to 10:00 p.m. (i.e., a 9 hour shift with a 30-minute meal period). Since the majority of hours worked (i.e., 5.5 hours less a 30-minute meal period) are not covered by a shift differential, the employee is not eligible to receive shift differential compensation.

When hours worked overlap more than one shift differential period, employees shall receive the applicable shift differential based on the majority of shift worked, for the total number of hours during that shift. For example, an employee is assigned to work from 8:00 p.m. to 5:30 a.m. (i.e., a 9 hour shift with a 30-minute meal period). Since the majority of hours (i.e., 5.5 hours less the 30-minute meal period) are worked during the period of time covered by the Night Shift differential, the employee would receive the Night Shift differential (i.e., REG3) for all hours during that shift (i.e., 9 hours).

- (ii) **Medical Support Weekend Differential.** Per Diem Licensed Vocational Nurses assigned to hospital, mental, or correctional institutions, who are called into work on a weekend that the nurse was not pre-scheduled to work, shall be paid an additional three dollars (\$3.00) per hour actually worked over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be paid for a weekend which the Per Diem Licensed Vocational Nurse was already pre-scheduled to work.
- (iii) **Inpatient Assignment Compensation.** Per Diem Licensed Vocational Nurses with a continuous work assignment in the Behavioral Health Inpatient Unit of Arrowhead Regional Medical Center (i.e., the usual assignment where the employee performs his/her work duties) shall receive inpatient assignment compensation in the amount of one dollar and fifty cents (\$1.50) for each hour actually worked in this assignment.
- (iv) **Detention Facility Differential.** Per Diem Licensed Vocational Nurses who are regularly assigned to a detention facility (i.e., the usual assignment where the employee performs his/her work duties) shall receive a differential of one dollar (\$1.00) per hour over and above their base hourly rate for all hours actually worked at the Detention Facility, up to eighty (80) hours per pay period.
- (v) **Dialysis Unit Differential.** Per Diem Licensed Vocational Nurses assigned by the appointing authority to the Dialysis Unit at the Arrowhead Regional Medical Center shall

receive a differential of one dollar (\$1.00) per hour over and above their base hourly rate for all hours actually worked in the Dialysis Unit, up to eighty (80) hours per pay period.

(f) **Retirement.**

- (i) **PST Deferred Compensation Plan.** Per Diem Licensed Vocational Nurses are not eligible to participate in the County’s defined benefit plan. Per Diem Licensed Vocational Nurses shall participate in the County’s PST deferred compensation plan in lieu of participation in the defined benefit plan. Said employees shall contribute seven and one-half percent (7.5%) of the employee’s biweekly base compensation. However, effective January 21, 2017, in consideration of employees not participating in the defined benefit plan employees shall be eligible for a county contribution to the PST Deferred Compensation Plan as provided in the chart below.

HOURS WORKED AS A PER DIEM – LVN SINCE THE EMPLOYEE’S MOST RECENT DATE OF HIRE IN THE CLASSIFICATION	COUNTY CONTRIBUTION	EMPLOYEE CONTRIBUTION
0 through 2,079 hours	No Contribution	7.50%
2,080 through 6,239 hours	1.00%	6.50%
6,240 through 14,559 hours	An additional 1.00% for a total of 2.00%	5.50%
14,560 through 20,799 hours	An additional 1.00% for a total of 3.00%	4.50%
20,800 or more hours	An additional 0.75% for a total of 3.75%	3.75%

Employees shall be eligible to begin receiving the applicable County contribution effective the pay period following the employee’s completion of the required number of hours worked.

The employee’s contributions to PST deferred compensation shall be automatically deducted from employee’s earnings. Employees shall enroll in the plan on forms approved by the Employee Benefits and Services Division. This Section shall not apply to any employee who is otherwise covered by the County retirement system.

- (ii) **Deferred Compensation.** Per Diem Licensed Vocational Nurses may participate in the Section 457(b) deferred compensation plan administered by County, to the maximum extent provided by law, but shall not receive a County match.
- (h) **Unclassified Service.** Per Diem Licensed Vocational Nurses are in the Unclassified Service, and therefore do not have Civil Service Commission appeal rights as they are at-will and serve at the pleasure of the appointing authority, except as otherwise provided by law. As such, the Personnel Rules shall not apply to employees in the Per Diem Licensed Vocational Nurse classification.
- (i) **Hours of Work.** Employees shall be required to work during such hours as necessary to

carry out the duties of their position, as designated by the appointing authority, and such hours may be varied so long as the work requirements and efficient operations of the County are assured. This includes being available to work any minimum number of hours, days, and/or weekends established by the appointing authority.

- (j) **Dependent Care Assistance Plan.** The purpose of the Section 125 Dependent Care Assistance Plan (DCAP) is to permit eligible Per Diem Licensed Vocational Nurses to make an election to pay for certain dependent care expenses with salary reduction from compensation contributed to the Plan before federal income tax is paid to the Internal Revenue Service (“Salary Reduction”) in accordance with Sections 125 and 129 of the Internal Revenue Code (IRC) of 1986 and regulations issued pursuant thereto. DCAP shall be construed to comply with said Code Sections and to meet the requirements of any other applicable provisions of law.

DCAP will be administered by the County’s Human Resources Employee Benefits & Services Division consistent with said IRC Sections and the County’s Dependent Care Assistance Plan Document.

Enrollment. Enrollment in the Plan is required every Plan Year and is limited to the annual open enrollment period or within sixty (60) calendar days following the date of becoming eligible due to a mid-year Change in Status event. Failure to submit a participation agreement within the time frame shall result in an election to not participate in the Plan.

Elections. Eligible Per Diem Nurses may contribute, on a pre-tax basis, each bi-weekly pay period, an amount up to the IRC annual maximum. DCAP contributions will be automatically deducted from the employee’s pay warrant, or in the absence of sufficient earnings to cover the deduction, the employee will be offered the option to contribute by another method as provided by the DCAP Document. An employee election to participate shall be irrevocable for the remainder of the Plan Year. Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan Year except to the extent permitted under Internal Revenue Service rulings and regulations and the County’s Dependent Care Assistance Plan Document.

Remaining Balances. Pursuant to IRC Section 125, any amounts remaining in the employee’s account at the end of a Plan Year must be forfeited. The County will use any forfeited amounts to help defray the Plan’s administrative expenses.

- (k) **Sick Leave.** Per Diem Licensed Vocational Nurses shall be provided paid Sick Leave as required by law. Paid sick leave is an insurance or protection to be granted in circumstances of adversity to promote the health of the employee. It is not an earned right to time off from work. Sick leave is the authorized absence from duty of an employee for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member. Family is defined as a child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis regardless of age or dependency status); a biological, adoptive, or foster parent, stepparent, legal guardian of an employee or employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor; spouse, registered domestic partner; grandparent; grandchild; or sibling.

- If the eligible employee is a victim of domestic violence, sexual assault, or stalking, for the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the California Labor Code.

Separation - No paid sick leave shall be used as vacation, cashed-out upon separation, termination, retirement, or other separation from employment.

Notice of Sickness - The employee shall provide reasonable advance notification of the need for paid sick leave if the leave is foreseeable. In twenty-four (24) hour departments and for employees whose work assignment requires leaving their assigned work site together with one or more other employees shortly after reporting to work (e.g., road crews), the appointing authority or designee should be notified at least two (2) hours prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence and must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty. In other departments, the appointing authority or designee must be notified within one-half (1/2) hour after the start of the employee's scheduled tour of duty of a sickness on the first day of absence.

Minimum charge - The minimum charge against sick leave shall be no less than fifteen (15) minutes.

Compensation - Paid sick leave will be compensated at the employee's base hourly rate.

If the employee has different base hourly pay rates within ninety (90) days of using paid sick leave then the paid sick leave shall be compensated with a blended rate.

Review - Use of paid sick leave accrued pursuant to the terms of the California Healthy Workplaces, Healthy Families Act, is not subject to a requirement of a doctor's note or proof of illness, unless there is a reasonable belief of misuse.

Accrual - Employees shall accrue paid sick leave at a rate of one (1) hour per every thirty (30) hours worked. Employees will be eligible to use sick leave on the first day following the pay period after ninety (90) days of employment, with a cap on annual usage of three (3) days or twenty-four (24) hours per year, whichever is greater. One year shall be calculated on a 12-month basis from the first date the employee is eligible to use paid sick leave.

The use of paid sick leave does not count toward the accrual for further sick leave or in the calculation for the purposes of overtime. Unused accrued sick leave shall carry over to the following year; however, the leave balance will be capped at six (6) days or 48 hours, whichever is greater.

- (I) ***Discipline Review Process.*** This section shall apply to all Per Diem Licensed Vocational Nurses who have completed more than 1,600 service hours in the classification.

Except as provided below, prior to terminating an employee, the Department Human Resources Officer shall meet with the employee to discuss the circumstances surrounding purported disciplinary matter.

Such meeting shall not be required in instances when the employee is immediately removed or when the disciplinary matter is based on serious misconduct of the employee (e.g., the employee has abused a patient or co-worker, the employee reports to work under the

influence of alcohol and/or drugs, etc.).

An eligible Per Diem Licensed Vocational Nurse who is terminated from employment may have such termination reviewed according to the following process:

(a) Within fourteen (14) calendar days of the disciplinary action being presented to the Per Diem Licensed Vocational Nurse, the nurse may submit to the Human Resources Officer assigned to his/her department a written request to schedule a meeting to discuss the termination. Within five (5) working days of this meeting, the Human Resources Officer shall give the nurse his/her decision.

(b) If a mutually acceptable solution has not been reached, the Per Diem Licensed Vocational Nurse shall submit a written request to review the termination to the Department Head within five (5) working days of notice from the Human Resources Officer. The Department Head or Designee shall meet with the Per Diem Licensed Vocational Nurse and/or representative to discuss the termination. Within ten (10) working days of the meeting with the Per Diem Licensed Vocational Nurse, the Department Head shall provide the nurse his/her decision. Such notification shall be rendered in writing to the nurse and representative.

(c) If a mutually acceptable solution has not been reached with the Department Head, the Per Diem Licensed Vocational Nurse may submit a written request to review the termination to the Human Resources Director within five (5) working days of notice from the Department Head. The Human Resources Director shall meet with the Per Diem Licensed Vocational Nurse and/or representative to discuss the termination.

Following a review of the written request, the Human Resources Director shall have full and final authority to mutually resolve the discipline review process with the employee/employee's representative within ten (10) working days of the meeting with the Per Diem Licensed Vocational Nurse. Such notification shall be rendered in writing to the nurse and representative.

Termination actions taken as a result of a Per Diem Licensed Vocational Nurse's failure to meet the minimum commitment level and/or maintain required licensure and certification(s) are specifically excluded from the Discipline Review Process. Additionally, a Per Diem Licensed Vocational Nurse who is called off may not have the call-off reviewed pursuant to Discipline Review Process.

Nothing herein is intended, nor shall it be construed, to confer regular status or civil service rights and protections, pursuant to the Personnel Rules, to Per Diem Licensed Vocational Nurses. It is expressly understood that Per Diem Licensed Vocational Nurses are and shall remain in the unclassified service. The employee(s) may represent themselves, or may be represented by an authorized Teamsters Representative and/or an Authorized Employee Representative. This representation may commence at any step in the Discipline Review Process.

(m) **Low Census.** At the sole discretion of the County, Per Diem Licensed Vocational Nurses may be called off without pay at any time if it is determined that the patient census is such that their services are not immediately necessary. A Per Diem Licensed Vocational Nurse who the Department does not attempt to notify of a call-off prior to the beginning of a scheduled shift and who reports for work, will be provided a minimum of two (2) hours of work. This minimum guarantee shall not apply if the Department has attempted to contact the Per Diem Licensed

Vocational Nurse prior to the beginning of the shift.

- (n) **Closed Examinations.** Per Diem Licensed Vocational Nurses shall be eligible to participate in the closed examination process. For the purposes of this Section (n), a closed examination shall be an examination that is limited to a particular agency or department.
- (o) **Data.** On an annual basis the County shall provide, upon the request of Teamsters, the total number of hours worked for each Per Diem Licensed Vocational Nurse.

Appendix F – Contract RCP II

SIDE LETTER AGREEMENT RESPIRATORY CARE PRACTITIONERS

CONTRACT RESPIRATORY CARE PRACTITIONER IIS

- (1) **Description.** Contract Respiratory Care Practitioner II's shall supplement regular Respiratory Care Practitioners, and provide employees in Contract positions with a different pay and benefit structure. Contract Respiratory Care Practitioner II's are eligible for limited benefits, and shall participate in the SBCERA general retirement system provided the employee meets the applicable participation terms specified by law and SBCERA bylaws.

Arrowhead Regional Medical Center shall have the authority and responsibility, independent of the merit system, to do the direct hiring of Contract Respiratory Care Practitioner II's, subject to Board of Supervisors approval. They shall remain in the unclassified service, and as such, the Personnel Rules shall not apply to Contract Respiratory Care Practitioner II's. Additionally, they do not have Civil Service Commission appeal rights as they are at-will and serve at the pleasure of the appointing authority, except as otherwise provided by law.

- (2) **Memorandum of Understanding.** The County and Teamsters agree that the following Articles/Sections of the MOU shall apply to Contract Respiratory Care Practitioner II's, as applicable: Recognition; Access to Personnel Records; Access to Work Locations; Accidental Death and Dismemberment; Bilingual Compensation; County Identification/Access Cards; County Management Rights; Definitions; Dependent Care Assistance Plan; Direct Deposit; Disaster Service Workers; Employee Rights; Expense Reimbursement; Fitness for Duty; Full Understanding; Implementation; Labor-Management Task Force; Life Insurance; Meal and Break Periods; Medical Support Shift Differential; Medical Support Weekend Differential; Modified Agency Shop; Non-Discrimination; Obligation to Support; On-Call Compensation; Overtime; Pay Period; Payroll Adjustments; Payroll Deductions; Provisions of Law; Recruitment/Retention Salary Adjustment; Salary Adjustments; Section 125 Premium Conversion Plan; Time and Labor Reports; Use of Bulletin Boards; Use of County Resources; and Work Disruption.
- (3) **Grievance.** The County and Teamsters agree that Contract Respiratory Care Practitioner II's shall be eligible to utilize the Grievance Procedure of the MOU (Except Section 11) to grieve matters governed by Section 2 above (except County Management Rights and Non-Discrimination) and those terms provided in Section 4(i) - 4(x) below (except (x) Discipline Review Process). Any dispute which may arise between parties involving the application, meaning, or interpretation of subjects solely governed by the employee's individual employment contract shall not be grievable (e.g., Conflict of Interest, Required Licensure and Certifications, Evidence of Eligibility to Work, etc.).
- (4) **Contract Terms.** The following terms (i) – (x) shall be the minimum standard terms to be included in an individual employment contract with a Contract Respiratory Care Practitioner II. Should the contract terms between a Contract Respiratory Care Practitioner II and the County be inconsistent with the terms set forth in (i) – (x) below, the terms set forth in this Section (4)(i) – (4)(x) shall govern. Where there may be an unintended conflict

between the applicable terms of the MOU as set forth in Section (2) above and the terms outlined in a Contract Respiratory Care Practitioner II’s individual employment contract, the applicable MOU terms set forth in Section (2) shall govern.

(i) **Salary Rate.** The hourly salary rates for Contract Respiratory Care Practitioner IIs are provided in Appendix C in this MOU. Contractor’s hourly rate of pay shall not be less than the minimum rates (step 1) or exceed the maximum rates (step 11) in the applicable salary tables in Appendix C. Upon approval of the Department Director, Contractor shall be eligible to receive an approximate 2.5% step advancement at the beginning of the pay period following the pay period in which the employee completes 1,040 service hours based on meets standards work performance, not to exceed the maximum rate.

(ii) **Longevity Differential.** Contractor shall be eligible for longevity pay above the base rate of pay, as indicated below, based on total hours of completed continuous service with the County, either as a Contract Respiratory Care Practitioner II or a regular Respiratory Care Practitioner. The Longevity Differential shall be paid on all paid hours, up to an employee’s standard hours, and shall not be considered when determining the appropriate rate of pay for a promotion or demotion.

TOTAL COMPLETED CONTINUOUS SERVICE	COMPENSATION
31,200 Continuous Service Hours (15 years)	2.0%

For purposes of longevity pay only, a year of completed County service is defined as 2,080 continuous service hours with the County.

(iii) **Respiratory Critical Care Differential.** Contract Respiratory Care Practitioner II’s who have completed at least 8,320 hours of continuous service as a Respiratory Care Practitioner II and/or a Contract Respiratory Care Practitioner II with the County, possess and maintain qualifications as determined by the Department required to provide care to patients in two of the following three specialties, and who make themselves available to work in those units, shall receive a differential of five percent (5.00%) above their base hourly rate for all hours actually worked (i.e., REG hours), up to their standard hours per pay period:

- Adult Mechanical ventilation via high frequency ventilation,
- Trauma / Emergency Room, or
- Neonatal Intensive Care

(iv) **Hours of Work.** Contractor shall be required to work during such hours as necessary to carry out the duties of his/her position, as designated by the appointing authority, and such hours may be varied so long as the work requirements and efficient operations of the County are assured. Contractor’s regularly scheduled workweek shall be established by the Department Director or his/her designee. The Department Director or his/her designee may modify or change the number of hours in a standard day, schedule, or shift to meet the needs of the service. Contractor shall not work in excess of his/her shift or in excess of forty (40) hours a work period without prior approval from the Department Director or his/her designee. The Department Director or his/her designee may direct Contractor to work fewer hours than assigned per scheduled shift due to lower workload.

Further, the Department Director, or his/her designee may cancel any scheduled shift assigned to Contractor prior to the beginning of said shift.

(v) **Working on a Holiday.** In lieu of any County-paid holidays, Contractor shall receive double time compensation for working on the actual, not observed, day of the following County holidays:

January 1	November 11
Third Monday in January	Thanksgiving Day
Third Monday in February	Day after Thanksgiving
Last Monday in May	December 24
July 4	December 25
First Monday in September	December 31
Second Monday in October	

(vi) **Sick Leave.** Contractor shall be provided paid sick Leave as required by law. Paid sick leave is an insurance or protection to be granted in circumstances of adversity to promote the health of the employee. It is not an earned right to time off from work. Sick leave is the authorized absence from duty of an employee for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member. Family is defined as a child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis regardless of age or dependency status); a biological, adoptive, or foster parent, stepparent, legal guardian of an employee or employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor; spouse, registered domestic partner; grandparent; grandchild; or sibling.
- If the eligible employee is a victim of domestic violence, sexual assault, or stalking, for the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the California Labor Code.

Separation - No paid sick leave shall be used as vacation, cashed-out upon separation, termination, retirement, or other separation from employment.

Notice of Sickness - The employee shall provide reasonable advance notification of the need for paid sick leave if the leave is foreseeable. In twenty-four (24) hour departments and for employees whose work assignment requires leaving their assigned work site together with one or more other employees shortly after reporting to work (e.g., road crews), the appointing authority or designee should be notified at least two (2) hours prior to the start of the employee’s scheduled tour of duty of a sickness on the first day of absence and must be notified at least one (1) hour prior to the start of the employee’s scheduled tour of duty. In other departments, the appointing authority or designee must

be notified within one-half (1/2) hour after the start of the employee's scheduled tour of duty of a sickness on the first day of absence.

Minimum charge - The minimum charge against sick leave shall be no less than fifteen (15) minutes.

Compensation - Paid sick leave will be compensated at the employee's base hourly rate.

Review - Use of paid sick leave accrued pursuant to the terms of the California Healthy Workplaces, Healthy Families Act, is not subject to a requirement of a doctor's note or proof of illness, unless there is a reasonable belief of misuse.

Accrual - Employees shall accrue paid sick leave at a rate of one (1) hour per every thirty (30) hours worked (i.e., REG hours). Employees will be eligible to use sick leave on the first day following the pay period after ninety (90) days of employment, with a cap on annual usage of three (3) days or twenty-four (24) hours per year, whichever is greater. One year shall be calculated on a 12-month basis from the first date the employee is eligible to use paid sick leave.

The use of paid sick leave does not count toward the accrual for further sick leave or in the calculation for the purposes of overtime. Unused accrued sick leave shall carry over to the following year; however, the leave balance will be capped at six (6) days or 48 hours, whichever is greater.

(vii) **Retirement.** Contractor's participation in the general retirement system shall be in accordance with the applicable terms of the County Employees Retirement Law of 1937, the California Public Employees' Pension Reform Act of 2013 (Gov't Code section 7522 et seq.), and the By-Laws and other requirements of the San Bernardino County Employees Retirement Association. If Contractor does not meet the applicable conditions for participation in the general retirement system Contractor shall, in lieu of participation in the County retirement system, participate in the County's PST Deferred Compensation Plan.

(viii) **Deferred Compensation.** Contractor shall be eligible to participate in the County's 457(b) Salary Savings Plan as per the Plan document, but shall not receive a County match.

(ix) **Medical and Dental Coverage.** If Contractor is regularly scheduled to work and regularly works a minimum of forty-one (41) hours per pay period, Contractor is eligible to enroll in the medical and dental plan offered by the County or the medical and dental plan offered by the Trust. Contractor may elect to participate in or terminate such coverage at the time of initial hire and during standard open enrollment periods as determined by the County. Contractor shall not receive any benefit to offset the cost of health plan premiums charged to Contractor.

(x) **Discipline Review Process.** This section shall apply to all Contract Respiratory Care Practitioner II's who have completed more than 1,872 service hours in the classification.

Except as provided below, prior to terminating an employee, the Department Human Resources Officer shall meet with the employee to discuss the circumstances surrounding purported disciplinary matter.

Such meeting shall not be required in instances when the employee is immediately removed or when the disciplinary matter is based on serious misconduct of the employee (e.g., the employee has abused a patient or co-worker, the employee reports to work under the influence of alcohol and/or drugs, etc.).

An eligible Contract Respiratory Care Practitioner II who is terminated from employment may have such termination reviewed according to the following process:

(a) Within fourteen (14) calendar days of the termination being presented to the Contract Respiratory Care Practitioner II, the employee may submit to the Human Resources Officer assigned to his/her department a written request to schedule a meeting to discuss the termination. Within five (5) working days of this meeting, the Human Resources Officer shall give the employee his/her response.

(b) If a mutually acceptable solution has not been reached, the Contract Respiratory Care Practitioner II shall submit a written request to review the termination to the Department Head, or designee, within five (5) working days of notice from the Human Resources Officer. The Department Head, or designee, shall meet with the Contract Respiratory Care Practitioner II and/or representative to discuss the termination. Within ten (10) working days of the meeting with the Contract Respiratory Care Practitioner II, the Department Head, or designee, shall provide the employee his/her response. Such notification shall be rendered in writing to the employee and representative.

(c) If a mutually acceptable solution has not been reached with the Department Head, or designee, Teamsters may submit a written request to mediate the termination.

Termination actions taken as a result of a Contract Respiratory Care Practitioner II's failure to maintain required licensure and certification(s) are specifically excluded from the Discipline Review Process. Additionally, a Contract Respiratory Care Practitioner II who is called off may not have the call-off reviewed pursuant to Discipline Review Process.

Nothing herein is intended, nor shall it be construed, to confer regular status or civil service rights and protections, pursuant to the Personnel Rules, to Contract Respiratory Care Practitioner IIs. It is expressly understood that Contract Respiratory Care Practitioner IIs are and shall remain in the unclassified service. The employee(s) may represent themselves through Step (b) of this Discipline Review Process, or may be represented by an authorized Teamsters Representative and/or an Authorized Employee Representative. This representation may commence at any step in the Discipline Review Process.

(5) **Miscellaneous Terms.** Nothing herein is intended to preclude the inclusion of other terms into the employment contract with a Contract Respiratory Care Practitioner II provided, however, that such additional terms shall not be considered part of the MOU or subject to the Grievance Procedure. Such additional terms may be, but are not limited to, the following: Conflict of Interest, Use of County Vehicle, and Evidence of Eligibility to Work.

(6) **Unclassified Service.** The County and Teamsters agree that Contract Respiratory Care Practitioner II's will not attain regular status in the Contract position. Contract Respiratory

Care Practitioner II's are in the Unclassified Service, and therefore do not have Civil Service Commission appeal rights as they are at-will and serve at the pleasure of the appointing authority, except as otherwise provided by law. As such, the Personnel Rules shall not apply to Contract Respiratory Care Practitioner II's.

- (7) **Closed Examinations.** The County and Teamsters agree that Contract Respiratory Care Practitioner II's shall be eligible to participate in any closed examination process. For the purposes of this Section (7), a closed examination shall be an examination that is limited to a particular agency or department.

Appendix G – Medical Imaging

SECTION A – CONTRACT ULTRASOUND TECHNOLOGISTS, CONTRACT RADIOLOGICAL TECHNOLOGISTS, AND CONTRACT SPECIAL PROCEDURES RADIOLOGICAL TECHNOLOGISTS

- (1) **Description.** Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists shall supplement regular Ultrasound Technologists, Radiological Technologists, and Special Procedures Radiological Technologists, and provide employees in Contract positions with a different pay and benefit structure. Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists are eligible for limited benefits, and shall participate in the SBCERA general retirement system provided the employee meets the applicable participation terms specified by law and SBCERA bylaws.

Arrowhead Regional Medical Center shall have the authority and responsibility, independent of the merit system, to do the direct hiring of Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists, subject to Board of Supervisors approval. They shall remain in the unclassified service, and as such, the Personnel Rules shall not apply to Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists. Additionally, they do not have Civil Service Commission appeal rights as they are at-will and serve at the pleasure of the appointing authority, except as otherwise provided by law.

- (2) **Memorandum of Understanding.** The County and Teamsters agree that the following Articles/Sections of the MOU shall apply to Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists, as applicable: Recognition; Access to Personnel Records; Access to Work Locations; Accidental Death and Dismemberment; Bilingual Compensation; County Identification/Access Cards; County Management Rights; Definitions; Dependent Care Assistance Plan; Direct Deposit; Disaster Service Workers; Employee Rights; Expense Reimbursement; Fitness for Duty; Full Understanding; Implementation; Labor-Management Task Force; Meal and Break Periods; Evening and Night Shift Differentials; Modified Agency Shop; Non-Discrimination; Obligation to Support; Overtime; Pay Period; Payroll Adjustments; Payroll Deductions; Provisions of Law; Recruitment/Retention Salary Adjustment; Return to Work Compensation; Salary Adjustments; Section 125 Premium Conversion Plan; Time and Labor Reports; Use of Bulletin Boards; Use of County Resources; and Work Disruption.
- (3) **Grievance.** The County and Teamsters agree that Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists shall be eligible to utilize the Grievance Procedure of the MOU (Except Section 11) to grieve matters governed by Section 2 above (except County Management Rights and Non-Discrimination) and those terms provided in Section 4(i) - 4(ix) below. Any dispute which may arise between parties involving the application, meaning, or interpretation of subjects solely governed by the employee's individual employment contract shall not be grievable (e.g., Conflict of Interest, Required Licensure and Certifications, Evidence of Eligibility to Work, etc.).

(4) **Contract Terms.** The following terms (i) – (ix) shall be the minimum standard terms to be included in an individual employment contract with a Contract Ultrasound Technologist, Contract Radiological Technologist, and Contract Special Procedures Radiological Technologist. Should the contract terms between a Contract Ultrasound Technologist, Contract Radiological Technologist, or Contract Special Procedures Radiological Technologist and the County be inconsistent with the terms set forth in (i) – (ix) below, the terms set forth in this Section (4)(i) – (4)(ix) shall govern. Where there may be an unintended conflict between the applicable terms of the MOU as set forth in Section (2) above and the terms outlined in a Contract Ultrasound Technologists, Contract Radiological Technologists, or Contract Special Procedures Radiological Technologists individual employment contract, the applicable MOU terms set forth in Section (2) shall govern.

(i) **Salary Rate.** The hourly salary rates for Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists are provided in Appendix C of this MOU. Contractor’s hourly rate of pay shall not be less than the minimum rates (step 1) or exceed the maximum rates (step 11) in the applicable salary tables in Appendix C. Upon approval of the Department Director, Contractor shall be eligible to receive an approximate 2.5% step advancement at the beginning of the pay period following the pay period in which the employee completes 1,040 service hours based on meets standards work performance, not to exceed the maximum rate.

(ii) **Longevity Differential.** Contractor shall be eligible for longevity pay above the base rate of pay, as indicated below, based on total hours of completed continuous service with the County, as a Contract Ultrasound Technologist, Contract Radiological Technologist, or Contract Special Procedures Radiological Technologist or a regular Ultrasound Technologist, Radiological Technologist, or Special Procedures Radiological Technologist. The Longevity Differential shall be paid on all paid hours, up to an employee’s standard hours, and shall not be considered when determining the appropriate rate of pay for a promotion or demotion.

TOTAL COMPLETED CONTINUOUS	COMPENSATION
31,200 Continuous Service Hours (15 years)	2.0%

For purposes of longevity pay, a year of completed County service is defined as 2,080 continuous service hours with the County.

(iii) **Medical Imaging Specialty Differential.** Contract Special Procedures Radiological Technologists who possess and maintain licenses/certifications and competencies required to provide care to patients in multiple medical imaging areas, and who make themselves available to work in those areas, shall receive a differential of five percent (5.00%) above their base hourly rate for all hours actually worked (i.e., REG hours), up to their standard hours per pay period. All technologists must perform X-rays as assigned and two or more of the following specialty areas to be eligible: CT, MRI, Cath Lab, or Angio.

(iv) **Hours of Work.** Contractor shall be required to work during such hours as necessary to carry out the duties of his/her position, as designated by the appointing authority, and such hours may be varied so long as the work requirements and efficient operations of

the County are assured. Contractor’s regularly scheduled workweek shall be established by the Department Director or his/her designee. The Department Director or his/her designee may modify or change the number of hours in a standard day, schedule, or shift to meet the needs of the service. Contractor shall not work in excess of his/her shift or in excess of forty (40) hours a work period without prior approval from the Department Director or his/her designee. The Department Director or his/her designee may direct Contractor to work fewer hours than assigned per scheduled shift due to lower workload.

Further, the Department Director, or his/her designee may cancel any scheduled shift assigned to Contractor prior to the beginning of said shift.

(v) **Working on a Holiday.** In lieu of any County-paid holidays, Contractor shall receive double time compensation for working on the actual, not observed, day of the following County holidays:

January 1	November 11
Third Monday in January	Thanksgiving Day
Third Monday in February	Day after Thanksgiving
Last Monday in May	December 24
July 4	December 25
First Monday in September	December 31
Second Monday in	

(vi) **Sick Leave.** Contractor shall be provided paid sick leave as required by law. Paid sick leave is an insurance or protection to be granted in circumstances of adversity to promote the health of the employee. It is not an earned right to time off from work. Sick leave is the authorized absence from duty of an employee for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member. Family is defined as a child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis regardless of age or dependency status); a biological, adoptive, or foster parent, stepparent, legal guardian of an employee or employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor; spouse, registered domestic partner; grandparent; grandchild; or sibling.
- If the eligible employee is a victim of domestic violence, sexual assault, or stalking, for the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the California Labor Code.

Separation - No paid sick leave shall be used as vacation, cashed-out upon separation, termination, retirement, or other separation from employment.

Notice of Sickness - The employee shall provide reasonable advance notification of the need for paid sick leave if the leave is foreseeable. In twenty-four (24) hour departments and for employees whose work assignment requires leaving their assigned work site together with one or more other employees shortly after reporting to work (e.g., road crews), the appointing authority or designee should be notified at least two (2) hours prior to the start of the employee’s scheduled tour of duty of a sickness on the first day of

absence and must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty. In other departments, the appointing authority or designee must be notified within one-half (1/2) hour after the start of the employee's scheduled tour of duty of a sickness on the first day of absence.

Minimum charge - The minimum charge against sick leave shall be no less than fifteen (15) minutes.

Compensation - Paid sick leave will be compensated at the employee's base hourly rate.

Review - Use of paid sick leave accrued pursuant to the terms of the California Healthy Workplaces, Healthy Families Act, is not subject to a requirement of a doctor's note or proof of illness, unless there is a reasonable belief of misuse.

Accrual - Employees shall accrue paid sick leave at a rate of one (1) hour per every thirty (30) hours worked (i.e., REG hours). Employees will be eligible to use sick leave on the first day following the pay period after ninety (90) days of employment, with a cap on annual usage of three (3) days or twenty-four (24) hours per year, whichever is greater. One year shall be calculated on a 12-month basis from the first date the employee is eligible to use paid sick leave.

The use of paid sick leave does not count toward the accrual for further sick leave or in the calculation for the purposes of overtime. Unused accrued sick leave shall carry over to the following year; however, the leave balance will be capped at six (6) days or 48 hours, whichever is greater.

(vii) **Retirement.** Contractor's participation in the general retirement system shall be in accordance with the applicable terms of the County Employees Retirement Law of 1937, the California Public Employees' Pension Reform Act of 2013 (Gov't Code section 7522 et seq.), and the By-Laws and other requirements of the San Bernardino County Employees Retirement Association. If Contractor does not meet the applicable conditions for participation in the general retirement system Contractor shall, in lieu of participation in the County retirement system, participate in the County's PST Deferred Compensation Plan.

(viii) **Deferred Compensation.** Contractor shall be eligible to participate in the County's 457(b) Salary Savings Plan as per the Plan document, but shall not receive a County match.

(ix) **Medical and Dental Coverage.** If Contractor is regularly scheduled to work and regularly works a minimum of forty-one (41) hours per pay period, Contractor is eligible to enroll in a medical and dental plan offered by either the County or by Teamsters Local 1932 through the Trust. Contractor may elect to participate in or terminate such coverage at the time of initial hire and during standard open enrollment periods as determined by the County. Contractor shall not receive any benefit to offset the cost of health plan premiums charged to Contractor.

(x) **Supplemental Life Insurance.** If Contractor is regularly scheduled to work and regularly works a minimum of forty-one (41) hours per pay period and has completed thirteen (13) pay periods of employment, Contractor shall be eligible to purchase supplemental term life insurance.

- (5) **Miscellaneous Terms.** Nothing herein is intended to preclude the inclusion of other terms into the employment contract with a Contract Ultrasound Technologist, Contract Radiological Technologist, or Contract Special Procedures Radiological Technologist provided, however, that such additional terms shall not be considered part of the MOU or subject to the Grievance Procedure. Such additional terms may be, but are not limited to, the following: Conflict of Interest, Use of County Vehicle, and Evidence of Eligibility to Work.
- (6) **Unclassified Service.** The County and Teamsters agree that Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists will not attain regular status in the Contract position. Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists are in the Unclassified Service, and therefore do not have Civil Service Commission appeal rights as they are at-will and serve at the pleasure of the appointing authority, except as otherwise provided by law. As such, the Personnel Rules shall not apply to Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists.
- (7) **Closed Examinations.** The County and Teamsters agree that Contract Ultrasound Technologists, Contract Radiological Technologists, and Contract Special Procedures Radiological Technologists shall be eligible to participate in any closed examination process. For the purposes of this Section (7), a closed examination shall be an examination that is limited to a particular agency or department.

SECTION B – QUARTERLY REVIEW

At the request of Teamsters, the County agrees to meet on quarterly basis to review recruitment, retention, and/or hiring issues (including contract to regular) in Medical Imaging. The parties shall also discuss the conversion of positions (e.g., contract to regular, contract to per diem, etc.)

SECTION C – PER DIEM ANNUAL HOURS REVIEW

Following the creation of the Per Diem Medical Imaging classifications, the County shall, upon Teamsters' request, provide Teamsters the annual hours worked for any Per Diem Medical Imaging employees.

Appendix H – Per Diem Teamsters

TERMS AND CONDITIONS OF EMPLOYMENT OF THE CLASSIFICATIONS LISTED IN SUB-SECTION B WAGES BELOW:

Unless otherwise specified in the MOU, provided below are the applicable terms and conditions of employment for employees in the Per Diem classifications covered by this Appendix H.

- (a) The following Articles shall apply to employees in the Per Diem classifications covered by this Appendix H, as applicable: Recognition; Access to Personnel Records; Access to Work Locations; County Identification/Access Cards; County Management Rights; Definitions; Direct Deposit; Disaster Service Workers; Employee Rights; Expense Reimbursement; Fitness for Duty; Full Understanding; Grievance Procedure (Except Section 11) to grieve only those matters governed by this section (a) (except County Management Rights and Non-Discrimination); Implementation; Labor-Management Task Force; Meal and Break Periods; Modified Agency Shop; Non Discrimination; Obligation to Support; Pay Period; Payroll Adjustments; Payroll Deductions; Provisions of Law; Recruitment/Retention Salary Adjustment; Renegotiation; Salary Adjustments; Term; Time and Labor Reports; Use of Bulletin Boards; Use of County Resources; and Work Disruption.
- (b) **Wages.** The hourly salary rates for the Per Diem classifications listed below are provided in Appendix C of this MOU.

Per Diem Classification List
Per Diem - Sterile Processing Technician
Per Diem - Surgical Technician
Per Diem - Special Procedures Radiologic Technologist
Per Diem - Radiologic Technologist
Per Diem - Nuclear Medicine Technologist
Per Diem - Ultrasound Technologist
Per Diem - Occupational Therapy Assistant
Per Diem - Physical Therapy Assistant
Per Diem - Security Technician
Per Diem - Phlebotomist
Per Diem - Respiratory Care Practitioner
ARMC House Supervisor - Per Diem

Employees who have previous County service in the corresponding contract and/or regular classification shall have all such County service hours credited for the purposes of meeting the 1,040 service hour requirement to be assigned to the higher hourly salary rate. For example, a newly hired Per Diem Radiological Technologist has 4,160 service hours with the County as a regular Radiological Technologist. Because the employee has at least 1,040 service hours with the County as a Radiological Technologist, the employee shall be hired at the rate of \$42.54 (rate effective upon Board approval of this MOU – see Appendix C). Additionally, employees hired into one of the above classifications who have been employed by a private/public hospital in a comparable classification for at least one year shall be eligible for hire into the 1,040 service hour

or more hourly rate.

- (c) **Working on a Holiday.** Per Diem employees covered by this Appendix H shall be paid twice the base hourly rate for hours worked on the following holidays:

January 1	Last Monday in May
July 4	First Monday in September
November 11	Thanksgiving Day
Day after Thanksgiving	December 24
December 25	December 31

Holiday hours for the purpose of these holidays will begin with the night shift the day before the holiday and end with the evening shift of the day of the holiday. Time worked on these holidays shall be considered as hours worked for purposes of computing overtime.

- (d) **Overtime.** Per Diem employees covered by this Appendix H shall be paid at one and one-half times their regular rate of pay for hours worked in excess of forty (40) hours per work week or twelve (12) hours per day. Work week shall be defined as 12:01 a.m. each Saturday and end at 12:00 a.m. (midnight) the following Friday.

- (e) **Differentials.**

- (i) **Evening and Night Shift Differentials.** Employees covered by this Appendix H, except the ARMC House Supervisor Per Diem, assigned to a continuous or regularly recurring evening or night shift schedule shall receive additional shift differential over and above the established base rates of pay for all hours actually worked. Further, employees who provide relief work for other employees assigned to continuous or regularly recurring evening or night shift schedule shall receive shift differential compensation with prior approval of the appointing authority for all hours actually worked.

Employees who work the majority of shift, including at least four (4) hours with or without intervening meal time, between 6:00 p.m. and 12:00 a.m. (midnight), shall receive one dollar and twenty cents (\$1.20) per hour over and above their base hourly rate for all hours actually worked.

Employees who work the majority of shift, including at least four (4) hours with or without intervening meal time, between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive one dollar and seventy cents (\$1.70) per hour over and above their base hourly rate for all hours actually worked.

As provided above, employees shall be eligible to receive shift differential compensation only when the majority of hours worked are covered by a shift differential. For example, an employee is assigned to work from 12:30 p.m. to 10:00 p.m. (i.e., a 9 hour shift with a 30-minute meal period). Since the majority of hours worked (i.e., 5.5 hours less a 30-minute meal period) are not covered by a shift differential, the employee is not eligible to receive shift differential compensation.

When hours worked overlap more than one shift differential period, employees shall receive the applicable shift differential based on the majority of shift worked, for the total

number of hours during that shift. For example, an employee is assigned to work from 8:00 p.m. to 5:30 a.m. (i.e., a 9 hour shift with a 30-minute meal period). Since the majority of hours (i.e., 5.5 hours less the 30-minute meal period) are worked during the period of time covered by the Night Shift differential, the employee would receive the Night Shift differential (i.e., REG3) for all hours during that shift (i.e., 9 hours).

- (ii) **Medical Support Shift Differentials.** Per Diem Respiratory Care Practitioners and ARMC House Supervisor Per Diems assigned to hospital, mental, or correctional institutions who work the majority of shift, including at least four (4) hours with or without intervening meal time, between 6:00 p.m. and 12:00 a.m. (midnight), shall receive two dollars (\$2.00) per hour over and above their base hourly rate for all hours actually worked.

Per Diem Respiratory Care Practitioners who work the majority of shift, including at least four (4) hours with or without intervening meal time, between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive three dollars and thirty five cents (\$3.35) per hour over and above their base hourly rate for all hours actually worked.

Employees in the classification of ARMC House Supervisor Per Diem who work the majority shift, including at least four (4) hours with or without intervening meal time, between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive three dollars and fifty cents (\$3.50) per hour over and above their base hourly rate for all hours actually worked.

Employees shall be eligible to receive shift differential compensation only when the majority of hours worked are covered by a shift differential. For example, an employee is assigned to work from 12:30 p.m. to 10:00 p.m. (i.e., a 9 hour shift with a 30 minute meal period). Since the majority of hours worked (i.e., 5.5 hours less a 30 minute meal period) are not covered by a shift differential, the employee is not eligible to receive shift differential compensation.

When hours worked overlap more than one shift differential period, employees shall receive the applicable shift differential based on the majority of shift worked, for the total number of hours during that shift. For example, an employee is assigned to work from 8:00 p.m. to 5:30 a.m. (i.e., a 9 hour shift with a 30 minute meal period). Since the majority of hours (i.e., 5.5 hours less the 30 minute meal period) are worked during the period of time covered by the Night Shift differential, the employee would receive the Night Shift differential (i.e., REG3) for all hours during that shift (i.e., 9 hours).

- (iii) **Medical Support Weekend Differential.** Per Diem Respiratory Care Practitioners assigned to hospital, mental, or correctional institutions, who are called into work on a weekend that the employee was not pre-scheduled to work, shall be paid an additional three dollars (\$3.00) per hour actually worked over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be paid for a weekend which the Per Diem employee was already pre-scheduled to work.

ARMC House Supervisor Per Diems assigned to hospital, mental, or correctional institutions, who are called into work on a weekend that the employee was not pre-scheduled to work, shall be paid an additional four dollars (\$4.00) per hour actually worked over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be

paid for a weekend which the Per Diem employee was already pre-scheduled to work.

- (iv) ***Inpatient Assignment Compensation.*** Per Diem Occupational Therapy Assistants with a continuous work assignment in the Behavioral Health Inpatient Unit of Arrowhead Regional Medical Center (i.e., the usual assignment where the employee performs his/her work duties) shall receive inpatient assignment compensation in the amount of one dollar and fifty cents (\$1.50) for each hour actually worked in this assignment.
 - (v) ***Advanced Cardiac Life Support Certification.*** ARMC House Supervisor Per Diems who possess and maintain an Advanced Life Support Cardiac Certification (ACLS) shall be eligible to receive the ACLS Certification Differential. The Differential shall be three dollars (\$3.00) per hours for all hours actually worked.
 - (vi) ***Medical Imaging Specialty Differential.*** Per Diem Special Procedures Radiological Technologists who possess and maintain licenses/certifications and competencies required to provide care to patients in multiple medical imaging areas, and who make themselves available to work in those areas, shall receive a differential of five percent (5.00%) above their base hourly rate for all hours actually worked (i.e., REG hours), up to their standard hours per pay period. All technologists must perform X-rays as assigned and two or more of the following specialty areas to be eligible: CT, MRI, IR, Cath Lab, or Angio.
 - (vii) ***Respiratory Critical Care Differential.*** Per Diem Respiratory Care Practitioners who have completed at least 8,320 hours of continuous service as a Per Diem Respiratory Care Practitioner, Contract Respiratory Care Practitioner II, and/or Contract Respiratory Care Practitioner II with the County, possess and maintain qualifications as determined by the Department required to provide care to patients in two of the following three specialties, and who make themselves available to work in those units, shall receive a differential of five percent (5.00%) above their base hourly rate for all hours actually worked (i.e., REG hours), up to their standard hours per pay period:
 - Adult Mechanical ventilation via high frequency ventilation,
 - Trauma/Emergency Room, or
 - Neonatal Intensive Care
- (f) ***Retirement.***
- (i) ***PST Deferred Compensation Plan.*** Per Diem employees covered by this Appendix H are not eligible to participate in the County's defined benefit plan. Per Diem employees covered by this Appendix H shall participate in the County's PST deferred compensation plan in lieu of participation in the defined benefit plan. Said employees shall contribute seven and one-half percent (7.5%) of the employee's biweekly base compensation.
 - (ii) ***Deferred Compensation.*** Per Diem employees covered by this Appendix H may participate in the Section 457(b) deferred compensation plan administered by County, to the maximum extent provided by law, but shall not receive a County match.
- (g) ***Unclassified Service.*** Per Diem employees covered by this Appendix H are in the Unclassified Service, and therefore do not have Civil Service Commission appeal rights as they are at-will and serve at the pleasure of the appointing authority, except as otherwise provided by law. As such, the Personnel Rules shall not apply to employees in the Per Diem

classifications covered by this Appendix H.

- (h) **Hours of Work.** Employees shall be required to work during such hours as necessary to carry out the duties of their position, as designated by the appointing authority, and such hours may be varied so long as the work requirements and efficient operations of the County are assured. This includes being available to work any minimum number of hours, days, and/or weekends established by the appointing authority.
- (i) **Dependent Care Assistance Plan.** The purpose of the Section 125 Dependent Care Assistance Plan (DCAP) is to permit eligible Per Diem employees covered by this Appendix H to make an election to pay for certain dependent care expenses with salary reduction from compensation contributed to the Plan before federal income tax is paid to the Internal Revenue Service (“Salary Reduction”) in accordance with Sections 125 and 129 of the Internal Revenue Code (IRC) of 1986 and regulations issued pursuant thereto. DCAP shall be construed to comply with said Code Sections and to meet the requirements of any other applicable provisions of law.

DCAP will be administered by the County’s Human Resources Employee Benefits & Services Division consistent with said IRC Sections and the County’s Dependent Care Assistance Plan Document.

Enrollment. Enrollment in the Plan is required every Plan Year and is limited to the annual open enrollment period or within sixty (60) calendar days following the date of becoming eligible due to a mid-year Change in Status event. Failure to submit a participation agreement within the time frame shall result in an election to not participate in the Plan.

Elections. Eligible Per Diem employees may contribute, on a pre-tax basis, each bi-weekly pay period, an amount up to the IRC annual maximum. DCAP contributions will be automatically deducted from the employee’s pay warrant, or in the absence of sufficient earnings to cover the deduction, the employee will be offered the option to contribute by another method as provided by the DCAP Document. An employee election to participate shall be irrevocable for the remainder of the Plan Year. Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan Year except to the extent permitted under Internal Revenue Service rulings and regulations and the County’s Dependent Care Assistance Plan Document.

Remaining Balances. Pursuant to IRC Section 125, any amounts remaining in the employee’s account at the end of a Plan Year must be forfeited. The County will use any forfeited amounts to help defray the Plan’s administrative expenses.

- (j) **Sick Leave.** Per Diem employees covered by this Appendix H shall be provided paid Sick Leave as required by law. Paid sick leave is an insurance or protection to be granted in circumstances of adversity to promote the health of the employee. It is not an earned right to time off from work. Sick leave is the authorized absence from duty of an employee for the following purposes:
- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member. Family is defined as a child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis regardless of age or dependency status); a biological, adoptive, or foster parent, stepparent, legal guardian of an employee or employee’s spouse or registered

domestic partner, or a person who stood in loco parentis when the employee was a minor; spouse, registered domestic partner; grandparent; grandchild; or sibling.

- If the eligible employee is a victim of domestic violence, sexual assault, or stalking, for the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the California Labor Code.

Separation - No paid sick leave shall be used as vacation, cashed-out upon separation, termination, retirement, or other separation from employment.

Notice of Sickness - The employee shall provide reasonable advance notification of the need for paid sick leave if the leave is foreseeable. In twenty-four (24) hour departments and for employees whose work assignment requires leaving their assigned work site together with one or more other employees shortly after reporting to work (e.g., road crews), the appointing authority or designee should be notified at least two (2) hours prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence and must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty. In other departments, the appointing authority or designee must be notified within one-half (1/2) hour after the start of the employee's scheduled tour of duty of a sickness on the first day of absence.

Minimum charge - The minimum charge against sick leave shall be no less than fifteen (15) minutes.

Compensation - Paid sick leave will be compensated at the employee's base hourly rate.

Review - Use of paid sick leave accrued pursuant to the terms of the California Healthy Workplaces, Healthy Families Act, is not subject to a requirement of a doctor's note or proof of illness, unless there is a reasonable belief of misuse.

Accrual - Employees shall accrue paid sick leave at a rate of one (1) hour per every thirty (30) hours worked. Employees will be eligible to use sick leave on the first day following the pay period after ninety (90) days of employment, with a cap on annual usage of three (3) days or twenty-four (24) hours per year, whichever is greater. One year shall be calculated on a 12-month basis from the first date the employee is eligible to use paid sick leave.

The use of paid sick leave does not count toward the accrual for further sick leave or in the calculation for the purposes of overtime. Unused accrued sick leave shall carry over to the following year; however, the leave balance will be capped at six (6) days or 48 hours, whichever is greater.

- (k) **Low Census.** At the sole discretion of the County, Per Diem employees covered by this Appendix H may be called off without pay at any time if it is determined that the patient census is such that their services are not immediately necessary.
- (l) **Closed Examinations.** Per Diem employees covered by this Appendix H shall be eligible to participate in the closed examination process. For the purposes of this Section (l), a closed examination shall be an examination that is limited to a particular agency or department.

Appendix I – MBO Classification List

JOB CODE	UNIT	MODIFIED BENEFIT OPTION CLASSIFICATION LIST
01140	CLT	Air Conditioning Mechanic
01227	TI	Animal License Checker I
01228	TI	Animal License Checker II
01230	ADM	Appraiser Trainee
01231	ADM	Appraiser I
01232	ADM	Appraiser II
01233	ADM	Appraiser III
19834	ADM	Supervising District Appraiser
12018	MGT	ARMC Laboratory Manager
03274	MGT	ARMC Social Services Manager
19183	NRS	Assistant Unit Manager I
19184	NRS	Assistant Unit Manager I - Specialty Care
19185	NRS	Assistant Unit Manager I - Specialty Critical Care
19186	NRS	Assistant Unit Manager II
19187	NRS	Assistant Unit Manager II - Specialty Critical Care
01401	SUP	Assistant Director of Respiratory Care Services
02055	TI	Building Construction Inspector
02060	TI	Building Inspector I
02065	TI	Building Inspector II
02066	TI	Building Inspector III
01681	ADM	Business Systems Analyst Trainee
01682	ADM	Business Systems Analyst I
01683	ADM	Business Systems Analyst II
01684	ADM	Business Systems Analyst III
02102	TI	Buyer I
02103	TI	Buyer II
02105	ADM	Buyer III
01071	ADM	Capital Improvement Project Manager I
01072	ADM	Capital Improvement Project Manager II
01073	ADM	Capital Improvement Project Manager III
13121	NRS	Case Management Coordinator
13115	NRS	Case Management Supervisor
03271	MGT	Child Welfare Services Manager
19152	SUP	Clinic Operations Supervisor
19151	NRS	Clinic Supervisor-PH
19188	NRS	Clinic Unit Manager - ARMC
19148	NRS	Clinical Director I
19149	NRS	Clinical Director II
10020	TI	Code Enforcement Officer I
10021	TI	Code Enforcement Officer II
10022	TI	Code Enforcement Officer III
10011	SUP	Code Enforcement Supervisor
03381	TI	Communications Technician I
03382	TI	Communications Technician II

JOB CODE	UNIT	MODIFIED BENEFIT OPTION CLASSIFICATION LIST
03384	TI	Communications Technicians III
03425	TI	Computer Operator I
03430	TI	Computer Operator II
03435	TI	Computer Operator III
03480	CLT	Cook I
03470	CLT	Cook II
03555	MGT	Custodial Services Chief
03560	CLT	Custodian I
03561	CLT	Custodian II
03564	CLT	Custodian Trainee
13123	NRS	DBH - Nurse Manager
19009	ADM	Department Risk Control Specialist
04375	MGT	Director of Respiratory Care Services
04905	NRS	Education Services Supervisor
05070	CLT	Electrician
05109	TI	Eligibility Worker Trainee
05110	TI	Eligibility Worker I
05115	TI	Eligibility Worker II
05116	TI	Eligibility Worker III
05120	TI	Eligibility Worker Supervisor I
17001	MGT	Engineering Manager
05136	TI	Engineering Technician I
05137	TI	Engineering Technician II
05138	TI	Engineering Technician III
05140	TI	Engineering Technician IV
05142	TI	Engineering Technician V
05188	CLT	Equipment Operator I
05191	CLT	Equipment Operator II
05193	CLT	Equipment Operator III
01122	TI	Fire Hazard Abatement Officer
06050	CLK	Fiscal Assistant
06110	CLT	Food Service Worker I
06111	CLT	Food Service Worker II
07030	CLT	General Maintenance Mechanic
19052	SUP	Hospital Security Supervisor I
08077	SUP	Hospital Security Supervisor II
14017	NRS	House Supervisor
12051	ADM	Land Use Services Coordinator
12060	TI	Land Use Technician
19837	SUP	Land use Technician Supervisor
12050	TI	Land Use Technician Trainee
06066	CLK	Lead Legal Document Classifier
06064	TI	Legal Document Classifier I
06065	CLK	Legal Document Classifier II

JOB CODE	UNIT	MODIFIED BENEFIT OPTION CLASSIFICATION LIST
12118	TI	Liability Claims Representative I
12119	TI	Liability Claims Representative II
12120	TI	Liability Claims Representative III
12155	TI	Licensed Vocational Nurse I (T)
12159	TI	Licensed Vocational Nurse I-Corrections (T)
12156	TI	Licensed Vocational Nurse II
12157	TI	Licensed Vocational Nurse II-Corrections
12180	CLT	Locksmith
13014	CLT	Maintenance & Construction Worker II
13013	CLT	Maintenance & Construction Worker I
13086	MGT	Medical Center Housekeeping/Linen Manager
13106	TI	Health Information Coder I
13107	TI	Health Information Coder II
13112	SUP	Health Information Management Supervisor
13130	SUP	Mental Health Clinic Supervisor
14018	TI	Nuclear Medicine Technologist
14040	NRS	Nurse Practitioner III
14014	NRS	Nurse Supervisor
14045	CLT	Nursing Attendant
15015	TI	Occupational Therapy Assistant
16364	TI	Phlebotomist
16363	TI	Phlebotomist Trainee
16156	TI	Physical Therapy Assistant
16177	ADM	Planner I
16178	ADM	Planner II
16179	ADM	Planner III
16176	ADM	Planner Trainee
16180	MGT	Planning Manager
03524	MGT	Program Manager – Code Enforcement
16320	ADM	Programmer Analysts I
16321	ADM	Programmer Analysts II
16322	ADM	Programmer Analysts III
16315	TI	Programmer I
16316	TI	Programmer II
16317	TI	Programmer III
19356	NRS	Public Health Nurse Manager
18013	TI	Radiologic Technologist I (T)
18014	TI	Radiologic Technologist II
18015	TI	Radiologic Technologist III
18012	MGT	Radiology Manager
18011	SUP	Radiology Supervisor
18056	TI	Records Technician Trainee
18057	TI	Records Technician
06067	SUP	Records Technician Supervisor I

JOB CODE	UNIT	MODIFIED BENEFIT OPTION CLASSIFICATION LIST
18059	SUP	Records Technician Supervisor II
18060	SUP	Regional Building Inspector Supervisor
18082	MGT	Rehabilitation Services Manager
18118	ADM	Respiratory Care Practitioner I (T)
18119	ADM	Respiratory Care Practitioner II
18123	ADM	Respiratory Therapist
19003	SUP	Risk Control Officer
01601	ADM	SAP Functional Analyst I
01602	ADM	SAP Functional Analyst II
01603	SUP	SAP Team Leader
01604	ADM	SAP Technical Analyst I
01605	ADM	SAP Technical Analyst II
19050	TI	Security Technician I
12052	TI	Senior Land Use Technician
19477	TI	Sheriff's Communications Dispatchers I
19476	TI	Sheriff's Communications Dispatchers I - Trainee
19479	TI	Sheriff's Communications Dispatchers II
19478	TI	Sheriff's Communications Dispatchers II - Trainee
19481	TI	Sheriffs Communications Dispatchers III
19538	NRS	Sheriff's Nurse Supervisor I
19539	NRS	Sheriff's Nurse Supervisor II
19530	CLK	Sheriff's Records Clerk
19489	SUP	Sheriff's Supervising Communications Dispatcher
19637	TI	Special Procedures Radiologic Technologist II
19638	TI	Special Procedures Radiologic Technologist III
18058	TI	Senior Records Technician
03043	MGT	Sterile Processing Manager
03040	TI	Sterile Processing Technician I
03041	TI	Sterile Processing Technician II
19706	CLT	Storekeeper
19774	SUP	Supervising Animal Control Officer I
19775	SUP	Supervising Bio-Med Electronics Technician
02104	SUP	Supervising Buyer
03079	SUP	Supervising Child Support Attorney
19862	NRS	Supervising Correctional Nurse I
19864	NRS	Supervising Correctional Nurse II
19817	SUP	Supervising Custodian
19819	SUP	Supervising Deputy District Attorney
19818	SUP	Supervising Deputy Public Administrator
19821	SUP	Supervising Deputy Public Defender
04192	SUP	Supervising Deputy Public Guardian
17000	SUP	Supervising Engineer
19866	SUP	Supervising Liability Claims Representative
16365	SUP	Supervising Phlebotomist

JOB CODE	UNIT	MODIFIED BENEFIT OPTION CLASSIFICATION LIST
19835	SUP	Supervising Planner
19355	NRS	Supervising Public Health Nurse
18083	SUP	Supervising Rehabilitation Therapist
19900	SUP	Supervising Respiratory Care Practitioner
03275	SUP	Supervising Social Services Practitioner
03045	SUP	Supervising Sterile Processing Technician
19916	SUP	Supervising Title Transfer Technician I
19917	SUP	Supervising Title Transfer Technician II
19922	SUP	Supervising Utilization Review Technician
19921	SUP	Supervising Workers Compensation Adjuster
15034	TI	Surgical Technician
19935	SUP	Survey Party Chief
19960	ADM	Systems Support Analyst I
19965	ADM	Systems Support Analyst II
19970	ADM	Systems Support Analyst III
03042	TI	Telemetry Technician
20025	TI	Title Transfer Technician I
20030	TI	Title Transfer Technician II
21004	TI	Ultrasound Technologist I (T)
21006	TI	Ultrasound Technologist II
21007	TI	Ultrasound Technologist III
19181	NRS	Unit Manager
23102	TI	Workers Compensation Adjuster I (T)
23104	TI	Workers Compensation Adjuster II
23106	TI	Workers Compensation Adjuster III
23198	ADM	Workforce Development Specialist

Informant Worksheet.pdf

EXHIBIT "B"

INFORMANT WORKSHEET

DATE/TIME	DR #	AMOUNT PAID	SUP. APPROVAL
DETAILS			INVESTIGATOR:
DATE/TIME	DR #	AMOUNT PAID	SUP. APPROVAL
DETAILS			INVESTIGATOR:
DATE/TIME	DR #	AMOUNT PAID	SUP. APPROVAL
DETAILS			INVESTIGATOR:
DATE/TIME	DR #	AMOUNT PAID	SUP. APPROVAL
DETAILS			INVESTIGATOR:

DAs Office DEOP - Sept 2019.pdf



County of San Bernardino Office of the District Attorney

Department Emergency Operations Plan (DEOP)

Prepared by:

San Bernardino County District Attorney's Office

Updated April 1, 2019

Department Emergency Operations Plan

Table of Contents

- I. Department Emergency Operations Plan 3
- A. Introduction..... 3
 - B. Scope..... 4
 - C. Assumptions 5
 - D. How to Use the Plan 6
 - E. Mission, Goals, and Objectives..... 7
- II. Plan Maintenance and Future Updates 8
- III. Emergency Management Phases..... 9
 - A. Disaster Cycle Chart 9
 - 1. Preparedness Phase 10
 - 2. Response Phase 12
 - 3. Recovery Phase 14
 - 4. Mitigation Phase 14
 - B. Department Organizational Chart 15
 - C. Department Responsibility 16
- IV. Preparation of the Plan 19
 - A. Emergency Concepts..... 19
 - B. Essential Functions..... 20
 - C. Lines of Succession 21
 - D. Delegation of Authority..... 22
 - E. Department Emergency Operations Centers (DEOC) 23
 - F. Interoperable Communications 23
 - G. Resource, Personnel, Facilities, and Alternate Site Protection 24
 - H. Required Records 24
 - I. Testing, Training, and Exercises..... 25
- V. Implementation of the Plan 26
- VI. Critical Functions 30
 - A. District Attorney's Office Lines of Succession 32
 - B. Delegation of Authority..... 33
 - C. DA's Office Alternate Work Locations and Department Operations Center 35
 - D. Communications 38

E.	Behavioral Health Service Response.....	39
F.	Public Information and Media Relations.....	40
G.	Protection of Resources, Facilities, and Alternate Sites.....	41
H.	Preservation of Required Records	42
I.	Local Alerting and Warning Systems	43
VII.	Definitions.....	44
I.	Annexes	46
A.	Critical Staff List	46
B.	Callback Staff List	47

I. Department Emergency Operations Plan

A. Introduction

Background The District Attorney's Office (DA) developed this Department Emergency Operations Plan (Plan) to provide guidance and procedures to prepare for and respond to significant or catastrophic natural, environmental or conflict-related risks/events that produce situations requiring coordinated response. It further describes responsibilities and functions necessary to implement Department plans for Continuity of Government (COG) and Continuity of Operations (COOP).

The primary goals of this Departmental plan are to protect life and property, preserve infrastructure, and continue the operations of government.

Continuation of Government (COG) refers to the continued functioning of government under all circumstances. Arrangements for the continued operation of the government in the event of a national emergency or catastrophe are specified in law, policy, and plans, some of which are not public information, given their sensitive, contingent status.

Continuity of Operations (COOP) refers to the internal effort of an organization, such as a branch of government, department, or office, to assure that the capability exists to continue essential operations in response to a comprehensive array of potential operational interruptions.

By combining both COG and COOP into a single plan, a more comprehensive, integrated, and workable Department Emergency Operations Plan is developed and implemented.

Planning Matters

In accordance with federal guidance, the Department Emergency Operations Plan:

- Shall be maintained at a high level of readiness;
 - Shall be capable of implementation, both with and without warning;
 - Shall be operational no later than 12 hours after activation;
 - Must be tested at regular intervals not to exceed 12 months;
 - Shall maintain sustained operations for up to 30 days; and,
 - Should take maximum advantage of existing agency field infrastructures.
-

B. Scope

This Plan provides guidance to the District Attorney's Office in the event of an emergency that affects day-to-day operations of the Department. This plan provides for both Continuity of Government and Continuation of Operations as related to the Department. The plan:

- Shall be maintained at a high level of readiness;
 - Shall be capable of implementation, both with and without warning;
 - Shall be operational within 12 hours of activation;
 - Shall maintain sustained operations for up to 30 days; and
 - Should take maximum advantage of existing Department field infrastructures.
-

C. Assumptions

Assumptions The District Attorney's Office will be aware of significant emergency conditions as they arise through notifications from County Office of Emergency Services, media reports, experiencing an actual event or other means. These conditions will trigger a response consistent with the responsibilities and roles of the Department. The response of The District Attorney's Office will be limited in their response by the level of training, readiness activities undertaken prior to the event, and the below assumptions:

- Transportation corridors may be affected so it is possible that only equipment, foodstuffs, supplies and materials on hand will be available for use during the first 72 hours of emergency operations.
- It is possible only emergency response personnel on duty at the time of a regional event will be available during the first 6 hours. Mission capability may be available within 24 hours.
- In event of a regional event, a clear picture regarding the extent of damage, loss of life, and injuries may not be known for at least 36 hours.
- The District Attorney's Office capability may be limited for at least 8 hours if communications links to other county departments are degraded. A Cajon Pass closure may limit the number of Department personnel available to staff Department functions for at least 12 hours.
- Appropriate cost recovery from federal and state agencies requires adequate recordkeeping, including sign in-out logs, assignment sheets, and FEMA forms on hand at each site.
- It is possible that electrical power, water, wired phone service, cellular phone service, County networking and/or Internet access may also experience interruptions in service due to the event. This plan anticipates that these services may not be available.

Disaster Service Workers All public employees are to serve as disaster service workers subject to such service activities as may be assigned to them by their superiors or by law, pursuant to Government Code Section 3100. For further Details see the "Disaster Service Worker Program Guide".

D. How to Use the Plan

Generally

This document defines the Plan's mission, goals, objectives, operational concept and functions of the San Bernardino County District Attorney's Office Emergency Organization. It describes the roles, responsibilities and relationships of the Department consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), as they relate to response. The Plan is intended to be general in its application in order to provide for flexibility during response.

The Standardized Emergency Management System (SEMS) is the system required by Government Code §8607(a) for managing response to multi-agency and multijurisdictional emergencies in California. SEMS consists of five organizational levels which are activated as necessary:

- Field response
- Local government
- Operational area
- Regional
- State

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel related costs under state disaster assistance programs.

At the field (incident) level, the use of SEMS standardizes the response to emergencies involving multiple jurisdictions or multiple agencies. The Incident Command System (ICS) is the basic emergency management system. ICS provides a common organizational framework within which agencies can work collectively at the scene of an emergency. ICS is also an effective emergency management system for either single or multiple agency use.

The plan covers Continuity of Government (COG) and Continuation of Operations (COOP) as a single combined plan.

It also describes how the plan will be implemented and maintained. The plan also addresses a fundamental activity of effective emergency management – training. Training and testing are essential to ensure the adequacy of this plan and the ability of department staff to carry it out.

E. Mission, Goals, and Objectives

Mission

The mission of the District Attorney's Office is to *represent the interests of the people in the criminal justice system as mandated by California State Law. The San Bernardino County District Attorney's Office serves the residents of San Bernardino County by: seeking the truth; protecting the innocent; holding the guilty accountable; preserving the dignity of victims and their families; and ensuring that justice is done while always maintaining the highest ethical standards.*

Goals

The District Attorney's Office promotes public safety by punishing criminal conduct and assists victims and families to overcome the effects of crime by helping them to support successful prosecution. In a disaster or catastrophic event, the Department's primary goal is:

- *Ensure continuity of government by providing mandated prosecution duties by tending to court hearings, reviewing criminal cases, filing criminal charges as necessary ensuring the rights of victims and defendants are observed.*

To accomplish this goal, the District Attorney's Office will:

- *Ensure employee/facility security through the use of DA Investigators stationed at each facility.*
- *Communicate with judicial officers to manage the courtroom caseload*
- *Review and file new criminal cases in as efficient and timely fashion as possible*
- *Staff courtrooms as effectively as possible*

Continued on next page

E. Mission, Goals, and Objectives, continued

Objectives	<p>The objectives of the San Bernardino County District Attorney’s Office Department Emergency Operation Center (DEOC) are to:</p> <ul style="list-style-type: none">• Establish a system to receive and process task assignments in the San Bernardino County Operational Plan (County Plan).• Establish an outline of steps to secure the safety of Department/Division personnel.• Establish a system to provide the necessary resources to County Departments in a state of emergency.• Ensure the continuing performance of the Department’s essential operations/functions during an emergency.• Establish a plan of action for restoring normal day-to-day operations, in as expedient a time period as possible, following an emergency event.<ul style="list-style-type: none">– Assess facilities to determine operational capacity.– Assess staff to determine ability to perform the mission of the Department.– Determine if outside facilities are needed to perform the mission of the Department.– Determine the steps necessary to restore Department operations to normal.
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II. Plan Maintenance and Future Updates

Introduction	<p>The District Attorney’s Office will revise and update the Plan at least every three years, beginning three years from adoption. Such revisions/updates will be documented on the “Update/Revision List Form”. The form will be inserted into the front section of this Plan.</p> <p>Annexes will be updated as changes occur and filed with the County Office of Emergency Services.</p>
Review and Approval	<p>Members of the Department Emergency Operations Plan Committee will conduct a Peer review of all Department Emergency Operations Plans.</p>

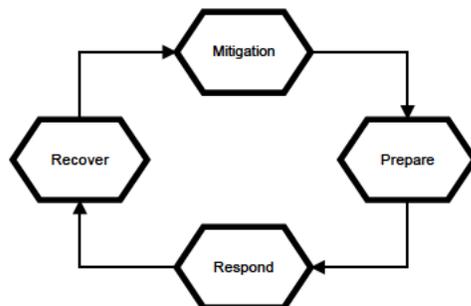
III. Emergency Management Phases

Introduction According to FEMA, emergency management can be categorized into a series of phases. Each phase is unique and will cause the initiation of a response level consistent with it.

- Phases** The four phases outlined in this section are:
- Preparedness
 - Response
 - Recovery
 - Mitigation
-

A. Disaster Cycle Chart

Chart The following chart shows the phases of the disaster cycle:



1. Preparedness Phase

Day to Day

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analysis, writing mutual aid agreements, training response personnel, and improving public information and communications systems.

These preparedness activities are part of the implementation of the county/operational area plan, as well as related plans and procedures, which are in effect at all times to provide authorization to accomplish these essential preparedness activities.

Cost recovery should be planned in advance and included in both Preparedness and Responses phases.

Increased Readiness

As a crisis begins to develop, government takes action to increase its readiness. Actions taken during the buildup of a crisis situation are designed to increase an organization's ability to respond effectively to a disaster. Increased readiness actions include briefing government officials, reviewing plans, preparing information for release to the public, updating resource lists, and testing warning and communications systems.

**Department
Actions**

- a. *The District Attorney's Office has issued all staff members a "1 Person Emergency Kit" which are stored at each employee's desk. These kits contain emergency food, medical supplies, flashlights, water supplies and a whistle.*
 - b. *DA Investigators are armed full-time peace officers with police credentials allowing access to disaster scenes.*
 - c. *DA Investigators are assigned home-garaged emergency vehicles. These vehicles are equipped with emergency lighting (Code-3 Equipment), 800 MHz law enforcement channel radios, trauma kits and a rifle.*
 - d. *All DA Office supervisors and managers (sworn and non-sworn) are equipped with Smartphones to allow multiple methods of communication in the event of a disaster.*
 - e. *The Chief Investigator, Assistant Chief Investigators, CEP Supervising Investigator and Investigators assigned to CEP investigations are all equipped with Satellite telephones kept in their vehicles for emergency operations.*
 - f. *DA Investigators have portable law enforcement radios and cell phones to coordinate communications.*
 - g. *Triplicate forms to allow for manual production of charging documents in the event of a computer and/or power failure were mass-produced and are stored at each regional office for use in the event of an emergency.*
 - h. *Each DA facility has installed emergency lighting to assist in evacuation of the facility in the event of a power failure.*
 - i. *Evacuation plans have been developed for each DA facility and evacuation drills are practiced.*
 - j. *DA Identification jackets are issued to DA Investigators, Investigative Technicians and Victim Advocates for field operations should their services assisting in disaster areas be required.*
-

2. Response Phase

Pre-Impact When emergency management authorities are able to recognize the approach of a potential disaster, actions are taken to save lives and protect property. The response phase is activated to coordinate emergency response activities. During this phase, warning systems may be activated, resources may be mobilized, and evacuation may begin.

Immediate Impact During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response actions are accomplished within the affected area by the department. During this phase, emergency plans may be activated, and emergency instructions may be issued to department staff.

Sustained As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. The Department may be asked to provide assistance with these efforts.

**Department
Response**

- *If necessary, injured employees will be sought out and have treatment obtained.*
 - *Staff will determine obvious structural defects to facilities by inspecting them. If a facility is determined to be unsafe to operate, supervisors, working with their managers, will work to relocate operations to another location.*
 - *The DA's Office maintains offices staffed with employees located in three geographical regions of the County of San Bernardino.*
 - *Employees will respond during working hours to their assigned office if roadways allow such access. If access is not practical, employees should respond to the closest DA facility to assist.*
 - *An effort will be made to have two sworn investigators respond to every DA facility to facilitate communications and provide security for the staff and facility.*
 - *With consideration toward the extent of the urgency of the emergency and the seriousness of the offense, prosecutors will, with the facilitation of their supervisors and managers, set up a system to triage in-custody cases making a determination of which suspects need to be immediately charged and which suspects can be filed upon at a later date.*
 - *The Assistant DA for Criminal Operations will work with the Presiding Judge of the Superior Court to determine if an Emergency Declaration for Court Operations is required (GC § 68115).*
 - *The District Attorney or successor shall determine the most suitable location and method of operation after assessment of any damage to an Office facility and shall notify the Emergency Operations Center (EOC), located at the County's Office of Emergency Services (OES), of any deviation from normal operation.*
 - *Depending on the nature of the emergency, sworn managers from the Bureau of Investigation will contact area law enforcement agencies and determine if they require assistance. If the staffing situation allows, DA Investigators and/or Investigative Technicians will be deployed to assist local law enforcement efforts.*
 - *Determine if Cost Recovery is applicable and plan accordingly for recordkeeping.*
-

3. Recovery Phase

Recovery At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both a short-term activity, intended to return vital life-support systems to operation, and a long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

- Department Recovery Actions**
- *Department managers will conduct a methodical facility-by-facility review and inspection to determine damage to buildings, damage to equipment and injuries to employees.*
 - *Repairs to facilities will be obtained.*
 - *Repairs to damaged equipment will be obtained or damaged equipment will be replaced, with an emphasis on critical equipment.*
 - *Work with CAO, ACR and DA Bureau of Administration to collect and submit documentation for cost recovery.*
-

4. Mitigation Phase

Mitigation Mitigation planning includes a review of ways to avert future emergencies and reduce the impact of future disasters. Specific hazard mitigation plans are prepared subsequent to a federally declared disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster.

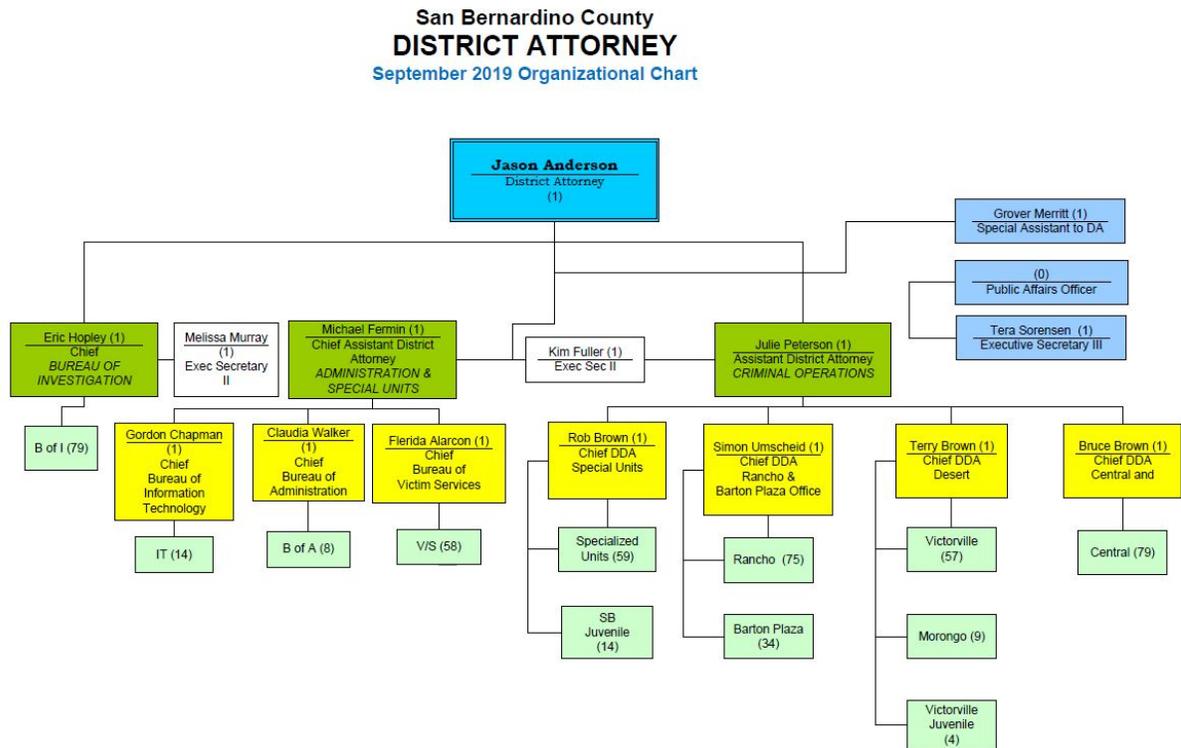
The District Attorney's Office will review existing facilities, operations, and plans to locate potential hazards within the Department's control. The Department will then develop strategies and plans to mitigate the potential hazards and improve the Department's ability to survive a disaster incident.

Department Mitigation Actions

- The District Attorney’s Office has established procedures for handling emergencies from a facility perspective. Internal safety inspections are conducted regularly in an effort to minimize potential disaster impact on the facility.
- Debriefing (what went wrong/right) and review/update DEOP (include front-line field personnel, if necessary)
- Replenish emergency supplies
- Review existing facilities, operations and plans to locate potential hazards within the Department’s control.
- Department will then develop strategies and plans to mitigate the potential hazards and improve the Department’s ability to survive a disaster incident.

B. Department Organizational Chart

Organizational Chart The District Attorney’s Office Organizational Chart is below:



C. Department Responsibility

Management – Continuity of Government (COG)

Continuity of leadership and the government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under California’s concept of mutual aid, local officials remain in control of their jurisdiction’s emergency operations while others may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

To ensure Continuity of Government (COG), seven elements must be addressed by government at all levels:

- (1) Succession to essential positions required in emergency management;
- (2) Pre-delegation of emergency authorities to key officials;
- (3) Emergency action steps provided in emergency plans and emergency action plans;
- (4) Emergency operations centers;
- (5) Alternate emergency operations centers;
- (6) Safeguarding vital records; and
- (7) Protection of government/industrial resources, facilities, and personnel.

These seven elements are covered later in this plan.

Continued on next page

C. Department Responsibility, Continued

Operations

Continuity of Operations (COOP), similar to Continuity of Government, is a planning concept that focuses on government's ability to continue essential functions. In order to ensure continuity of essential federal functions under all circumstances, all Federal agencies are directed to develop a Continuity of Operations capability.

COOP planning guidelines are provided in a number of Federal Preparedness Circulars. The Circulars list and describe the critical elements that must be addressed by each department.

COOP planning is simply a "good business practice" – part of the fundamental mission of agencies as responsible and reliable public institutions. For years, COOP planning activities have been an individual agency responsibility primarily in response to emergencies within the confines of the organization.

The elements of a viable COOP capability are almost identical to the components of COG. COOP encompasses and enhances COG elements to establish a baseline of preparedness for the full range of potential emergencies.

Continued on next page

C. Department Responsibility, Continued

Consolidated Approach for COG/COOP

The state has relied on a variety of documents, such as business continuity or business resumption plans, to accomplish many of the same planning objectives as those of COG and COOP. To maintain consistency among federal, state, and local plans, this document develops an integrated approach, which is a consolidation of all the planning elements included in COG and COOP (see table below for list of elements). This involves ensuring that all the elements of continuity of government operations have been addressed and/or are incorporated in agency emergency plans and procedures. This effort will support coordinated planning, thereby providing for a more effective emergency response.

The COG/COOP concepts that have been summarized below are consistent with the federal guidance for all levels of government in updating their plans. In the *DEPARTMENT EMERGENCY OPERATIONS PLANS* plan all these elements are identified by Section and Division, allowing the application of these principles to all, some or a department or division based upon the need and the type of system disruption.

Department Emergency Operation Plan Elements	
1.	Emergency concepts, actions and procedures provided in emergency plans and emergency action plans.
2.	Identification and prioritization of essential functions.
3.	Line of succession to essential positions required in an emergency.
4.	Delegation of authority and pre-delegation of emergency authorities to key officials.
5.	Emergency operations centers, alternate (work-site) facilities and alternate emergency operations centers.
6.	Interoperable communications.
7.	Protection of government resources, facilities and personnel.
8.	Safeguarding of vital records and databases.
9.	Tests, training and exercises.

IV. Preparation of the Plan

Introduction The Department will prepare the Plan by analyzing and developing each of the following task action lists:

- Emergency concepts
 - Essential functions
 - Lines of succession
 - Delegation of authority
 - Department Emergency Operations Centers (DEOC)
 - Interoperable communications
 - Resource, facilities and alternate site protection
 - Required records
 - Testing, training and exercises
-

A. Emergency Concepts

Emergency Concepts Emergency concepts, actions and procedures provided in emergency plans and emergency action plans:

- Identify the emergency functions and activities.
 - Outline a decision process of determining appropriate actions in implementing COG/COOP plans and procedures.
 - Include procedures for employee advisories, alerts and COG/COOP plan activation, with instructions for relocation to pre-designated facilities, with and without warning, during duty and non-duty (if activated for emergency response) hours.
 - Provide for attaining operational capability within 12 hours.
 - Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations for up to 30 days.
-

B. Essential Functions

Essential Functions

Identification and prioritization of essential functions.

- The Office of the District Attorney employs over 200 lawyers primarily responsible for the prosecution of criminal activity.
 - The Office of the District Attorney has a Bureau of Investigation staffed with sworn peace officers responsible for investigation crime and safeguarding staff members and facilities.
 - The Office of the District Attorney has a Bureau of Victim Services staffed with dozens of trained advocates responsible for assisting victims with emotionally navigating the criminal justice system, emergency funding, housing and various referrals. The advocates are capable of assisting with providing emotional support to other victims in the event of a disaster.
 - In the event of an emergency, two DA Investigators will respond to each DA venue to provide for employee and facility security, and to provide alternative communication should phone/computer systems be off-line.
 - Other DA Investigators will check in with their supervisors and be prepared to respond to locations where needed.
 - Prosecutors will report to their job sites during normal working hours and tend to prosecutorial functions as assigned by their superiors.
 - Clerical, advocate and other staff members will report to their job sites during normal working hours and tend to support functions as assigned by their superiors.
 - Cease non-essential business functions until sufficient personnel and resources become available.
 - Bureau of Information Technology is tasked to test IT system and make repairs as required to allow for business functions.
 - Defer functions not deemed essential to immediate agency needs.
 - Integrate supporting activities to ensure that essential functions can be performed as efficiently as possible during emergency relocation.
-

C. Lines of Succession

Line of Succession

Line of succession to essential positions required in an emergency.

- Identify lines of succession to essential positions required to maintain essential operations.
 - Describe line of succession by positions or titles, rather than names of individuals.
 - Ensure that the line of succession is formally promulgated and included in action plans for emergency reference.
-

Succession Planning

As the elected department head, the District Attorney is responsible for the safe and efficient operation of the department. The District Attorney will delegate responsibilities as required.

If the District Attorney is unavailable, the Chief Assistant District Attorney assumes command of the department and is responsible for directing the department for the duration of the emergency or until such time as the District Attorney is able to resume command.

In the situation that the District Attorney and the Chief Assistant District Attorney are both unavailable, an Assistant District Attorney will assume control of the department.

D. Delegation of Authority

Delegation of Authority

- The District Attorney has ultimate decision-making authority.
 - The DA's Executive Staff is entrusted with the authority to make decisions for their respective bureaus.
 - Executive Staff members are authorized to delegate their authority as necessary during a state of emergency.
 - Any authority delegated during an emergency situation will revert to the Executive Staff member granting the authority at the conclusion of the emergency or sooner if so ordered.
 - Should the elected DA be incapacitated or unavailable, any authority assumed by a subordinate will terminate when the DA is able to resume his duties.
 - Officials who are expected to assume authorities in an emergency are trained to carry out such emergency duties.
 - Specify responsibilities and authorities of individual agency representatives designated to participate as members of interagency emergency response teams.
 - The DA, the Chief Assistant DA, the Assistant DAs, the Special Assistant Deputy DA and Chief of the Bureau of Administration have spending authority and that authority has been communicated to the ACR.
-

E. Department Emergency Operations Centers (DEOC)

Operations Centers

Department Emergency Operations Centers (DEOC), alternate (work site) facilities, and alternate emergency operations centers:

- In the event a DEOC for the DA's Office is required, the County's Emergency Operations Center (EOC), located at the County's Office of Emergency Services (OES), will be notified. This will help ensure immediate assistance from fire and other law enforcement personnel when needed for various threat conditions, including threats involving weapons of mass destruction.
 - Operate using ICS/SEMS organization charts and checklists.
 - The Department's Emergency Operations Center (DEOC) will be located at 303 West 3rd Street, Ground Floor, San Bernardino.
 - Should the primary DEOC be unsuitable for emergency operations, the DEOC will relocate. The secondary site is the Bureau of Investigation's mobile trailer (mobile Command Post), which will be placed at a location determined by the District Attorney or designee.
 - The DA's Bureau of Administration will track and administer the department's cost recovery process.
 - Given the lack of protective clothing and systems, employees are not permitted to work at a venue where a pandemic, biological event, chemical event, contamination, or destruction of work site would make staffing a venue too hazardous to staff health.
-

F. Interoperable Communications

Interoperable Communications

Interoperable communications.

- Should communications be rendered inoperable, DA Investigators have been issued 800 MHz radios that can be used to communicate with other county law enforcement agencies.
 - DA Employees holding the position of Supervisor or above and IT staff members are issued Smartphone communication devices.
 - DA Investigators and Investigative Technicians are issued Smartphone communication devices that can be utilized in emergency situations.
 - The Chief Investigator, Assistant Chief Investigators, CEP Supervising Investigator and Investigators assigned to CEP investigations have been issued Satellite telephone for emergency communication purposes.
 - These systems are regularly tested
-

G. Resource, Personnel, Facilities, and Alternate Site Protection

Protection of Resources, Personnel, Facilities and Alternate Sites

Protection of government resources, facilities and personnel.

- Employees who are forced to relocate from their homes and/or worksites will be offered counseling assistance.
 - Armed DA Investigators will provide for physical security at DA worksites and entrance to employee work areas for these worksites will continue to be through access cards.
-

H. Required Records

Required Records

Safeguarding of required records and databases.

- All electronic records are backed and can be obtained and restored if necessary.
 - Should the main Office computer server be forced off-line, the secondary server, located at the District Attorney's Office in the Rancho Cucamonga courthouse, can be placed into service. Back-up and restoring capabilities will also occur utilizing data saved on Microsoft's cloud platform.
 - The Bureau of Administration staff members will collect cost recovery information.
 - Damaged facilities containing criminal records will be secured in such a fashion as to safeguard the records.
 - Damaged facilities that contain criminal records that cannot be secured will have the records removed and transported to a secure facility.
-

I. Testing, Training, and Exercises

Testing, Training, and Exercises

Tests, training and exercises.

- Provide for individual and team training of agency contingency staff and emergency personnel to ensure currency of knowledge and integration of skills necessary to implement COG/COOP plans and carry out essential functions.
 - Ensure internal agency testing and exercising of COG/COOP plans and procedures to ensure the ability to perform essential functions and operate from designated alternate facility(ies).
 - Joint agency/department exercising of COG/COOP plans, where applicable and feasible.
-

Levels of Exercises

There are four levels of exercises to prepare for an actual incident. Each level builds on the previous levels. These levels are:

- Discussion
- Table Top Exercise
- Functional
- Full Scale

Each level is explained below. Each level is more complex and takes more time to prepare than the previous exercise level.

Discussion

Discussion exercises are used at the beginning of the exercise cycle. Discussions are overviews/Introductions to the disaster exercise cycle.

Table Top Exercise

A Table Top Exercise is a facilitated analysis of an emergency situation in an informal, stress-free environment.

Functional Exercise

A Functional Exercise is a fully simulated interactive exercise that tests the capability of an organization to respond to a simulated event.

Full Scale Exercise

A Full Scale Exercise simulates a real event as closely as possible.

V. Implementation of the Plan

Emergency Functions and Activities

The Office of the District Attorney has identified the below functions and activities that must be operational during an emergency:

- (1) Ability to File Criminal Complaints on In-Custody Defendants who present a danger to society*
- (2) Office Safety and Security*
- (3) Ability to respond lawyers to criminal courtrooms for hearings and/or trials*

The Department decision-making process for implementing appropriate Department Emergency Operations Plans (DEOP) actions is:

An office Supervisor, believing that the DEOP should be activated, shall brief their Chief Deputy/Assistant Chief Investigator on the situation they believe calls for action.

The Chief Deputy/Assistant Chief Investigator, once in concurrence with the Supervisor's recommendation, must contact an Assistant DA/Chief Investigator and recommend activation of the DEOP.

The Chief Investigator, if once informed of the need for DEOP activation, shall communicate the information to the Chief Assistant DA.

The Chief Assistant DA, in consultation with the DA when possible, has the authority and may elect to activate the DEOP.

When a disaster occurs the Department must conduct a self-assessment of department facilities and the ability to deliver services.

Continued on next page

V. Implementation of the Plan, Continued

Incident During Work Hours

When a disaster occurs during work hours:

- Employees will provide aid to any injured employees/visitors, assess damage to facilities and ensure employee/public safety regarding structural integrity of the facility.
- All on-duty personnel are expected to remain on-duty until properly relieved of duty. Off-duty personnel will be expected to return to work. If County employees are unable to report to their regular facility or alternate staging area, they are to report to the closest DA facility for assignment.
- The ranking person site shall report the status of the facility and employees to the DEOC

Incident After Work Hours

When a disaster occurs after work hours:

- Employees will report to work as designated by Department management.
 - If the employee is unable to report to their assigned workstation the employee will respond to the closest DA facility for assignment
 - If the assigned work location is not functioning, employee will report to another facility as instructed by a supervisor.
- A survey of facilities to determine damage and ability to continue use of the facilities will be performed in sufficient time to allow for contacting and rerouting staff to an alternate work facility if necessary.

Training

Training of Department staff in emergency operations should be conducted annually. Minimum requirements for the training:

- Employee duties when disaster occurs during work hours.
- Employee reporting to work after a disaster
- Alternate work locations
- Disaster Service Worker
- General disaster awareness

Continued on next page

V. Implementation of the Plan, Continued

Emergency Management Positions

The Office of the District Attorney will appoint three positions to fulfill the Department's Emergency Management responsibilities during an emergency. The positions are:

- Department Emergency Coordinator
- Emergency Operations Center Responders
- Safety Coordinators
- Department Operations Centers

Department Emergency Coordinator

The Office of the District Attorney will appoint an individual to function as the Department Emergency Coordinator. The role of the Department Emergency Coordinator is to act as the point of contact for the development and maintenance of the Department Emergency Operations Plan. The Department Emergency Coordinator is responsible for developing the Department Emergency Operations Plan, routine updates of the Plan's annexes, and an annual review of the plan to ensure the Plan remains current and viable for the Department. The Coordinator is also responsible for ensuring that annual training of all employees is conducted and new employees are trained and prepared in the event of an emergency.

Department Emergency Coordinators will coordinate and interface with other County Departments they routinely conduct business with. The coordination efforts will ensure that necessary operations involving outside departments will continue during and after an emergency.

Department Emergency Coordinators should not be County Emergency Operations Center Responders.

Department Emergency Coordinators will be at least a Staff Analyst or higher classification.

Emergency Operations Center Responders

The Office of the District Attorney may choose to have staff that responds to the County's Emergency Operations Center (EOC), located at the County's Office of Emergency Services (OES), when the EOC is activated. The Office is available to respond should the EOC require assistance. EOC managers maintain contact information on file for critical DA staff members.

Continued on next page

V. Implementation of the Plan, Continued

Safety Coordinators

In addition, each County building has a Safety Coordinator. The Safety Coordinator is responsible for emergency planning, communication, and decisions for the facility in the event of an emergency. Their role is different from a Department Emergency Coordinator as the Safety Coordinator is responsible for the safety of employees at a physical location. The location may include employees from more than one Department. The Safety Coordinator prepares an Emergency Action Plan for the physical location. An Emergency Action Plan is not part of a Department Emergency Operations Plan. (The Safety Coordinator should be involved in the facility damage survey and should have veto power over use of the building.)

VI. Critical Functions

Introduction Several critical functions must be accomplished to ensure the viability of the Department emergency organization and its ability to meet its stated mission requirements. These functions are listed below.

Department Functions The District Attorney's Office functions, in priority order are:

1. *Ensure DA Facilities are Safe and Secure to Occupy.*
2. *Provide for the Safety & Security of Office Employees.*
3. *Staff Courts for Mandatory Appearances & On-Going Criminal Trials.*
4. *Review Felony Crime Reports with Suspects In-Custody.*
5. *File Criminal Charges on In-Custody Defendants When Appropriate.*

Staffing for Critical Departmental Functions

Major Office Minimum Staffing for Critical Operations

(San Bernardino, Victorville & Rancho)

- 1 Chief Deputy DA
- 1 Supervising Deputy DA
- 1 Supervising Investigator
- 2 Issuing Deputy DA's
- 5 Prosecuting Deputy DA's
- 2 DA Investigators
- 1 Investigative Technician
- 3 Office Assistants

Minimum Staffing for Critical Operations at All Other DA Facilities

- 1 Supervising Deputy DA
- 1 Issuing Deputy DA
- 2 Prosecuting Deputy DA's
- 1 DA Investigator
- 2 Office Assistants

Each facility has a supply of carbonless NCR-type charging document that will allow criminal complaints/juvenile petitions to be filed should the computer network be non-functional.

Emergency Staff Callback

Emergency callback lists for the Office of the District Attorney are maintained in the personal possession of management-level staff members. These lists contain emergency contact information for key department personnel that would allow department operations to continue at a minimal level.

The Callback lists are updated as changes occur. Policy for calling back personnel is contained in the Department's SOP's.

The Department also maintains a list of critical Departmental Staff. This list is also maintained in the personal possession of all management level employees in the department.

Copies of these lists are located in the Annexes.

Data Systems

The data systems required to carry out Office of the District Attorney functions are:

- STAR Computer System
 - MS Outlook
 - MS Word
 - MS Access
-

Deferred Functions

Reviewing and Issuing Misdemeanor Complaints will be deferred until the cessation of emergency operations, at which time the return to normalcy will allow for resumption of such operations.

Criminal calendar operations will be dictated by the Superior Court and DA staff will defer such operations as required by the presiding judge.

Supporting Activities Integration

The Bureau of Information Technology will check on computer infrastructure and work to ensure connectivity via the WAN, LAN and Internet. Additionally, necessary PC's and servers will be certified operational as quickly as possible, while non-functional computers that are critical will be replaced as quickly as possible.

The cost of any recovery operations will be reported to the Chief of the Bureau of Administration who will in turn track expenses and cost recovery, coordinating such with the Auditor/Controller/Recorder.

A. Office of the District Attorney Lines of Succession

Overview

The Lines of Succession listing for the primary County of San Bernardino Office of the District Attorney functions is as follows. The lines of succession are by position, not by individuals. In the event none of the positions are available, the next highest Management position will notify the County EOC that the Department's Line of Succession is broken. The EOC will then contact the CEO's Office for appropriate guidance.

Incorporate expenditure authority and limits into succession plan so that another document does not need to be distributed.

Department Head

The line of succession for Office of the District Attorney is as follows:

1. District Attorney
 2. Chief Assistant District Attorney
 3. An Assistant District Attorney
 4. Chief Deputy District Attorney (Central Region)
-

Division – Branch – Section

The line of succession for each Region is as follows:

1. Chief Deputy District Attorney (regional)
 2. Supervising Deputy District Attorney (co-located with Chief Deputy of region)
-

B. Delegation of Authority

Program and Administrative Authorities The District Attorney, Chief Assistant DA, Assistant DAs, Chief of Administration and Special Assistant Deputy DA have spending authority up to the limits granted them by existing County guidelines. Normal office procedure will be in effect regarding the delegation of authority in an emergency scenario.

Activation of Authorities No change in procedure is required and the necessary spending authorities are presently in effect.

Limits of Authority and Accountability The limits of authority during an emergency situation mirror the limits of authority during periods of normal office activity.

With respect to financial matters, the Chief of Administration in conjunction with his/her staff will collect all receipts for expenditures incurred under an emergency operation and ensure that the information and appropriate documentation is forwarded to the A/C/R's Office.

Successor's Authority and Delegation The same ability to delegate authority during non-emergency situations remains in effect during emergency situations.

The Chief of the Bureau of Administration shall have the primary responsibility for approving any expenditure required to manage the emergency operations in excess of \$500 during the duration of such an emergency. In the absence of the Chief of Administration, the Special Assistant Deputy DA and/or the Supervisor of the Bureau of Administration shall take over the duties of the Chief of the Bureau of Administration for the duration of the emergency or until such time as the Chief is capable of returning to duty.

Activation of Delegated Authorities The DA, Chief Assistant DA, or an Assistant DA is empowered to delegate any authority required for the necessary emergency operations of the Office of the District Attorney. Any delegated authorities remain in effect until such time as the appointing authority removes the authority or until operations return to normal, either at the will of the appointing authority.

Continued on next page

B. Delegation of Authority (continued)

Training Each of the persons designated to act in a position of financial authority has received appropriate training in conducting such fiscal operations as necessary.

Interagency Response Teams Non-sworn members of the DA's Office are not designated to participate as members of interagency response teams.

Sworn DA Investigators may be requested to assist local law enforcement efforts in the event of an emergency provided the DA Investigator is appropriately relieved from his/her assignment at a DA facilities and the DA facility is secure and the DA staff safe.

C. Office of the District Attorney Alternate Work Locations and Department Operations Center

Overview The Office of the District Attorney operates its Administrative Operations from its Department Offices located in San Bernardino. In the event this location cannot be used, Department administrative functions will be relocated to the alternate site designated below.

Primary Operations In general, primary operations are located at the Department Administrative offices:

303 West 3rd Street, 6th Floor.
San Bernardino, CA 92415-0502

Office Locations The branch office locations are listed in the chart below:

Office	Address
Central DA	303 W. 3 rd St., San Bernardino
Central Juvenile	900 E. Gilbert St., San Bernardino
Special Units	303 W. 3 rd St., San Bernardino
Rancho DA	8303 Haven Ave., 4 th Fl., Rancho Cucamonga
Victorville DA	14455 Civic Dr., Victorville
Victorville DA Annex	15371 Civic Dr., Victorville
Morongo DA	6527 White Feather Rd., Joshua Tree
Victim Services	255 N. D St., Suite 303, San Bernardino

Alternate Work Locations The Department Head or Deputy Head or other appropriate member of the Department may designate alternate or temporary work locations in the event the primary location is deemed unsafe. The alternate location would depend upon the extent of damages resulting from the event countywide.

Continued on next page

Office of the District Attorney Alternate Work Locations and Department Operations Center, Continued

Department Emergency Operations Center

The District Attorney's Department Emergency Operations Center (DEOC), will be located at 303 West 3rd Street, Ground Floor, San Bernardino. If the nature of the event makes this venue unsuitable for operations, then the DEOC will be moved to the Bureau of Investigation's mobile trailer (mobile Command Post), which will be placed at a location determined by the District Attorney or designee.

Should the nature of the emergency make operations within the City of San Bernardino impractical, the DEOC will be re-located to the DA's Office at the Foothill Communities Justice Center, 8303 Haven Ave., Rancho Cucamonga.

Management Section

The Bureau of Information Technology will test systems and ensure connectivity as soon as practical.

DEOC Staff will communicate with department supervisors and managers via landlines and computers. If landlines and computers are not operational, Smartphones, cell phones, 800 MHz Radios and Satellite telephones will be utilized to conduct critical business operations.

Operations Section

Staff will communicate with department supervisors and managers via landlines and computers. If landlines and computers are not operational, Smartphones, cell phones, 800 MHz Radios and Satellite telephones will be utilized to conduct critical business operations.

Plans and Intelligence Section

DEOC Staff will establish liaison with each department facility, as well as with regional law enforcement entities to identify problem areas and prepare/respond to the situation as necessary.

Investigators are equipped with emergency vehicles, law enforcement radios and other necessary equipment to ensure appropriate planning and response.

Logistical Support

Each area office has a cache of operating supplies.

Additionally, if supplies are required or materials need to be transported between facilities all DA Investigators are equipped with emergency vehicles, law enforcement radios and other necessary equipment to ensure appropriate planning and response.

Finance and Administration Section

Finance and administrative support will be provided out of the DEOC.

Sustained Operations

The Office of the District Attorney must, by its mission, communicate with the Superior Court to develop a coordinated response to effectively manage a major emergency situation. As operations depend greatly upon the condition of community infrastructure, myriad factors influence the required response, including, but not limited to:

Existence of a working telephone system/electrical system to allow for video arraignment from jails.

The condition of roadways that will allow bus transportation of inmates to various court venues.

The existence of serviceable electricity to allow for court and DA venues to be habitable.

The condition of facilities that will allow safe passage for employees to conduct business.

Since court and DA facilities are not 24/7 operations, in the event of a major catastrophe, court operations could be suspended or transferred. DA staff will coordinate an appropriate response should such an event occur.

D. Communications

Inter/Intra Departmental Communica- tions

Office of the District Attorney must maintain communications with other County Departments and internal Departmental communication. Interdepartmental communications will be maintained or reestablished by utilizing couriers, cellular telephones, Smartphone communication devices and 800 MHz radios.

Intradepartmental communications will be maintained or re-established by utilizing couriers, cellular telephones, Smartphone communication devices and 800 MHz radios.

Testing

Testing of the Communications method will be done semi-annually and overseen by the supervisors in each office venue. Should a communication system fail to operate properly during the testing phase, notice will be sent to the Bureau of Administration for assignment to repair the system.

E. Behavioral Health Service Response

Purpose	<p>This Plan describes the organizational and operational policies and procedures required to meet the mental health care needs of people on a mass basis during an emergency/disaster incident, technological incident, or in times of a National Security emergency. The Plan specifies the San Bernardino County Department of Behavioral Health (DBH) as the public organization having a duty to provide behavioral health crisis counseling services under emergency/disaster circumstances; the roles and responsibilities of the Emergency Operations Center (EOC), the lead agency for managing the emergency/disaster incident; and the American Red Cross (ARC), the lead agency for sheltering which is addressed in a separate section.</p>
Role	<p>The purpose is to establish a process of requesting mental health crisis counseling services from the San Bernardino County Department of Behavioral Health for emergencies within the San Bernardino County/Operational Area. Services will be established as close as safely feasible to the emergency/disaster incident without regard to political subdivisions or jurisdictional boundaries.</p>
Objectives	<p>Department of Behavioral Health (DBH), supplemented by Arrowhead Regional Medical Center (ARMC) and other agencies, is to:</p> <ul style="list-style-type: none">• Assess the emotional magnitude of the disaster on residents and workers through on-going mental health needs assessments• Assist in the restoration of emotional balance of emergency/disaster survivors to pre-disaster level of functioning by providing basic mental health crisis counseling interventions and supportive mental health services• Educate shelter residents and workers on recognizing stress symptomatology and to impart coping skills to facilitate recovery• Facilitate access for those meeting 5150 criteria or those in need of long term counseling services• Assist in the establishing of social networks within the shelter community for long-term recovery support

F. Public Information and Media Relations

Overview

The Office of the District Attorney has an official policy for sharing info with the media. This policy is as follows:

The District Attorney, the Chief Assistant DA and the Assistant DAs are the official spokespersons for the District Attorney's Office. No other person shall, without prior authorization from a spokesperson, represent himself to be an official spokesperson for the Office.

The District Attorney's Public Affairs Officer (PAO) is the office liaison to the news media. Inquiries from the media shall be referred to the PAO. The PAO will then direct the media to the appropriate person – either an official spokesperson or the Deputy assigned to the case.

New releases shall be in writing only and issued only by the PAO with prior approval by either the District Attorney, the Chief Assistant DA or an Assistant DA.

OFFICE OF THE DISTRICT ATTORNEY PIO

The Office of the District Attorney utilizes its own PAO for media relations/inquiries.

Responsibility

The media provides the public with hazard warnings, safety instructions, official announcements, notice of emergency regulations, evacuation procedures, directions on getting to medical and mass care facilities, status reports on the condition of lifelines, and damage assessment information. Providing the media with accurate, timely and uniform information is the responsibility of the Department PAO.

G. Protection of Resources, Facilities, and Alternate Sites

Physical Security

The Department will maintain physical security of all resources and facilities by having department venues inspected by DA Investigators and taking appropriate steps to secure any breaches in physical security that are located. Additionally, two DA armed Investigators will remain be present to provide for the physical security needs of employees.

Employee Health and Safety

The Department will maintain employee health and safety by having DA Investigators inspect each worksite and make a determination as the suitability for occupancy of each venue. If plumbing is off-line, arrangements will be made to provide for temporary lavatory facilities. If the emergency occurs during work hours, each employee is provided with an emergency kit containing food, water and emergency supplies sufficient to last 24 hours.

H. Preservation of Required Records

Minimum Records Required

The Office of the District Attorney has assessed the business process and determined the minimum records required for continuing operations.

Vital records for the Department are maintained in several locations. A non-inclusive list includes the following:

- The Office of the District Attorney maintains criminal records/case files and other record materials at the following locations:
 - Victorville*
 - Victorville DA Annex
 - Central Juvenile
 - 303 W. 3rd St, San Bernardino (main office)*
 - Death Penalty Storage
 - Evidence Warehouse
 - West Valley DA (1st, 2nd and 4th Floor, and Basement) *
 - San Bernardino & West Valley [Critical computer information is backed up daily (incremental back-ups) and weekly (full system back-ups) and housed off site in vaults].

 - Records located at the venues listed above which are marked with an asterisk (*) are co-located with Superior Courts. Should the records become inaccessible, it is highly probable that the venue containing the courts would be closed while records are recovered and/or cases are transferred to other venues for hearings.
-

I. Local Alerting and Warning Systems

**900 MHz
Paging
System**

This paging system is used to notify key personnel for the county's public safety services. No DA Employee participates in this paging system

**Automated
Systems**

One Call Now

This system provides automatic messaging to employees who have signed up with their personal cell phone numbers. This system enables the office to provide warning messages and other important information.

**Designated
Employees
Communica-
tions**

The Department will communicate with those employees designated as necessary for the continuation of essential Departmental functions and activities by

The District Attorney, Chief Assistant Da, Assistant DAs and Chief Investigator shall contact one another and determine the extent of response required.

If the event occurs after-hours, DA Investigators living in proximity to impacted areas will be contacted to respond to DA facilities to determine if the facilities are structurally sound. If so, employees are expected to report to work during normal hours of operation.

If a facility is not structurally sound, the supervisors for the location will contact their staff members informing them of where to report during business hours. If not all staff members could be contacted, at least one DA staff member shall be assigned to respond to the damaged venue prior to the start of business to notify visitors/employees showing up where temporary operations are being conducted. One Call Now may also be utilized for notifications.

Absent the receipt of any countermanding orders, DA staff members are expected to report to their normal work venue for normal hours of operation.

VII. Definitions

Overview	Definitions are specific to emergency management. Other disciplines may have different definitions for the same terms. This section provides common definitions used throughout this plan.
Activation	Activation is the staffing and implementation of specific plans relating to a particular disaster plan. Activation can be at different levels, depending upon the type and magnitude of the disaster.
Emergency	A condition of disaster or extreme peril to the safety of persons or property. Emergencies can be small or large.
Emergency Response Personnel	Personnel involved with a department's response to an emergency.
Incident Command System (ICS)	A nationally used standardized on-scene emergency management system.
Mitigation	Mitigation includes reviews of past disasters to determine ways to avoid or greatly reduce the impact of future disasters.
National Incident Management System (NIMS)	National Incident Management System is a nationwide system that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. These are identified as the Incident Command System (ICS); multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Continued on next page

VII. Definitions, Continued

Preparedness Activities taken in advance of any disaster on a day-to-day basis. Such activities develop operational capabilities and improve effective response to disasters. Development and revision of Disaster Response Plans occurs as necessary due to training, exercises, and changing situations.

Preparedness also occurs when a potential threat is developing that has not yet reached the level of response. This includes review of plans and response capabilities as related to the developing incident.

Recovery Actions that return vital life-support systems to operational status.

Response Immediately before a recognized potential disaster, actions taken to save lives and protect property.

During a disaster, actions that save lives, control the situation, and minimize effects of the disaster.

Sustained actions during a longer lasting disaster are assistance provided to disaster victims and efforts made to reduce secondary damage.

I. Annexes

A. Critical Staff List

Roster of Critical Staff	Name	Office Phone	Cell Phone	Satellite Phone
	Jason Anderson, DA	(909) 382-3660		
	Michael Fermin, CADA	(909) 382-3662	(909) 498-6300	
	Julie Peterson, ADA	(909) 382-3666	(760) 694-3217	
	Eric Hopley, Chief Inv.	(909) 382-3684	(909) 384-2614	011-8816-2341-5450
	Schylar Beaty, AC Inv	(909) 382-3689	(909) 831-4569	011-8816-2341-5460
	Frank Povero, AC Inv	(909) 382-3687	(909) 855-6198	011-8816-2341-5461
	Terry Brown, CDDA	(760) 243-8680	(909) 658-5858	
	Simon Umscheid, CDDA	(909) 382-7725	(909) 855-1557	
	Bruce Brown, CDDA	(909) 945-4220	(760) 963-1125	
	Rob Brown, CDDA	(909) 382-7747	(714) 270-1866	
	Grover Merritt, Spec. Asst.	(909) 382-3676		
	Gordon Chapman, BIT Chief	(909) 382-3667	(909) 289-3492	
	Flerida Alarcon, BVS Chief	(909) 382-3668	(760) 490-8381	
	, PAO	(909) 382-3665		
	Claudia Walker, Admin Chief	(909) 382-7689	(909) 708-7055	
	Steve Rivera, CEP SDAI	(909) 382-7751	(909) 289-6523	011-8816-2341-5459
	Bryan Zierdt, CEP DAI	(909) 382-3801	(909) 499-9758	011-8816-2341-5467
	Dave Topping, CEP DAI	(909) 382-7746	(909) 553-9498	011-8816-2341-5464

B. Callback Staff List

Callback List The callback list for the Office of the District Attorney is kept in the personal possession of managers within the DA's Office, and because of the frequent updating that occurs, is not posted in this document.

San Bernardino County District Attorney's Office, Bureau of Investigation Policy Manual

SBCDA Bureau of Investigation Policy Manual



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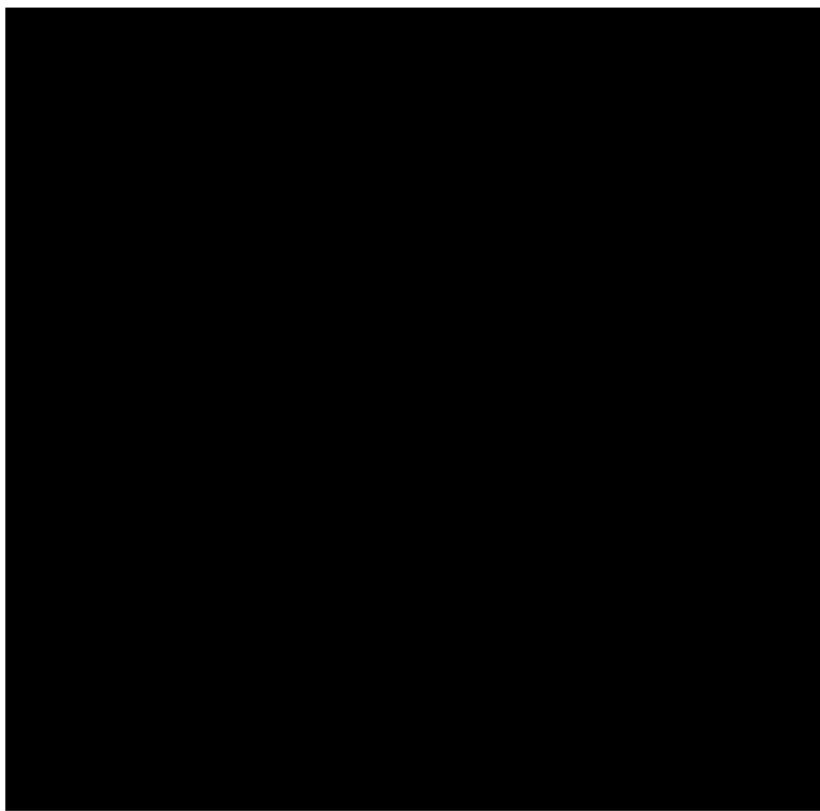
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[REDACTED]

Threat Procedures and Checklist 2019.pdf

Statutes and Legal Requirements.pdf

B of I Logo - Embroidery Sample 6-2021.pdf



Respirator Protection policy attachments.pdf

Respirator Selection Guide

Proper assessment of the hazard is the first important step to protection. This requires a thorough knowledge of processes, equipment, raw materials, end-products and by-products that can create an exposure hazard.

Investigators assigned to the Special Prosecutions Unit are not trained in Group Clandestine Drug Manufacturing Laboratory (Clan Lab) raid scenarios, as lab environments are not a typical "industrial" setting routinely evaluated by the California Occupational Safety & Health Administration (Cal/OSHA); therefore investigators are not authorized to enter clandestine lab settings that require respiratory protection.

The experiences of firefighters and other "first responders" to emergency events associated with hazardous material spills and dumps were evaluated to assist in the determination of minimum acceptable procedures for investigators assigned to the Special Prosecutions Unit.

Note: "Acceptability" of an APR for the chemicals listed in "Chemical Hazard Assessment", is based on the respirator manufacturer's recommendations. Those recommendations can be overruled by exercising the exception that the employer has "a documented cartridge change-out schedule". ALL APR CARTRIDGES WILL BE DISCARDED AFTER EACH USE (THE END OF THE SHIFT); AN APR IS TO BE USED ONLY PER LEVEL 'C' OR 'D' (see Training section) HAZARDOUS SITE ENTRY CRITERIA, AND IF MEASUREMENTS ARE BELOW THE STEL (OR OSHA PEL, IF NO STEL). See the "DEFINITIONS" page for definitions of STEL (Short Term Exposure Limit) and PEL (Permissible Exposure Limit).

To determine an atmosphere's oxygen content or concentration levels of particulate and/or gaseous contaminants, air samples must be taken with proper sampling instruments during all conditions of operation. The sampling device and the type and frequency of sampling (spot testing or continuous monitoring) will be dictated by the exposure and operating conditions. Breathing zone samples are recommended and sampling frequency should be sufficient to assess the average exposure under the variable operating and exposure conditions.

Should contaminant concentrations exceed exposure limits recommended by the American Conference of Governmental Industrial Hygienists (ACGIH), Cal/OSHA or the National Institute of Occupational Safety & Health (NIOSH), hazard control procedures must be implemented promptly. These values are guides for exposure concentrations that healthy individuals can normally tolerate for 8 hours a day, 5 days a week without harmful effects. Unless otherwise noted, exposure limits are 8-hour, time-weighted-average (TWA) concentrations.

In general, gas and vapor exposure limits are expressed in ppm by volume (parts of contaminant per million parts of air), while particulate concentrations are expressed as mg/m³ (milligrams of contaminant per cubic meter of air). For substances that can exist

in more than one form (particulate or gaseous), concentrations are expressed in both values.

An additional part of Hazard Assessment is the determination of whether the contaminant has adequate warning properties. This affects respirator selection in that chemical cartridge respirators and gas masks can only be used for routine use against gases and vapors with adequate warning properties unless:

- (1) it is equipped with an end of service life indicator, or
- (2) a documented cartridge/canister change-out schedule is developed based on objective information or data (including MSA service-life performance data against the specific material) that will ensure that cartridges and canisters are changed before the end of their service life.

The industrial type gas mask respirators available through MSA, although perhaps offering better protection against carbon monoxide and phosphine, do not offer the same degree of widespread protection against various other organic vapors and acid gases as the Ultra-Lite APR with GME-P100 Super Cartridge. Gas masks are also much more bulky, heavy, and cumbersome to the user than the APR, which excludes them from potential use in certain raid scenarios due to the physical restrictions and impact on officer safety.

CHEMICAL HAZARD ASSESSMENT

Chemical exposures and the procedures for obtaining airborne concentration samples, are addressed in complete detail during the required 40-Hour Investigation & Safety Class. Due to the highly varying nature of the hazardous environments in which an investigator assigned to the Special Prosecutions Unit may be called upon to enter, investigators who are required to enter a hazardous material spill or dump scene shall consult with on-scene fire department and/or hazardous material unit personnel in determining the appropriate level of respiratory protection. Once adequate information is received from the appropriate responder, investigators will rely upon their issued copy of Federal Emergency Response Guidebook to determine the level of respiratory protection required for the environment in question.

DEFINITIONS

Air-Purifying Respirator (APR): A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Atmosphere-Supplying Respirator: A respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (**SCBA**) units.

End of Service Life Indicator (ESLI): A component of some APR cartridges, usually displaying a colored band when the cartridge has become overly loaded with contaminants and requires disposal.

Fit Factor: A quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Physician or other Licensed Health Care Professional (PLHCP): An individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by the respiratory protection standard.

Protection Factor: A numeric value assigned to an APR, equal to 100 times the Cal/OSHA PEL, indicating a measured contamination level above which the APR must not be worn.

Qualitative Fit Test (QLFT): A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Quantitative Fit Test (QNFT): An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

ACGIH (American Conference of Governmental Industrial Hygienists) Criteria:

ACGIH exposure limits include three categories of Threshold Limit Values (TLVs). These TLVs are recommendations only, are not part of any government standards, and are not enforceable by any agencies. The definitions are as follows:

Ceiling (CEIL) - This refers to concentrations that must not be exceeded during any part of the working exposure. As such, Ceiling TLVs take precedent over all TWAs and STELs.

Short-Term Exposure Limit (STEL) - This is a 15-minute TWA exposure that should not be exceeded at any time during a workday. Exposures above the TWA up to the STEL should not be longer than 15 minutes and should not occur more than four times per day. Additionally, there should be at least 60 minutes between successive 15-minute

exposures in this range.

Time-Weighted Average (TWA) - This exposure limit is based on acceptable contaminant concentrations for a normal, 8-hour workday and a 40-hour workweek. The TWA is similar to, but should not be confused with, the Cal/OSHA PEL.

Cal/OSHA (California Occupational Safety & Health Administration) Criteria:

Cal/OSHA exposure limits include three categories, which are enforceable as government regulations/safety standards. The definitions are as follows:

Ceiling (CEIL) - Same as ACGIH definition.

Permissible Exposure Limit (PEL) - Based on an 8-hour TWA, PELs are exposure levels below which OSHA does not require respiratory protection. When exposures surpass this level, certain respiratory protection requirements must be met.

Short-Term Exposure Limit (STEL) - This is a 15-minute TWA exposure that should not be exceeded at any time during a workday.

NIOSH (National Institute of Occupational Safety & Health) Criteria:

NIOSH exposure limits include four categories, are recommendations only, are not part of any government standards, and are not enforceable by any agencies. The definitions are as follows:

Ceiling (CEIL) - Same as ACGIH definition.

Immediately Dangerous to Life or Health (IDLH) - As its name implies, the IDLH level refers to acute respiratory exposures that pose an immediate threat of loss of life. Exposures at this level may result in irreversible or severe health effects, eye damage, irritation or other conditions that could impair an employee's escape from the hazardous atmosphere.

Recommended Exposure Limit (REL) - A TWA concentration for up to a 10-hour workday during a 40-hour workweek.

Short-Term Exposure Limit (STEL) - Same as OSHA definition.

RESPIRATOR USE & CARE

Air Purifying Respirator (APR)

The selected Mine Safety Appliances (MSA) Ultra-Twin APR uses the MSA model GME P-100 Super Cartridge – for use with organic vapors, acid gases, H₂S (Hydrogen Sulfide), HCL (Hydrogen Chloride), SO₂ (Sulfur Dioxide), MCL (Methyl Chloride), etc. The APR's Protection Factor = 100, meaning the APR must never be worn in atmospheres where the concentration exceeds 100 times the PEL. **Not to be used for protection against phosphine or hydrogen cyanide at levels above the OSHA PEL.** There is no End-of-Service Life Indicator (a colored band to show that the cartridge has become overly loaded with contaminants and requires disposal) nor a recommended Useful Life Limit. **Not to be used in atmospheres above the STEL (or Cal/OSHA PEL if no STEL listed), or O₂ (oxygen) level <19.5%.** It is good for some organic vapors but not those with poor warning properties or those that generate a high heat of reaction with the adsorbent material in the cartridge.

Cartridges are to be removed after each use (the end of the shift), or if there are any signs of respirator ineffectiveness, and discarded. Do NOT put on a new cartridge until it is time to use the APR again. In addition, personnel must ensure that they are equipped with the appropriate cartridge, that the cartridge has not been used at another scene, and that the cartridge expiration date has not been reached.

Pre-Use Inspection -- Before being used the APR must be inspected for the following:

- Facepiece:
 - Dirt, cracks, tears, or holes
 - Distortion of facepiece
 - Cracked, scratched, or loose fitting lenses
- Headstraps:
 - Breaks or tears
 - Loss of elasticity
 - Broken buckles or attachments
- Inhalation and Exhalation Valves:
 - Dust particles, dirt, or detergent residue on valve and valve seat
 - Cracks, tears, or distortion in valve material
 - Missing or defective valve covers
- Filter Elements:
 - Proper filter for the hazard
 - Missing or worn gaskets
 - Worn threads on filter and facepiece
 - Cracks or dents in filter housing
 - Deterioration of canister harness



Seal Check -- After putting on (donning) the APR, test for tightness of the seal against the face. Place palm of hand over the exhalation valve and exhale slowly. A positive pressure should be felt between the respirator and the face.



NEGATIVE-PRESSURE TEST



POSITIVE-PRESSURE TEST

APR Cleaning -- The cartridges must be removed, and the mask cleaned, after each use. The face piece should be cleaned & disinfected whenever the values on the Hazard Monitoring & PPE Determination form exceed the OSHA PEL, and during the scheduled monthly inspection. At that time also check the tightness of connections, and any cracks or tears in the straps or the seals, and condition of valves and cartridge attachments.

APR Storage – Your APR must be stored in the cloth bag provided by the Department.

- Avoid contamination, dust, damage, extreme temperature or moisture, and chemicals.
- The face piece should be protected from being deformed or damaged.
 - The APR must always be accessible in an emergency.

Skills Check – As part of the required 40-hour Investigation & Safety Class and the 8-hour Refresher Training Class, all personnel are to do an APR & SCBA skills check. This includes checking the APR mask for damage including the webbing/straps and face piece. Tighten straps in sequence -- chin, temple, crown. Perform positive and negative pressure tests to check the mask seal.

Self Contained Breathing Apparatus (SCBA)

The MSA Ultralite II model, Protection Factor = 10,000, uses a 30-minute rated low-pressure cylinder, has a low-pressure warning bell, flame-and heat-resistant harness/carrier assembly.

Pre-Use Inspection -- Before being used the SCBA must be inspected for the following:

- Facepiece:
 - Dirt, cracks, tears, or holes
 - Distortion of facepiece
 - Cracked, scratched, or loose fitting lenses
- Headstraps:
 - Breaks or tears
 - Loss of elasticity
 - Broken buckles or attachments

Monthly Inspection -- An SCBA Inspection must be performed and documented monthly per Cal/OSHA requirements. Assignment of responsibility for monthly inspections of the SCBA Packs and Tanks is given to each Team. The mask inspection is very similar to the APR, plus the additional pack items:

- Inspect the hose by stretching it and looking for cracks or holes; check hose connections for deterioration. Place the mask in your assigned cloth pouch.
- Examine the air cylinder pressure gauge for proper air pressure; check the tightness of the high-pressure air-hose connection at the cylinder. Ensure that the gold valve on the regulator is on and fully open, that the red bypass valve is closed, and that the selector is in the demand or *off* position.
- Open the air cylinder valve to pressurize the regulator; check that the regulator pressure gauge has approximately the same pressure as the cylinder gauge. Then close the air cylinder valve to see whether the pressure goes down. A noticeable decrease in pressure (within one to two minutes) indicates a defective regulator or hose.
- Cup one hand over the regulator outlet and inhale. The regulator should deliver air

during each inhalation. Next, try blowing into the regulator outlet; if air can be blown into the outlet, the regulator is defective.

- Open the red bypass valve slightly--air should flow. Then, close the bypass valve, bleed the air out slowly using the "on-off" lever. Watch the regulator pressure gauge to see whether the alarm sounds when the pressure reaches about 500psi.
- Check the harness, back pack, and air cylinder for wear or damage.
- After inspecting the SCBA unit, fill out the *Monthly Maintenance Checklist Form* found in or on the case. The records should be marked to reflect the month and day of inspection and the inspector's initials.
- After the inspection, the case or cabinet shall be secured with a seal.
- Should defective equipment be found or servicing the unit be required, the inspector shall take immediate action to correct any deficiencies.

SCBA Tanks -- Air tanks are to be refilled when they go below 90% of their normal capacity or pressure. When a tank is replaced, a new identification number is placed on the replacement tank.

Skills Check – As part of the required 40-hour Investigation & Safety Class and the 8-hour Refresher Training Class, all personnel are to do an APR & SCBA skills check. For the SCBA; check the valve, o-ring, and the bottle threads. Check the bottle pressure at least 2000 P.S. I. Place the bottle into the harness, align valve and hand-tighten to secure the bottle. Open valve slowly and check for a small pressure drop. Test the warning bell or whistle and reset. Check the mask for damage as with the APR. Don the mask and secure and check for proper seal by covering the air port and inhaling. Hook up the bottle, turn on the air and check the pressure gauge.

Periodic Servicing – The SCBA Packs and Tanks are to receive the following scheduled services, provided by a qualified vendor:

- Annual SCBA Pack flow test and alarm check
- Triennial (3 Years) SCBA Tank hydrostatic test
- 15 year overhaul of the SCBA Pack

All repairs or replacements for the SCBA components must be done by the manufacturer, their representatives, or a trained authorized technician.

Fit Tests

Cal/OSHA requires a fit test:

- At least annually;
- Whenever the APR or SCBA mask is replaced;
- When the user, his/her supervisor, a health care professional, or another observer notes physical changes that could affect respirator fit (e.g., facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight that may impact facial shape/size).

AIR MEASURING/MONITORING EQUIPMENT

Air measuring/monitoring equipment is not issued to investigators assigned to the Special Prosecutions ~~Group~~ Unit.

Investigators assigned to the Special Prosecutions Unit will rely on Fire Department Personnel or County Hazardous Material Personnel to conduct air measuring and monitoring.

RESPIRATOR INSPECTION RECORD

1. OWNER: _____

2. TYPE: _____ 3. NO. _____

4. DEFECTS FOUND:

A. Face piece: _____

B. Inhalation Valve: _____

C. Exhalation Valve Assembly: _____

D. Headbands: _____

E. Cartridge Holder: _____

F. Cartridge/Canister: _____

G. Filter: _____

H. Harness Assembly: _____

I. Hose Assembly: _____

J. Speaking Diaphragm: _____

K. Gaskets: _____

L. Connection: _____

M. Other Defects:

1. _____

2. _____

6. COMMENTS: _____

7. INSPECTOR'S NAME/TITLE: _____

8. SIGNATURE: _____ 9. DATE: _____



❖ FILTER CHANGE-OUT SCHEDULE AND RECORD ❖

OWNER INFORMATION

OWNER (if individually issued):	LAST NAME	FIRST	MIDDLE INITIAL
COMPANY NAME	DEPT:		
EMPLOYEE ID # (if applicable)	WORK PHONE:		

JOB ASSESSMENT INFORMATION

JOB TITLE	SHIFT	JOB LOCATION
ASSESSMENT DATE	ASSESSORS NAME	
ASSESSORS TITLE	SIGNATURE OF ASSESSOR	
REMARKS		

RESPIRATOR INFORMATION

RESPIRATOR MODEL	MANUFACTURE	SIZE
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CHANGE-OUT SCHEDULE

Cartridge/Filter Replacement Frequency:

<input type="checkbox"/> Hourly	<input type="checkbox"/> Twice each Shift	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Before Each Use	<input type="checkbox"/> After Each Use
<input type="checkbox"/> Other/Specify:						

Conditions Under Which Change-Out Must Occur: (detail specifics for change-out):

CHANGE-OUT LOG

Note: If any increase in breathing resistance is encountered prior to change-out report to your supervisor immediately.

Name	Signature	Date/Time	Filter Type	Increased Resistance In Breathing Prior To Change?		Remark/Problems
				<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO	



❖ RESPIRATOR ASSIGNMENT RECORD ❖

NOTE: The criteria under which a respirator is to be issued and used are specific for the conditions detailed below.

If conditions (work practices, contaminants etc.) change, a new form must be filled out and filed.

1. EMPLOYEE INFORMATION

Employee Name:	ID/Clock Number:
Facility:	Work Location:
Job Title:	Dept./Phone:

2. ISSUANCE VALIDITY PERIOD

Issue Date:	Start Date:	Stop Date:
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3. RESPIRATOR USAGE REQUIREMENTS

Type Respirator			
Manufacture		Model #	
Size #		Respirator Id Number:	

Type of Respirator to be Issued:

To be Worn Under the Following Conditions:

Estimated Cartridge/Filter Replacement Frequency: See Cartridge Change-out Form

<input type="checkbox"/>	<input type="checkbox"/> Twice each Shift	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other/Specify_____
Hourly					

4. MEDICAL SURVEILLANCE

INITIAL EXAMINATION: NOT RECOMMENDED FOR RESPIRATOR ISSUANCE

At this examination on _____ no contraindications to the use of respiratory equipment described above have been identified.

Physician's Name: _____ Physician's Signature: _____

RE-EXAMINATION: NOT RECOMMENDED FOR RESPIRATOR ISSUANCE

Date: _____ Contraindications: Yes No

Comments: _____

Physician's Name: _____ Physician's Signature: _____

5. PROGRAM SURVEILLANCE

REQUIREMENT	DATE	BY WHOM	EMPLOYEE'S SIGNATURE	COMMENT
Informed of Hazard(s)				
Trained in Safe/Proper Work Practice(s)				
Issued Respirator or Given Permission to Draw One				
Trained in Respirator Usage				
Fit Tested (qualitative)				
Fit Tested (quantitative)				
Trained in Emergency Procedure(s)				

6. ADDITIONAL COMMENTS

7. EMPLOYEE NOTIFICATION

I certify that I have been informed of the requirements detailed on the front and reverse side of this form. I will contact my supervisor if at any time I am not sure a safe work practice. * Further detailed on attachment: Yes No

Name:	Signature:	
Title:	Date:	Time:

FORM RETENTION INFORMATION**ATTACHMENTS**

Permanent Retention File:	Location:	*Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Filed:	Filed By:	*See Following Pages



SCBA RESPIRATOR/REGULATOR/TANK
ANNUAL INSPECTION RECORD

SCBA MASK -- OWNER INFORMATION

LAST NAME	FIRST	EMPLOYEE NUMBER
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RESPIRATOR MASK INFORMATION

APR Make & Model	MSA Ultra-Twin II (or, if other: _____)		
SCBA Make & Model	MSA Ultra Lite (or, if other: _____)		
APR MASK SIZE (S, M, L)		SCBA MASK SIZE (S, M, L)	
DATE OF INSPECTION			

RESPIRATOR INSPECTION CRITERIA

COMPONENT:	OK (√)	DEFECTS FOUND:	CORRECTIVE ACTION TAKEN:
Cartridge Holder Threads:			
Cartridge Filter Pack Closed:			
Connections:			
Elastomeric Parts OK, Pliable?			
Exhalation Valve Assembly:			
Facepiece:			
Gaskets:			
Harness Assembly:			
Headbands:			
Hose Assembly:			
Inhalation Valve:			
Nosecup Valves:			
Speaking Diaphragm:			
SCBA Hose:			
SCBA Regulator:			
SCBA Tank Number(s) Inspected:			
SCBA Tank Threads Clean, Smooth:			
SCBA Tank at Least 90% Full:			

COMMENTS:

INSPECTOR SIGNATURE/DATE:

SUPV. DA INVEST. SIGNATURE:	DATE:
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FORM RETENTION INFORMATION

DATABASE ENTRY

Retention File:	Location:	By Whom:
Date Filed:	Filed By:	Date:

San Bernardino County District Attorney's Office, Bureau of Investigation Policy Manual

SBCDA Bureau of Investigation Policy Manual



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**County Policy 07-01 Prohibiting Discrimination
and Harassment - and pamphlet.pdf**



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 07-01 SP 1

PAGE 1 OF 2

EFFECTIVE DATE March 20, 2018

**POLICY: POLICY PROHIBITING DISCRIMINATION,
HARASSMENT AND RETALIATION**

APPROVED

**GARY MCBRIDE
Chief Executive Officer**

**SP: Procedure for Distributing Policy Prohibiting
Discrimination, Harassment and Retaliation**

PURPOSE

To ensure appropriate distribution and receipt of San Bernardino County's ("County") Policy Prohibiting Discrimination, Harassment and Retaliation ("County Policy 07-01" or the "Policy").

DEPARTMENTS AFFECTED

Board of Supervisors, Elected Officials, all County Agencies and Departments, Board-Governed Special Districts, and Board-Governed Entities.

DEFINITIONS

DFEH Pamphlet means the California State Department of Fair Employment and Housing pamphlet entitled "Sexual Harassment: The Facts about Sexual Harassment" or other similar brochures prepared by the DFEH.

Employee means regular, probationary, extra help/recurrent, trainee, contract, unclassified, and public service employees, and paid interns.

Personnel means unpaid interns, independent contractors, volunteers and other persons providing services to or performing work on a regular basis in a County facility.

Temporary Agency Employee means an individual employed by a temporary staffing agency and temporarily assigned to perform work for the County.

Appointing Authority means the head of each Agency, Department, Board-Governed Special District, and Board-Governed Entity.

PROCEDURES

County Policy 07-01 must be distributed in a way that ensures Employees and Personnel receive the Policy. Every Elected Official and Appointing Authority is responsible for determining how County Policy 07-01 will be distributed and for maintaining records of its distribution and receipt by its Employees and Personnel ("Distribute").

1. **Requirements of Equal Employment Opportunity Office, Human Resources Department**
 - a. Distribute County Policy 07-01 to all Employees who attend the County's New Employee Orientation (NEO).
 - b. Provide a copy of the DFEH Pamphlet to all Employees who attend the County's NEO.
2. **Requirements of Director of Human Resources Department**
 - a. Distribute County Policy 07-01 to all members of the Board of Supervisors, all Employees and Personnel of the Board of Supervisors, Elected Officials, and each Appointing Authority.
 - b. Provide a copy of the DFEH Pamphlet to all members of the Board of Supervisors, all Employees and Personnel of the Board of Supervisors, Elected Officials, and each Appointing Authority.
 - c. If applicable, provide a copy of the Policy to Employees of the Board of Supervisors as part of their Work Performance Evaluation.
 - d. Post Federal and State posters prohibiting discrimination, harassment and retaliation in conspicuous places where they can be easily seen and read by job applicants and all members of the Board of Supervisors and their Employees and Personnel.
3. **Requirements of Elected Officials and Appointing Authorities or their designee**

**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

**No. 07-01 SP 1
PAGE 2 OF 2
EFFECTIVE DATE March 20, 2018**

- a. Distribute County Policy 07-01 to all Personnel and to all Employees who do not attend the County's NEO.
 - b. Provide a copy of the DFEH Pamphlet to all Personnel and all Employees who do not attend the County's NEO.
 - c. If applicable, provide a copy of the Policy as part of an Employee's Work Performance Evaluation.
 - d. Post Federal and State posters prohibiting discrimination, harassment and retaliation in conspicuous places where they can be easily seen and read by all Employees and Personnel.
4. Requirements of Director of Purchasing Department or the designee
- a. Provide copies of County Policy 07-01 and the DFEH Pamphlet to all temporary staffing agencies with whom the County contracts.
 - b. Instruct the temporary staffing agencies with whom the County contracts to disseminate the documents described in section 4.a. above, to the Temporary Agency Employees.

LEAD DEPARTMENT
Human Resources



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 07-01

PAGE 1 OF 4

EFFECTIVE DATE March 20, 2018

**POLICY PROHIBITING DISCRIMINATION,
HARASSMENT AND RETALIATION**

APPROVED

**ROBERT LOVINGOOD
Chair, Board of Supervisors**

POLICY STATEMENT AND PURPOSE

The County of San Bernardino (County) is committed to providing an environment free of discrimination, harassment, including sexual harassment, and retaliation.

DEPARTMENTS AFFECTED

Board of Supervisors, Elected Officials, all County Agencies and Departments, Board-Governed Special Districts, and Board-Governed Entities.

POLICY

The County prohibits discrimination, harassment and retaliation by all persons involved in or related to the County's business or operations, which includes, but is not limited to: any County elected official; any employee of the County, including supervisors, managers, and co-workers; applicants; contract employees; temporary agency employees; interns; volunteers; contractors; all persons providing services pursuant to a contract, including suppliers and customers; and all other persons with whom individuals come into contact while working. Conduct does not need to rise to the level of a violation of law in order to violate this Policy.

The County prohibits and will not tolerate discrimination, harassment and/or retaliation on the basis of:

- Race
- Religion (includes religious dress and grooming practices)
- Color
- National Origin (includes language use restrictions and possession of a driver's license issued pursuant to California Vehicle Code section 12801.9 [authorizing the DMV to issue a driver's license to a person who is unable to prove that their presence in the United States is authorized under federal law])
- Ancestry
- Disability (mental and physical, including HIV and AIDS, cancer and genetic characteristics)
- Medical Condition (genetic characteristics, cancer or a record or history of cancer)
- Genetic Information
- Marital Status/Registered Domestic Partner Status
- Sex/Gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- Gender Identity/Gender Expression/Sex Stereotype/Transgender (includes persons who are transitioning, have transitioned, or are perceived to be transitioning)
- Sexual Orientation
- Age (40 and above)
- Military and Veteran Status
- Any other basis protected by applicable federal, state or local law or ordinance or regulation.

These classes and/or categories are the "Protected Class(es)" covered under this Policy. For more information, visit www.ci.sb.ca.gov/Employment.

The County also prohibits and will not tolerate discrimination, harassment and retaliation based on the perception that an individual is a member of one or more of the Protected Classes, or is associated with a person who is or is perceived to be a member of one or more of the Protected Classes.

The County also prohibits and will not tolerate retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations, hearings, or other proceedings regarding a complaint under this Policy.

1. DISCRIMINATION PROHIBITED

The County prohibits discrimination against any employee, job applicant or unpaid intern in hiring, training, promotions, assignments, termination, or any other term, condition, or privilege of employment on the basis of a Protected Class.

Discrimination can also include failing to reasonably accommodate qualified individuals with disabilities or an individual's religious beliefs and practices (including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs) where the accommodation does not pose an undue hardship. Individuals needing an accommodation should contact their immediate supervisor or Human Resources Officer and discuss their need(s). The County will engage in an interactive process to identify possible accommodations. Absent undue hardship, the County will reasonably accommodate employees and applicants with disabilities to enable them to perform the essential functions of a job and will reasonably accommodate the religious beliefs and practices of an employee, applicant and unpaid intern.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is also prohibited. Pay differentials, however, may be valid in certain situations as defined by law. Employees will not be retaliated against for inquiring about or discussing wages.

2. PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT

The County prohibits harassment against any employee, job applicant, unpaid intern, volunteer, contractor and any other person providing services to the County pursuant to a contract.

Prohibited harassment is not just sexual harassment but harassment based on any Protected Class.

Prohibited harassment may be made in general or directed to an individual, or a group of people. Prohibited harassment may occur regardless of whether the behavior was intended to harass. Harassing behavior is unacceptable in the workplace as in all other work-related settings, such as business trips and business-related social events.

Forms of prohibited harassment include, but are not limited to, the following:

Verbal Harassment - derogatory jokes or comments, epithets or slurs; unwanted sexual advances, invitations, comments, posts or messages; derogatory or graphic comments; sexually degrading words; suggestive or obscene messages, notes or invitations; repeated romantic overtures, sexual jokes and comments or prying into one's personal affairs.

Physical Harassment - assault; impeding or blocking movement; following/stalking; unwelcome touching or any physical interference with normal work or movement when directed at an individual.

Visual Harassment - derogatory, prejudicial, stereotypical, sexually-oriented or suggestive or otherwise offensive text or email messages, web pages, screen savers and other computer images, online communications, social media tags and postings, posters, photographs, pictures, cartoons, notes, notices, bulletins or drawings and gestures; displaying sexually suggestive objects; staring or leering; or communication via electronic media of any type that includes any conduct that is prohibited by any state and/or federal law or by County Policy.

Sexual Harassment - Sexual harassment is a form of discrimination based on sex/gender (including

pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Sexual harassment includes verbal, physical and visual harassment, as well as unwanted sexual advances. Individuals of any gender can be the target of sexual harassment. Sexual harassment does not have to be motivated by sexual desire to be unlawful or to violate this Policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

There are two types of Sexual Harassment:

"Quid Pro Quo" sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.

"Hostile Work Environment" sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interfere with your work performance or create an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

3. COMPLAINT PROCESS AND REMEDIAL ACTION

Anyone who believes they have been the subject of, becomes aware of, or observed discrimination, harassment, retaliation or other prohibited conduct, should report or make a complaint (either orally or in writing) to their supervisor, the supervisor of the offending party, a representative from the County's Equal Employment Opportunity (EEO) Office or to a Human Resources Officer as soon as possible after the incident. Individuals may bring their report or complaint to any of these individuals. Employees are not required to confront or approach the person who is discriminating against, harassing or retaliating against them. The County's EEO Office can be reached at 1-909-387-5582 (or, TDD 7-1-1). Human Resources Officers can be reached by calling the County's Employee Relations Division at 1-909-387-5564 (or, TDD 7-1-1). For more information, visit www.sbcounty.gov/hr.

Individuals who believe they have been discriminated against or harassed, have been retaliated against for resisting or complaining about discrimination or harassment or for participating in an investigation may also file a complaint with the Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH). The EEOC and DFEH investigate and prosecute complaints of prohibited discrimination, harassment, and retaliation in employment. The nearest EEOC office can be found by calling 1-800-669-4000 (or, TTY, 1-800-669-8520). For more information about the EEOC, visit www.eeoc.gov. The nearest DFEH office can be found by calling 1-800-884-1684 (or, TTY, 1-800-700-2320). For more information about the DFEH, visit www.dfeh.ca.gov.

When the County receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations that provides all parties appropriate due process. The County will reach reasonable conclusions based on the evidence collected.

The County will maintain confidentiality to the extent possible and consistent with the rights of employees under the County's Personnel Rules and relevant laws. However, the County cannot promise complete confidentiality. The County's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;

- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner

The County prohibits behavior that is or may be perceived as discriminatory, harassing and/or retaliatory. If the County determines that harassment, discrimination or retaliation or other prohibited conduct occurred, appropriate and effective correction and remedial action will be taken. The County will also take appropriate action to deter future misconduct.

Any employee determined by the County to be responsible for discrimination, harassment, retaliation or other prohibited misconduct will be subject to appropriate disciplinary action, up to, and including termination of employment. Employees who engage in unlawful harassment can be held personally liable for the misconduct.

4. SUPERVISOR/MANAGER RESPONSIBILITY

Supervisors and managers who are aware of or receive complaints of discrimination, harassment, and/or retaliation, even if the occurrence is not directly within their line of supervision or responsibility, must immediately report such conduct or complaint to the Human Resources Officer assigned to their department or any representative of the County's EEO Office so the County can try to resolve the complaint.

5. TRAINING OF SUPERVISORS/MANAGERS AND ELECTED OFFICIALS

All supervisors, managers, elected officials or other persons with supervisory authority will receive and must complete mandatory harassment prevention training as required by California law.

6. RETALIATION PROHIBITED

The County will not retaliate against anyone who reports an alleged violation of this Policy, files or assists another with a complaint under this Policy, causes information to be provided, participates (as witnesses or the accused) in an investigation, hearing or other proceeding regarding a complaint under this Policy or otherwise opposes discrimination, harassment or retaliation. The County will not retaliate against anyone who requests a reasonable accommodation and will not knowingly tolerate or permit retaliation by elected officials, management, employees or co-workers.

LEAD DEPARTMENT

Human Resources

APPROVAL HISTORY

Adopted June 7, 1994 (Item Number 71);

Amended January 26, 1999 (Item Number 11); December 16, 2003 (Item Number 104); August 30, 2005 (Item Number 113); March 20, 2018 (Item Number 22)

REVIEW DATES

MARCH 2023

SEXUAL HARASSMENT INCLUDES MANY FORMS OF OFFENSIVE BEHAVIORS

BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

Unwanted sexual advances

Offering employment benefits in exchange for sexual favors

Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters

Derogatory comments, epithets, slurs, or jokes

Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations

Physical touching or assault, as well as impeding or blocking movements

Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with DFEH within one year of the last act of harassment or retaliation. DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. DFEH may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.



SEXUAL HARASSMENT

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING.

Department of Fair Employment and Housing

Toll Free: (800) 884-1684

TTY: (800) 700-2320

Online: www.dfeh.ca.gov



You Tube

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

If you have a disability that prevents you from submitting a written pre-complaint form on-line, by mail, or email, the DFEH can assist you by scribing your pre-complaint by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

To schedule an appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at contact.center@dfeh.ca.gov.

The DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

Contact the DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or contact.center@dfeh.ca.gov to discuss your preferred format to access our materials or webpages.

"Quid pro quo" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.

"Hostile work environment" sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interfere with your work performance or create an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. That means that it alters the conditions of your employment and creates an abusive work environment. A single act of harassment may be sufficiently severe to be unlawful.

CIVIL REMEDIES:



ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

Damages for emotional distress from each employer or person in violation of the law

Hiring or reinstatement

Back pay or promotion

Changes in the policies or practices of the employer

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

- Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
- Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.

Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:

- Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign and return.
- Sending the policy via email with an acknowledgement return form.
- Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
- Discussing policies upon hire and/or during a new hire orientation session.
- Using any other method that ensures employees received and understand the policy.

If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.

In addition, employers who do business in California and employ 50 or more part-time or full-time employees must provide at least two hours of sexual harassment training every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.

Distribute copies of this brochure or an alternative writing that complies with Government Code 12950. This pamphlet may be duplicated in any quantity.

Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment."

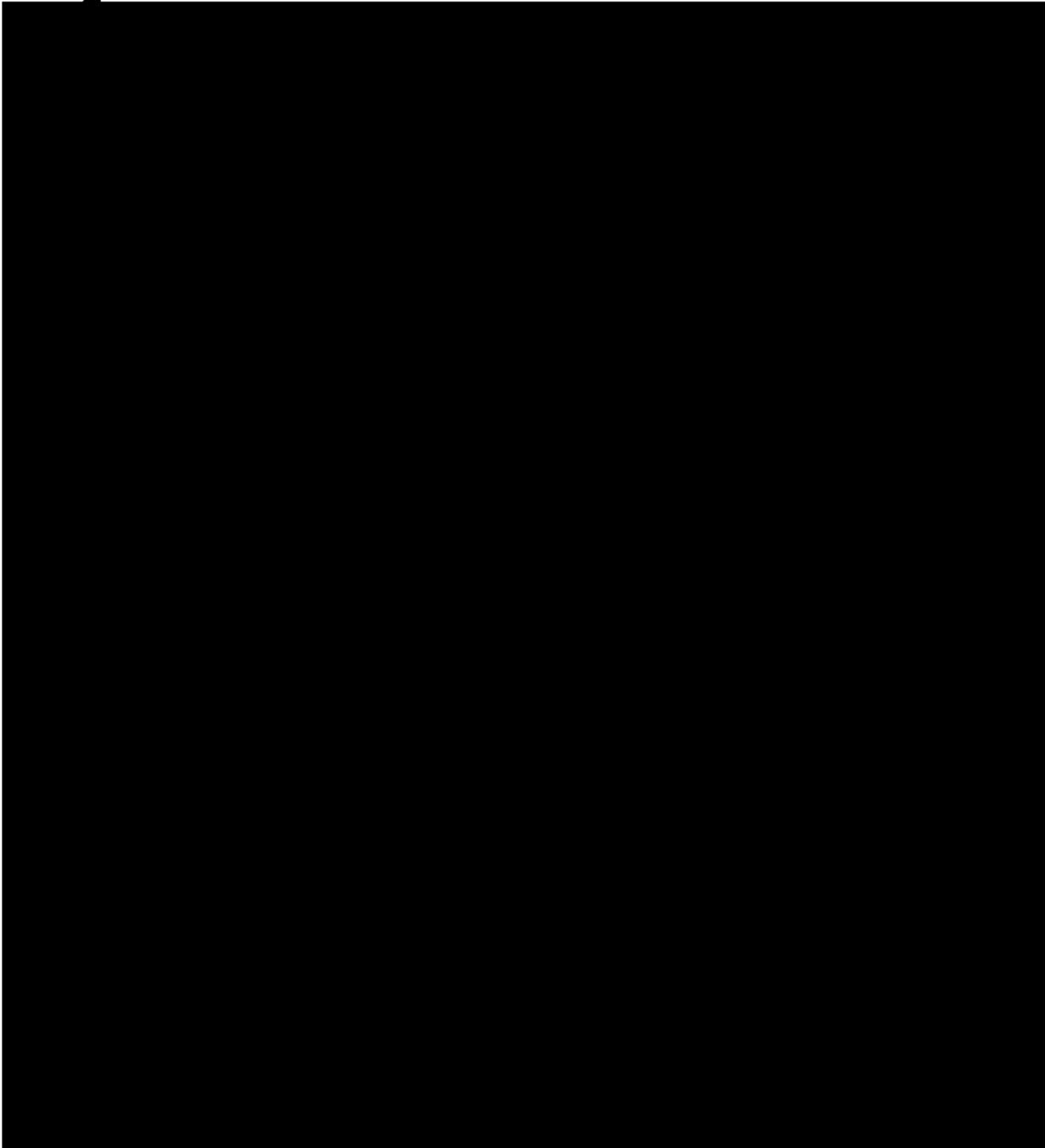
Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must:

- Be in writing.
- List all protected groups under the FEHA.
- Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
- Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.
- Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and/or a complaint hotline; and/or access to an ombudsperson; and/or identification of DFEH and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.
- Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources

Course Evaluation.pdf

San Bernardino County District Attorney's
Office, Bureau of Investigation Policy Manual

SBCDA Bureau of Investigation Policy Manual



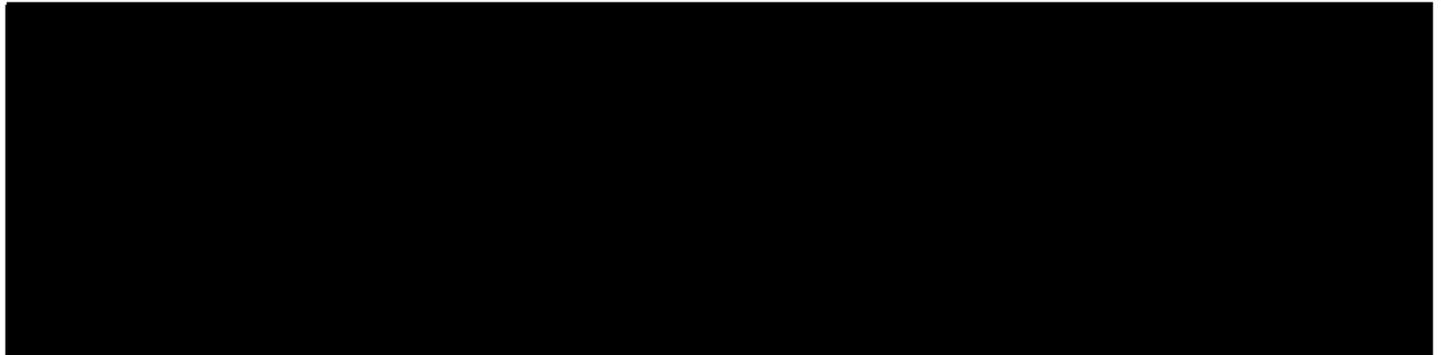
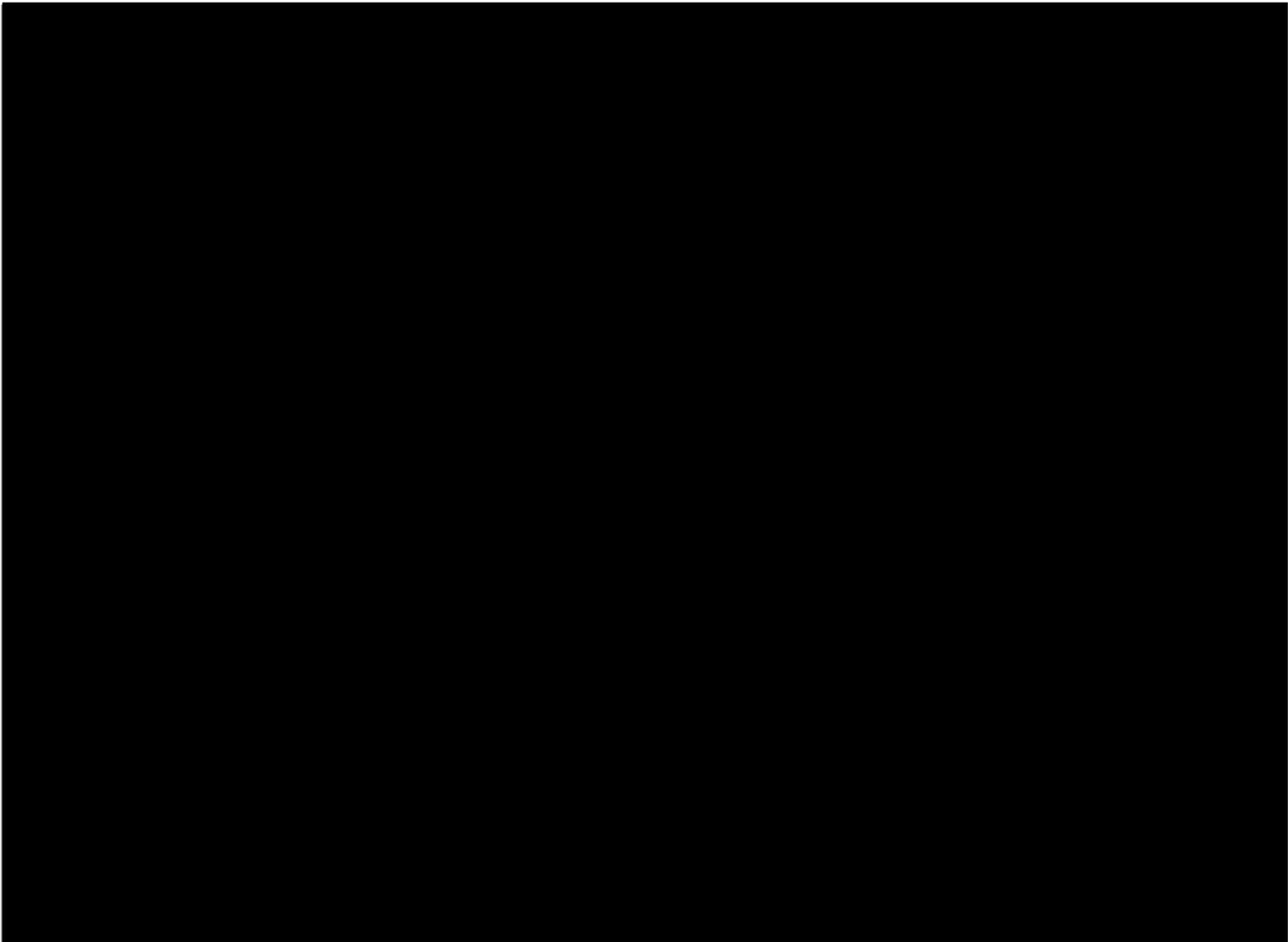


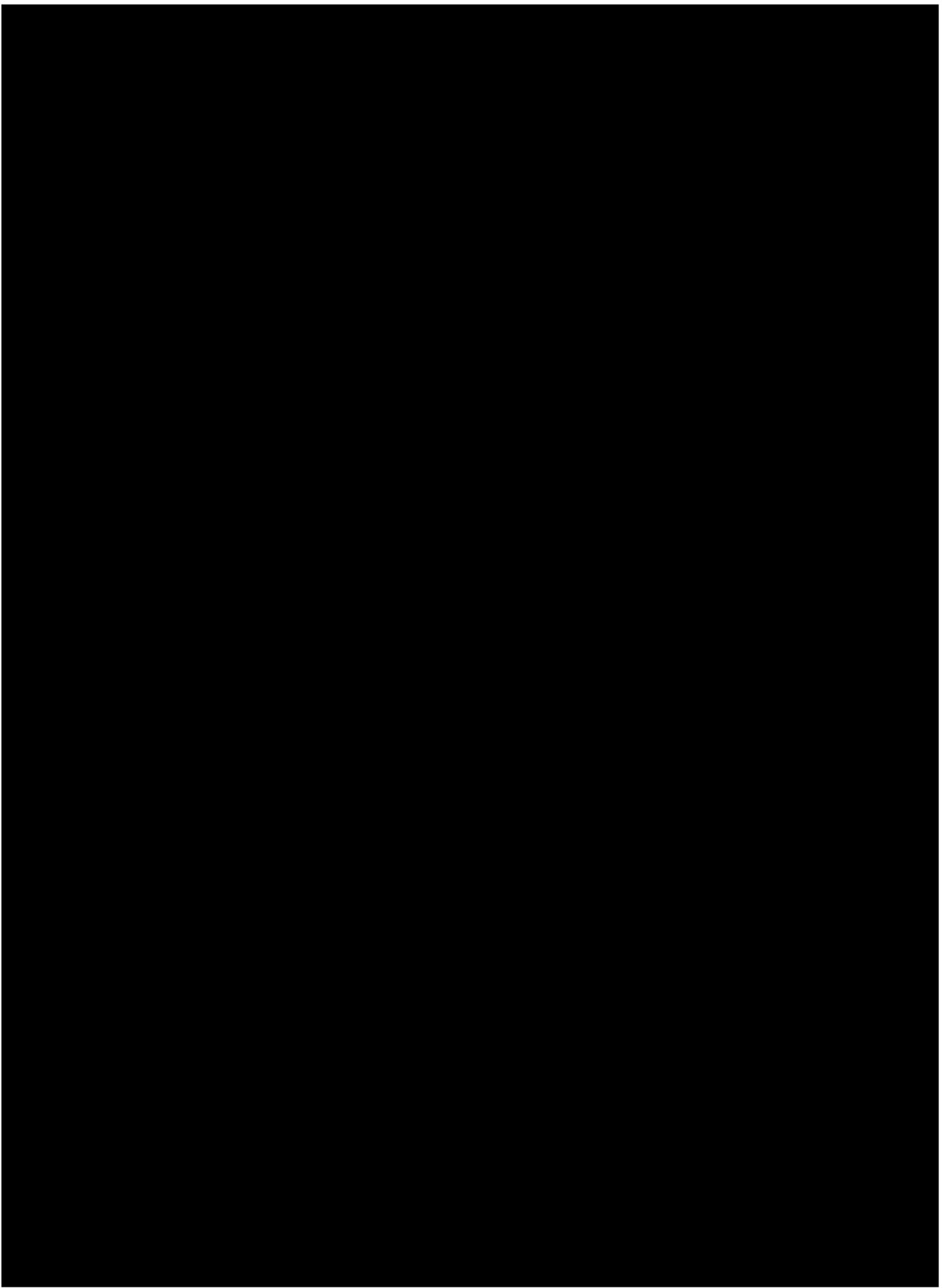


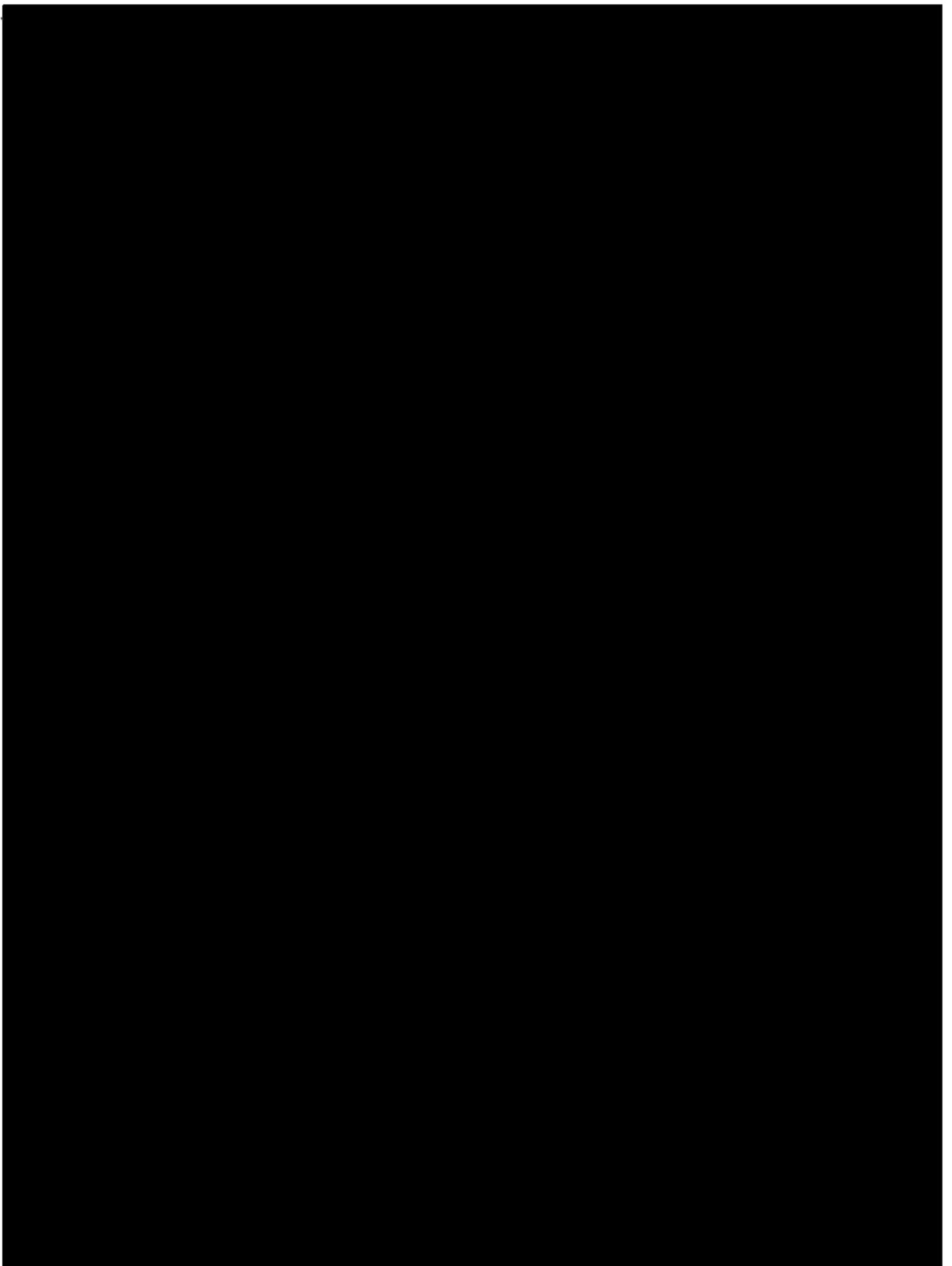
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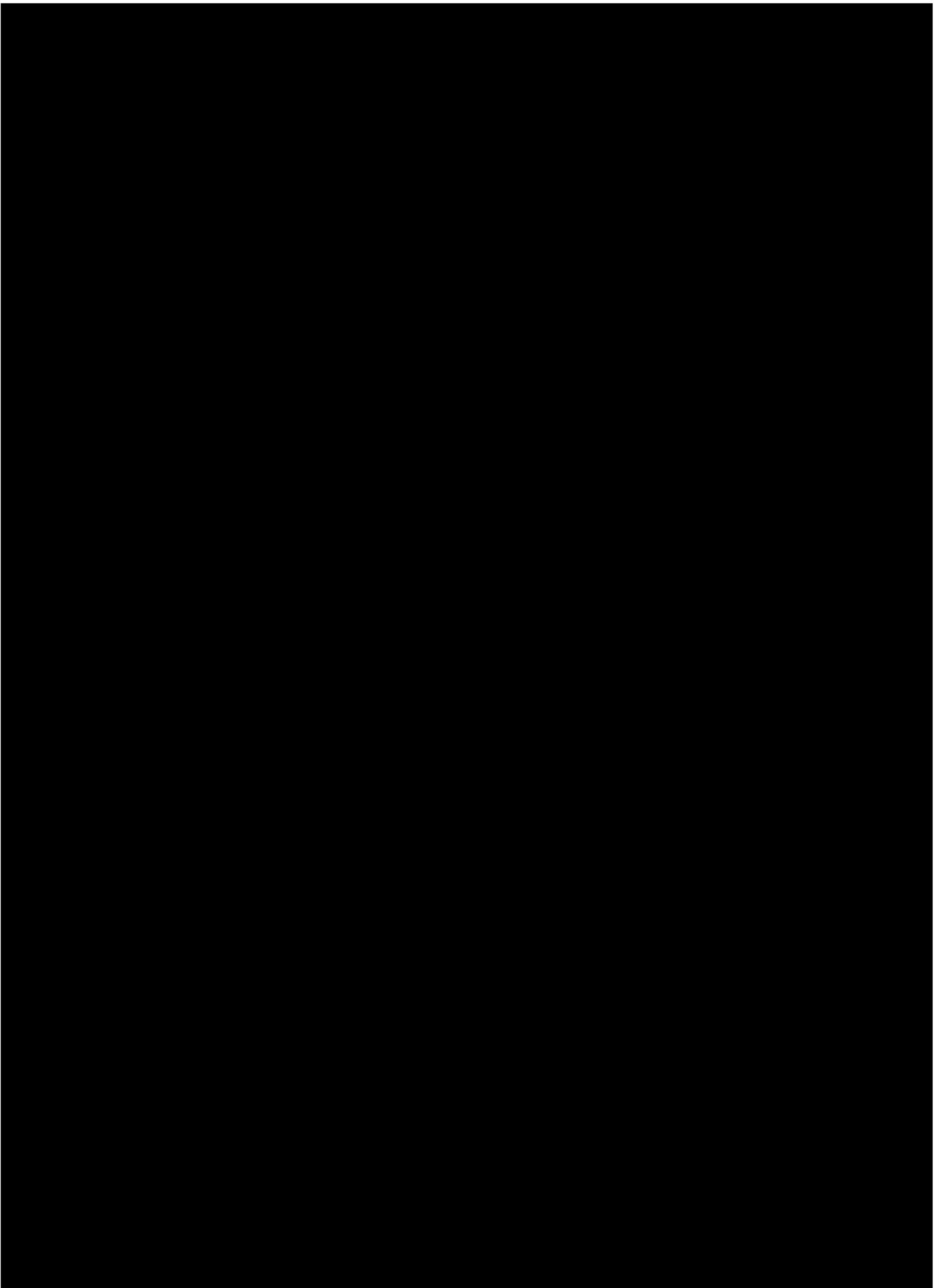
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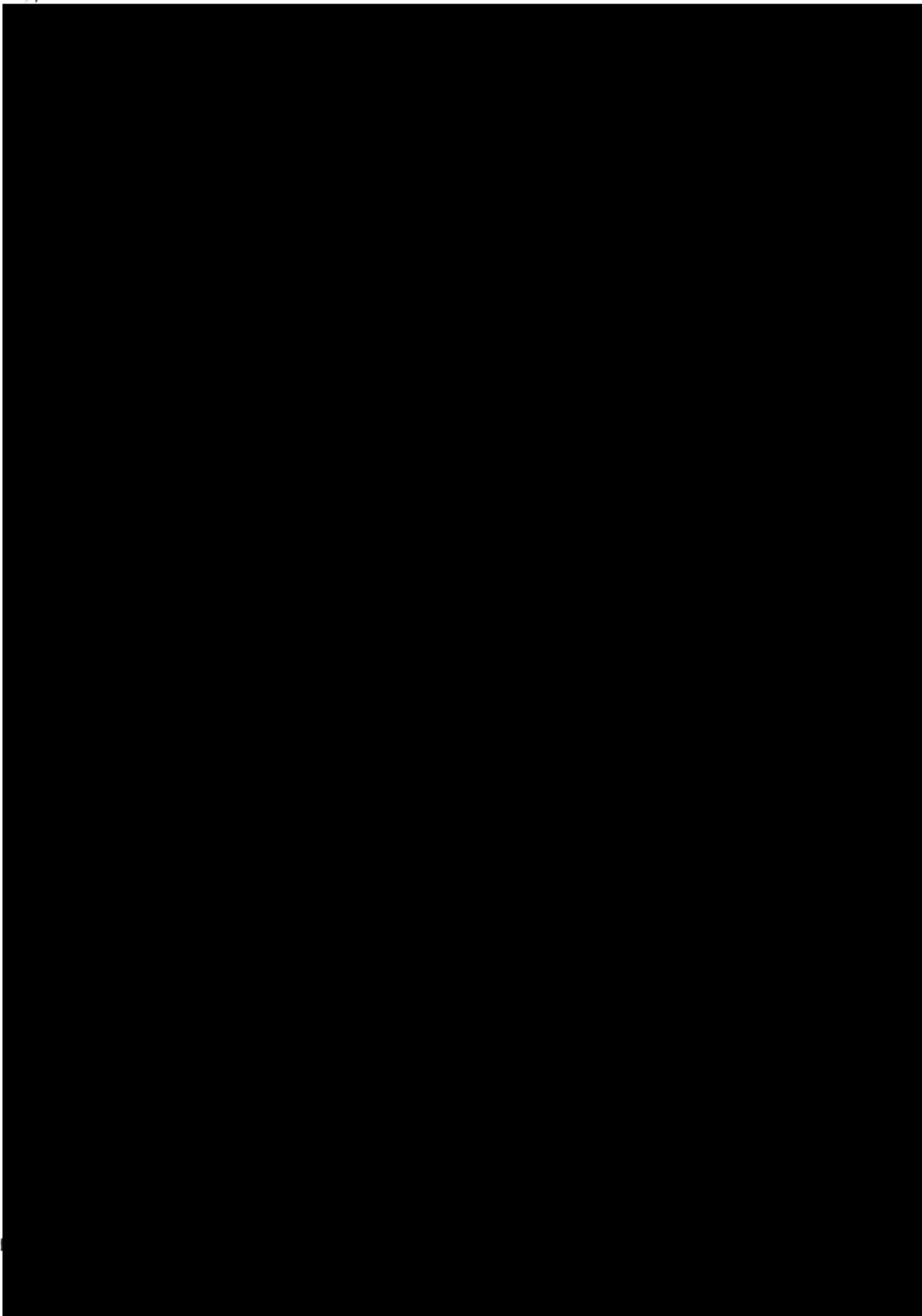
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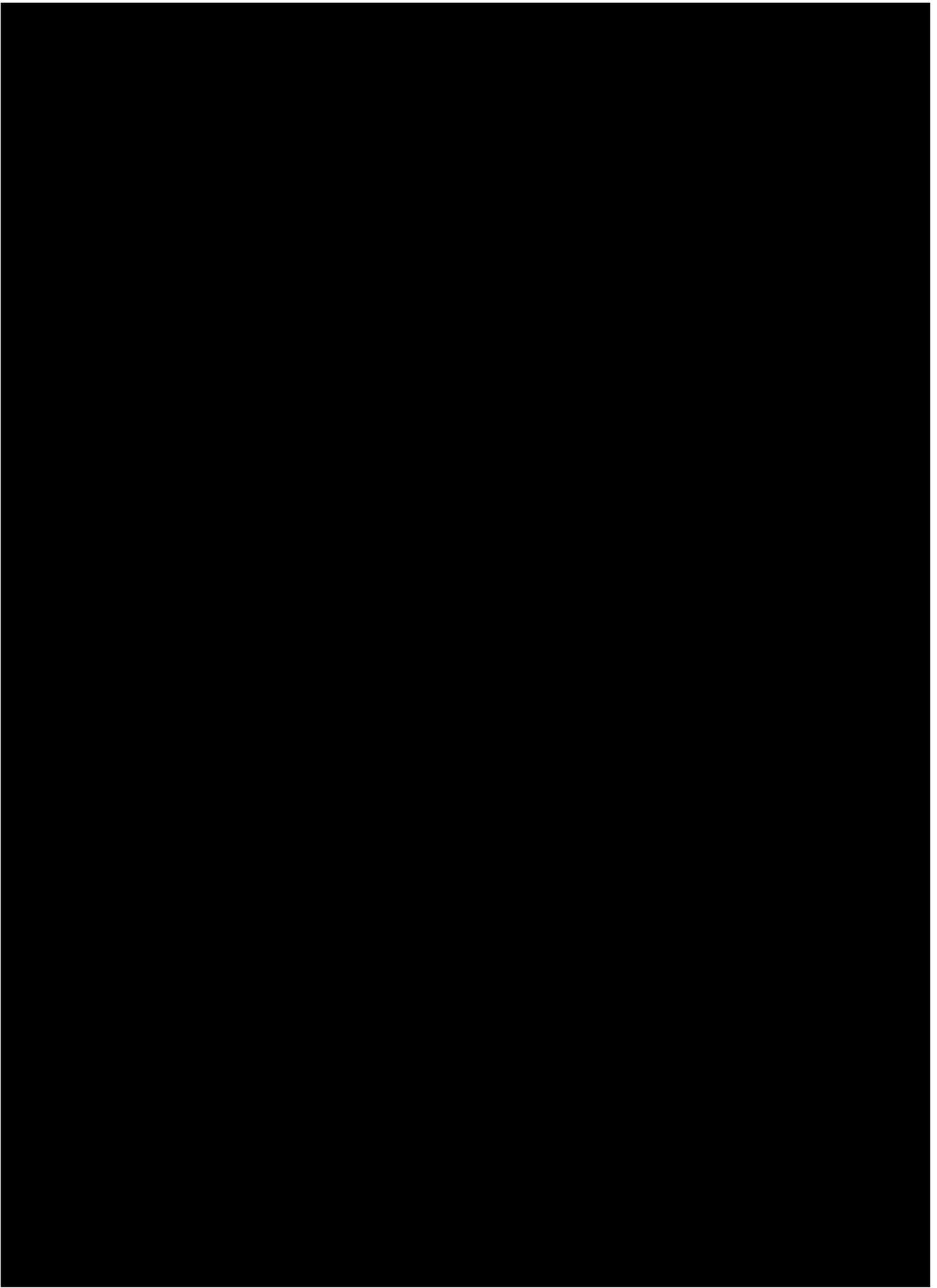






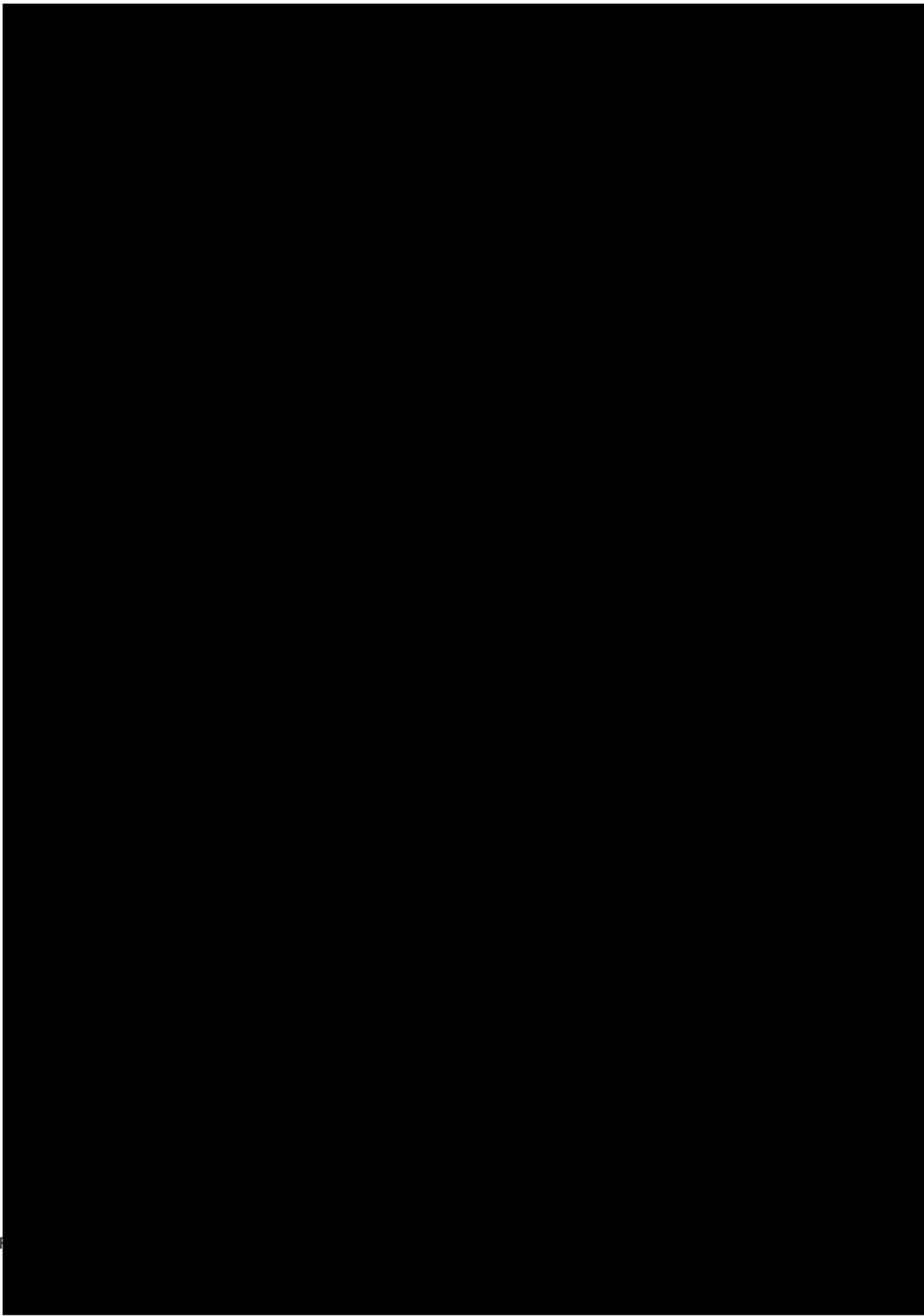


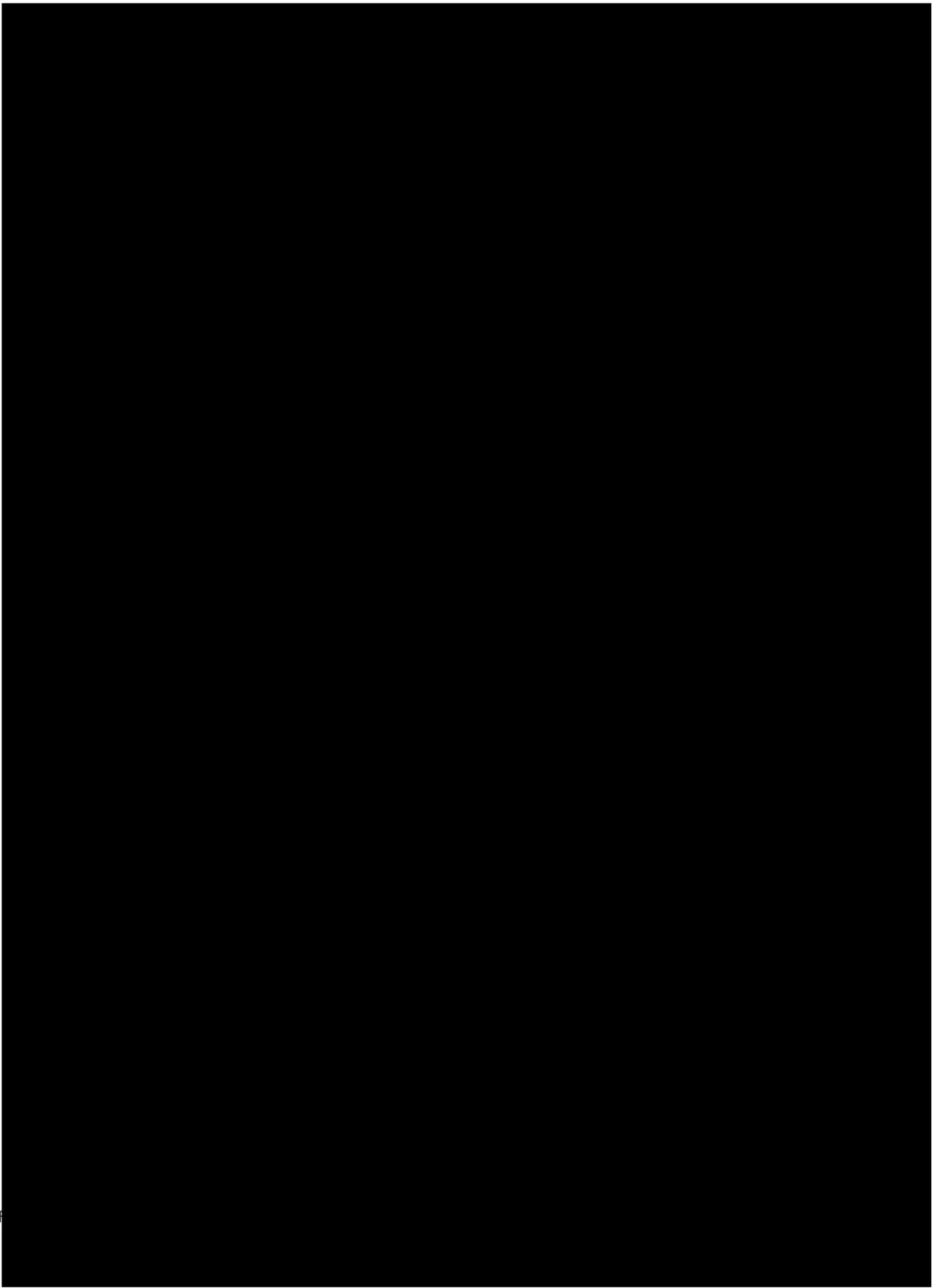


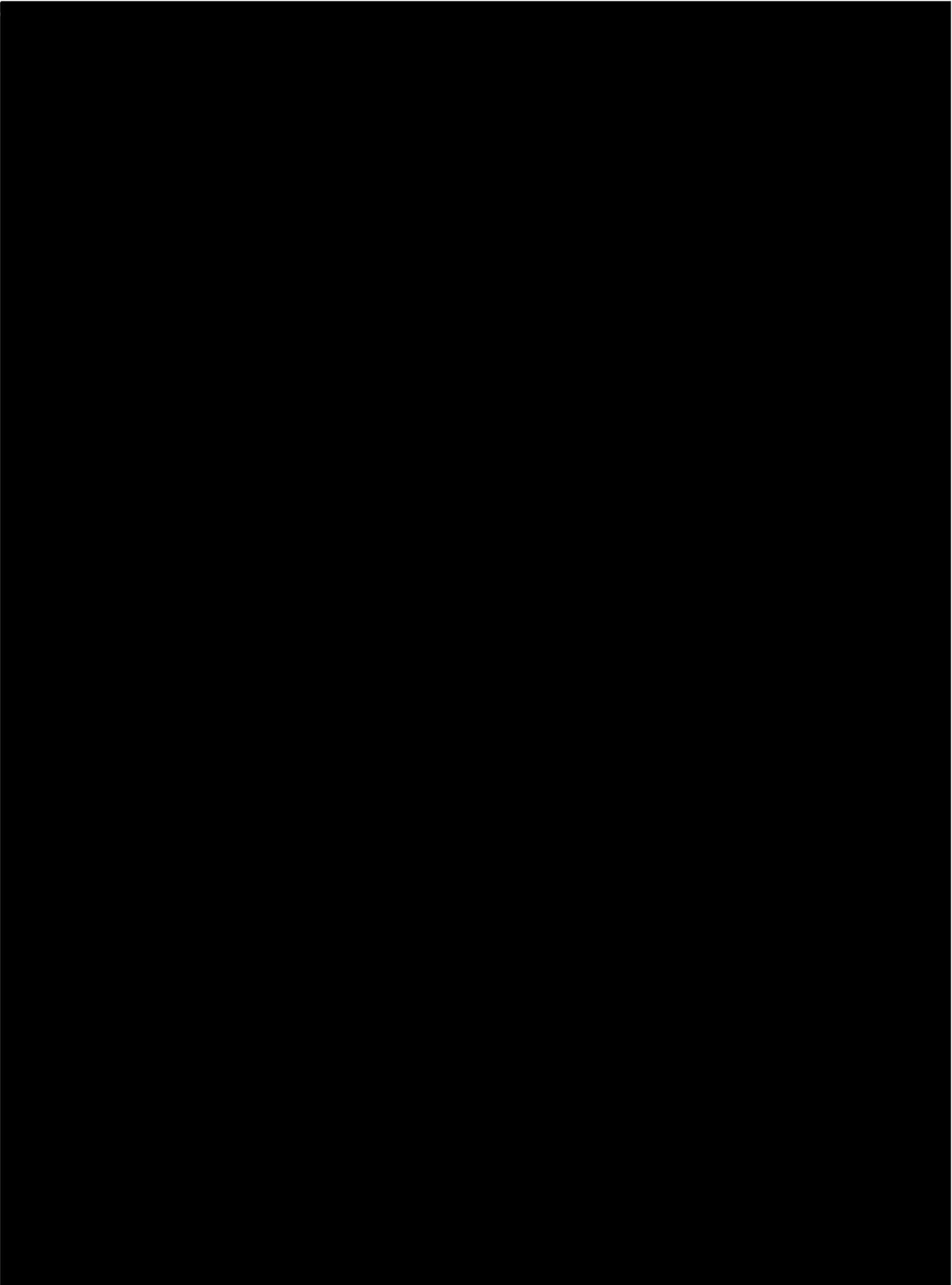


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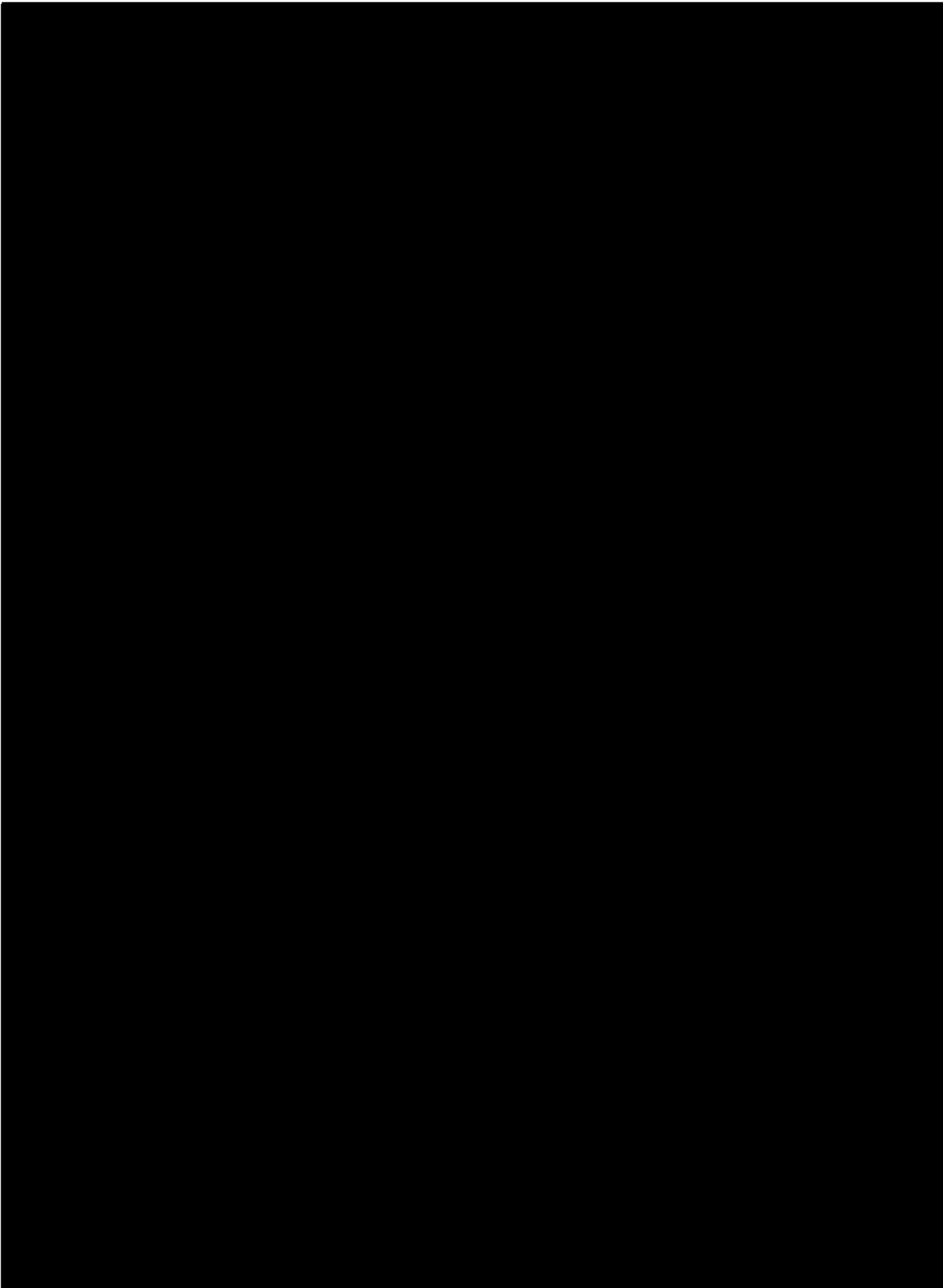
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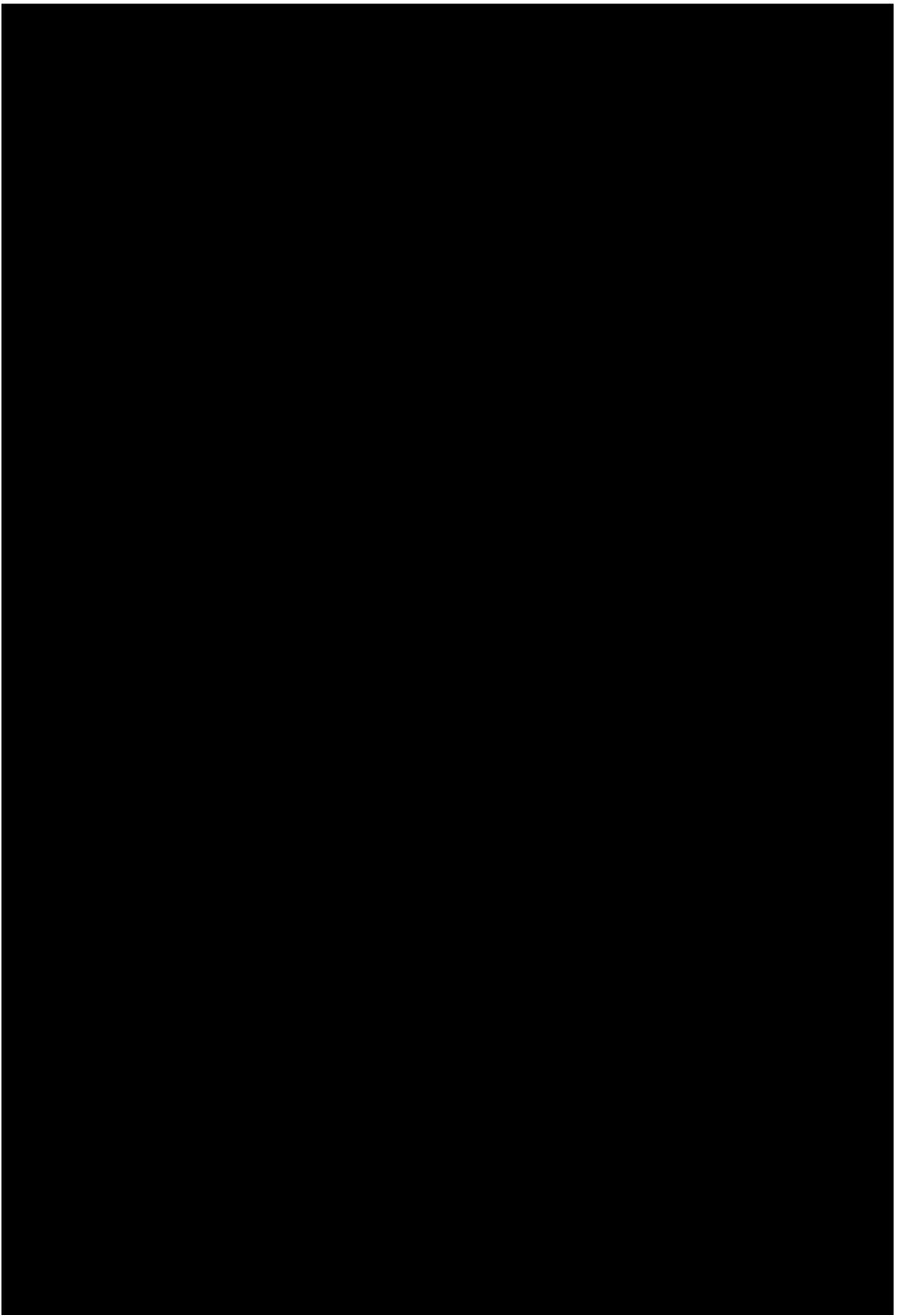


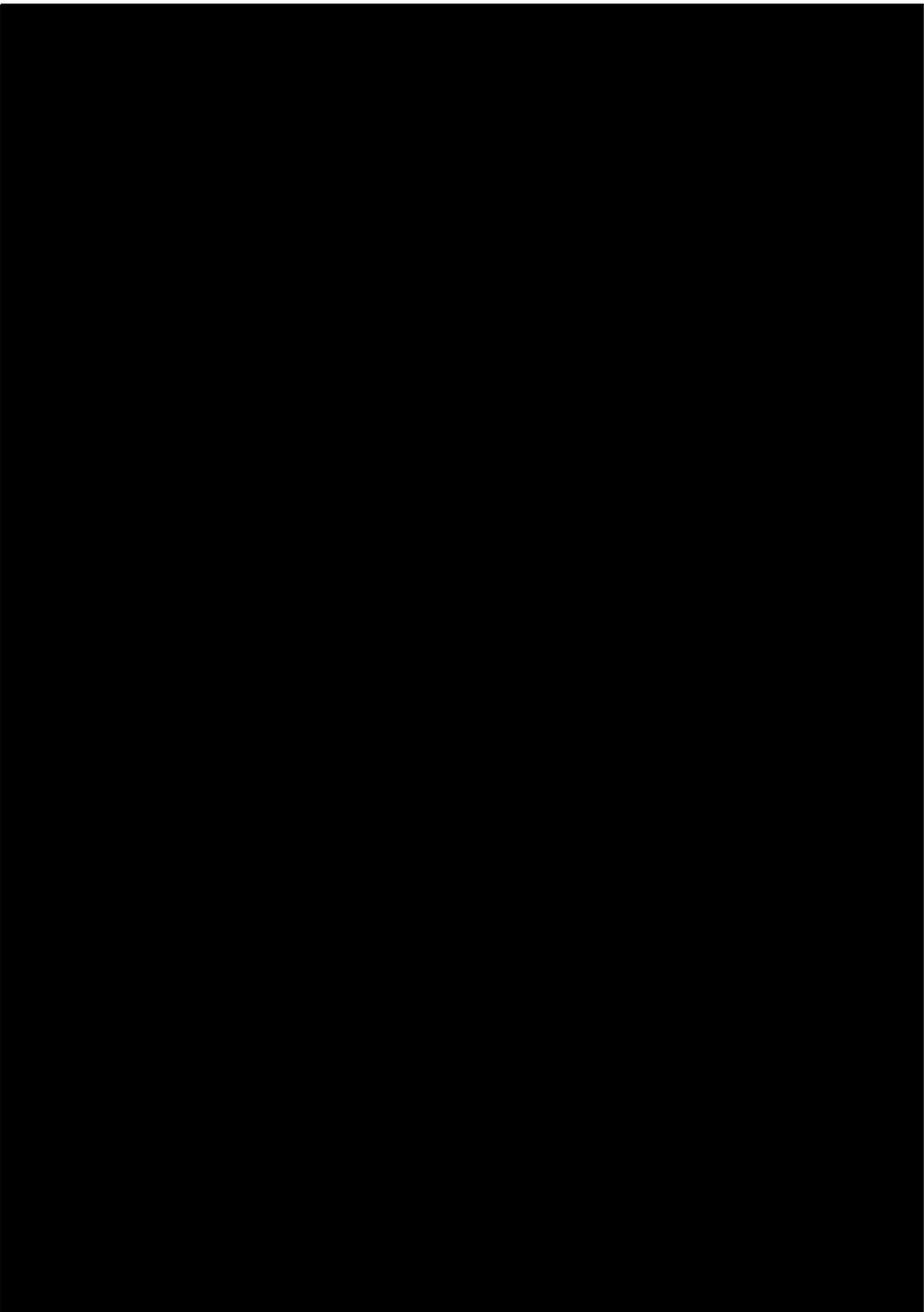


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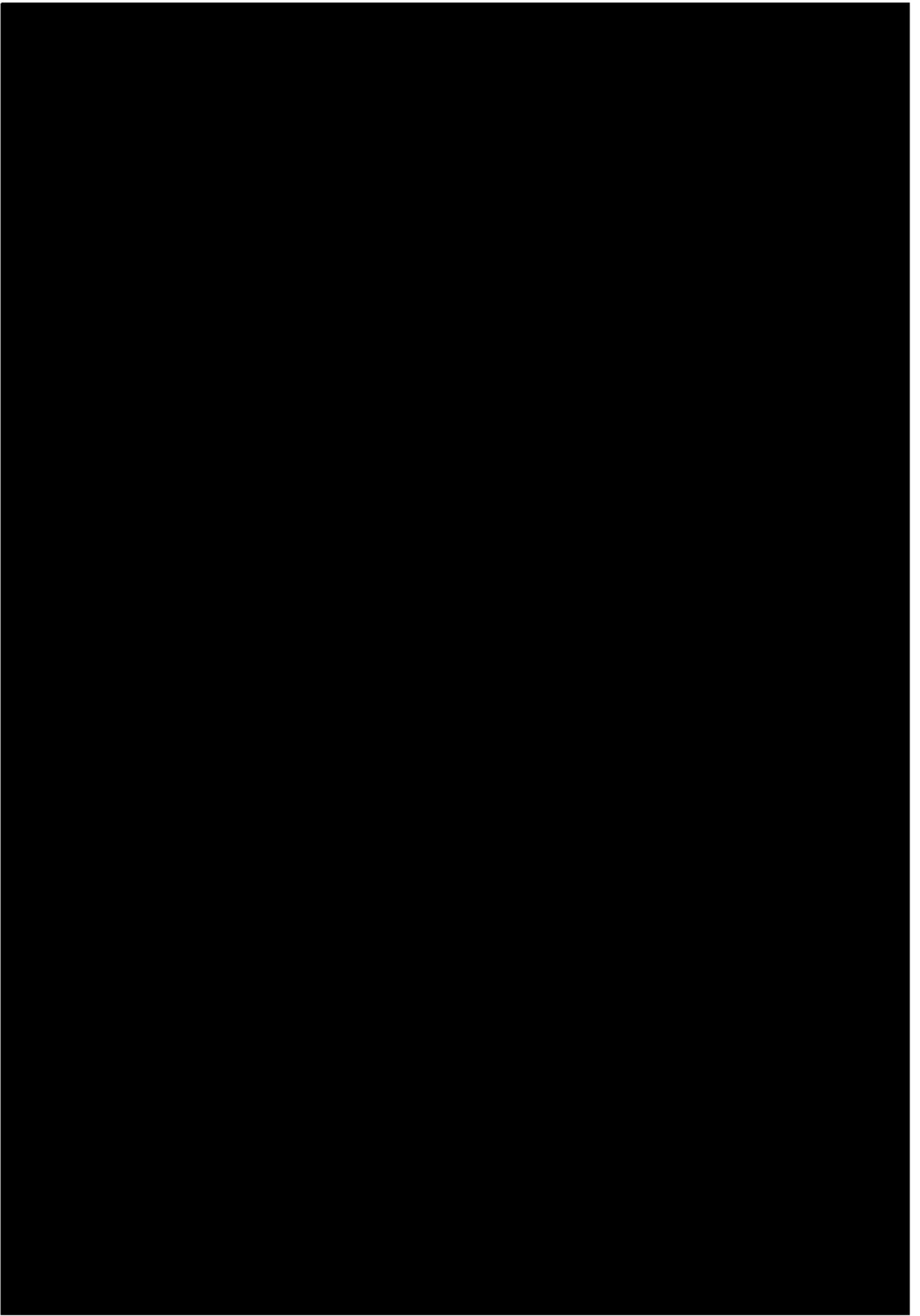


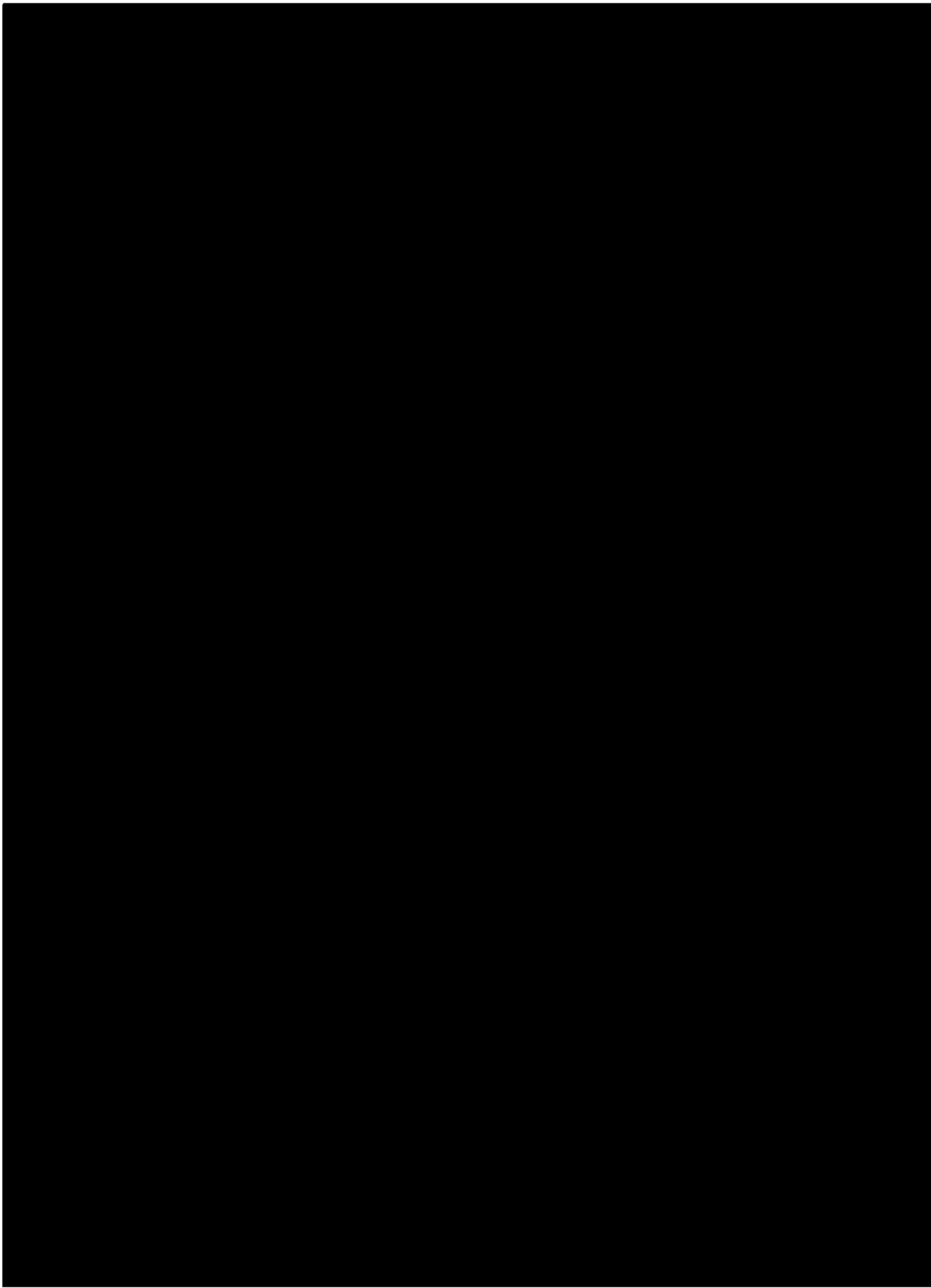
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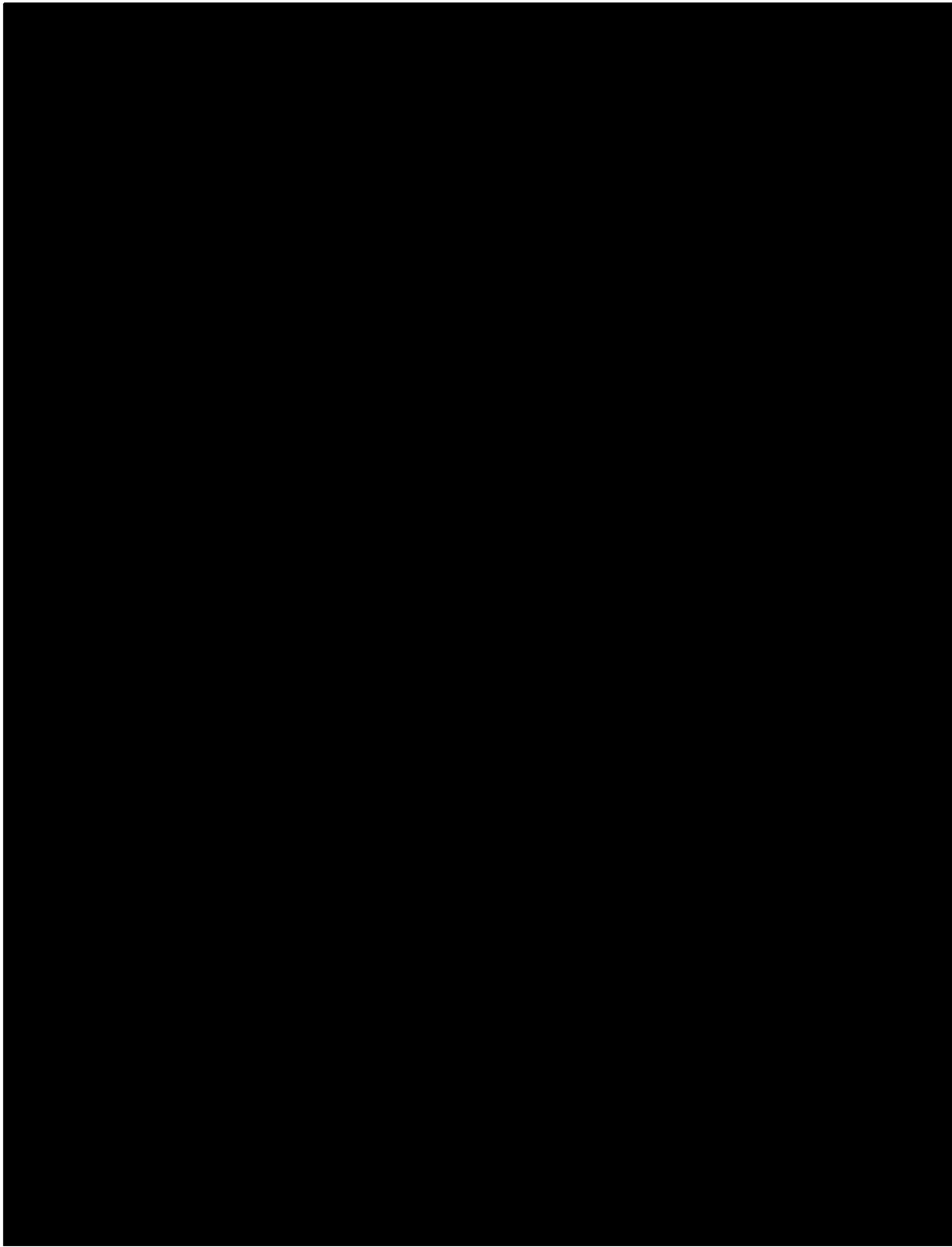


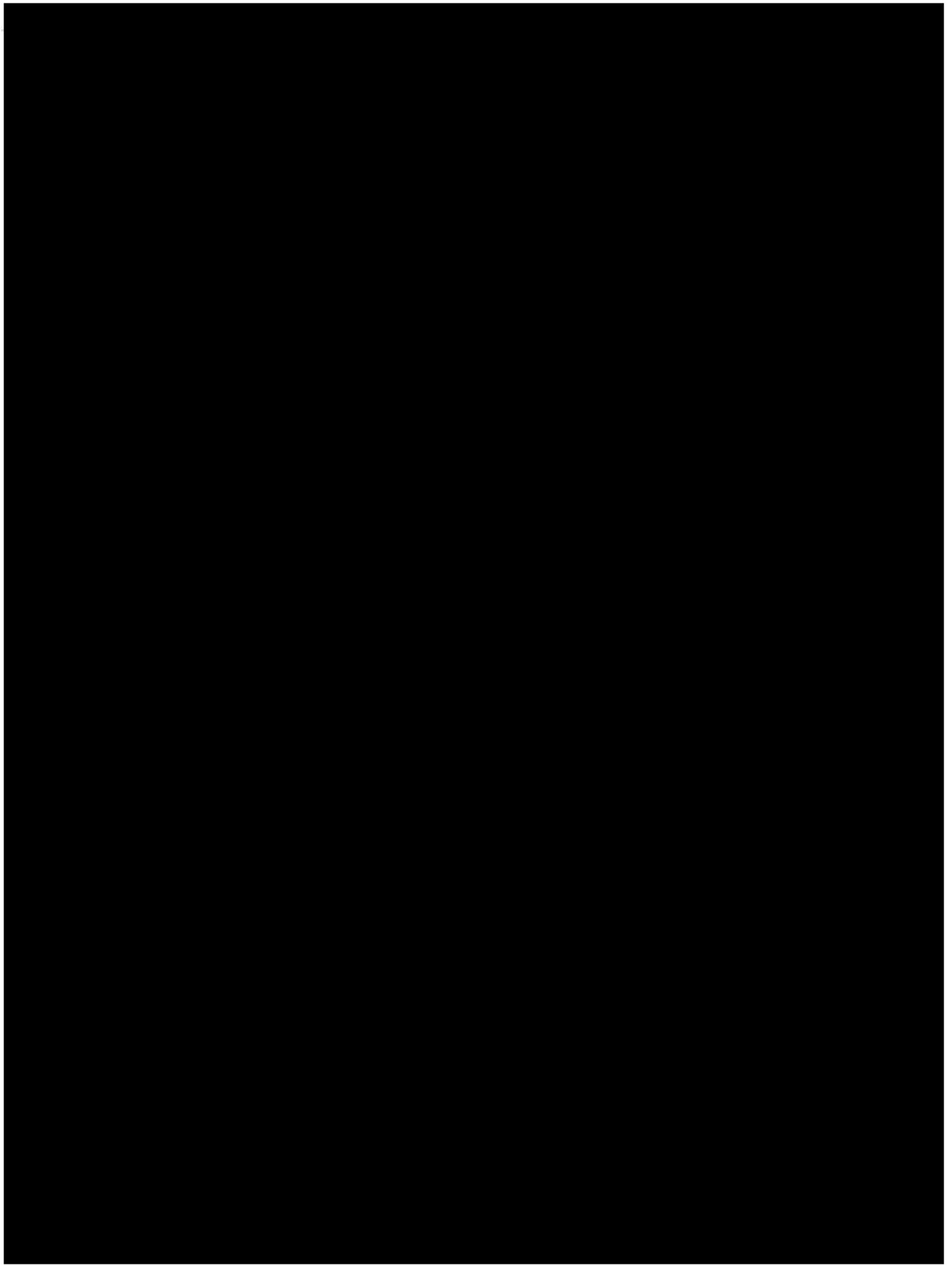


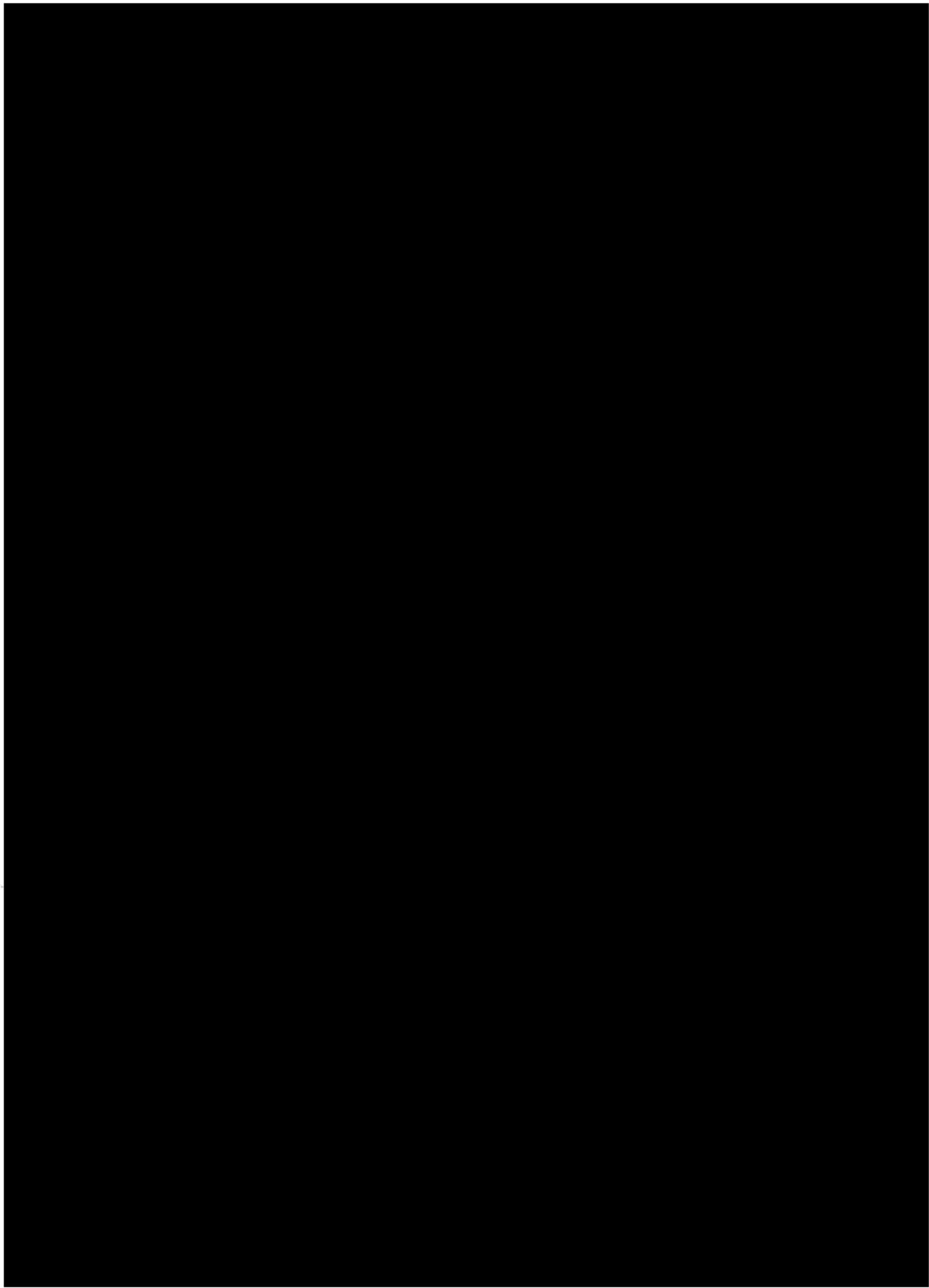
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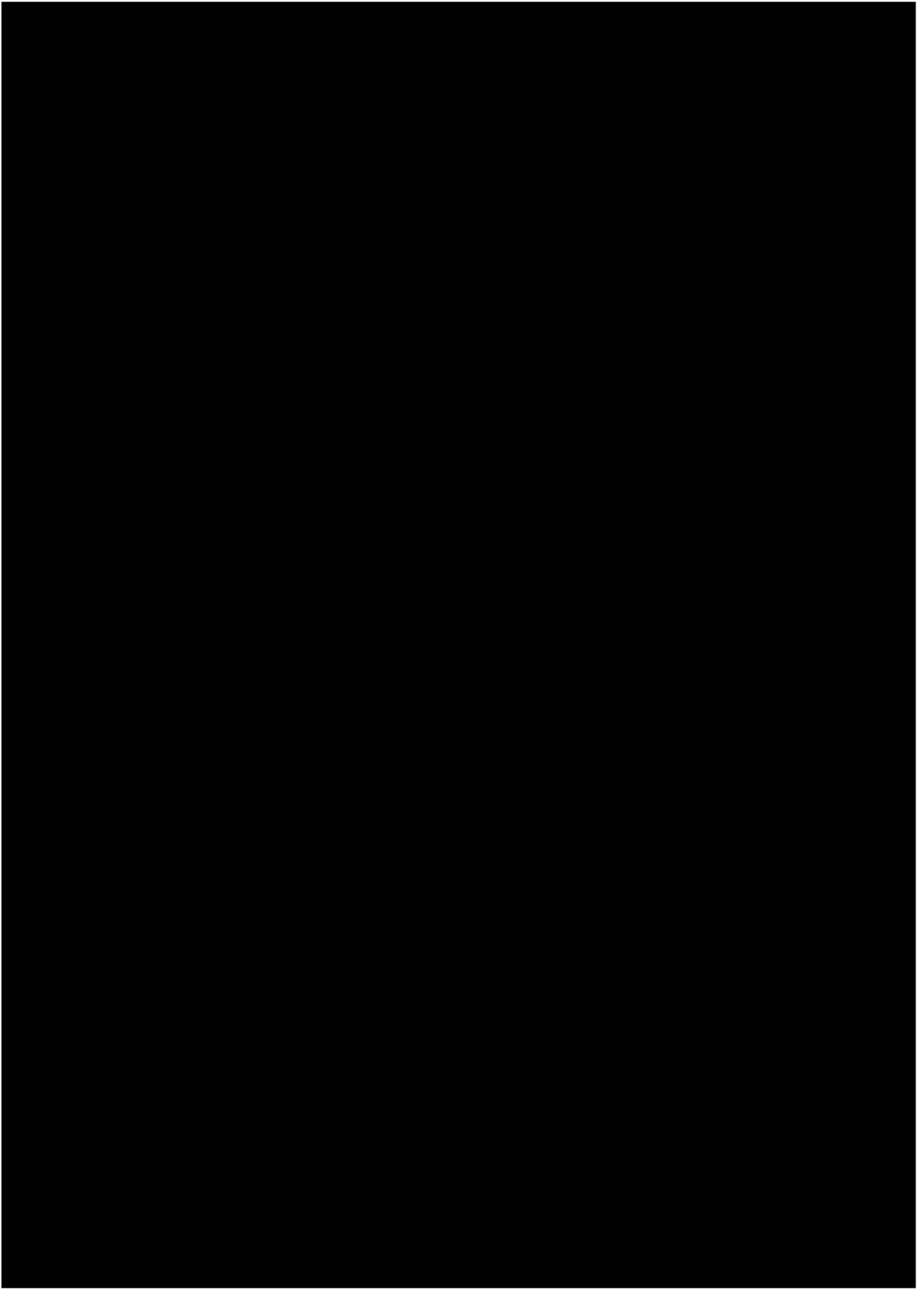


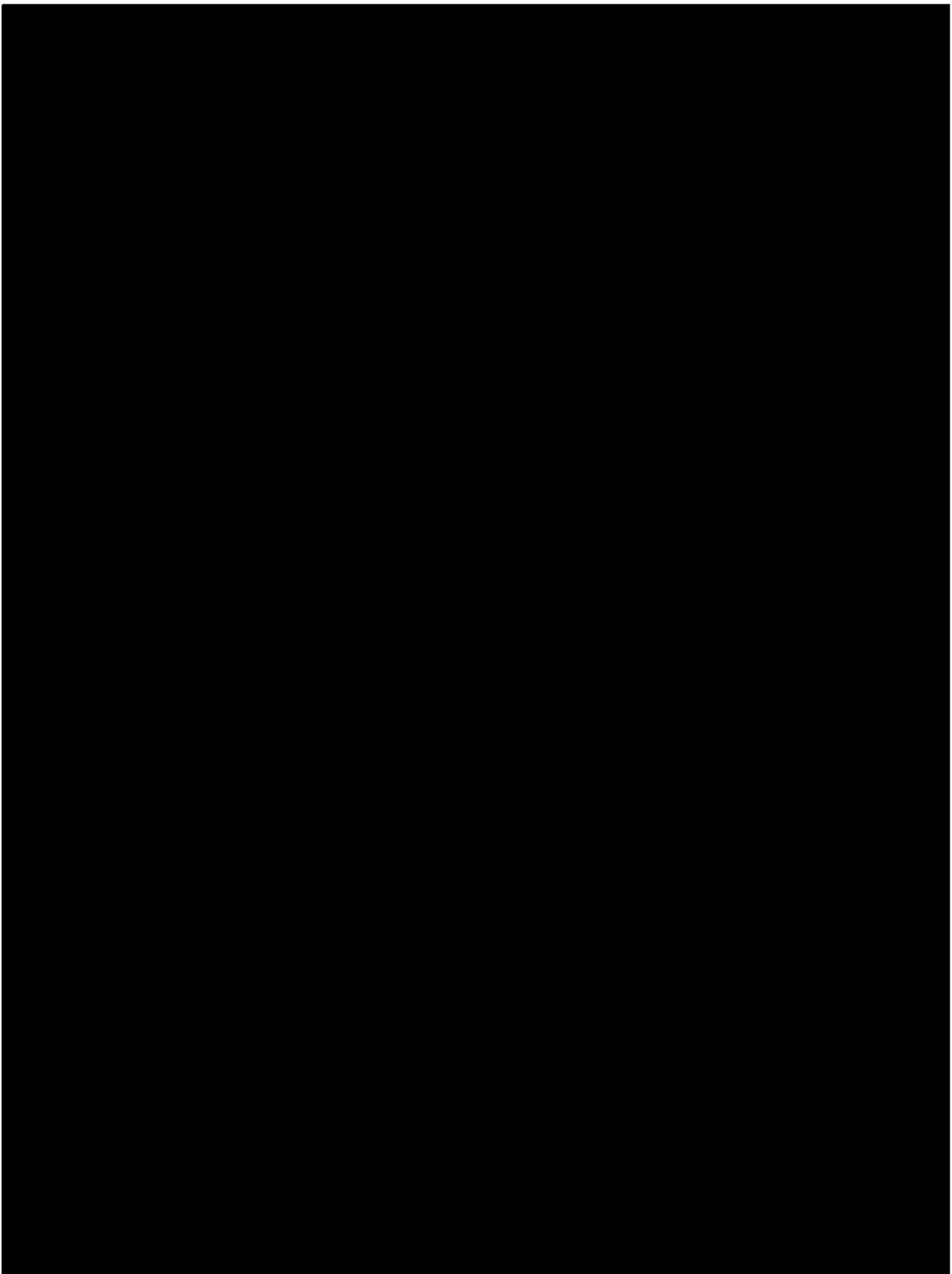


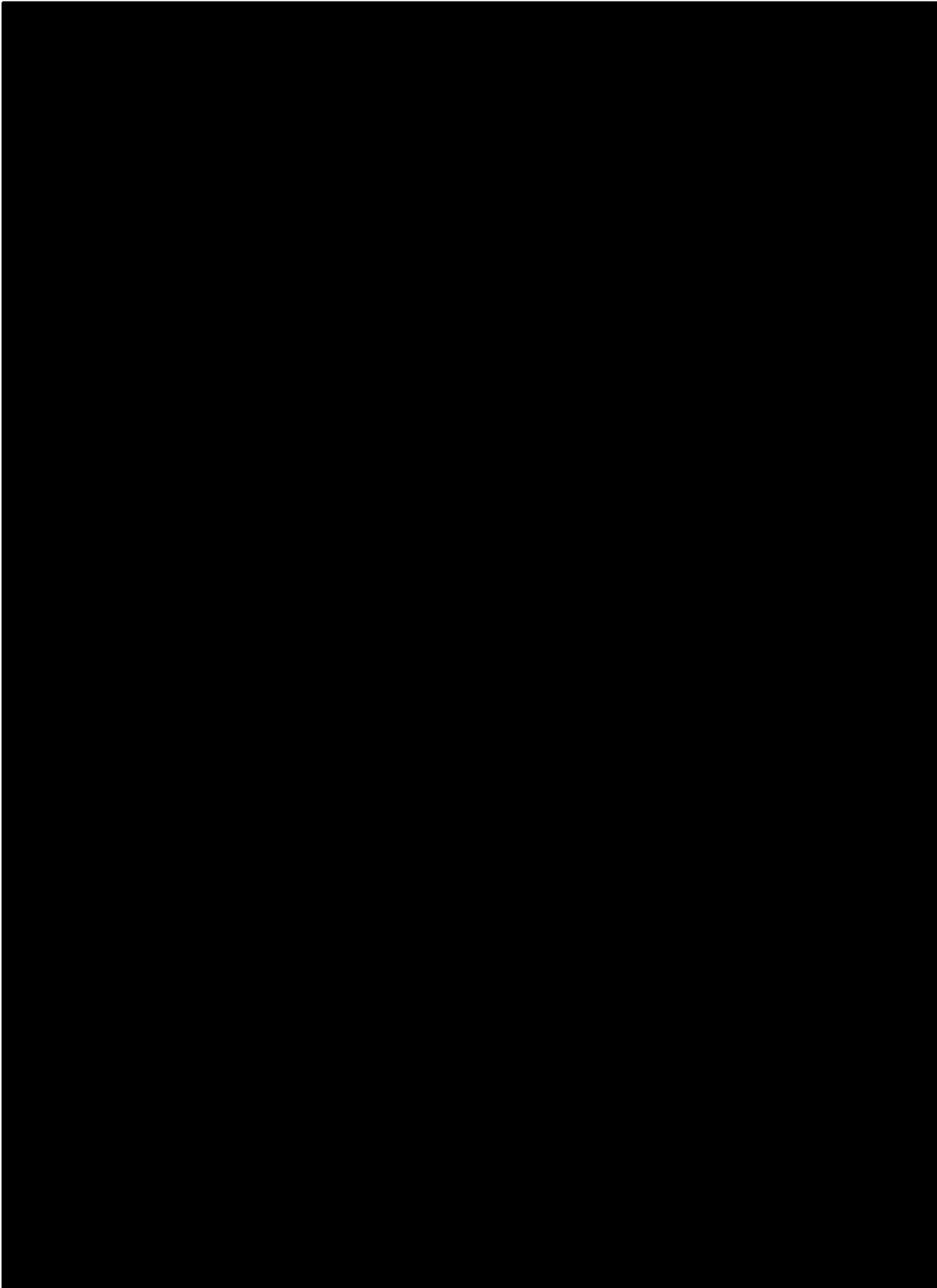


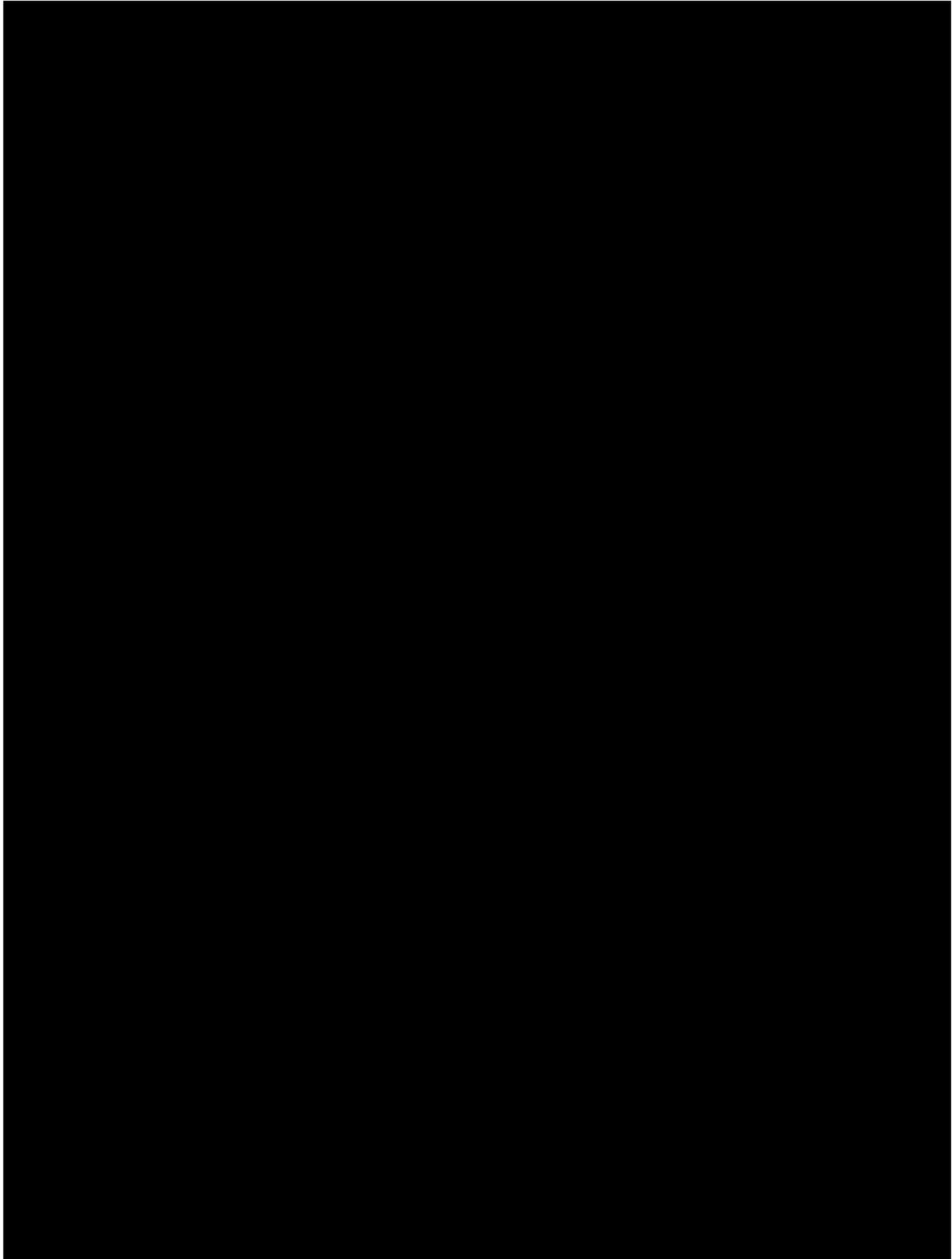








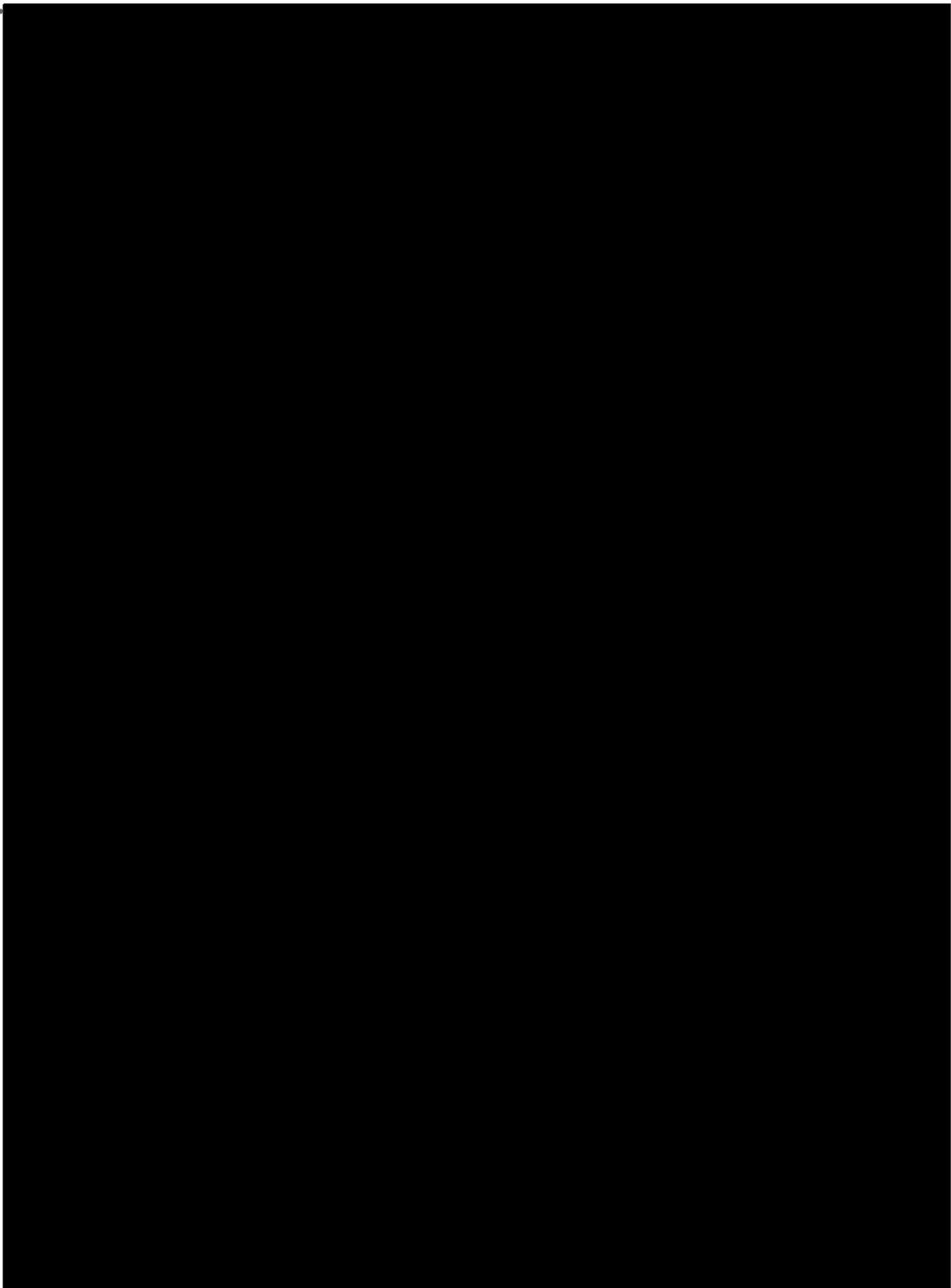




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form_207-fillable-_Incident_Organization_Chart.pdf

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period: Date From: <input style="width: 50px;" type="text"/> Date <input style="width: 50px;" type="text"/> Time From: <input style="width: 50px;" type="text"/> HHMM Time To: <input style="width: 50px;" type="text"/> HHMM
3. Organization Chart	

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graph TD
    IC[Incident Commander] --- LO[Liaison Officer]
    IC --- SO[Safety Officer]
    IC --- PIO[Public Information Officer]
    IC --- OSC[Operations Section Chief]
    IC --- PSC[Planning Section Chief]
    IC --- LSC[Logistics Section Chief]
    IC --- FASC[Finance/Admin Section Chief]
    
    OSC --- SAM[Staging Area Manager]
    OSC --- OSC1[ ]
    OSC --- OSC2[ ]
    OSC --- OSC3[ ]
    OSC --- OSC4[ ]
    
    PSC --- RUL[Resource Unit Ldr.]
    PSC --- SUL[Situation Unit Ldr.]
    PSC --- DUL[Documentation Unit Ldr.]
    PSC --- DUL1[Demobilization Unit Ldr]
    PSC --- PSC1[ ]
    
    LSC --- SBD[Support Branch Dir.]
    LSC --- SBD1[Supply Unit Ldr.]
    LSC --- SBD2[Facilities Unit Ldr.]
    LSC --- SBD3[Ground Spt. Unit Ldr.]
    LSC --- SBD4[Services Branch Dir.]
    LSC --- SBD5[Comm. Unit Ldr.]
    LSC --- SBD6[Medical Unit Ldr.]
    LSC --- SBD7[Food Unit Ldr.]
    
    FASC --- TUL[Time Unit Ldr.]
    FASC --- PUL[Procurement Unit Ldr.]
    FASC --- CUL[Comp./Claims Unit Ldr.]
    FASC --- CUL1[Cost Unit Ldr.]
    FASC --- FASC1[ ]
    
```

ICS 207	IAP Page	4. Prepared by: Name:	Position/Title:	Signature: _____ _____	Date/Time:
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ICS 207

Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

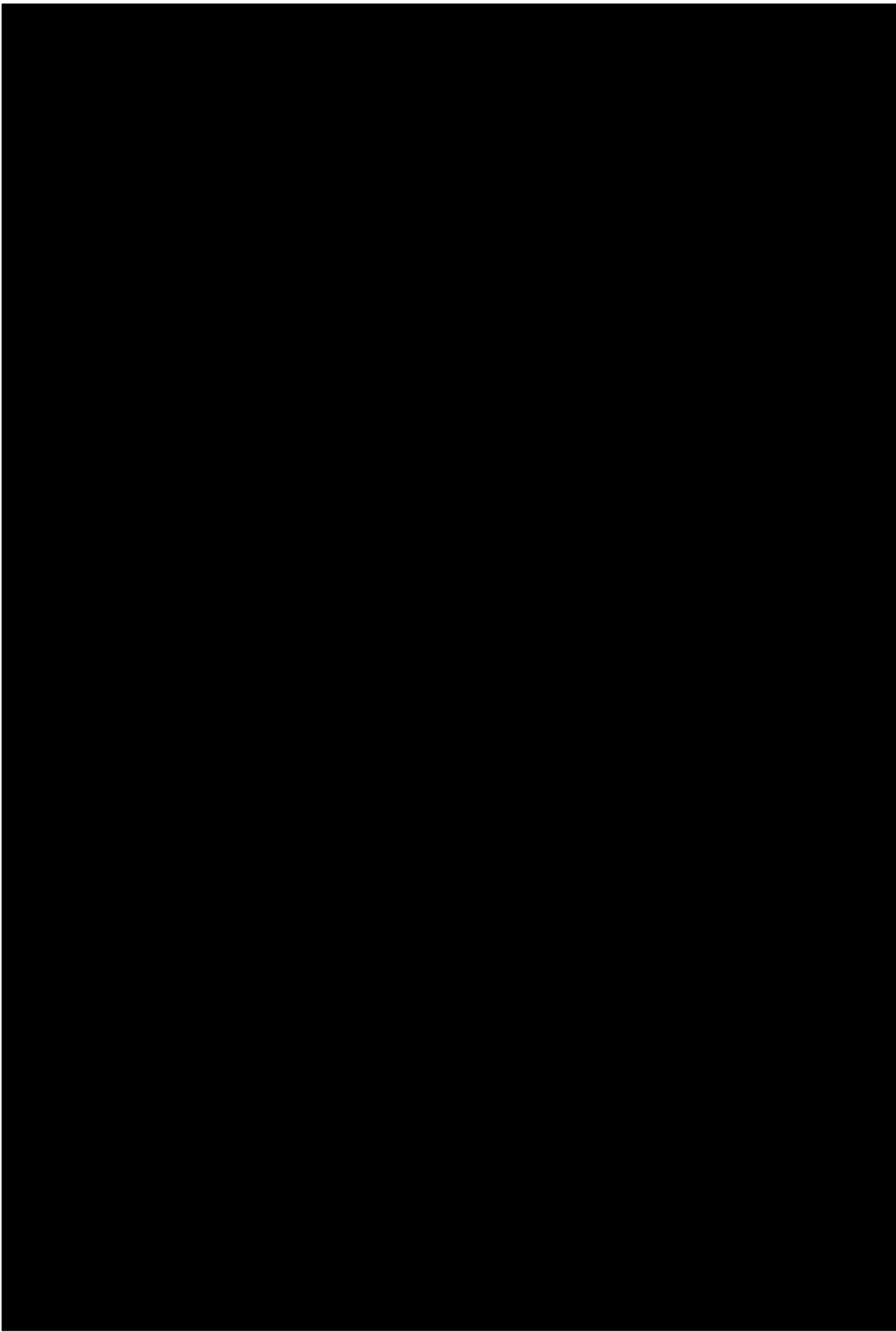
Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

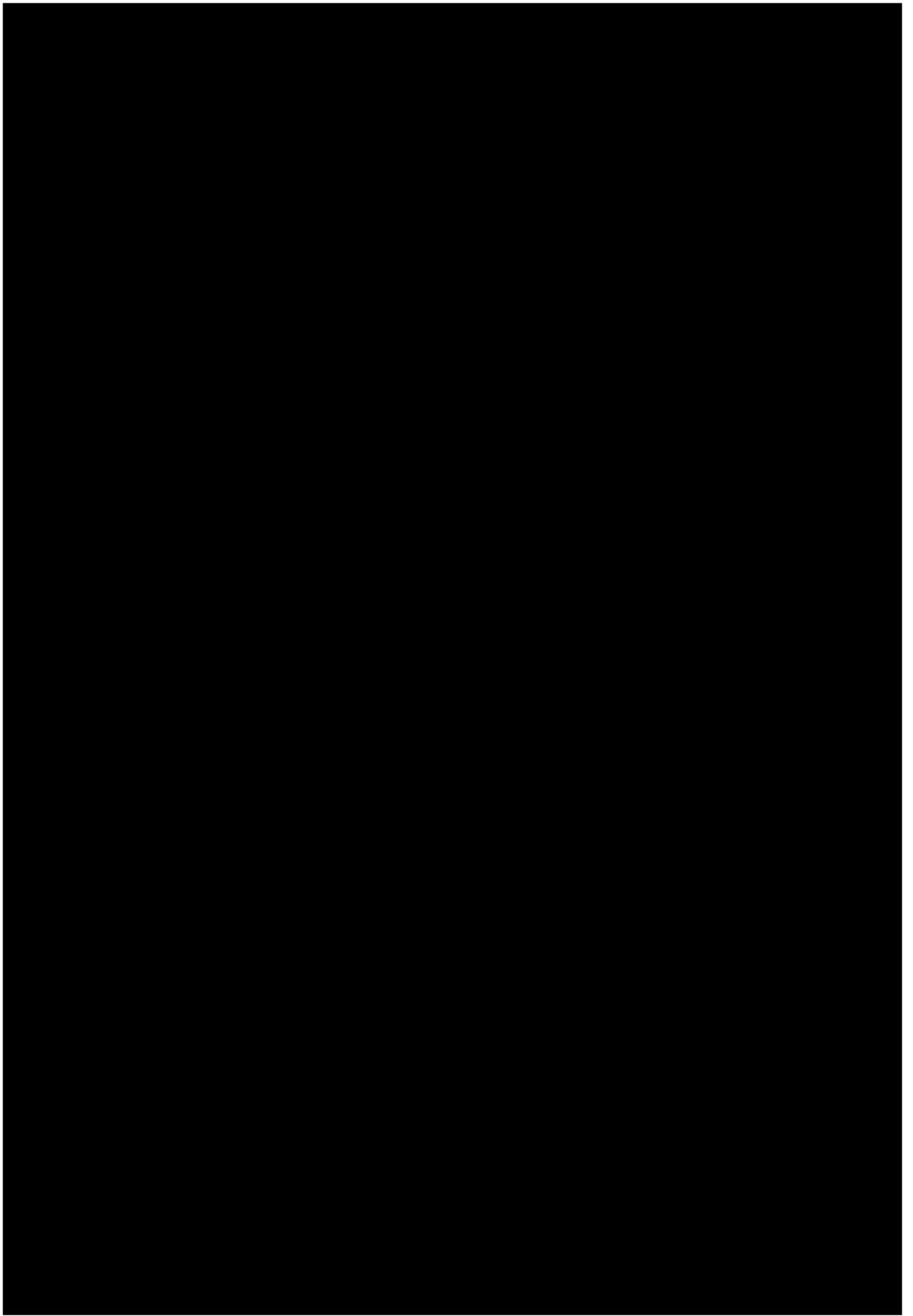
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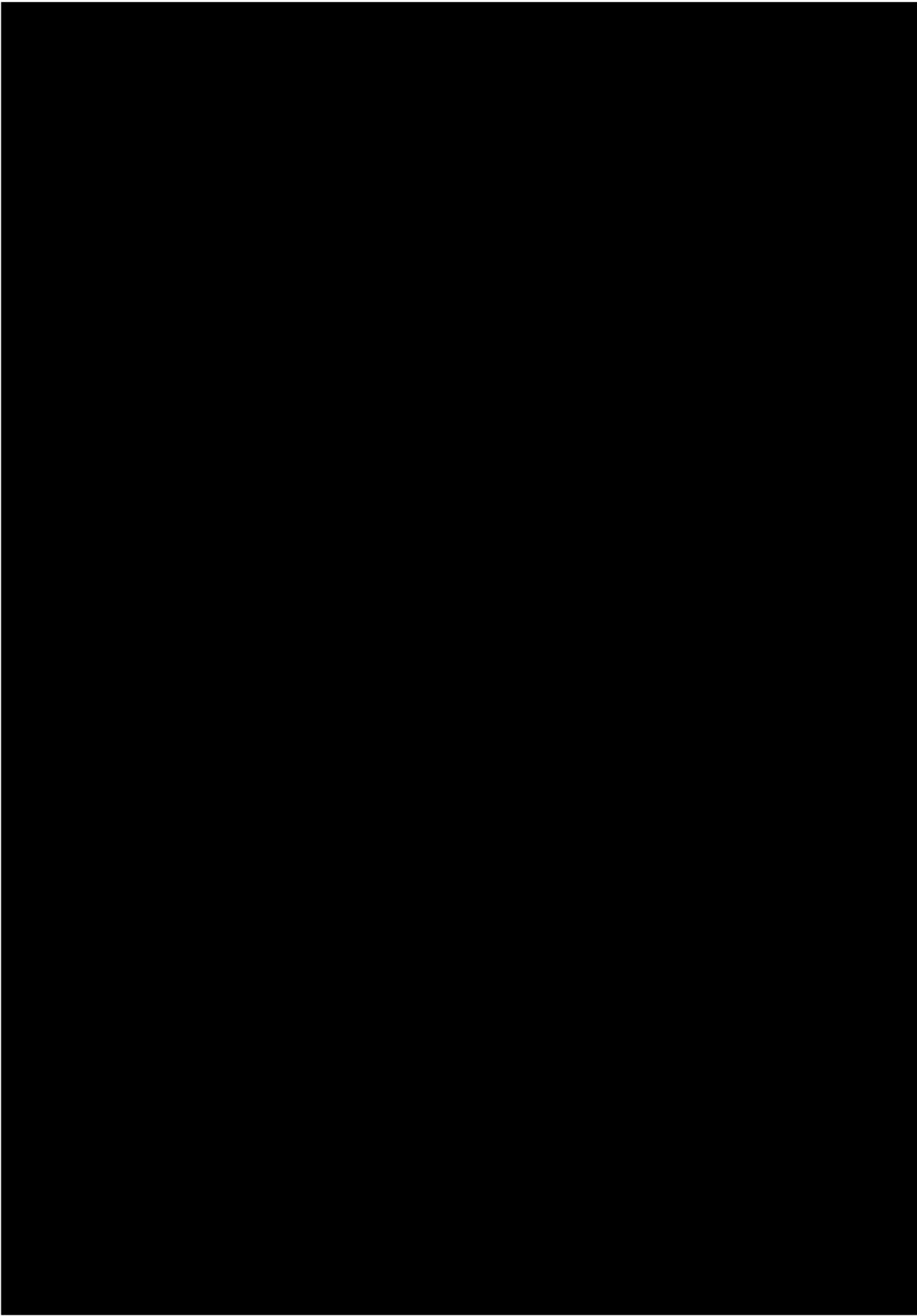
- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

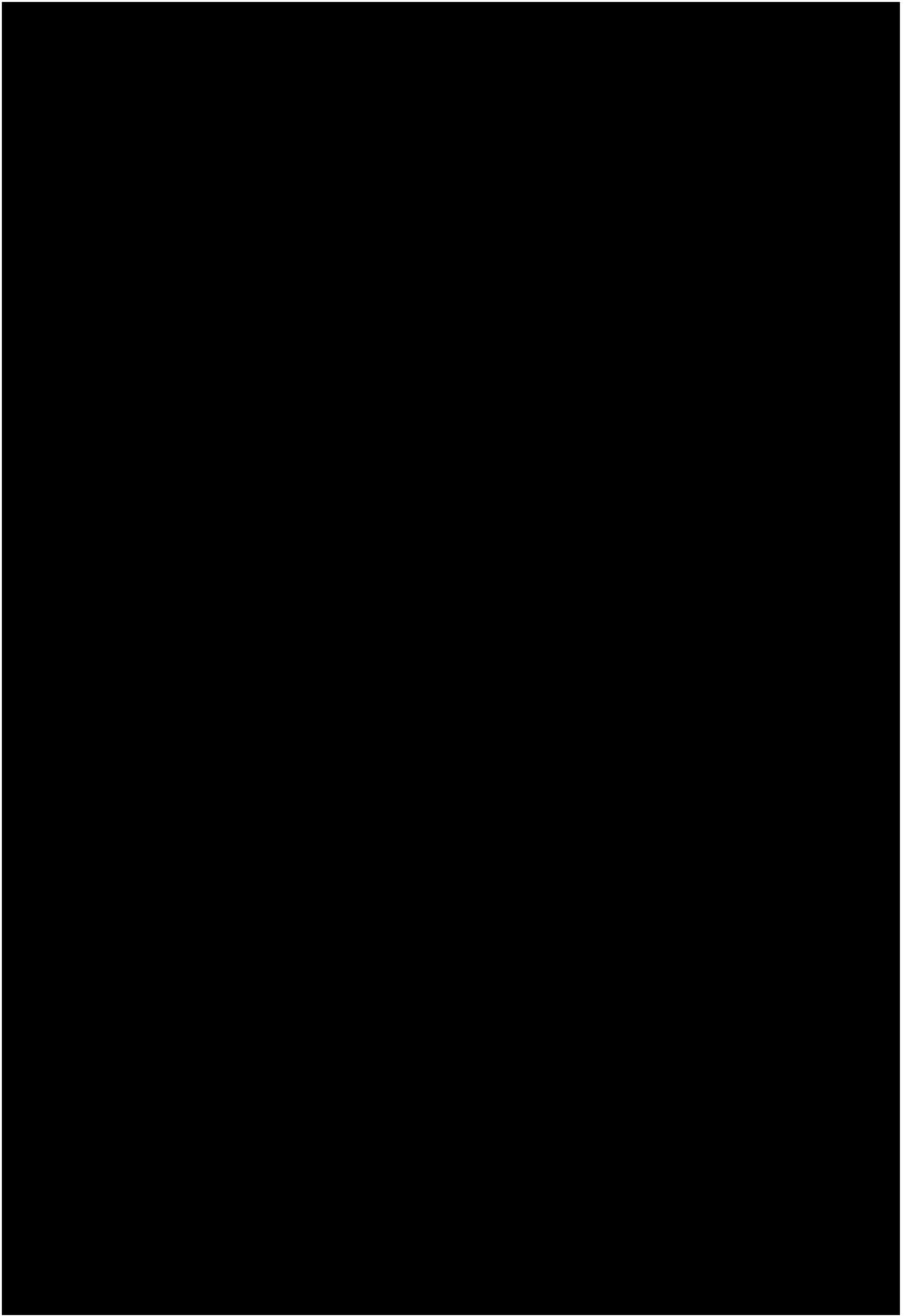
Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul style="list-style-type: none">• Complete the incident organization chart.• For all individuals, use at least the first initial and last name.• List agency where it is appropriate, such as for Unified Commanders.• If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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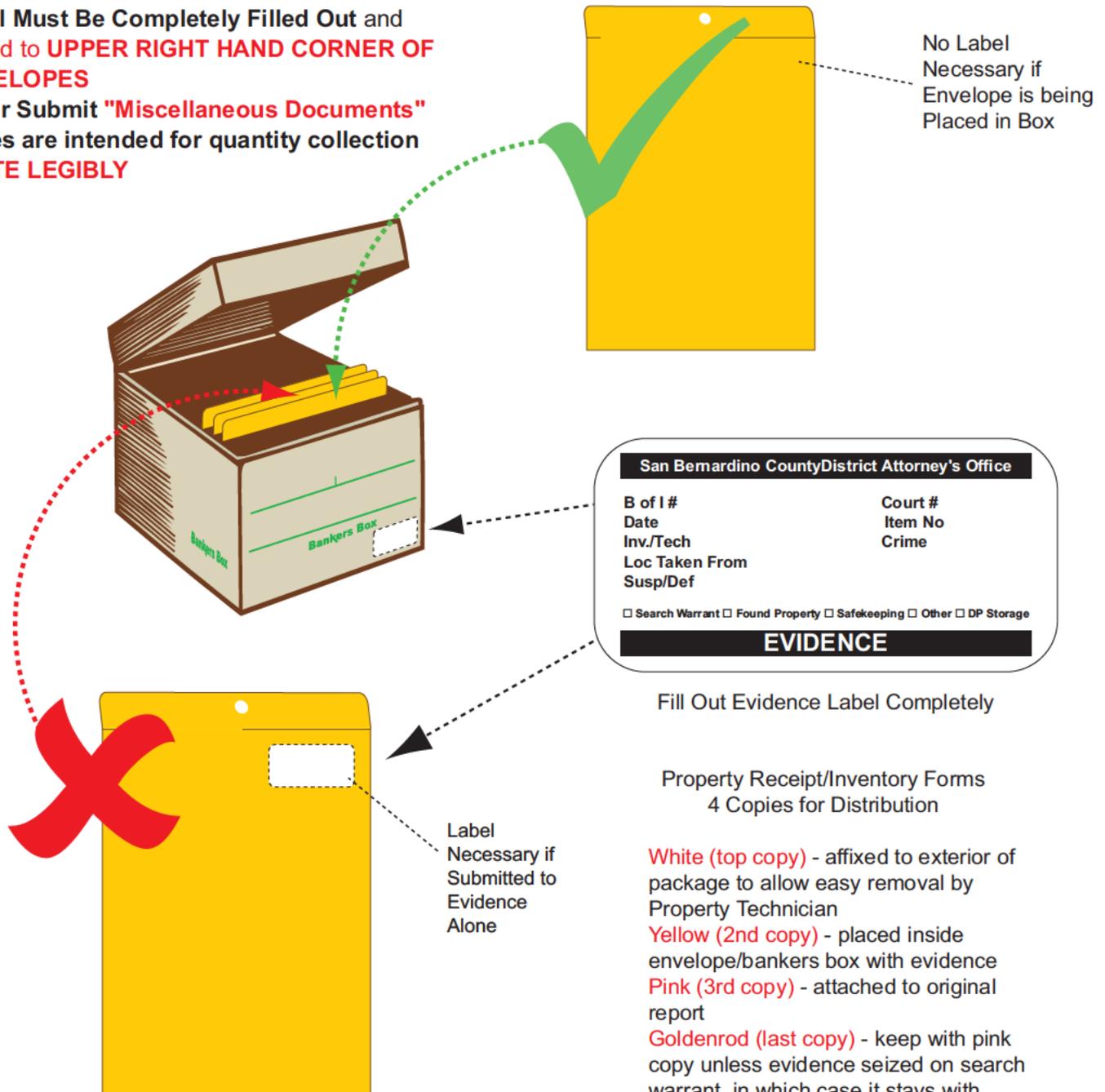


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Evidence Guide 1-2018.pdf

Proper Procedures For Submitting Evidence

1. **10X13 Envelopes Only**, Regardless of Size of Objects.
2. **Items too big** for envelopes **Must Go Inside Bankers Box**
3. Label Envelope **Only if Submitted by Itself**
4. **Label Must Be Completely Filled Out** and affixed to **LOWER RIGHT HAND CORNER OF BOX**
5. **Label Must Be Completely Filled Out** and affixed to **UPPER RIGHT HAND CORNER OF ENVELOPES**
6. **Never Submit "Miscellaneous Documents"**
7. **Boxes are intended for quantity collection**
8. **WRITE LEGIBLY**



Lineup Admonition form 12-2019.pdf

2019 - 2024 Safety Management MOU.pdf

MEMORANDUM OF UNDERSTANDING

SAFETY MANAGEMENT AND SUPERVISORY UNIT

2019 – 2024



County of San Bernardino
and
San Bernardino County
Sheriff's Employees' Benefit Association

2019-2024
MEMORANDUM OF UNDERSTANDING
SAFETY MANAGEMENT & SUPERVISORY UNIT

Table of Contents

PREAMBLE.....	1
ACCESS TO WORK LOCATIONS	1
ADMINISTRATIVE LEAVE	1
ASSIGNMENT TO HIGHER POSITION	2
COUNTY MANAGEMENT RIGHTS	3
DEFERRED COMPENSATION.....	4
DEFINITIONS	4
DEMOTIONS.....	5
DEPENDENT CARE ASSISTANCE PLAN	5
DIRECT DEPOSIT	6
DISPUTE RESOLUTION PROCEDURE.....	6
DOWNGRADINGS	11
DUAL APPOINTMENTS	11
DUES DEDUCTIONS	11
EDUCATION INCENTIVE.....	12
EMPLOYEE RIGHTS	13
EMPLOYEES AND AUTHORIZED EMPLOYEE REPRESENTATIVES	13
EXPENSE REIMBURSEMENT	14
FLEXIBLE SPENDING ACCOUNT	17
FULL UNDERSTANDING, MODIFICATION AND WAIVER.....	18
HOURS OF WORK.....	18
IMPLEMENTATION.....	18
LAYOFF.....	19
LEAVE PROVISIONS	20
LIFE INSURANCE.....	28
LONG TERM DISABILITY (LTD) INSURANCE.....	28
MEDICAL AND DENTAL COVERAGE.....	29
MEDICAL EMERGENCY LEAVE	32
MEMBERSHIP DUES	34
MEDICAL TRUST	34
MERIT ADVANCEMENTS	34

NON-DISCRIMINATION	35
OBLIGATION TO SUPPORT	35
ON-CALL PAY	35
OVERTIME.....	36
PAY PERIOD	38
PAYROLL DEDUCTIONS	38
PEACE OFFICER STANDARDS AND TRAINING (POST) PAY.....	39
PHYSICAL FITNESS AND APPEARANCE	39
PROBATIONARY PERIOD	40
PROMOTIONS	41
PROSPECTIVE LAWSUITS.....	41
PROVISIONS OF LAW	41
RECOGNITION.....	41
REEMPLOYMENT.....	42
RENEGOTIATION	42
RETIREMENT MEDICAL TRUST FUND.....	42
RETIREMENT SYSTEM CONTRIBUTIONS	43
SAFETY EQUIPMENT.....	44
SALARY ADJUSTMENTS	44
SALARY RATES AND STEP ADVANCEMENTS.....	46
SECTION 125 PREMIUM CONVERSION PLAN	47
TERM.....	47
TUITION REIMBURSEMENT.....	47
UNIFORM ALLOWANCE.....	48
UPGRADINGS.....	48
USE OF BULLETIN BOARDS.....	48
USE OF COUNTY RESOURCES	49
VISION CARE INSURANCE	49
WAGE DIFFERENTIALS.....	49
WORK DISRUPTION	51
APPENDIX A - APPROVAL BY BOARD OF SUPERVISORS.....	52
APPENDIX B – SALARY SCHEDULE.....	53

2016-2019
MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SAN BERNARDINO AND
THE SAN BERNARDINO COUNTY SHERIFF'S EMPLOYEES' BENEFIT ASSOCIATION
CONCERNING THE EMPLOYEES IN THE
SAFETY MANAGEMENT AND SUPERVISORY UNIT

PREAMBLE

This Memorandum of Understanding for the Safety Management and Supervisory Unit contains the complete results of negotiations concerning wages, hours and other terms and conditions of employment for employees in the Safety Management and Supervisory Unit. The parties hereto have met and conferred in good faith exchanging various proposals in an attempt to reach agreement.

NOW, THEREFORE, the County of San Bernardino (hereinafter referred to as County) and the San Bernardino County Sheriff's Employees' Benefit Association (hereinafter referred to as SEBA) hereby agree as follows:

ACCESS TO WORK LOCATIONS

The parties recognize and agree that in order to maintain good employee relations, it is necessary for Field Representatives of SEBA to confer with County employees during working hours.

Therefore, SEBA Field Representatives will be granted access to work locations during regular working hours to investigate and process grievances or appeals or examine working conditions. SEBA Field Representatives shall be granted access with reasonable advance notice to the appointing authority or designated management representative prior to entering a work location and after advising of the general nature of the business. However, the appointing authority or designated management representative may deny access or terminate access to work locations if in their judgment, it is deemed that the visit would interfere with the efficiency, safety, or security of County operations. The appointing authority shall not unreasonably withhold timely access to work locations. The appointing authority shall ensure that there is at all times someone designated who shall have full authority to approve access. If a request is denied, the appointing authority or designated management representative shall establish a mutually agreeable time and location for access to the employee, and/or facilities.

SEBA Field Representatives granted access to work locations shall limit such visits to a reasonable period of time, taking into consideration the nature of the grievance or appeal or visit.

The appointing authority or designated management representative may mutually establish with the SEBA Field Representatives reasonable limits as to the number of visits authorized with the same employee on the same issue, and reasonable limits as to the number of employees who may participate in a visit when several employees are affected by a specific issue. The County shall not unduly interfere with SEBA's access right to work locations.

ADMINISTRATIVE LEAVE

- (a) Effective pay period 1 of each year, an employee in a regular position in the classification of Sheriff's Lieutenant will be provided with eighty (80) hours of Administrative Leave time for the employee's use. Employees entering the class covered by this Section (i.e., Sheriff's Lieutenant) after the beginning of pay period 1 shall be credited with Administrative Leave prorated on a monthly basis, based upon the annual rate of eighty (80) hours (i.e., 6.67 hours per month, or any portion thereof). Such Administrative Leave may be cashed out at the employee's then current base rate of pay in increments of one (1) hour one (1) time during the calendar year to the extent that the hours would have accrued at a rate of 6.67 hours per month minus any hours used up to that time. Any Administrative Leave accrual balances in effect at the end of the last pay period paid in

the calendar year will automatically be paid at the employee's then current base rate of pay. Employees may designate that cash outs of Administrative Leave be allocated to the County's Section 457 Deferred Compensation Plan, consistent with the requirements and restrictions of such Plan. Upon termination of employment, unused Administrative Leave will be paid at the current rate of pay only by the amount of hours that would have been accrued at a rate of 6.67 hours per month that exceeds the total number of hours previously used and cashed out. Administrative Leave may be used on the same basis and under the same conditions as vacation leave.

- (b) Effective pay period 1 of each year, employees in regular positions in the classifications of Sheriff's Sergeant and District Attorney Supervising Investigator, will be provided with forty (40) hours of Administrative Leave time for the employee's use. Employees entering any of these classes after the beginning of pay period 1 shall be credited with Administrative Leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof). Such Administrative Leave may be cashed out at the employee's then current base rate of pay in increments of one (1) hour one (1) time during the calendar year to the extent that the hours would have accrued at a rate of 3.33 hours per month minus any hours used up to that time. Any Administrative Leave accrual balances in effect at the end of the last pay period paid in the calendar year will automatically be paid at the employee's then current base rate of pay. Employees may designate that cash outs of Administrative Leave be allocated to the County's Section 457 Deferred Compensation Plan, consistent with the requirements and restrictions of such Plan. Upon termination of employment or upon leaving the group of classes covered by this Section (Sheriff's Sergeant and District Attorney Supervising Investigator), unused Administrative Leave will be paid at the current rate of pay only by the amount of hours that would have been accrued at a rate of 3.33 hours per month that exceeds the total number of hours previously used and cashed out. Administrative Leave may be used on the same basis and under the same conditions as vacation leave.
- (c) Any Administrative Leave accumulated and unused in calendar year 1995 and calendar year 1996 shall be placed in a separate bank for the employee's later use as time off. In the event an employee leaves County service with a balance in that bank, that balance will be cashed out at the then current rate.

ASSIGNMENT TO HIGHER POSITION

Employees directed to continuously perform duties in a vacant higher-level position for which funds have been appropriated shall be entitled to compensation on the higher level for the time actually worked in excess of sixty (60) work days in a one hundred twenty (120) work day corridor, unless specifically waived by the employee; provided, however:

- (a) The appointing authority certifies to the Chief Executive Officer in writing at the time of appointment that the employee is assigned and held responsible to fully perform all of the duties normally associated with the higher-level classification without limitation as to difficulty or complexity of assignments or consequence of action and that the employee shall be required to meet standards for satisfactory performance normally required at the higher-level classification.
- (b) A written request of compensation at the higher-level classification is directed to the Chief Executive Officer through the Human Resources Department for approval. It shall be the responsibility of the appointing authority to initiate such requests and whenever possible to anticipate need for reassignment to a higher-level classification. Written requests may also be made by the employee or the exclusive recognized employee organization in the same manner. A copy of the written request for compensation at the higher-level classification and the certification of the assignment of duties shall be provided to the employee. The employee shall be advised of the date compensation at the higher level is to be effective.

No employee shall be required to accept assignments to continuously perform the duties of vacant higher-level position for which funds have been appropriated unless directed in writing by the appointing authority or supervisor with the delegated authority.

Employees may be temporarily assigned higher or lower duties without a change in pay and such action not be deemed as a basis for transfer, demotion, promotion, or reclassification. In all cases where periodic or regular variations in assignments occur because of seasonal needs or because of the nature of the duties or the work schedule, such variations shall be considered as incidental to the position.

Appointments to regular positions from an appropriate eligible list of a lower classification as a Trainee are exempt from provisions of this Article and are governed by the provisions of the Personnel Rule on Appointments.

Approval of compensation at the higher-level classification shall not circumvent the principle of the competitive process for appointments to positions in the classified service. Approval of the higher salary may not be retroactive unless approved by the Assistant Administrative Officer for Human Resources and unless a request for compensation at the higher-level classification is made within twenty (20) work days following the sixty (60) working day period. In no event shall additional compensation be paid for the first sixty (60) days worked. Requests approved for compensation at the higher-level classification shall be governed by the Personnel Rule on Provisional Appointments as to the duration of approval and eligibility requirements for compensation at the higher-level classification and as to continuation of the appointment.

This Article does not apply to a situation in which there is no vacant higher-level position for which funds have been appropriated. Addition of duties of a higher-level classification to an employee's budgeted position shall be governed by the Personnel Rule on Classifications.

It is the responsibility of all parties including department heads and other supervisory personnel to follow the procedures set forth in this Article and promptly report unauthorized situations covered by this Article to the Chief Executive Officer.

For purposes of this Article, a vacant position is defined as an authorized position for which funds have been appropriated and allocated to an existing job classification based upon the duties and responsibilities currently assigned to the position and which may be:

- (1) An unoccupied position due to attrition and for which the Civil Service appointment process has been initiated.
- (2) A new position authorization by Board of Supervisors budgetary action for which the Civil Service appointment process has been initiated.
- (3) A position from which the incumbent is on extended authorized leave of absence.

COUNTY MANAGEMENT RIGHTS

All management rights and functions shall remain vested exclusively with the County except those which are clearly and expressly limited in this Agreement. It is recognized merely by way of illustration that such management rights and functions include but are not limited to:

- (a) The right to determine the mission of each of its agencies, departments, institutions, boards, and commissions.
- (b) The right of full and exclusive control of the management of the County; supervision of all operations; determination of the methods and means of performing any and all work; and composition, assignment, direction, location, and determination of the size and mission of the work force.
- (c) The right to determine the work to be done by the employees, including establishment of levels of service and staffing patterns.
- (d) The right to change or introduce new or improved operations, methods, means or facilities; or, to contract for work to be done.

(e) Subject to the Personnel Rules, where applicable, the right to prescribe qualifications for employment and determine whether they are met; to hire, set and enforce performance standards, and promote employees; to establish, revise and enforce work rules; to schedule work time and time off; to transfer, reassign, furlough and lay off employees; to suspend, reduce in step, demote, discharge or otherwise discipline employees for cause; and to otherwise maintain orderly, effective, and efficient operations.

DEFERRED COMPENSATION

Effective August 3, 2019, all employees newly hired in the bargaining unit shall automatically be enrolled in the County's 457 Deferred Compensation Plan and contribute 1.00% of base salary to the plan, subject to all legal requirements and constraints. Prior to the first salary deferral deduction employees shall be provided a 30-day opt-out period during which no salary deferral deduction shall be taken. Thereafter, employees may opt-out at any time.

The Human Resources Employee Benefits and Services Division shall establish the forms and guidelines for the salary deferral opt-out and administer the deduction according to the applicable Plan Document(s) and/or Human Resources Benefits procedures.

DEFINITIONS

Listed below are definitions of terms commonly used in this Agreement.

Appointing Authority – Refers to the department head of the employee's department. It includes any person who is designated as acting department head, employees acting for the department head during absence, and/or employees delegated all authority to act on behalf of the appointing authority on a regular basis.

Base Rate of Pay or Base Hourly Rate – The employee's base hourly wage (including POST Pay), excluding differentials and other pay above the base hourly wage (See Appendix B).

Base Biweekly Salary – Employee's base hourly rate (including POST Pay), excluding any differentials or other pay above the base hourly rate, multiplied by the base hours paid (e.g., REG, SCK, VAC, etc.) each pay period. Base hours paid does not include time without pay or disability payments such as workers' compensation.

Calendar year – Refers to pay period 1 through 26, or 27 when applicable, of the same year.

County Service or Continuous Service – Refers to the total length of service from an employee's beginning (hire) date in a regular position with no separation from County employment.

Director of Human Resources – Refers to the incumbent in the Director of Human Resources' position. It also includes any person who has been designated as acting Director of Human Resources, employees acting for the Director during absence, and/or employees delegated authority approval on a regular basis by the Director of Human Resources.

Fiscal Year – Ordinarily refers to pay period 15 of one year through pay period 14 of the following year.

Hire Date or Date of Hire - Refers to the effective date of the most recent start date in a regular position.

Paid Hours – Shall mean hours actually worked or the use of accrued leave time such as vacation, sick, holiday, or compensatory time. It does not include unpaid hours or disability payments (excluding 4850 time) such as workers' compensation.

Paid Status – Refers to any pay period in which an employee codes paid hours.

Regular Position – Refers to a position authorized by the Board of Supervisors that may be budgeted at a full-time level, and may be in either the Classified or Unclassified Service. Regular positions do not include recurrent, extra-help, ordinance, contract and other contingent positions.

Regular Status - Refers to the completion of a required probationary period in a regular classified position in the employee's current or prior position, as applicable.

Service Hours - Refers to paid hours during an employee's regular tour of duty, up to eighty (80) hours per pay period. Time without pay, absences while receiving disability payments (excluding 4850 time), Medical Emergency Leave, and overtime hours do not count as service hours.

Working Days – Refers to the days that the County is normally open to conduct business, i.e., Monday through Friday, excluding County holidays.

DEMOTIONS

A demotion is the appointment of an employee from an incumbent position to a position in a different classification for which the maximum rate of pay is lower. An employee demoted for disciplinary reasons shall be placed on the step within the base salary range of the class to which demoted as provided in the Order of Demotion; provided, however that the employee shall not be placed lower than two (2) step increments (approximately five percent (5%) below employee's current step). An employee demoted for disciplinary reasons cannot be placed higher than the top step in the range for the class to which the employee is demoted.

An employee demoted for nondisciplinary reasons shall be retained at the same salary rate, provided, that the salary rate does not exceed the top step of the salary range of the demoted class, except that such an employee may be placed on an "X" step in accordance with the provision of the Article on Downgradings, with the approval of the appointing authority and the Director of Human Resources.

A promoted employee who is returned to former classification during the probationary period shall be placed on the same step within the base salary range for the former classification that the employee was on at time of promotion. No credit shall be granted for time spent at the promoted level for next step advance due date.

DEPENDENT CARE ASSISTANCE PLAN

The purpose of this Section 125 Dependent Care Assistance Plan (DCAP) is to permit eligible employees to make an election to pay for qualifying dependent care expenses on a pre-tax basis by salary reduction. DCAP exclusions from gross income do not affect compensation for retirement purposes.

DCAP is administered by the Employee Benefits and Services Division in accordance with the County's Dependent Care Assistance Plan Document and IRS regulations.

- (a) To be eligible for this benefit, an employee must be in a regular position.
- (b) Enrollment in the Plan is required every Plan year and is limited to the annual open enrollment period or no later than sixty (60) calendar days following the date of becoming eligible due to a mid-year Change in Status Event. Failure to submit participation agreement within the time frame shall result in an election to not participate in the Plan.
- (c) An employee election to participate shall be irrevocable for the remainder of the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Dependent Care Assistance Plan Document.

- (d) Any unused amounts remaining in an employee's account at the end of a Plan year must be forfeited except as permitted by the IRC and the County's Dependent Care Assistance Plan Document. The County will use any forfeited amounts to defray the Plan's administrative expenses.

DIRECT DEPOSIT

All employees must make arrangements for the direct deposit of paychecks and expense reimbursements into the financial institution of their choice via electronic fund transfer.

Employees who fail to make arrangements for direct deposit shall receive paychecks and/or expense reimbursements via pay card.

DISPUTE RESOLUTION PROCEDURE

Section 1 – Purpose

The County and SEBA fully realize the importance of viable procedures to aid in the resolution of disputes among employees, supervisors, and management. It is recognized that conditions may arise which can create employee dissatisfaction, and that to maintain high employee morale and harmonious relations, an orderly method of processing disputes is necessary. The Board of Supervisors and SEBA have pledged that their representatives at all levels will extend active, aggressive, and continuing efforts to secure prompt disposition of issues. The initiation of a complaint in good faith by an employee shall not cause any adverse reflection on the employee's standing with immediate supervisors or loyalty as a County employee.

Section 2 – Definitions and Exclusions

There are three (3) types of dispute procedures in this Article: grievances, disciplinary appeals, and unfair labor practices.

- (a) A grievance is a disagreement between County management and an employee, or group of employees concerning the interpretation, application, or violation of this Memorandum of Understanding. Formal grievances must be filed by SEBA on behalf of any employee or group of employees. SEBA shall have sole discretion to determine whether to file, advance and settle any formal grievances. Group grievances are defined as, and limited to, those grievances that allege more than one (1) employee suffered harm under similar facts and circumstances within the grievance filing period. A group grievance does not need to identify, by name, the specific individuals alleged to have suffered harm provided the affected employees (i.e., grievants) are readily ascertainable (e.g., all deputies assigned to the Rancho Cucamonga Station on the night shift). However, where only some employees in a larger group of employees are alleged to have suffered harm or where back pay or monetary relief is sought, SEBA shall be required to name the grievants so as to enable the County to determine and evaluate the scope and potential liability and also attempt settlement.
- (b) A disciplinary appeal is an appeal of discipline as defined by the Personnel Rules.
- (c) An unfair labor practice charge is an allegation of a violation of the Meyers-Milias-Brown Act. This section also applies to unit modification and unit determination issues.

Any dispute which may arise between parties involving the application, meaning, or interpretation of the Personnel Rules is excluded from this Article and shall be settled in accordance with the appropriate appeal procedure established by the Personnel Rules except as provided in Section 4 of this Article.

All matters are excluded from this procedure which deal with the Non-Discrimination Article, County Management Rights Article, federal or state statutes, rules or regulations, or matters that are preempted by County Charter. However, SEBA retains the right to process a grievance based upon a claim of discrimination because of labor organization affiliation as an alleged violation of the Article entitled Employee Rights.

Except as otherwise provided by this Agreement or state or federal statute, this grievance procedure shall be the sole and exclusive procedure for seeking recourse for any grievance, as defined herein.

Section 3 – Grievance Procedure

(a) Jurisdiction

The Director of Human Resources or designee, in consultation with the County Labor Relations Chief, shall have the sole authority within the County structure to provide the official management interpretation or application to any and all provisions of this Agreement. The arbitrator has the final authority within the County structure to adjudicate all grievances, as defined or otherwise provided herein.

(b) Representation

Aggrieved employees shall be represented by an authorized SEBA employee representative. This representation may commence at any step in the Grievance Procedure. A representative of the Human Resources Department may be in attendance at any step in the Grievance Procedure. The County agrees within reasonable limits to compensate the aggrieved employee(s) for time spent during regularly scheduled hours in the handling of real and prospective grievances.

(c) Consolidation of Grievances

In order to avoid the necessity of processing numerous similar grievances at one time, similar grievances must be consolidated.

(d) Time Limitations and Notification

Time limitations are established to settle a grievance quickly. Time limits may be modified only by agreement of the parties. If at any step of this Grievance Procedure SEBA is dissatisfied with the decision rendered, it shall be SEBA's responsibility to initiate the action which submits the grievance to the next level of review within the time limits specified. Failure to submit the grievance within the time limits imposed shall terminate the grievance process and the matter shall be considered resolved. If a reviewing official does not respond within the time limits specified, the grievance shall be deemed to have been denied on the last day upon which the response could have been made.

SEBA shall then proceed to the next step of the Grievance Procedure within the specified time limits. A formal grievance may be entertained in or advanced to any step if the parties jointly so agree, except as limited by Section 2 of this Article. A copy of such agreement bearing the signatures of the parties shall be filed with the Employee Relations Division of the Human Resources Department.

For purposes of this Grievance Procedure, notification to a party may be given either personally or by mail. When notice is mailed to an employee, it shall be sent to the employee's current address of record. For the purpose of this procedure, notice by mail shall be deemed to have been completed on the third calendar day following deposit of notice with the United States Postal Service, unless the party can establish that notice was not actually received as a result of circumstances beyond the party's control.

(e) Steps in the Grievance Procedure

The procedures outlined herein constitute the informal and formal steps necessary to resolve an employee's grievance. The attempt of settlement of grievances filed on behalf of an individual employee(s) in the informal step at the employee-supervisor level is required. The presentation of the informal grievance is an absolute

prerequisite to the institution of a formal grievance. The grievance must be submitted within fifteen (15) work days after the employee is aware of the conditions precipitating the grievance.

Step 1 – Informal. Initially, the employee having a grievance shall on a personal face-to-face basis discuss the complaint with the immediate supervisor informally.

Within three (3) work days the immediate supervisor shall give the decision to the employee orally.

If a mutually acceptable solution has not been reached in the informal step, SEBA shall submit the grievance in writing on appropriate forms prepared and supplied by the Employee Relations Division which shall provide a detailed statement of the grievance, including dates, names, and places, applicable MOU articles, and the specific remedy or action requested. The written grievance shall be filed in duplicate with the Employee Relations Division within five (5) work days of oral notification of the immediate supervisor's decision.

Step 2 – Formal. The Employee Relations Division shall make a determination of whether the grievance is a matter for which the formal Grievance Procedure is appropriate. In making such determination, the Employee Relations Division shall determine if: (1) the grievance has been filed in a timely manner; (2) the initial step has been followed; (3) if the grievance alleges that a specific Memorandum of Understanding Article(s) has been misinterpreted, misapplied, or violated; and (4) the matter complained of in the grievance is covered by a specific provision of the MOU. The determination and notification to SEBA will be made within five (5) work days of receipt of the grievance.

If the Employee Relations Division has determined that the formal Grievance Procedure is appropriate, SEBA, on behalf of the grievant shall submit the written grievance to the Division/Section Head within three (3) work days of the receipt of written response of the Employee Relations Division.

If objection is made to the procedural and/or substantive grievability of a grievance at any step of the Grievance Procedure, it is expressly agreed that such defenses are preserved in any arbitration hearing and that no waiver will result from the subsequent processing and discussion of the grievance on the merits.

Step 3. The Division/Section Head shall meet with SEBA and thoroughly discuss the grievance within five (5) work days of receipt of the written grievance of the employee.

In the Sheriff's Department, it may be necessary to involve intermediate supervisors in the discussions with SEBA. The time limits established normally allow for this, but if an extension of time is needed, it should be mutually agreed upon in writing by both the appointing authority and the grievant or designated representative. A copy of the written agreement will be furnished to the Employee Relations Division of the Human Resources Department.

The Division/Section Head shall give a written decision to SEBA and the Employee Relations Division within five (5) work days after discussion with SEBA. If the grievance has not been satisfactorily resolved at this level, it may be appealed by SEBA to the appointing authority within five (5) work days following notification to SEBA.

Step 4. The appointing authority shall review the matter and shall render a decision within five (5) work days after receiving the grievance.

Step 5 – Arbitration. If the grievance has not been satisfactorily resolved, a written appeal for arbitration must be filed by SEBA with the Employee Relations Division within five (5) work days of notification of the decision by the appointing authority. The appeal must be presented on the aforementioned grievance form supplied by the Employee Relations Division of the Human Resources Department along with a copy of any pertinent documents. Grievances shall only be advanced to arbitration by SEBA.

In reaching a decision and award the arbitrator shall limit himself to the allegations contained in the grievance presented in relation to the express provisions of the MOU alleged to have been violated. Further, the arbitrator shall have no authority to amend, change, add to, subtract from, or ignore any provisions of this MOU. Lastly, the arbitrator shall not substitute his judgment for that of the County on matters pertaining to the exercise of managerial discretion except where it can be shown by the grievant/SEBA that the County abused its discretion.

The decision of the arbitrator will be in writing and transmitted to the parties within thirty (30) calendar days after the close of the hearing. The arbitrator's decision may require an appointing authority or a subordinate to cease and desist from the action which is the subject of the grievance. The arbitrator may also require the appointing authority to take whatever action is necessary, within the control of the appointing authority, to remedy the grievance, or take other action to relieve the loss, if any, to the employee. Under no conditions can the arbitrator order relief that exceeds the relief requested by the grievant, and shall be limited to making the grievant whole. The decision by the arbitrator shall be final and binding on all parties unless there is a financial impact of greater than two thousand five hundred dollars (\$2,500), in which case it shall be subject to approval of the Board of Supervisors. For grievance decisions with financial impact greater than two thousand five hundred dollars (\$2,500), the Employee Relations Division will submit the grievance decision at the next practicable meeting of the Board of Supervisors. If the Board of Supervisors fails to act within thirty (30) days following receipt of formal notice of the decision of the arbitrator, the decision shall become final and binding. A copy of the arbitration decision shall be filed with the Employee Relations Division of the Human Resources Department and SEBA.

All grievances shall be treated as confidential, and no publicity will be given until the final resolution of the grievance.

Section 4 – Disciplinary Appeals

Disciplinary appeals are governed by the Personnel Rules, except where the provisions in the MOU differ from those in the Personnel Rules the provisions of the MOU take precedent.

In instances where an employee is not represented by SEBA, the employee may elect to have the appeal heard by the Civil Service Commission at no cost to the employee. If the employee elects to have the appeal heard by a hearing officer, the employee must assume one-half (1/2) of the costs of the appeal process, including any arbitrator's costs. If the County does not elect to have the appeal heard by the Civil Service Commission, the County shall pay the entire cost of the appeal process, including any arbitrator costs, but not expenses, incurred by the employee. Except as provided below, disciplinary appeals shall be heard by a hearing officer. Except as provided herein, the hearing officer's findings and recommendation shall be final and binding on both parties but shall be subject to review by the Civil Service Commission on its own initiative only as described below. The Civil Service Commission shall either accept or reject the hearing officer's findings and recommendations in its entirety within sixty (60) days of receipt by the Commission. The only basis the Civil Service Commission can use to reject the hearing officer's decision in its entirety, is for one or more of the following reasons:

- (a) The recommendation was procured by corruption, fraud, or other undue means;
- (b) There was corruption in the hearing officer;
- (c) The rights of a party were substantially prejudiced by the misconduct of the neutral hearing officer;
- (d) The hearing officer exceeded his/her powers on the matter submitted; or
- (e) The rights of a party were substantially prejudiced by the refusal of the hearing officer to postpone the hearing upon sufficient cause being shown therefore, or by the refusal of the hearing officer to properly include or exclude material to the controversy.

Should such be the case, the Commission must state in writing specific reason(s) for the decision (a, b, c, d, or e) and subsequently conduct and complete a full and fair evidentiary hearing on the disciplinary appeal. Such hearing shall commence within thirty (30) days of rejecting the hearing officer's findings and recommendations unless the hearing cannot for good cause be commenced within thirty (30) days. Both the County of San Bernardino and SEBA reserve the right to seek judicial review of the final administrative decision pursuant to Section 1094.5 of the California Code of Civil Procedure.

Within five (5) business days of acceptance of the appeal by the Civil Service Commission (CSC), the parties shall either mutually agree to have the appeal heard by the CSC or the appellant's representative shall request a list of hearing officers from the State Mediation and Conciliation Service (SMCS).

If applicable, the names provided by SMCS shall be added to the list established annually by the parties and the CSC. Within ten (10) business days, the parties shall select from the list by mutual agreement. Where mutual agreement cannot be made, the hearing officer in each case shall be determined following a striking process. The determination as to which party strikes first shall be based on a coin flip. If the last remaining person on the list is not available, the previously stricken person(s) shall be contacted in reverse order until one is available. The parties shall advise the CSC of the selection of hearing officer and request that the hearing officer be appointed.

The hearing officer shall conduct the hearing and issue its decision in accordance with provisions of this MOU and the rules and procedures of the Civil Service Commission.

The cost of the hearing officer's services, and court reporter if applicable, shall be borne equally by the parties. Any cancellation fee will be paid by the party responsible for canceling the hearing, or divided between the parties if both parties are responsible.

Section 5 – Unfair Labor Practices

Unfair labor practice charges as well as unit modification and unit determinations shall be heard by a Hearing Officer in accordance with Section 7 of this Article.

Section 6 – Mediation

The parties (Director of Human Resources or designee and SEBA) may by mutual agreement utilize mediation for grievances filed under the provisions of this Agreement. The mediator has no authority to compel resolution of the matter mediated.

No reference to a matter mediated may be utilized in a subsequent arbitration or hearing unless stated in writing at a step prior to the mediation. The penalty for disclosure shall be forfeiture of the hearing or appeal by the party violating the same. When possible the parties shall utilize the mediation services provided by the State or Federal Mediation and Conciliation Service. In the event that the mediation process would result in fees for service rendered by the State or by use of a private mediator officer, such costs shall be equally divided between the employee's department and SEBA.

No person serving in the capacity as a mediator may serve as the hearing officer/arbitrator for the same case should the same be forwarded to arbitration or a Personnel Rules disciplinary hearing unless the parties agree otherwise.

Section 7 – Procedures Governing Appeals Before the Arbitrator/Hearing Officer

(a) Arbitrators/Hearing officers may be selected by mutual agreement of the Human Resources Department and SEBA as soon as possible, but in no event later than ten (10) working days after receipt of a written notice by SEBA of its appeal to arbitration or receipt of a list from the State Mediation and Conciliation Service as applicable. Otherwise, they shall be selected from a list established by the Human Resources Department and SEBA from names provided by the State Mediation and Conciliation Service. The arbitrator/hearing officer in each case shall be determined following a striking process. The determination as to which party strikes first shall be based on a coin flip. If the last remaining person is not available, the previously stricken person(s) shall be contacted in reverse order until one is available. The list shall be in effect for one (1) year; names are subject to renewal only if both the Human Resources Department and SEBA are in agreement; and where there is not mutual agreement, new name(s) shall be added to the list in the aforementioned manner.

- (b) The cost of the hearing officer's/arbitrator's services, and court reporter if applicable, shall be split equally between the County Department of the complainant(s) and SEBA, except as otherwise provided. Any cancellation fee will be paid by the party responsible for canceling the hearing, or divided between the parties if both parties are responsible.
- (c) Prehearing conferences are to be mandatory. Within twenty (20) work days, both parties are required to meet in such conference to jointly or individually declare stipulations, identify witnesses and exchange exhibits that will be carried forward to the hearing, the intent being full disclosure by both sides prior to the arbitration process.
- (d) The decision of the arbitrator shall be made in writing and transmitted to the parties within thirty (30) calendar days after the conclusion of the hearing.

DOWNGRADINGS

When a position is downgraded because of decreased responsibility or difficulty, the Director of Human Resources may authorize continuation of the same salary rate payment to the incumbent employee that the employee received prior to the downgrading of the position by placing the employee on an "X" step, provided that the employee shall receive no future salary rate increases until the salary rate of the position held exceeds the "X" step.

DUAL APPOINTMENTS

The appointment of two (2) full-time employees to the same budgeted position may be authorized by the Director of Human Resources to facilitate training, to make assignments to a position vacant due to extended authorized leave of absence, or in an emergency.

DUES DEDUCTIONS

All employees who are in a job classification within the representation Unit covered by this MOU may choose to become a member of SEBA. The employee member shall authorize payroll deduction for membership dues.

Employee requests to cancel membership in SEBA and attendant dues deductions shall be made in writing directed to SEBA, not the County. Upon receipt of such request, SEBA shall immediately certify to the County to terminate dues deductions for any such employees, consistent with applicable law. SEBA shall indemnify the County for any claims made by the employee for dues deductions made in reliance on that information.

The County shall turn over to SEBA any authorizations to deduct dues for SEBA membership in its possession. Such authorizations shall continue to be recognized as effective by the County for all Unit employees.

Further, any employee who 1) is in the Safety Unit and has chosen to be a member of SEBA, 2) then separates from a SEBA-represented Unit (e.g., leaves County employment, promotes to another non-SEBA represented unit, etc.), 3) then later returns to a SEBA-represented Unit and again chooses to become a member of SEBA, shall be required to sign a new payroll deduction card.

Dues withheld by the County shall be transmitted to the SEBA officer designated in writing by SEBA as the person authorized to receive such funds, at the address specified.

The County shall not be obligated to put into effect any new dues deduction until a dues deduction card is submitted by SEBA to the County in sufficient time to permit normal processing of dues deduction. Dues deduction cards must continue to clearly state that the employee is affirmatively consenting to the membership dues deduction.

SEBA shall be fully responsible for expending funds received under this Article consistent with all legal requirements for expenditures of employee dues which are applicable to public sector labor organizations.

The County shall not involuntarily deduct from non-members monies specifically earmarked for a Political Action Committee or other political activities.

SEBA shall keep an adequate itemized record of its financial transactions and shall make available annually to the County and, upon request to the employees who are members of SEBA within sixty (60) days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to its accuracy by its President and Treasurer or corresponding Principal Officer or by a Certified Public Accountant. A copy of financial reports required under or referred to in the Labor-Management Disclosure Act of 1959 or Government Code Section 3546.5 shall satisfy this requirement.

SEBA hereby agrees to defend, indemnify and hold harmless the County of San Bernardino and its officers and employees from any claim, loss, liability or cause of action of any nature whatsoever arising out of the operation of this Article. SEBA's indemnity and liability obligation is more fully set forth as follows:

SEBA shall defend, indemnify and hold harmless the County of San Bernardino and its officers and employees from any claim, loss, liability, cause of action or administrative proceeding arising out of the operation of this Article. Upon commencement of such legal action, administrative proceeding, or claim, SEBA shall have the right to decide and determine whether any claim, administrative proceeding, liability, suit or judgment made or brought against the County or its officers and employees because of any application of this Article shall or shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of SEBA shall not diminish SEBA's defense and indemnification obligations under this Agreement.

The County, immediately upon receipt of notice of such claim, proceeding or legal action shall inform SEBA of such action, provide SEBA with all information, documents, and assistance necessary for SEBA defense or settlement of such action and fully cooperate with SEBA in providing all necessary employee witnesses and assistance necessary for said defense. The cost of any such assistance shall be paid by SEBA.

SEBA upon its compromise or settlement of such action or matter shall timely pay the parties to such action all sums due under such settlement or compromise. SEBA, upon final order and judgment of a Court of competent jurisdiction awarding damages or costs to any employee, shall pay all sums owing under such order and judgment.

EDUCATION INCENTIVE

Effective August 3, 2019, employees who possess, or subsequently obtain, a Bachelor's Degree or Master's Degree during the term of this MOU shall be eligible to receive a one-time education incentive in the following amounts:

- \$1,500 for a Bachelor's Degree
- \$3,000 for a Master's Degree

To receive the incentive eligible employees shall be required to submit a written request for the incentive and a verification of their degree to the Appointing Authority. The incentive shall be payable as soon as practicable following the Appointing Authorities verification of such written request.

An employee who receives the Bachelor's Degree Incentive, who subsequently obtains a Master's Degree during the term of this MOU, shall be eligible to receive the difference between the Master's Degree Incentive and the Bachelor's Degree Incentive. For example, an employee receives the \$1,500 Bachelor's Degree Incentive in January 2020. The employee thereafter attains a Master's Degree and submits a written request in July 2023 for the Master's Degree Incentive. The employee would be eligible to receive an additional \$1,500, which when combined with the \$1,500 the employee received for the Bachelor's Degree, would total \$3,000.

An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours.

An employee who has separated from County employment or the Unit for any reason prior to submitting a written request for the incentive, or who fails to submit a written request for the incentive prior to the expiration of the MOU, shall not be eligible to receive the incentive.

This Article shall sunset upon the expiration of the MOU.

EMPLOYEE RIGHTS

All employees shall have the following rights which may be exercised in accordance with State Law, the County Charter, and applicable ordinances, rules and regulations.

- (a) The right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.
- (b) The right to refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the County, subject to the limitations contained in the Article entitled Dispute Resolution Procedure.
- (c) The right to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of an appointing authority, supervisor, other employees, or employee organizations as a result of their exercise of rights granted in this Article (a) and (b).

The provisions of Section 3300 et seq. of the Government Code are hereby incorporated as such provisions may apply to employees within the Safety Management and Supervisory Unit; provided, however, that these provisions or alleged violations thereof shall not be subject to the Grievance Procedure.

EMPLOYEES AND AUTHORIZED EMPLOYEE REPRESENTATIVES

The County will provide a leave bank to enable SEBA Executive Officers, SEBA Board of Directors or their alternates (if the Director is unavailable) to attend the annual SEBA conference. The leave bank will also be made available for up to five (5) Safety Management and Supervisory Unit employees who may use up to sixteen (16) hours on days the employee is otherwise scheduled to work, with prior approval from the appointing authority, for a maximum of 80 hours of County paid release time per calendar year to attend the SEBA annual conference. It is expressly understood that the County shall not be obligated or responsible for any of the expenses or costs of member attendance at such conferences. The release time for leave taken under this section shall not be counted as hours worked for purposes of calculating overtime.

Members who wish to utilize association leave shall notify their immediate supervisor as far in advance as possible prior to the date they wish to use such leave. The work schedules of members who use association leave shall not be adjusted to provide paid release time that would otherwise be off duty time. The use of association leave shall not unduly interfere with operations of County departments nor shall the County unreasonably deny any request for use of association leave. SEBA shall maintain records of the amount of association leave used by its members. These amounts shall be kept current by SEBA and shall be provided to the County upon request.

EXPENSE REIMBURSEMENT

Section 1 – General Provisions

The purpose of this Article is to define the policies and procedures by which employees shall report and be reimbursed for necessary expenses incurred on behalf of San Bernardino County, except as may be otherwise provided in this Agreement.

Section 2 – Responsibilities

It shall be the responsibility of each appointing authority or designee to investigate and approve each request for expense reimbursement. It shall be the responsibility of each employee to obtain prior approval from the appropriate appointing authority or designee to incur a business expense or to exceed maximum allowable amounts provided in Section 7 and Section 8 of this article. Prior approval may be in the form of standing orders issued by the appointing authority.

Section 3 – Travel Authorization

- (a) Travel outside the State of California must be approved by the County Administrative Office or designee except when the trip outside California is within twenty (20) miles of the California border or travel through a location anywhere in the adjacent state as a means of arriving within California. Requests for such travel shall be submitted to the County Administrative Office through a travel request.
- (b) The appointing authority or designee shall initiate Travel Requests. The County Administrative Office and Auditor/Controller shall be notified in writing of all such designees.
- (c) The appointing authority or designee is authorized to approve necessary travel within the State of California and use of a transportation mode consistent with this Article.

Section 4 – Authorization for Attendance at Meetings

- (a) Appointing authorities may authorize attendance at meetings at County expense when the program material is directly related to an important phase of County service and holds promise of benefit to the County as a result of such attendance.
- (b) Authorization for attendance at meetings without expense reimbursement, but on County time, may be granted when the employee is engaged on the County's behalf, but from which the gain will inure principally to the benefit of the employee and only incidentally to the County.

Section 5 – Records and Reimbursements

- (a) Requests for expense reimbursement should be submitted once each month and within one year of the date that expense was incurred.
- (b) Receipts or vouchers which verify the claimed expenditures will be required for all items of expense, except:
 - (1) Subsistence, except as otherwise provided in this Article.
 - (2) Private mileage (e.g., mileage to the airport).
 - (3) Telephone and communication-related charges including Wi-Fi and internet access fees if needed to conduct County business.
 - (4) Other authorized expenses of less than one dollar (\$1.00).

- (c) Claims for expense reimbursement totaling less than one dollar (\$1.00) in any fiscal year shall not be paid.
- (d) Reimbursement shall not be made for any personal expenses such as, but not limited to entertainment, barbering, tips, alcoholic beverages, etc., unless such personal expense is a necessary and integral part of an authorized investigation.
- (e) Except as otherwise provided in this Article, expense reimbursements shall be made on an actual cost basis.
- (f) If receipt is unavailable, the employee may submit a signed statement with an explanation of expenses (i.e., itemized list of expense with location, date, dollar amount, and reason for expenses) and an explanation as why the receipt is unavailable.
- (g) Expense reimbursements will be made via Direct Deposit.

Section 6 – Transportation Modes

- (a) The general rule for selection of a mode of transportation is that mode which represents the lowest expense to the County.

(b) Travel Via Private Automobile

- (1) Reimbursement for use of privately owned automobiles to conduct County business shall be at the IRS allowable rate per mile for all miles driven per month. Reimbursements at this rate shall be considered as full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance, and all other transportation related costs. The County does not provide any insurance for private automobiles used on County business. The owner of an automobile is responsible for the personal liability and property damage insurance when the vehicle is used on County business.
- (2) When employees, traveling on official County business, leave directly from their principal place of residence rather than from their assigned work location, mileage allowed to the first work contact point shall be equal to the actual mileage from the residence or the mileage computed from the assigned work location, whichever is less.

Similarly, if the employee departs from the last work contact point directly to the residence, only such mileage shall be allowed as the lesser distance between it and the assigned work location.

(c) Travel Via Rental Vehicles

Reimbursement will be provided for the cost of a rental vehicle for business purposes if such use is approved by the appointing authority. Rental vehicles are covered for liability and vehicle physical damage under the County's self-insurance program. Reimbursement will not be provided for the additional costs incurred if any employee purchases additional insurance or signs a Collision Damage Waiver (CDW) when renting a vehicle for County business. Requests for reimbursement for gasoline rental vehicles must be accompanied by a copy of the rental agreement or rental receipt and gasoline receipt.

(d) Travel Via Ride-Share Service, Taxi, or Public/Mass Transit

Reimbursement will be provided for the cost of using a ride-share service, (e.g., Uber or Lyft), taxi, or public/mass transit (e.g., bus, streetcar, and ferry) including bridge and road tolls if such expenses are incurred for County business and approved by the appointing authority.

(e) Parking Fees

Reimbursement will be provided for the cost of parking fees if such expenses are incurred for County business and approved by the appointing authority.

Section 7 – Subsistence for Overnight Travel

Subsistence allowances for lodging and meals while traveling overnight on County business shall not be allowed without prior approval of the appointing authority or designee and only as deemed necessary for the purpose of conducting County business. As provided in Section 5(e), expense reimbursements shall be made on an actual cost basis except that the allowances listed below shall apply. Except as provided in paragraph (4) below, reimbursements for lodging and meal expenses shall be provided as follows:

- (1) An employee may be reimbursed for lodging expenses at actual cost generally not to exceed the standard lodging per diem rate as established by the General Services Administration (GSA). Receipts are mandatory to obtain reimbursement for all lodging.
- (2) With receipts, an employee may be reimbursed for meal expenses at actual cost not to exceed eleven dollars (\$11.00) for breakfast; fifteen dollars (\$15.00) for lunch; and twenty-four dollars (\$24.00) for dinner, all plus tax and up to 15% gratuity.
- (3) Without receipts, an employee may be reimbursed for meal expenses at actual cost not to exceed nine dollars (\$9.00) for breakfast; twelve dollars (\$12.00) for lunch; and twenty dollars (\$20.00) for dinner, plus tax and up to 15% gratuity.
- (4) Where the cost of a meal is included as part of a registration charge for an event (e.g., lunch at a conference or training seminar), an employee may not claim reimbursement for that meal.
- (5) Reasonable charges greater than the amounts listed above in paragraphs (1) and (2) may be authorized with receipts under special conditions, such as a convention or conference requirement (e.g., lodging at the hotel where the conference is held) or if County business requires lodging in an area of unusually high cost (i.e., Non-Standard Areas as established by the GSA). Employees may be reimbursed for expenses in high cost areas for the actual costs incurred, but generally not to exceed the per diem amounts established by the GSA for that area and month.

Section 8 – Meal Reimbursement

- (a) The parties agree that it is the basic responsibility of employees to anticipate and make provision for their own meals eaten during the employee's regularly scheduled tour of duty; however, reimbursement for meals may be approved by the appointing authority when an employee is twenty (20) miles or more distant from assigned work location for more than one-half (1/2) of the scheduled tour of duty or when an employee is required to work for two (2) hours or more in excess of the regularly scheduled tour of duty during an unplanned activity. Reimbursement for meals provided for in this subsection shall be made on an actual cost basis, with receipts, not to exceed eleven dollars (\$11.00) for breakfast; fifteen dollars (\$15.00) for lunch; and twenty-four dollars (\$24.00) for dinner, all plus tax and up to 15% gratuity. Without receipts, reimbursements for meals provided for in this subsection shall be made at actual cost not to exceed nine dollars (\$9.00) for breakfast, twelve dollars (\$12.00) for lunch, and twenty (\$20.00) for dinner, plus tax and up to 15% gratuity. Reasonable charges greater than the amounts listed in the preceding sentence may be authorized with receipts under special conditions, such as a convention or conference requirement or if County business requires employee to work or train in an area of unusually high cost (i.e., Non-Standard Areas as established by the GSA). Employees may be reimbursed for expenses in high cost areas for the actual costs incurred, but generally not to exceed the per diem amounts established by the GSA for that area and month.
- (b) Where the cost of a meal is included as part of a registration charge for an event (e.g., lunch at a conference or training seminar), an employee may not claim reimbursement for that meal.
- (c) Employees may be reimbursed for purchasing meals for prisoners, while being transported. Said meal expenses are not to exceed five dollars (\$5.00) per meal. Receipts are mandatory to obtain reimbursement for meals for prisoners.

Section 9 – Expense Advances

Advancement of funds for business expenses can be obtained from the Auditor/Controller's Office through submission of the appropriate form. Advancements shall not exceed the maximum allowances set forth herein. The minimum amount to be advanced is fifty dollars (\$50.00). Upon return from travel, the employee must submit an expense reimbursement form and all receipts documenting expenses incurred, if applicable. If the employee does not submit this accounting within fifteen (15) calendar days of return from travel, or prior to termination of County employment, the Auditor-Controller/Treasurer/Tax Collector may recover the amount advanced from the employee's pay.

Section 10 – Burial Expenses

Immediately following proof of the death of an employee resulting from an accident or injury caused by external violence or physical force incurred in the performance of duty, the County shall pay to the employee's designated beneficiary the sum of four thousand dollars (\$4,000) for purposes of burial expenses. Any sums for such burial expenses entitled to the beneficiary under the Worker's Compensation laws not to exceed four thousand dollars (\$4,000) shall be assigned to and paid directly to the County.

Section 11 – Meal Reimbursement for Trimester Use of Force Training

All employees attending trimester use of force training may be eligible for meal reimbursement under this Section even though they may have traveled less than twenty (20) miles from their normal work location. Meal reimbursements under this Section shall be subject to the POST-established amounts and requirements. Employees attending trimester use of force training are not eligible for expense reimbursement under Section 8 of this Article. If POST suspends or eliminates reimbursement for such expenses, operation of this Section shall be suspended. In the event this Section is suspended, reimbursement for meals shall be made pursuant to Section 8 of this Article.

FLEXIBLE SPENDING ACCOUNT

The purpose of this Section 125 Medical Expense Reimbursement Flexible Spending Account (FSA) Plan is to permit eligible employees to make an election to pay for qualifying medical care expenses on a pre-tax basis by salary reduction. FSA exclusions from gross income do not affect compensation for retirement purposes.

FSA will be administered by the Employee Benefits and Services Division, consistent with IRS regulations and the County's Medical Expense Reimbursement Plan Document.

- (a) To be eligible for this benefit, an employee must be in a regular position.
- (b) Eligible employees may contribute on a pre-tax basis, to a flexible spending account, each bi-weekly pay period up to the established amount pursuant to the IRC annual maximum. An employee election to participate in the Plan shall be irrevocable for the remainder of the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Medical Expense Reimbursement Plan Document.
- (c) Employees who select the Blue Shield Access + HMO Plan or the Kaiser Choice HMO Plan and elect to enroll in the Flexible Spending Account shall be eligible for up to a \$10.00 per pay period match to the Flexible Spending Account, to be credited on a quarterly basis.
- (d) Enrollment in the Plan is required every Plan year and is limited to the annual open enrollment period or no later than sixty (60) days following the date of becoming eligible due to a mid-year Change in Status event. Failure to submit participation agreement within the time frame shall result in election to not participate in the plan.

(e) Any unused amounts remaining in an employee's account at the end of the Plan year must be forfeited except as permitted by the IRC and the County's Medical Expense Reimbursement Plan Document. The County will use any forfeited amounts to defray the Plan's administrative expenses.

FULL UNDERSTANDING, MODIFICATION AND WAIVER

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of representation, and that the understandings arrived at after the exercise of that right are set forth in this Agreement. The express provisions of this Agreement for its duration therefore constitute the complete and total contract between the County of San Bernardino and SEBA with respect to wages, hours and other terms and conditions of employment. Any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety. The County and SEBA for the life of this Agreement each voluntarily waives the right to meet and confer in good faith and waives the right to compel the other party to meet and confer in good faith with respect to any subject or matter whether or not specifically referred to or covered in this Agreement. This section shall not act as a waiver of any reserved County management rights or act as a waiver of SEBA's right to bargain the impact of the County's exercise of its management's rights.

HOURS OF WORK

Employees in this Unit, except those in the classifications of Sheriff's Sergeant and District Attorney Supervising Investigator, are considered to be salaried executives and are paid on a salary basis. The salary of Lieutenants assigned to the West Valley Detention Center who regularly work twelve (12) hour shifts shall be five percent (5%) higher than the applicable corresponding salary reflected in Appendix B. As such, they are subject to the following working conditions.

Employees shall be required to work during such hours as necessary to carry out the duties of their position, as designated by the appointing authority, and such hours may be varied so long as the work requirements and efficient operations of the County are assured.

Such hours may include short periods away from work for personal reasons at times the employee judges to be appropriate for his/her absence.

Employees covered by this Article who are disciplined by a suspension without pay shall only receive such suspension in increments of one (1) full work day. Alternatively, an appointing authority may discipline the employee covered by this Article via a deduction of accrued leave time. The accrued leave time is limited to vacation, holiday or administrative leave. Any disciplinary action imposed under this Article is subject to appeal under the Personnel Rules of San Bernardino County and the applicable provisions of the Dispute Resolution Procedure Article. Employees in regular positions in this unit are considered to be salaried for purposes of the Fair Labor Standards Act. If as a result of changes in legislation, federal regulations or court decisions, employees are considered to be unsalaried, the County and SEBA will meet and confer concerning the impact of such changes.

IMPLEMENTATION

This Memorandum of Understanding constitutes a mutual agreement by all parties to be jointly submitted to the Board of Supervisors for approval. It is agreed that this Memorandum of Understanding shall not be binding upon the parties either in whole or in part unless and until approved by the Board of Supervisors.

Any changes to this Memorandum of Understanding, which do not have specific effective dates, become effective on the date of Board of Supervisors approval. Any economic changes to this Memorandum of Understanding, which do not have specific effective dates, become effective the beginning of the pay period following Board of Supervisors approval.

LAYOFF

Section 1 – Layoff Policy

Whenever possible, loss of employment for regular County employees shall be avoided by transfer, demotion, or temporary work. During the first year following a layoff, laid off employees shall have first consideration for any vacancies in a classification for which qualifications are deemed suitable by the Director of Human Resources.

After one (1) year on the layoff list, the names of employees shall be transferred to the appropriate open, promotional, or open-promotional list. The duration of such placement shall not exceed two (2) years.

Section 2 – Definition of Layoff

Layoff is the involuntary separation or demotion of a regular employee without fault of the employee.

Section 3 – Notification

Whenever the appointing authority anticipates a surplus of employees in regular positions, immediate notification to the Director of Human Resources and SEBA shall be made. The notification shall include the anticipated number and classifications of employees to be laid off and a plan for conducting an orderly layoff to reduce adverse effect on employees to be laid off.

Section 4 – Order of Layoff

Layoffs shall be by classifications unless the appointing authority, with the approval of the Director of Human Resources, deems it for the best interests of the service to make reductions in classification first and thereby cause separation from the service only in the lower ranks. The services of all provisional, temporary, and probationary employees in the classification affected within the interested department shall be terminated in that order before any reduction in the regular force. Layoffs among regular employees shall be made on the basis of seniority determined by the employee's current beginning date of continuous service in a regular position with the County of San Bernardino. A regular employee who accepts demotion in lieu of layoff retains layoff rights to his former classification.

Section 5 – Short-Term Layoffs

Layoffs for periods not to exceed fifteen (15) consecutive work days may be made in any order for reasons approved by the Director of Human Resources.

Section 6 – Exception to Order of Layoff

Whenever the appointing authority believes that the best interests of the service require the retention of employees with special qualifications, characteristics, and fitness for the work, the appointing authority may request an exception to the order of layoff. Such requests must be in writing to the Director of Human Resources and must be supported by the appointing authority's reason. A copy of such request shall be submitted to SEBA at that time.

LEAVE PROVISIONS

Employees in this Unit shall apply available paid leave time whenever a leave of absence is approved.

Section 1 – Sick Leave

- (a) Definition – Sick leave with pay is an insurance or protection provided by the County to be granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off from work. Sick leave is defined to mean the authorized absence from duty of an employee because of illness, injury, pregnancy, exposure to contagious disease, attendance upon an ill member of the employee's family member, or for a medical, optical, or dental appointment, for certain purposes related to being a victim of domestic violence, sexual assault, or stalking, or other purpose authorized herein. Such authorized absence may include attendance upon the parent(s) of an employee, not to exceed a total of eighty (80) hours per calendar year. In addition, a maximum of twenty four (24) hours earned sick leave may be used for bereavement due to the death of persons who are family members of the employee's, or any relative living with the employee.
- (b) Family Member – Family Member is defined by Labor Code section 245.5 as a parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. Child means a biological, foster, or adopted child, a step child, a legal ward, a child of a domestic partner or a child of a person standing in loco parentis. Parent means a biological, foster, or adoptive parent, a stepparent, legal guardian, or a person who stood in loco parentis when the employee was a minor child. Domestic Partner is defined by California Family Code Section 297.
- (c) Accumulation – Employees in regular positions shall accrue sick leave for each payroll period completed, prorated on the basis of eighty-eight (88) hours per year, or 3.39 hours per pay period. Earned sick leave shall be available for use the first day following the payroll period in which it is earned. Sick leave shall be accumulative without limitation. The minimum charge against accumulated sick leave shall be fifteen (15) minutes. Employees in regular positions budgeted less than eighty (80) hours per pay period shall receive sick leave accumulation on a pro-rata basis.
- (d) Compensation – Approved sick leave with pay shall be compensated at the employee's base rate of pay (including Incentive Pay).
- (e) Administration
- (1) Investigation – It shall be the responsibility and duty of each appointing authority to investigate each request for sick leave and to allow sick leave with pay where the application is determined to be proper and fitting, subject to approval of the Director of Human Resources.
 - (2) Notice of Sickness – The appointing authority or designated representative must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence. For employees assigned to 24-hour institutions (e.g., correctional facilities) the appointing authority or designee should be notified at least two (2) hours prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence and must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty. It is the responsibility of the employee to keep the appointing authority informed as to continued absence beyond the first day for reasons due to sickness. Failure to make such notification may result in denial of sick leave with pay.
 - (3) Review – The Director of Human Resources may review and determine the justification of any request for sick leave with pay and may, in the interest of the County, require a medical report by a doctor to support a claim for sick leave pay.
 - (4) Proof – A doctor's certificate or other adequate proof of illness shall be provided by the employee in all cases of absence due to illness when requested by the appointing authority. Requests for proof of illness will be made in compliance with the California Labor Code.

- (5) Improper Use – Evidence substantiating the use of sick leave for trivial indispositions, instances of misrepresentation, or violation of the rules defined herein shall be construed as grounds for dismissal or such other action as may be deemed proper and necessary by the appointing authority and/or the Board of Supervisors.
- (6) Misconduct – Sick leave with pay may be denied if the absence is found to be due to willful injury, gross negligence, intemperance, improper conduct or willful absence without leave on the part of the employee.
- (f) Workers' Compensation – As provided in Section 4850 of the Labor Code, a Safety Management and Supervisory Unit employee who is injured in the line of duty is entitled to full salary in lieu of Workers' Compensation benefits and sick leave for a period not to exceed one (1) year. After the employee has used one (1) full year of such 4850 time, said employee may use accumulated sick leave with pay with the approval of the appointing authority to augment temporary disability payments if said employee is still temporarily disabled by order of an accepted physician under the Workers' Compensation sections or until said employee is retired.
- (g) Separation – Unused sick leave shall not be payable upon separation of the employee, except as provided in the Retirement Medical Trust Article.
- (h) Vacation Conversion Option – At the beginning of each fiscal year, employees who have used less than forty (40) hours of sick leave in the preceding fiscal year (i.e., pay period 14 through pay period 13 of the following year) may, at the employee's option, convert sick leave to vacation leave on the following formula: Hours of sick leave used are subtracted from forty (40). The employee may elect to convert sixty percent (60%) of the remainder, or a portion thereof, to vacation leave to be utilized in the same manner as other accrued vacation leave. Any sick leave not converted, along with the forty-eight (48) hours not subject to this option, shall be accumulated, provided that the forty percent (40%) of the sick leave hours converted to vacation leave shall be relinquished.

Example:

Sick Leave Hours Used	Hours to be Converted	Vacation	Relinquished
0	40	24	16
8	32	19.2	12.8
16	24	14.4	9.6
24	16	9.6	5.4
32	8	4.8	3.2
40	0	0	0

Section 2 – Vacation Leave

- (a) Definition – Vacation is a right, earned as a condition of employment, to a leave of absence with pay for the recreation and well-being of the employee. Under unusual circumstances, vacation leave may be used for sick leave purposes upon a special request of the employee and with the approval of the appointing authority.
- (b) Accumulation – All employees in regular positions shall accrue, on a pro-rata basis, vacation leave for completed service hours, up to eighty (80) hours per pay period. Such vacation allowance shall be available for use on the first day following the pay period in which it is earned, provided an employee has completed 1,040 hours of continuous service from the employee's date of hire in a regular bargaining unit position. Employees in regular positions budgeted less than eighty (80) hours per pay period shall receive vacation leave accumulation on a pro-rata basis.

Length of Service Allowance	Annual Vacation Unused Balance	Maximum Allowed from Hire Date
After 1,040 and through 8,320 service hours	80 hours	160 hours
Over 8,320 and through 18,720 service hours	120 hours	240 hours
Over 18,720 service hours	160 hours	500 hours

(c) Administration

- (1) Vacation periods shall be taken annually with the approval of the appointing authority, and at such times as will not impair the work schedule or efficiency of the department. The parties recognize that it is the responsibility of the employees to keep track of their own leave balances and to endeavor to keep the leave balance within the maximum allowable unused balance. Every effort will be made to enable employees to take time off to remain below the maximum balance; however, to facilitate scheduling the employee should provide at least six (6) pay period advance notice of reaching the maximum balance to the appointing authority or designee. No employee, however, shall lose earned vacation leave time because of work urgency or during a leave of absence under Section 4850 of the Labor Code. If an employee has reached the maximum allowed unused balance due to work urgency or leave of absence under Section 4850 of the Labor Code and is unable to take a vacation leave, the appointing authority will notify the Auditor-Controller of the situation and approve a waiver of the maximum allowed unused balance for a period not to exceed thirteen (13) pay periods, or in the case of a 4850 leave, not to exceed thirteen (13) pay periods from date the employee returns to duty.
- (2) The minimum charge against accumulated vacation leave shall be one-half (1/2) hour or multiples thereof. Vacation leave shall be compensated at the employee's base rate of pay.
- (3) When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.
- (4) Employees not planning to return to County employment at the expiration of a vacation leave, except those retiring, shall be compensated in a lump sum payment for accrued vacation at the employee's then base rate of pay and shall not be carried on the payroll. Retiring employees may elect to use vacation leave, provided that each pay period the employees charge their number of hours in their regular scheduled tour of duty, or be compensated in a lump sum payment for accrued vacation leave. Terminating employees not covered by the above provisions shall be compensated at their base rate of pay (including Incentive Pay) for accrued vacation leave that they were entitled to use as of the date of termination.
- (5) On one (1) occasion during each calendar year, an employee who had used eighty (80) or more hours of vacation, administrative, and/or holiday leave during the previous calendar year may elect to convert into a cash payment, at the rate of pay (including POST Pay) then in effect, up to eighty (80) hours of accrued vacation leave.

In order to sell back vacation time an employee must make an irrevocable election (i.e., pre-designation) during the month of December, specifying the number of hours to be sold back from the next calendar year's vacation leave accrual. Such election must be made in a single block of not more than eighty (80) hours. During the calendar year following the pre-designation, no more than three (3) requests may be made to cash out the vacation leave in a single block of not less than eight (8) hours and no more than eighty (80) hours. An employee shall be eligible to cash-out vacation leave hours accrued up to the preceding pay period in which he/she requested the cash-out. For example, an employee who requests a cash-out in pay period 15 can only cash-out the vacation leave accrued through pay period 14. The number of hours requested for cash-out shall not exceed an amount equal to or less than the amount accrued. For example, an employee in December 2017 makes a pre-designation to cash-out 25 hours. The employee accrues 4.61 hours of vacation leave per pay period. At the end of pay period 2 the employee can request to cash-out the 8 hours of vacation leave that she had accrued, but is not yet eligible to cash-out the entire 25 pre-designated hours because the employee has yet to accrue 25 hours of vacation leave. Once an

election is made, if the employee does not request that the designated number of hours actually be sold back by pay period 25 of the calendar year in which the election is effective, the hours will be automatically converted into cash payment in pay period 26.

- (6) Prior Service – Effective August 3, 2019, employees newly hired into regular positions who have been employed in a public jurisdiction in a comparable position immediately prior to hire into this Unit may receive credit for up to four (4) years (full time equivalent) previous experience into the former agency(s) in determining their Vacation Leave accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Such requests must be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee's hire date.

Section 3 – Holiday Leave

- (a) Fixed Holidays – All employees in regular positions shall be entitled to the following fixed holidays off provided such employees are on the payroll on the day that the holiday falls.

New Year's Day	Veteran's Day
Third Monday in January	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	December 24th
Labor Day	Christmas Day

- (b) Floating Holidays – All employees in regular positions shall be entitled to a total of thirty-two (32) hours floating holiday time provided that the employee is on the payroll during the entire pay period in which such floating holiday time is to accrue. "Entire pay period" shall mean that an employee must have been hired prior to the start of the pay period and not have separated prior to the end of the pay period and was paid for at least one-half (1/2) of the accountable hours.

Floating holiday time shall accrue in the following increments:

- (1) Eight (8) hours floating holiday time shall be accrued during the pay period in which February 12 falls.
- (2) Eight (8) hours floating holiday time shall be accrued during the pay period in which February 22 falls.
- (3) Eight (8) hours floating holiday time shall be accrued during the pay period in which August 1 falls.
- (4) Eight (8) hours floating holiday time shall be accrued during the pay period in which October 1 falls.

Floating holidays accrued shall be available for use on the first day following the pay period in which they are accrued, with the approval of the appointing authority. Fixed or floating holiday leave shall be compensated at the employee's base rate of pay, including incentive pay.

- (c) New and terminating employees must be on the payroll the day before and the day after a fixed holiday to receive holiday pay. Regular employees must be on the payroll the day before or the day after a fixed holiday to receive holiday pay.
- (d) When a fixed holiday falls on a Sunday, the next day, Monday, shall be observed as the holiday. When a fixed holiday falls on a Saturday, the fixed holiday shall be treated as an eight (8) hour floating holiday.
- (e) Upon retirement or separation, employees shall be compensated for any unused accrued holiday leave at the then current base rate equivalency (including Incentive Pay).

- (f) When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits. As such, the employee shall receive holiday pay for any fixed holiday that falls within a vacation period, provided the employee is eligible for that fixed holiday pay. For example, an employee has approved vacation leave from Tuesday through Thursday and Wednesday is a fixed holiday. Tuesday and Thursday would be coded as vacation leave but Wednesday would be coded as holiday leave.
- (g) Whenever an employee is required to work on a fixed holiday, the employee shall accrue a total of eight (8) hours holiday time; provided, however, that total holiday accrual shall not exceed a maximum of two hundred seventy-five (275) hours. Any holiday time accrued in excess of two hundred seventy-five (275) hours shall be lost, provided that no employee shall lose earned holiday leave because of work urgency.

Section 4 – Annual Leave Conversion

An employee promoted from the Safety Unit to this Unit shall have any annual leave balance converted to vacation leave and holiday leave pursuant to the following formula.

PERCENT APPLIED TO ANNUAL LEAVE BALANCE		
Length of Service from Hire Date	Vacation Leave	Holiday Leave
After 1,040 and through 8,320 service hours	47.62	52.38
Over 8,320 and through 18,720 service hours	57.69	42.31
Over 18,720 service hours	64.52	35.48

In no event shall such an employee lose any vacation or holiday leave for thirteen (13) pay periods following such promotion.

Section 5 – Compulsory Leave

If in the opinion of the appointing authority an employee could be incapacitated for work for physical or psychological reasons, an examination may be required by a physician or other competent authority designated or approved by the Assistant Administrative Officer for Human Resources. If the examination report shows the employee to be in an unfit condition to perform the duties required of the position, the appointing authority shall have the right to compel such employee to take sufficient leave of absence with or without pay, to transfer to another position without reduction in compensation, and to follow a prescribed treatment regimen until medically qualified to return to unrestricted duty.

If an employee temporarily does not possess a job prerequisite, until such time as the deficiency disappears, the appointing authority shall compel the employee either (1) to take a leave of absence with or without pay or (2) to transfer to another position without a reduction in pay; provided that nothing herein shall inhibit the ability of the appointing authority to impose appropriate discipline.

Section 6 – Military Leave

As provided in the California Military and Veterans Code Section 395 et seq., and any amendment thereto, and the federal Uniformed Services Employment and Reemployment Rights Act of 1994, a County employee, regular, extra-help, or recurrent may be entitled to the following rights concerning military leave:

- (a) **Definition** – Military leave is defined as the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.

- (b) Notice and Orders – All employees shall provide advance notice of military service unless military necessity prevents the giving of notice or the giving of notice is impossible or unreasonable. Where available, copy of military orders must accompany the request for leave.
- (c) Temporary Active Duty – Any employee who is a member of the reserve corps of the Armed Forces, National Guard, or Naval Militia shall be entitled to temporary military leave of absence for the purpose of active military training provided that the period of ordered duty does not exceed one hundred eighty (180) calendar days, including time involved in going to and returning from such duty. While on paid status, an employee on temporary military leave shall receive the same vacation, holiday, and sick leave, step advances and benefits that would have been enjoyed had the employee not been absent, providing such employee has been employed by the County for at least one (1) year immediately prior to the date such leave begins. In determining the one (1) year employment requirement, all time spent in recognized military service, active or temporary, shall be counted. An exception to the above is that an uncompleted probationary period must be completed upon return to the job. Any employee meeting the above one (1) year employment requirement shall be entitled to receive their regular salary or compensation, pursuant to Section (e) of this Article.
- (d) Full-Time Active Duty – Employees who resign from their positions to serve in the Armed Forces for more than one hundred eighty (180) days, shall have a right to return to their former classification upon serving written notice to the appointing authority, no later than ninety (90) days after completion of such service. Returning employees are subject to a physical/psychological examination.

Should such employee's former classification have been abolished, then the employee shall be entitled to a classification of comparable functions, duties, and compensation if such classification exists, or to a comparable vacant position for which the employee is qualified.

The right to return to former classification shall include the right to be restored to such civil service status as the employee would have if the employee had not so resigned; and no other person shall acquire civil service status in the same position so as to deprive such employee of this right to restoration.

Eligible employees are also entitled to the reemployment and benefit rights as further described in the Uniformed Services and Employment and Reemployment Rights Act, 38 U.S.C. Sections 4301-4333. Specifically, a returning employee will receive restoration of original hire date, salary step, vacation accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with provisions contained herein), the retirement plan contribution rate and retirement system contributions (provided the employee complies with any requirements established by the Retirement Board). However, such employee will not have accrued vacation, sick leave, or other benefit while absent from County employment, except as provided in the temporary duty provision.

- (e) Compensation – This provision does not include an employee's attendance for inactive duty, commonly referred to as weekend reserve meetings or drills. Employees must use their own time to attend such meetings. Should the meetings unavoidably conflict with an employee's regular working hours, the employee is required to use vacation or holiday leave, leave without pay, or make up the time. Employees who are called in for a medical examination to determine physical fitness for military duty must also use vacation leave, leave without pay, or make up the time. Employees cannot be required to use their accrued leave. Any employee meeting the requirements in (c) and (d) shall be entitled to receive their regular salary or compensation for the first thirty (30) calendar days of any such leave. Pay for such purposes shall not exceed thirty (30) days in any one fiscal year and shall be paid only for the employee's regularly scheduled workdays that fall within the thirty (30) calendar days.
- (f) Extension of Benefits – The County recognizes the increased requirements of the military due to the current threats facing the United States of America and, as such, has established a program under which employees may be eligible for an extension of benefits. Employees who are called to active duty as a result of the activation of military reservists beginning in September 2001, and who are eligible to receive the thirty (30) calendar day military leave compensation, and meet the requirements established by the Board, shall receive the difference

between their base County salary and their military salary starting on the 31st calendar day of military leave. The difference in salary shall continue for the period approved by the Board of Supervisors. During this period, the County will continue to provide the employee the benefits and all leave accruals as was provided prior to such active duty. Retirement contributions and credit will be granted if the employee had enough pay to cover the entire contribution. If the employee does not get enough pay to cover the retirement contribution, no contribution or credit will be given. Employees should note that the Accidental Death and Dismemberment (AD&D) plan contains a war exclusion.

If the employee becomes eligible for full County payment for the first 30 days of military leave provided in (c) of this Article, the extended payments provided under this Section shall be suspended and shall be continued after the 30 days compensation has been completed.

No compensation shall be paid beyond the 30-day leave period, unless such compensation is expressly approved by the Board of Supervisors. The County may unilaterally extend the benefits of this subsection upon the approval of the Board of Supervisors.

(g) Vacation and Military Leave – Employees shall not be permitted to take vacation or other accrued leave in lieu of the military leave provisions provided in Section (c) of the Article. Employees may elect to use accrued leave time, except sick leave, in lieu of the integrated pay in Section (f) of this Article under the following conditions:

- (1) The employee must decline in writing the benefits of Section (f) of this Article prior to the due date of the Time and Labor Report (TLR). The employee must include the dates for which he/she is declining the benefit.
- (2) The employee must use accrued leave time for the entire pay period (i.e., County pay will not be integrated with military pay for partial pay periods).
- (3) Such written declination cannot be revoked or amended at a later date for a pay period for which the TLR has already been submitted.
- (4) Benefits, leave accruals, and pay will be administered per normal procedures for vacation pay; no additional benefits otherwise granted under this Article will be available.

Employees may elect to use accrued leave time, except sick leave, once all paid benefits have been exhausted.

Section 7 – Political Leave

Any employee who is a candidate for public office (i.e., a candidate who has filed the appropriate documents) shall have the right to a leave of absence without pay for a reasonable period to campaign for the election. Such leave is subject to the conditions governing Special Leaves of Absence Without Pay contained herein.

Section 8 – Special Leaves of Absence Without Pay

A special leave without pay for a period not exceeding one (1) year, unless extended, may be granted to an employee who:

- (a) Is medically incapacitated to perform the duties of the position.
- (b) Desires to engage in a relevant course of study which will enhance the employee's value to the County.
- (c) Takes a leave pursuant to the federal Family Medical Leave Act of 1993, the California Family Rights Act, and/or Pregnancy Disability Leave provisions under the Fair Employment and Housing Act (FEHA).
- (d) Is approved for any reason considered appropriate by the appointing authority and the Director of Human Resources.

Such request must be in writing and requires the approval of the appointing authority and the Director of Human Resources. The employee is responsible for providing appropriate documentation to justify the reasons for the special leave of absence (e.g. medical documentation from a qualified health care practitioner) prior to approval. Upon request, the appointing authority and the Director of Human Resources may grant successive leaves of absence (e.g. employees who meet the eligibility requirements for a disability retirement) with appropriate documentation.

Leaves of absence without pay may be given to an employee with or without right to return to classification. At the expiration of leaves without right to return, the employee must contact Human Resources to be referred for a sixty (60) calendar day period to all job openings in their classifications for reemployment without examination, such time to run concurrently with the one hundred eighty (180) calendar day period provided in the Reemployment Article herein. The employee must be appointed to a position within this sixty (60) day period or be terminated. At the expiration of leaves with right to return, the employee will have the right to return to a vacant position within the department in their current classification.

Section 9 – Relocation Leave

Employees in regular positions who are required by an appointing authority to change their principal place of residence because of a reassignment to meet the needs of the service, shall be granted time off with pay at their base rate of pay not to exceed twenty-four (24) work hours.

Section 10 – Jury Duty Leave

Employees in regular positions who are summoned to jury duty shall be entitled to base pay for those hours of absence from work, provided the employee deposits fees for service, other than mileage, with the County Treasurer. Such employees will further be required to deliver a "Jury Duty Certification" form at the end of the required jury duty to verify such service. Employees called for Grand Jury duty shall be granted a leave of absence without pay to perform the duties of a member of the Grand Jury.

Section 11 – Examination Time

Employees in regular positions shall be entitled to a reasonable amount of leave with pay for the purpose of applying for and taking County promotional examinations (e.g., selection interviews). Employees are responsible for notifying and obtaining approval from their immediate supervisor prior to taking such leave. Examination time shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. An employee is not entitled to compensation for any examination process that occurs outside their scheduled work shift or on a day that the employee is not scheduled to work. Further, an employee is not entitled to compensation for any examination process when promoting outside of a SEBA-represented bargaining unit that can ordinarily be completed outside their scheduled work shift or on his/her own non-working time (e.g., online exams), or on a day that the employee is not scheduled to work.

Section 12 – Witness Leave

Employees in regular positions shall be entitled to a leave of absence from work when subpoenaed to testify as a witness, such subpoena being properly issued by a court, agency, or commission legally empowered to subpoena witnesses. This benefit shall not apply in any case in which the subpoenaed employee is a party to the action or the subpoena has arisen out of the employee's scope of employment. Witness leave shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. This benefit will be paid only if the employee has demanded witness fees at the time of service of the subpoena, and such fees are turned over to the County.

Section 13 – Blood Donations

Employees in regular positions who donate blood without receiving compensation for such donation, may have up to four (4) hours off to recover with pay as necessary, provided the employee has received prior approval of the

immediate supervisor to make the donation. This benefit shall not be charged to any accumulated leave; provided, however, that any time in excess of four (4) hours must be charged to accumulated sick leave or be taken as leave without pay. Evidence of each donation must be presented to the appointing authority to receive this benefit.

Section 14 – Failure to Return After Leave

Failure of an employee to report to work at the expiration of a leave of absence shall separate the employee from the service of the County and be considered, in effect, a resignation unless extenuating circumstances can be justified to the appointing authority who may approve additional leave.

Section 15 – Bereavement Leave

Bereavement – Employees in regular positions may use up to two (2) days paid leave, not charged to the employee's personal leave balances, per occurrence for bereavement due to the death of an employee's family member as defined under Section 1(b)(2) of this Section.

One (1) additional day shall be granted if the employee travels over one thousand (1,000) miles from his/her residence to the bereavement service(s). This additional day shall not be charged to the employee's personal leave balances.

LIFE INSURANCE

Section 1

The County agrees to make available to each employee a group term life insurance program wherein the employee may purchase, through payroll deductions, term life insurance in accordance with the amounts specified in the Certificate of Insurance. New employees shall become initially eligible to participate in these programs on the first day of the pay period following the pay period in which the employee is in paid status.

The County agrees to provide these benefits subject to carrier requirements as specified in the Certificate of Insurance. Selection of the insurance provider(s), the method of computing premiums and administration of the plan shall be within the sole discretion of the County.

Section 2

The County shall provide at County expense to all employees assigned in the normal course of their regular duties to the Arson/Bomb Squad, the Narcotics Division, the IRNET Division, the Specialized Enforcement Detail, the District Attorney Consumer and Environmental Protection Unit, to the position of Motorcycle Traffic Officer, and employees in the Scientific Investigations Division who regularly work with and/or are exposed to dangerous substances a sixty thousand dollar (\$60,000) face value occupational accidental death and dismemberment policy. Selection of the insurance provided shall be at the sole discretion of the County.

LONG TERM DISABILITY (LTD) INSURANCE

At the beginning of each month the County will pay to SEBA forty-three dollars (\$43.00) times the number of unit employees in regular positions at that particular time for the LTD plan administered by SEBA. Participation is mandatory for all Safety Management & Supervisory Unit employees. SEBA shall have sole fiduciary and administrative responsibility for the LTD program for a minimum period of six (6) years. The transfer of responsibility for LTD from the County to SEBA shall occur on the first day of the month. These payments shall not be reported to the Retirement System as "Compensable Earnable."

The County shall establish a one-time Wellness fund of \$60,000 to be split between the Safety Unit and the Safety Management & Supervisory Unit, provided Blue Shield continues to provide Wellness funds. The parties agree to meet with Human Resources to develop a Wellness Program specific to Safety.

MEDICAL AND DENTAL COVERAGE

Section 1 – Medical and Dental Plan Coverage

- (a) All eligible employees scheduled to work forty one (41) hours or more per pay period in a regular position must enroll in a medical and dental plan offered by the County. Employees who fail to elect medical and dental plan coverage will be automatically enrolled in the medical and dental plan with the lowest bi-weekly premium rates available in the geographical location of the employee's primary residence. Medical and dental plan coverage will become effective on the first day of the pay period following the pay period in which the employee is scheduled to work forty one (41) or more hours and received pay for at least forty one (41) hours.
- (b) To continue enrollment in a County-sponsored medical and dental plan, an employee must remain in a regular position scheduled to work a minimum of forty one (41) hours and have received pay for at least forty one (41) hours in a pay period or be on an approved leave for which continuation of medical and dental coverage is expressly provided, or be eligible for and have timely paid the premium for COBRA continuation coverage.
- (c) Eligible employees may elect to enroll their dependents upon initial eligibility for medical and dental insurance. Thereafter, newly eligible dependents may be enrolled within the specified time frame in accordance with the County Plan Documents and/or applicable IRS regulations of obtaining dependent status, such as birth, adoption or marriage.
- (d) Dependent(s) must be removed mid-Plan year when a dependent(s) becomes ineligible for coverage under the insurance plan eligibility rules (e.g., divorce, termination of domestic partnership, or over age dependent). Employees are responsible for notifying the County within sixty (60) days of a dependent's change in eligibility for the County plans.
- (e) Enrollment elections must remain in effect for the remainder of the Plan year to the extent permitted under IRS regulations.
- (f) Notification of a mid-year qualifying event must be submitted to the Employee Benefits and Services Division in accordance with procedures adopted by the County.
- (g) Premiums for coverage will be automatically deducted from the employee's pay warrant. If the employee does not have sufficient earnings to cover the deduction for premiums, the employee must make alternative payment arrangements that are acceptable to the Employee Benefits and Services Division. Failure to pay premiums will result in loss of coverage for the employee and/or the dependents.

Section 2 – Opt-out and Waive

- (a) Employees eligible for medical and dental plan coverage who are also enrolled in a comparable group medical and/or dental plan sponsored by another employer may elect to opt-out of County-sponsored medical and/or dental coverage (opt-out).
- (b) Employees eligible for medical and dental plan coverage who are covered by a spouse, domestic partner, or parent who is also employed by the County may elect to waive their County-sponsored medical and/or dental plan (waive).
- (c) To receive the opt-out or waive amounts of this Section the employee must be paid for a minimum of forty one (41) hours during a pay period.

- (d) Employees who completed more than eighteen (18) years of service with the County as of December 25, 2005, who previously elected to opt-out or waive to a spouse and continue to opt-out or waive shall receive one hundred fifty dollars and ninety-three cents (\$150.93) per pay period. All other Unit employees who elect to opt-out of County-sponsored medical plan coverage or waive to a spouse during the term of this MOU will receive twenty dollars (\$20.00) per pay period in lieu of the Medical Premium Subsidy described below.
- (e) The rules and procedures for electing to opt-out or waive County-sponsored medical and dental plan coverage are established and administered by the Employee Benefits and Services Division.
 - (1) Employees may elect to opt-out or waive County-sponsored medical and/or dental plan(s) within sixty (60) calendar days of the effective date of coverage of another employer-sponsored group plan. Proof of initial gain of other group coverage is required at the time that opt-out or waive is elected.
 - (2) Employees may also elect to opt-out or waive County-sponsored medical and/or dental plan(s) coverage during an annual open enrollment period. All employees who are newly opting-out or waiving during an open enrollment period must provide verification of other group coverage.
 - (3) Employees who opt-out or waive and who voluntarily or involuntarily lose their other group medical and/or dental plan coverage must enroll in a County-sponsored medical and/or dental plan within sixty (60) calendar days. Enrollment in the County-sponsored plan will be provided in accordance with the requirements of the applicable plan. If the employee elects not to enroll their eligible dependents, the dependents may only be added at a subsequent annual open enrollment period.
 - (4) There must be no break in the employee's medical and/or dental plan coverage between the termination date of the other employer group coverage and enrollment in a County medical and/or dental plan. Terms and conditions of the applicable plan will determine the required retroactive enrollment period and premiums required to implement coverage. Failure to notify the County of loss of group coverage within sixty (60) calendar days will require the employee to pay their insurance premiums retroactively on an after-tax basis.

Section 3 – Medical Subsidies

- (a) The County has established a Medical Premium Subsidy (MPS) in an amount that would offset a portion of the cost of medical plan premiums charged to eligible employees. The MPS shall be applied to medical insurance premiums only and shall not be applicable to dental plan premiums. The applicable MPS amount shall be paid directly to the provider of the County-sponsored medical plan in which the eligible employee has enrolled. In no case, shall the MPS exceed the total cost of the medical insurance premium for the coverage selected (e.g., where the MPS amounts below exceed the lowest cost HMO).
- (b) Unit employees shall receive a Medical Premium Subsidy (MPS) in the amounts per pay period as set forth below:

Effective 8/3/2019	
EE Only – Low Cost HMO	\$204.00
EE Only – High Cost HMO	\$210.39
EE + 1 – Low Cost HMO	\$391.69
EE + 1 – High Cost HMO	\$418.83
EE + 2 – Low Cost HMO	\$519.34
EE + 2 – High Cost HMO	\$593.54
Effective 7/18/2020	
EE Only – Low Cost HMO	\$208.08
EE Only – High Cost HMO	\$214.47
EE + 1 – Low Cost HMO	\$399.52
EE + 1 – High Cost HMO	\$426.66
EE + 2 – Low Cost HMO	\$529.73
EE + 2 – High Cost HMO	\$603.93
Effective 7/31/2021	
EE Only – Low Cost HMO	\$214.32
EE Only – High Cost HMO	\$220.71
EE + 1 – Low Cost HMO	\$411.51
EE + 1 – High Cost HMO	\$438.65
EE + 2 – Low Cost HMO	\$545.62
EE + 2 – High Cost HMO	\$619.82
Effective 7/30/2022	
EE Only – Low Cost HMO	\$220.75
EE Only – High Cost HMO	\$227.14
EE + 1 – Low Cost HMO	\$423.86
EE + 1 – High Cost HMO	\$451.00
EE + 2 – Low Cost HMO	\$561.99
EE + 2 – High Cost HMO	\$636.19
Effective 7/29/2023	
EE Only – Low Cost HMO	\$225.17
EE Only – High Cost HMO	\$231.56
EE + 1 – Low Cost HMO	\$432.34
EE + 1 – High Cost HMO	\$459.48
EE + 2 – Low Cost HMO	\$573.23
EE + 2 – High Cost HMO	\$647.43

(c) Employees who elect Preferred Provider Organization (PPO) coverage shall receive the same MPS amounts as those who elect coverage with the highest cost HMO.

- (d) **Eligibility:** Employees in a regular position scheduled for a minimum of forty one (41) hours per pay period are eligible to receive the benefits of this Section in the amounts described in (b) above. However, employees must be paid for at least forty one (41) hours in order to receive the benefits of this Section. For instance, an employee scheduled to work eighty (80) hours per pay period must be paid at least forty-one (41) hours to actually receive the benefits of this Section.

Section 4 – Needles Medical Premium Subsidy

For employees assigned to work in the Needles, Trona, and Baker work locations, the County will establish a “Needles Subsidy.” To be eligible for the Needles Subsidy the employee must be enrolled in a medical plan and receive MPS. The Needles Subsidy will be paid by the employee’s Department and will be equal to the amount of the premium difference between the indemnity medical plan offered in these specific work locations and the lowest cost medical plan provided by the County. The applicable Subsidy amount shall be paid directly to the provider of the County-sponsored medical plan in which the eligible employee has enrolled. This Subsidy will be established each year when premiums change for the County-sponsored medical plans. The Subsidy will be discontinued when the lowest cost medical plan becomes available to the employees.

Section 5 – Eligibility for MPS While on Leave

- (a) FMLA/CFRA - Employees who are on an approved leave pursuant to FMLA/CFRA and whose paid hours in a pay period are less than forty-one (41) hours will continue to be enrolled in a County-sponsored medical plan and receive the MPS in accordance with applicable law.
- (b) An employee who does not otherwise meet the requirements for FMLA and/or CFRA (e.g., an employee who has not actually worked 1,250 hours during the applicable twelve (12) month rolling period) after the employee has received the MPS, shall not be eligible for continuation of the MPS in the subsequent year. For example, an employee who is off work continuously for two years, and has received the MPS for a total six (6) pay periods during his/her absence, shall not be eligible for the continuation of MPS in the next rolling year.
- (c) Per Episode of Illness or Injury – Employees who are on approved medical leave of absence and whose paid hours in a pay period are less than 41 hours will continue to receive MPS for up to six (6) pay periods per episode of illness or injury.
- (d) Pregnancy Disability Leave (PDL) – An employee on an approved Pregnancy Disability Leave is eligible for continuation of MPS in accordance with PDL law.

MEDICAL EMERGENCY LEAVE

The particulars of this Medical Emergency Leave policy are as follows:

- (a) The employee must have regular status with the County or one (1) year of continuous service in a regular position with the County.
- (b) The employee must meet all of the following criteria before he or she becomes eligible for Medical Emergency Leave donation: (1) Be on an approved medical leave of absence for at least thirty (30) calendar days (160 working hours) exclusive of an absence due to a work related injury/illness; (2) Submit a doctor's off work order verifying the medical requirement to be off work for a minimum of thirty (30) calendar days (160 working hours); (3) Have exhausted all available leave balances prior to initial eligibility for Medical Emergency donations; (4) Have also recorded at least eighty (80) hours of sick leave without pay.
- (c) An employee is not eligible for Medical Emergency Leave if he or she is receiving Workers' Compensation benefits. An employee eligible for state disability insurance and/or Long Term Disability must agree to integrate these benefits with Medical Emergency Leave.

- (d) Annual, vacation, holiday or administrative leave, as well as compensatory time, may be donated by employees only on a voluntary and confidential basis, in increments of eight (8) hours not to exceed a total of fifty percent (50%) of an employee's yearly vacation, holiday, annual, administrative leave or compensatory time accrual per employee. The donation may be made for a specific employee on the time frames established by the Human Resources Department. The employee (donee) using/coding the Medical Emergency Leave will be taxed accordingly.
- (e) The donation is to be for the employee's Medical Emergency Leave only; the donation to one (1) employee is limited to a total of one thousand forty (1,040) hours per fiscal year.
- (f) The definition of Medical Emergency Leave is an approved Leave of Absence due to a verifiable, long term illness or injury, either physical or mental impairment. Job and/or personal stress (not the result of a diagnosed mental disorder) is specifically excluded for receipt by the employee of Medical Emergency Leave. A statement from the employee's treating physician, subject to review by the County's Occupational Health Officer or medical designee, is required for initial and continued eligibility. An employee shall be eligible to utilize and receive Medical Emergency Leave during the period they are on the approved long term leave of absence.
- (g) The employee on an approved Medical Leave of Absence who is receiving Medical Emergency Leave can continue to earn benefit monies (i.e., MPS, Opt-out, and Waive amounts) per the minimum paid hours per pay period requirement (i.e., 41 hours) of the Medical and Dental Coverage Article, the requirement of the Federal and State Family Leave Acts, as applicable to the individual employee. An employee using/coding leave under this program is not eligible for receipt of any accruals such as vacation, administrative leave, annual leave, sick leave or retirement credit.
- (h) Donor hours shall be contributed at the donor's hourly base salary rate (which will include POST PAY where applicable) and be converted to the donee's hourly base salary (which will include POST PAY where applicable), exclusive in both instances of overtime, differentials and the like as the singular purpose of this program is to provide financial assistance.
- (i) Any donated time unused by the employee for the medical emergency shall remain in the donee's accruals or shall be returned to the donor employee(s) to be utilized as follows:
 - (1) An employee who resigns while on Medical Emergency Leave (i.e., an approved Leave of Absence due to a verifiable, long-term illness or injury, either physical or mental impairment of the employee) shall be paid at one hundred percent (100%) of his/her base hourly rate of pay for all unused Medical Emergency Leave up to 160 hours at time of resignation in accordance with payroll procedures established by the County Auditor/Controller. In the case of employees who die while on Medical Emergency Leave, the employee's spouse or registered domestic partner, unless otherwise specified on the Beneficiary Designation For Last Will and Testament form on file with the ATC, shall be paid at one hundred percent (100%) of the deceased employee's base hourly rate of pay for all unused Medical Emergency Leave up to 160 hours at the time of the employee's death in accordance with payroll procedures established by the County Auditor/Controller. Any unused Medical Emergency Leave in excess of 160 hours shall be returned to the donor(s) in accordance with procedures established by the County.
 - (2) An employee on Medical Emergency Leave who has received the approval of his/her physician and the County's Occupational Health Officer to return to full time work shall be eligible to retain up to 160 hours unused Medical Emergency Leave. Such hours shall be used for the same purpose and in the same manner as Sick Leave and in accordance with the applicable Sick Leave provision of the Memorandum of Understanding, however, such hours shall not be eligible for conversion (e.g., cash-out). Any unused Medical Emergency Leave in excess of 160 hours shall be returned to the donor(s) in accordance with procedures established by the County.
 - (3) An employee on Medical Emergency Leave who has received the approval of his/her physician and the County's Occupational Health Officer to return to work on a part time basis (less than the employee's normally scheduled hours of work per pay period) may code MEL for those hours the employee was

restricted from working pursuant to a physician's order. The combined total of work time and Medical Emergency Leave coded may not exceed each pay period the lesser of eighty (80) hours or the employee's normally scheduled hours of work.

- (j) The donation shall be administered on a specific basis where so designated with instances charged to the Medical Emergency Leave donation for the actual administrative costs.
- (k) Solicitation of donors shall be regulated by the Human Resources Department; names of donors are to be confidential; the privacy rights of the donee upheld per legal requirements.
- (l) All donors and donees shall sign release forms designed, retained and effected by the Human Resources Department.

MEMBERSHIP DUES

The County shall establish an individual departmental fund in the amount of one hundred dollars (\$100.00) per annum for each employee in a regular position budgeted more than forty (40) hours per pay period to reimburse employees for membership dues in professional organization(s) except for payment of dues to a recognized employee organization. Requests for reimbursement must be approved by the appointing authority or designee and shall be paid upon proof of expenditure not to exceed one hundred dollars (\$100.00) per employee per year.

MEDICAL TRUST

The parties agree that SEBA may establish a medical trust (the "Trust") that offers medical coverage compliant with the Affordable Care Act (ACA) for active employees in the Safety Unit and Safety Management and Supervisory Unit (the "Bargaining Units") and Unit employees who retire subsequent to the effective date of the Trust, subject to agreement of the parties.

Active Bargaining Unit employees may choose to participate in medical and prescription drug coverage offered by either the County or by SEBA through the Trust.

The open enrollment period and plan year period for the Trust shall coincide with the County's open enrollment and plan year period. The parties shall utilize best efforts to negotiate pursuant to Government Code 3505 additional details of the Trust such that it is operational by June 1, 2020, and effective at the start of the County's 2020/21 benefit plan year which commences on July 18, 2020.

MERIT ADVANCEMENTS

Section 1

It is agreed that a work performance evaluation shall be completed by the employee's immediate supervisor within sixty (60) work days prior to the employee's step advance due date for all employees in this Unit who are below the top step of their salary range. If such employee is evaluated as having met job standards or better, the employee will be granted the step advancement effective on the employee's salary benefit date.

Section 2

If no work performance evaluation is filed, or if an employee receives an overall "Unsatisfactory" or "Below Job Standards" evaluation, the employee's step advance may not be granted on the date due.

Section 3

In cases where no work performance evaluation is filed, an employee may contact the supervisor, who must complete and file the work performance evaluation within five (5) work days. If the employee is rated as having met job standards or better, the employee will be granted the step advancement retroactive to the employee's salary benefit date.

Section 4

A denied step advancement can be granted following any sequence of a thirty (30) work day review period of the employee's performance.

Section 5

Any dispute arising out of the content of the work performance evaluation may be processed in accordance with the appeal procedure in the Personnel Rules.

NON-DISCRIMINATION

The parties agree that the provisions of this Agreement shall be applied equally to all employees covered hereby without favor or discrimination because of race, color, sex, age, physical or mental disability, national origin, political or religious opinions or labor organization affiliations.

The parties agree to actively support the objectives of the County's Equal Employment Opportunity Program.

OBLIGATION TO SUPPORT

The parties agree that subsequent to the execution of this Memorandum of Understanding and during the period of time said Memorandum is pending before the Board of Supervisors for action, neither SEBA nor Management, nor their authorized representatives will appear before the Board of Supervisors individually or collectively to advocate any amendment, addition or deletion to the terms and conditions of this Memorandum of Understanding. It is further understood that this Article shall not preclude the parties from appearing before the Board of Supervisors nor meeting with individual members of the Board of Supervisors to advocate or urge the adoption and approval of this Memorandum of Understanding in its entirety.

ON-CALL PAY

Employees who are released from active duty but are required by the Sheriff's Department or District Attorney to leave notice where they can be reached and be able to return to active duty when required by the department shall be assigned to on-call duty. While assigned to on-call duty, an employee shall be free to use the time for his or her own purposes.

On-call duty requires that employees so assigned shall: (1) leave a telephone number where they can be reached or wear a communicating device; and (2) be able to respond to duty within an hour.

Assignment of on-call duty and approval of compensation shall be made by the appointing authority based upon the needs of the department. On-call duty shall be compensated at the rate of one hundred eighty-five dollars (\$185.00) per week. Effective August 3, 2019, on-call duty shall be compensated at the rate of one hundred ninety-five dollars (\$195.00) per week. Lieutenants, excluding the Watch Commander Lieutenants assigned to the West Valley

Detention Center, shall be assigned to on-call duty on a weekly basis and shall receive the on-call pay if the employee works a minimum of twenty-four (24) hours during the week that the employee is assigned to be on-call. Said compensation is exclusive of any other compensation and shall not count as hours worked.

OVERTIME

- (a) Policy – It is the policy of the County to discourage overtime except when necessitated by abnormal or unanticipated workload situations. It is the responsibility of the appointing authorities to arrange for the accomplishment of workloads under their jurisdiction within the normal tours of duty of employees. The County has the right to require overtime to be worked as necessary.
- (b) 7(k) Exemption – The parties agree that all employees in this unit, except those who are exempt from overtime requirements pursuant to the FLSA, are covered by the partial overtime exemption set forth at 29 U.S.C. § 207(k) of the Fair Labor Standards Act. Although the County pays overtime compensation to employees in this unit in excess of what is required by Section 207(k) or any other provision of the Fair Labor Standards Act, the parties agree that the Section 207(k) partial overtime exemption has been adopted and is applicable to FLSA overtime.
- (c) Definition – For employees covered by this Agreement who are in the classifications of Sheriff's Sergeant and District Attorney Supervising Investigator, overtime shall be defined as all hours actually worked in excess of a regularly scheduled daily work shift, forty (40) hours per week, or eighty (80) hours during a pay period. In designated work locations where the regular work schedule does not call for the employees to work forty (40) hours per week, although it causes the employees to work an average of forty (40) hours per week during a pay period, overtime shall be defined as all hours actually worked in excess of a regularly scheduled daily work shift or eighty (80) hours per pay period. In designated work locations where the regular work schedule does not call for the employees to work at least eighty (80) hours in each pay period, although it causes them to work an average of at least eighty (80) hours per pay period during two (2) consecutive pay periods, overtime shall be defined as actual hours worked in excess of the regular scheduled daily work shift, or one hundred sixty (160) hours during two (2) consecutive pay periods.

For employees assigned to a 12-hour shift schedule, employees will normally be scheduled to work seven 12-hour shifts in a 14-day period. Overtime for employees assigned to this schedule shall be defined as all hours actually worked in excess of a regularly scheduled daily work shift, or in excess of eighty-four (84) hours pay per period.

All work periods which define overtime based as other than time worked in excess of forty (40) hours are established pursuant to Section 207(k) of the Fair Labor Standards Act, 29 USC 201 et seq.

All forms of paid leave time as set forth in the Leave Provisions Article, excluding sick leave used by employees on sick leave restriction plans, plus leaves of absence pursuant to Section 4850 of the California Labor Code, and time spent in meeting and conferring sessions shall be considered as time actually worked for purposes of computing premium overtime compensation.

Voluntary overtime and time spent while attending employee-initiated training shall not be considered as time worked for purposes of computing overtime compensation.

Unless specifically provided herein, "hours worked" for purposes of computing premium overtime shall be consistent with requirements established by the Fair Labor Standards Act and other applicable law.

Any time spent by an employee in a regular position who is required to appear in a court of law arising out of the employee's scope of employment during said employee's regularly scheduled off-duty hours shall be treated as time actually worked. Compensation for required time spent in court as described above shall be granted to an employee only when said employee has actually reported to court. Such employee shall receive a minimum of two (2) hours time worked or the actual amount of time, whichever is greater. To qualify for such

compensation, the employee must contact the District Attorney's Office no later than 8:30 a.m. on the scheduled day for court appearance to ensure that the case is still on the court's calendar. Any time spent traveling to and from court in excess of one (1) hour per occurrence shall be compensated at straight time rates, but shall not be credited as time worked for any other purposes. For example, if an employee lives in San Bernardino and is required to appear in court in Joshua Tree, and the total travel time from home to court is three (3) hours, the employee would be paid for two (2) hours at straight time rates.

If an employee is authorized by the Appointing Authority and the employee chooses, for his/her convenience, to use a department vehicle for a court appearance, travel time in excess of one (1) hour commences when the employee has left the station.

When an employee in a regular position returns to active duty at the request of the appointing authority after said employee has been released from active duty and has left the work station, the employee shall be regarded as having worked for two (2) hours or for the actual amount of time worked, whichever is greater. Overtime scheduled in advance shall not be included. Further, employees called back to duty while assigned to on-call duty shall only be compensated for hours actually worked.

When an employee in a regular position reports for active duty at the request of the appointing authority while on Vacation leave or other discretionary leave time off, the employee shall be paid for hours worked in lieu of scheduled leave time.

All overtime shall be reported in increments of full fifteen (15) minutes and is non-accumulative and non-payable when incurred in units of less than fifteen (15) minutes.

- (d) Premium Overtime Compensation – Any employee in a regular position authorized by the appointing authority or authorized representative to work overtime shall be compensated at premium rates, i.e. one and one-half (1-1/2) times the employee's regular rate of pay. Payment for premium overtime compensation shall be made on the first regular payday following the pay period in which such overtime is worked, unless premium overtime compensation cannot be computed until some later date, in which case, premium overtime compensation will be paid on the next regular payday after such computation can be made. In lieu of cash payment, upon request of the employee and approval of the appointing authority, an employee may accrue compensating time off at premium hours. Cash payment at an employee's base rate of pay (including POST incentive pay) shall automatically be paid for any compensating time in excess of eighty (80) hours, or any hours on record immediately prior to promotion, demotion or termination of employment. Effective the pay period following Board approval of the MOU, cash payment at an employee's base rate of pay (including POST incentive pay) shall automatically be paid for any compensating time in excess of fifty (50) hours, or any hours on record immediately prior to promotion, demotion or termination of employment. Compensatory time off may be taken with approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the wellbeing of the employee.

On one occasion each calendar year an employee may elect to convert up to forty (40) hours of compensatory time into cash payment at the rate of pay then in effect.

In order to sell back compensatory time, an employee must make an irrevocable election (i.e., pre-designation) during the month of December, specifying the number of hours to be sold back from next year's accumulation of compensatory time. Such election must be made in a single block of not more than forty (40) hours. During the calendar year following the pre-designation, no more than three (3) requests may be made to cash out the compensatory time in a single block of not less than eight (8) hours and no more than forty (40) hours. An employee shall be eligible to cash-out compensatory time hours accumulated up to the preceding period in which he/she requested the cash-out. For example, an employee who requests a cash-out in pay period 15 can only cash-out compensatory time accumulated through pay period 14. The number of hours requested for cash-out shall not exceed the amount accumulated. For example, an employee in December 2019 makes a pre-designation to cash-out 20 hours. At the end of pay period 2 the employee has accumulated 10 hours. He can request to cash-out the 10 hours of compensatory time that he has accumulated, but is not yet eligible to cash-out the entire 20 pre-designated hours because the employee has yet to accumulate 20 hours of compensatory

time. Once an election is made, the employee must request that the designated number of hours actually be sold back by pay period 25 of the calendar year in which the election is effective, or the hours will be automatically converted into cash in pay period 26.

PAY PERIOD

A pay period shall be comprised of a fourteen (14) calendar day corridor. The first pay period under this Agreement shall commence at 12:01 a.m. Saturday, August 3, 2019, and shall end at 12:00 a.m. (midnight) on the second Friday thereafter. Each subsequent fourteen (14) day period shall commence on the succeeding Saturday at 12:01 a.m. and shall end at midnight on the second Friday thereafter.

The pay period and work week may be adjusted in accordance with FLSA requirements. The intent of the County and SEBA is to allow for alternative shift scheduling without violating requirements of the FLSA. Under no circumstances shall the right to adjust in accordance with FLSA requirements entitle the County to make such adjustments for the primary purpose of avoiding overtime.

The County may reasonably establish, change, or modify standard days, tours of duty, or shifts for individual positions according to the needs of the service within the established period. Except in instances of law enforcement or staffing emergencies, employees shall be notified personally or by mail by a ranking officer of a shift change no later than forty-eight (48) hours prior to the time the shift change is to become effective. Projected work shift schedules will be posted two (2) months in advance, subject to change as a result of personnel shortages or emergencies.

It is recognized that during the term of this Agreement it may be necessary for Management to make changes in the number of hours in a standard day, tour of duty, or shift to meet the needs of the service. Where Management finds it necessary to make such changes, it shall notify SEBA indicating the proposed change prior to its implementation. Where such change would significantly affect the working conditions of a significantly large number of employees in the Unit as defined below and where SEBA requests to meet with Management, the parties shall expeditiously undertake to meet as provided by Section 3500 et seq. of the California Government Code regarding the impact the change would have on the employees in the Unit.

The phrase "significantly large number" shall mean: (a) a majority of the employees in the Unit, (b) all employees within a division or substation in the Unit, or (c) all employees within a readily identifiable category such as Sergeants or Captains.

PAYROLL DEDUCTIONS

It is agreed that, in the absence of an unfair labor practice ruling, SEBA membership dues and insurance premiums for plans sponsored by SEBA shall be deducted by the County from the pay warrant of each employee covered hereby who files with the County a written authorization requesting that such deduction be made. Remittance of the aggregate amount of all membership dues and insurance premiums deducted from the pay warrants of employees covered hereby shall be made to SEBA within thirty (30) days after the conclusion of the month in which said membership dues and insurance premiums were deducted.

The County shall not be liable to SEBA, employees, or any other persons by reason of the requirements of this Article for the remittance of any sum other than that constituting actual deductions made from employee wages earned. SEBA shall hold the County harmless for any and all claims, demands, suits, orders, judgments or other forms of liability that may arise out of or by reason of action taken by the County under this Article.

PEACE OFFICER STANDARDS AND TRAINING (POST) PAY

A Safety Management and Supervisory Unit employee in a regular position who complies with the procedure below shall receive compensation as part of the base rate of pay for an Advanced POST Certificate or a Supervisory POST Certificate, Management POST Certificate, or for possession of a Master's Degree earned by attendance at an accredited college or university.

The rates for POST pay will be as follows:

Classification	Advanced POST (hourly)	Supervisory POST, etc. (hourly)
Sheriff's Sergeant	\$2.50	\$3.76
DA Supervising Investigator	\$2.74	\$4.12
Sheriff's Lieutenant	\$2.86	\$4.30

Effective January 21, 2017, the County added the current Advanced POST and Supervisory POST flat dollar amounts into the current base rate of pay to establish a new higher base rate of pay for the Advanced and Supervisory POST levels. Concurrently, the County shall established a new POST Pay of two percent (2.00%) for the Advanced and Supervisory POST levels, as provided in Appendix B.

Effective January 16, 2021, Advanced and Supervisory POST pay shall be 3%.

Effective January 29, 2022, Advanced and Supervisory POST pay shall be 4%.

Effective January 28, 2023, Advanced and Supervisory POST pay shall be 5%.

Effective January 27, 2024, Advanced and Supervisory POST pay shall be 6%.

POST pay shall be considered as part of the base hourly rate, as part of the regular rate of pay for purposes of computing overtime compensation, and part of the base hourly rate when calculating the County contribution to the employee's Retirement Medical Trust (RMT) account and sick leave payoffs pursuant to the RMT article and vacation and holiday payoffs upon termination of employment, pursuant to the Article on Leave Provisions, Sections 2 (c) (4) and 3 (e). For employees who have not previously received a particular level of POST pay, the employee shall submit a written request for POST pay to the department with an attached copy of the appropriate POST certificate or official transcript. The new level of POST pay shall start the first pay period following receipt by the County of a valid POST certificate or transcript. Employees who submit official transcripts that are subsequently denied by POST shall cease receiving the POST pay requested pursuant to that transcript, and any POST pay paid to the employee in reliance on the transcript shall be subject to recovery for the amounts paid to the employee. The County shall submit to POST, in an expeditious manner, applications by affected employees for the certificates described above.

PHYSICAL FITNESS AND APPEARANCE

Section 1

The parties agree that the physical, medical, mental fitness and appearance of public safety officers are requirements to perform the duties of the job and instill public confidence in the law enforcement function. They agree that public safety members require special treatment and consideration for the stress, physical demands and appearance expectations of the County and the public. Recognizing these important factors, the parties agree that during the term of this Agreement, the County may require medical, physical ability, appearance and psychological assessments of safety employees, provided the County pays and provides time off without loss of pay for such assessments. Any remedial or treatment action shall be the full responsibility of the employee.

In the event that the qualified health care professional finds that the employee is not psychologically fit for duty, the

employee may request to have a second opinion from a mutually agreed upon independent qualified health care professional. The employee shall notify the County of his/her request for a second opinion no later than five (5) working days of receipt of the result of the initial fitness for duty assessment. If the employee requests a second opinion, the employee will sign an authorization for the Center for Employee Health and Wellness to release the initial psychological report to the health care professional conducting the second assessment. The parties agree that the second assessment will be binding to determine if the employee is fit for duty.

If the employee does not seek a second opinion, or fails to sign the release, the County will use the information provided in the initial assessment.

All reports and communications shall be kept confidential in accordance with applicable law.

Both parties shall meet to mutually agree upon a list of qualified professionals to conduct such examination within ninety (90) days of Board of Supervisors Approval of this Agreement.

Section 2

The County shall provide at County expense prescheduled annual toxicology tests performed by a County-selected physician for all employees assigned to the Arson/Bomb Squad, the Narcotics Division, District Attorney Consumer and Environmental Protection Unit, Specialized Enforcement Detail, Range personnel who are regularly assigned to firearms training, and employees in the Scientific Investigations Bureau who regularly work with and/or are exposed to dangerous substances. Upon assignment to one of the aforementioned divisions the Department will schedule the employee for testing in order to establish the baseline and will be conducted annually thereafter.

Section 3

The County shall provide at County expense an annual Class II, Federal Aviation Administration-certified physical by a County-selected, certified physician for each employee who regularly operates aircraft in the Aviation Division of the Sheriff's Department.

Section 4

Employees in this Unit over age 40 may obtain body scan services provided by the Arrowhead Regional Medical Center once every two (2) years, provided that the employee pays for said services. The County agrees to charge employees in this Unit the same fees for these services as employees in the Exempt Group.

PROBATIONARY PERIOD

The probationary period for positions in the Safety Management and Supervisory Unit shall be 1,600 hours. The probationary period ends at the end of the day in which the employee has completed the required number of service hours.

The probationary period shall be automatically extended for each hour during which the employee is on leave without pay, including absences while receiving disability payments, or on Military Leave. In situations where the employee is on continuous paid sick leave or is using vacation or holiday leave in lieu of paid sick leave, for eighty (80) or more consecutive hours, or is on modified duty for occupational or non-occupational reasons and cannot perform the primary duties of the position, the probationary period may be extended for the period of modified duty at the discretion of the appointing authority. Such extensions are in addition to the fifteen (15) pay period extension allowed by the Personnel Rules.

PROMOTIONS

A promotion is the appointment of an employee from one classification to a classification having a higher base salary range. A promoted employee, including an individual promoted into this Unit, shall receive the entrance rate of the new range or be placed on the step that causes him/her to receive a salary increase (including Incentive Pay) of approximately five percent (5%) whichever is greater; provided that no employee is thereby advanced in step nor advanced above the top step of the higher base salary range. Effective August 6, 2016, a promoted employee, including an individual promoted into this Unit, shall receive the entrance rate of the new range or be placed on the step that causes him/her to receive a salary increase (including Incentive Pay) of approximately (i.e., mathematically closest to) seven and one-half percent (7.5%) whichever is greater; provided that no employee is thereby advanced in step nor advanced above the top step of the higher base salary range. For purposes of computing the seven and one-half percent (7.5%) salary increase, consideration shall be given to any POST pay being received by the promoted employee. An employee promoted out of this Unit shall be governed by the Article on Salary Rates and Step Advancements in the Memorandum of Understanding or other applicable document pertaining to the appropriate unit or group.

PROSPECTIVE LAWSUITS

The parties agree that prior to filing lawsuits, the parties shall formally meet to attempt resolution of the matter in question with the intent of reaching a mutually acceptable solution.

PROVISIONS OF LAW

It is understood and agreed that this Memorandum of Understanding is subject to all current and future applicable Federal and State laws and regulations and the current provisions of the Charter of the County of San Bernardino. If any part or provision of this Memorandum of Understanding is in conflict or inconsistent with such applicable provisions of those Federal, State, or County enactments or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, such part or provisions shall be suspended and superseded by such applicable law or regulations, and the remainder of this Memorandum of Understanding shall not be affected thereby. If any substantive part or provision of this Memorandum of Understanding is suspended or superseded, the parties agree to reopen negotiations regarding the suspended or superseded part or provision with the understanding that total compensation and benefits to employees under this Memorandum of Understanding shall not be reduced or increased as a result of this Article. The parties hereto agree to refrain from initiating any legal action or taking individual or collective action that would invalidate Articles of this Memorandum of Understanding.

RECOGNITION

Pursuant to the provisions of the Employee Relations Code of the County of San Bernardino and applicable State law, the San Bernardino County Sheriff's Employees' Benefit Association (SEBA) has been certified by the County's Employee Relations Panel as the exclusive recognized employee organization for County employees in the Safety Management and Supervisory Unit (hereinafter the "Unit") previously found to be appropriate by said Employee Relations Panel. The County hereby recognizes SEBA as the exclusive recognized employee organization for the employees in the employee classifications comprising said Unit as listed in the Salary Adjustment Article hereof, as well as employees in such classes as may be added to this Unit hereafter by the County.

Employees in this Unit shall retain all rights, benefits and protection provided in this Memorandum of Understanding and the Personnel Rules when assigned to court services.

REEMPLOYMENT

An employee who has separated from County employment, and who is subsequently rehired in the same classification in a regular position within a one-hundred and eighty (180) calendar day period, shall receive restoration of salary step, annual/vacation leave accrual rate, and sick leave balance (unless the employee has received payment for unused sick leave in accordance with the Retirement Medical Trust Article), subject to the approval and conditions of the appointing authority and the Administrative Office. The employee shall suffer loss of seniority and a new hire date shall be established for purposes of seniority.

RENEGOTIATION

In the event either party hereto desires to negotiate a successor Memorandum of Understanding (MOU), each party shall serve upon the other during a thirty-one (31) day period commencing 180 days prior to the expiration of this Agreement, its written request to commence negotiations, as well as its initial written proposals for such successor Memorandum of Understanding. Upon receipt of such written proposals, an initial meeting of the parties shall be held no later than thirty (30) days after such receipt.

However, SEBA may, during the month of September 2018, request to begin negotiations for a successor MOU. Should SEBA request in September 2018 to begin negotiations, the parties shall meet within sixty (60) days of the end of September and the first order of business shall be to establish Ground Rules.

Nothing in this Article is intended to preclude either party from supplementing their proposals prior to the end of the fourth negotiation session.

RETIREMENT MEDICAL TRUST FUND

A Retirement Medical Trust Fund has been established for eligible employees of the Safety Management and Supervisory Unit.

The Trust is administered by a Board of Trustees who manage the resources of the Trust Fund and determine appropriate investment options and administrative fees for managing the Trust Fund. The Trustees insure that payments of qualified medical expenses incurred by retirees or their eligible dependents are properly reimbursed. The trust will establish individual accounts for each participant who will be credited with earnings/losses based upon the investment performance of the participant's individual account. All of the contributions to the Trust Fund will be treated for tax purposes, as employer, non-elective contributions resulting in tax-free contributions for the County. All of the distributions from the Trust Fund made to retirees or their eligible dependents for the reimbursement of qualified medical expenses as defined by the Internal Revenue Codes (including medical and other eligible insurance premiums) will also be non-taxable to the retiree or the retiree's eligible dependent(s).

The Trust Fund is a Voluntary Employees Benefit Association (VEBA) and will comply with all of the provisions of Section 501(c)(9) of the Internal Revenue Code.

Section 1 – Sick Leave Conversion Eligibility

Eligible employees are those employees with ten (10) or more years of participation in the San Bernardino County Employees' Retirement Association; or those individuals who contributed to a public sector retirement system or systems over a ten-year period and did not withdraw their contributions from the retirement system(s); or those who receive a disability retirement. Those eligible employees with ten (10) or more years of combined contributions to SBCERA and other public sector retirement system(s) must complete a Prior Service Credit Request form and submit it to the Retirement Medical Trust Plan Administrator for approval. A letter from the public sector retirement system(s) confirming that contributions have not been withdrawn must accompany the form.

Section 2 – Sick Leave Conversion Formula

At retirement, all eligible employees will be required to contribute the cash value of their unused sick leave balances to the Trust. Effective August 3, 2019, the County shall increase the cash formula value and the maximum sick leave hours eligible for conversion as follows:

<u>Amount of Remaining Sick Leave Hours</u>	<u>Cash Formula Value</u>
241 to 480 hours	35%
481 to 600 hours	45%
601 to 720 hours	50%
721 to 840 hours	55%
841 to 1,600 hours	80%

Section 3 - Death

Upon the death of an active employee with ten (10) or more years of continuous service from the most recent date of hire in a regular position, the estate of the deceased employee will be paid for unused sick leave balances according to the above formula.

Section 4 – County Contributions

The County shall contribute to the Trust an amount equal to a percentage of the base biweekly salary of eligible employees. Effective August 3, 2019, the County shall contribute to the Trust an amount equal to a percentage of the base biweekly salary of eligible employees as follows:

<u>Years of Completed Regular County Service</u>	<u>Percentage</u>
Less than one year	0%
One but less than ten years*	0.25%
Ten but less than sixteen years	2.00%
Sixteen but less than twenty years	3.00%
Twenty or more years	4.00%

*Employees with one year but less than ten years of service who prior to August 3, 2019, were receiving the 1% County contribution to the Trust will continue to receive the 1% County contribution until they obtain ten years of service, at which time they will start receiving the County contribution as specified in the table above.

Additionally, during the term of the MOU only, the County shall provide an additional 1.00% of the base biweekly salary for a total of 5.00% of the base biweekly salary to employees who have at least 25 years of continuous service with the County upon the effective date of the MOU. This additional 1% will sunset upon the expiration of the MOU.

Contributions to the Trust shall not be considered earnable compensation.

RETIREMENT SYSTEM CONTRIBUTIONS

Section 1 – Employee Contributions

Employees shall pay all the required employee retirement contributions to the San Bernardino County Employees' Retirement Association. The Auditor-Controller/Treasurer/Tax Collector has implemented the pickup of such Retirement System contributions under Internal Revenue Code Section 414(h)(2).

The County shall make member contributions under this Section on behalf of the employee which shall be in lieu of the employee's contributions, and such contributions shall be treated as employer contributions for purposes of reporting and wage withholding under the Internal Revenue Code and the Revenue and Taxation Code. The amounts picked up under this Section shall be recouped through offsets against the salary of each employee for whom the County picks up member contributions. These offsets are akin to a reduction in salary and shall be made solely for purposes of income tax reporting and withholding. The member contributions picked up by the County under this Section shall be treated as compensation paid to County employees for all other purposes, including calculation of retirement benefits. No employee shall have the option to receive the Retirement System contribution amounts directly instead of having them paid to the County Retirement System.

Section 2 – Special Provisions

Employees with at least 25 years of service as defined by Government Code section 31625.3 as of March 9, 2012 and who either had or thereafter attain thirty (30) years of service credit as defined by Government Code section 31625.3 and no longer make retirement contributions under the provisions of the County Employees' Retirement Law of 1937 shall have one opportunity during the employee's employment to receive cash payments of three hundred eighty-seven dollars (\$387.00) per month for up to twenty-six (26) pay periods.

Section 3 – Retirement Formula

1. Tier 1 Retirement Formula: For Tier 1 safety members of SBCERA, the County adopted a resolution to make Section 31664.1 of the Government Code (3% at 50 Retirement Formula) applicable to eligible members of this Unit on October 1, 2003. The County also adopted a resolution pursuant to Section 31678.2 of the Government Code to make Section 31664.1 applicable to all prior safety retirement service credit for each eligible employee in this Unit.
2. Tier 2 Formula: For Tier 2 safety members of SBCERA, the applicable Retirement Formula shall be 2.7% at age 57 as provided by applicable law.

SAFETY EQUIPMENT

The County shall provide the following items of safety equipment upon request to each employee in a regular position required to have safety equipment: handgun, magazine pouch with two (2) extra magazines, Baton and Baton holder, chemical agent and holder, uniform holster, uniform belt with keeper straps, handcuffs and handcuff case, ammunition, off-duty holster, helmet and face shield, and protective vest. The type and make of each item of equipment shall be designated by the County.

Such equipment shall remain the property of the County of San Bernardino and will be returned to the County upon the employee's termination. Employees shall be responsible for loss or damage to such equipment due to their negligence, except normal wear.

SALARY ADJUSTMENTS

Section 1

Across the Board Salary Increases:

- Effective August 3, 2019, the County shall provide a three percent (3%) across-the-board salary increase to the Safety Management and Supervisory Unit.
- Effective July 18, 2020, the County shall provide an additional three percent (3%) across-the-board salary increase to the Safety Management and Supervisory Unit, subject to the following:

If assessed property values are less than a two percent (2.00%) increase in the 2018/2019 fiscal year from the 2017/2018 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with SEBA over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent except the County's rights specified in this provision. If the parties are unable to reach an agreement by July 18, 2020, the increase due on that date may be deferred by the County, but in no event beyond January 18, 2021. The County may defer such increase but is obligated complete all post-impasse procedures including fact-finding, at which SEBA shall be entitled to argue that the County's deferral was improper and that Unit members should be entitled to retroactive payments to compensate for the deferral.

- Effective July 31, 2021, the County shall provide an additional three percent (3%) across-the-board salary increase to the Safety Management and Supervisory Unit, subject to the following:

If assessed property values are less than a two percent (2.00%) increase in the 2019/2020 fiscal year from the 2018/2019 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with SEBA over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent except the County's rights specified in this provision. If the parties are unable to reach an agreement by July 31, 2021, the increase due on that date may be deferred by the County, but in no event beyond January 31, 2022. The County may defer such increase but is obligated complete all post-impasse procedures including fact-finding, at which SEBA shall be entitled to argue that the County's deferral was improper and that Unit members should be entitled to retroactive payments to compensate for the deferral.

- Effective July 30, 2022, the County shall provide a three percent (3%) across-the-board salary increase to the Safety Management and Supervisory Unit, subject to the following:

If assessed property values are less than a two percent (2.00%) increase in the 2020/2021 fiscal year from the 2019/2020 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with SEBA over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent except the County's rights specified in this provision. If the parties are unable to reach an agreement by July 30, 2022, the increase due on that date may be deferred by the County, but in no event beyond January 30, 2023. The County may defer such increase but is obligated complete all post-impasse procedures including fact-finding, at which SEBA shall be entitled to argue that the County's deferral was improper and that Unit members should be entitled to retroactive payments to compensate for the deferral.

- Effective July 29, 2023, the County shall provide an additional three percent (3%) across-the-board salary increase to the Safety Management and Supervisory Unit, subject to the following:

If assessed property values are less than a two percent (2.00%) increase in the 2021/2022 fiscal year from the 2020/2021 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with SEBA over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent except the County's rights specified in this provision. If the parties are unable to reach an agreement by July 29, 2023, the increase due on that date may be deferred by the County, but in no event beyond January 29, 2024. The County may defer such increase but is obligated complete all post-impasse procedures including fact-finding, at which SEBA shall be entitled to argue that the County's deferral was improper and that Unit members should be entitled to retroactive payments to compensate for the deferral.

Section 2

The parties having jointly reviewed and considered all available factors, including those referred to in Section 13.0210(c)(1) of the San Bernardino County Code, further agree that the recommended salary ranges set forth herein are consistent with the requirements of Section 13.0210(c)(1) of the San Bernardino County Code.

SALARY RATES AND STEP ADVANCEMENTS

Section 1 – General

New employees shall be hired at step 1 of the established base salary range, except as otherwise provided in this Agreement. Variable entrance steps may be established if justified by recruitment needs through step 5 with the approval of the appointing authority and through top step with the approval of the Director of Human Resources or designee.

Section 2 – Step Advancements

Within the base salary range, all step advancements will be made at the beginning of the pay period in which the employee completes the required number of service hours. However, when an employee reaches the required number of service hours with eighty (80) hours of service in each pay period, the step advance will be made at the beginning of the next pay period. Approval for advancement shall be based upon completion of required service hours in the classification, satisfactory work performance and appointing authority recommendation. An employee whose step advancement is denied shall not be eligible for reconsideration for step advancement except as provided in the Article, "Merit Advancements."

Completed service hours shall be defined as regularly scheduled hours in a paid status, up to eighty (80) hours per pay period. Overtime hours, absences while receiving disability payments (excluding 4850 time), Medical Emergency Leave, and time without pay shall not count toward step advancements. Step advancements within a base salary range shall be based upon one (1) step increments for all steps. An employee shall be eligible for step advancements after completion of increments of 1,040 hours.

Section 3 – Adjustment of Salary Steps or Salary Rates

An appointing authority may request in limited exceptional circumstances and with adequate justification, the adjustment of the salary step or salary rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, or to correct any salary inequity subject to the recommendation of the Director of Human Resources and the final approval of the Chief Executive Officer or his/her designee. The Director of Human Resources or designee may authorize the adjustment of the salary step or salary rate of an employee to correct any payroll error or omission, including any such action which may have arisen in any prior fiscal year.

Section 4 – Salary Step

- (1) Effective August 3, 2019, the County shall establish a new top step that is approximately 2.5% above the current top step for all ranges. All Unit employees on all steps, including those who are at the existing top step on that date, shall be advanced one step on that date. Employee's hours for the purpose of their next step advancement, if applicable, shall not be reset.
- (2) Effective August 31, 2019, the County shall establish a new temporary top step "A" that is approximately 1.00% above the new top step for all ranges, except the no POST range.

This step shall be limited to employees in the Unit who will not be eligible for the Longevity Differential during the term of the MOU and who as of August 2, 2019, are 1) in the classification of Sergeant, Lieutenant, or DA Supervising Investigator, 2) at current top step, 2) and are "patrol certified".

“Patrol certified” is defined as an employee having successfully completed the FTO Program and one year on patrol.

Temporary step “A” shall be limited to only those employees who met the eligibility criteria and were advanced on August 31, 2019. Further, temporary step “A” shall be eliminated once those employees separate from the Unit or the classification or begin to receive the longevity differential.

SECTION 125 PREMIUM CONVERSION PLAN

- (a) Eligible employees shall be provided with a Section 125 Premium Conversion Plan. The purpose of the Plan is to provide employees a choice between paying premiums with either pre-tax salary reductions or after-tax payroll deductions for medical insurance, dental insurance, vision insurance, voluntary life (to the IRS specified limit) and accidental death and dismemberment insurance premiums currently maintained for Unit employees or any other program(s) mutually agreed upon by the parties. The amount of the pre-tax salary reduction or after-tax payroll deduction must be equal to the required insurance premium in accordance with IRS regulations.
- (b) Benefit elections shall not reduce earnable compensation for purposes of calculating benefits or contributions for the San Bernardino County Employees’ Retirement Association.
- (c) To be eligible for the Section 125 Premium Conversion Plan, an employee must be eligible to participate in medical, dental, vision, accidental death and dismemberment, and/or life insurance and have a premium deduction for any of these benefit plans.
- (d) Election of pre-tax and after-tax payroll deductions shall be made within sixty (60) days of the initial or subsequent eligibility period in a manner and on such forms designated by the Human Resources Employee Benefits and Services Division. Failure to timely submit appropriate paperwork will result in after-tax deductions for all eligible premiums for the remainder of the Plan year.
- (e) Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County’s Plan Document.

TERM

The term of this Memorandum of Understanding shall commence upon approval by the Board of Supervisors, and this Memorandum of Understanding shall expire and otherwise be fully terminated at 12:00 a.m. (midnight) of July 31, 2024.

TUITION REIMBURSEMENT

Effective January of each year, the County agrees to establish an annual tuition fund of thirty thousand dollars (\$30,000.00). The fund shall be used for purposes of reimbursing employees for tuition and registration fees incurred in connection with job-related education or career development training, which shall include any courses that are either (a) job-related, (b) in the 100 series or above, or (c) necessary to satisfy a job-related or career development degree requirement. Prior to becoming eligible for reimbursement, the course must have been approved by the appointing authority or designee and the employee must have completed the course with a grade of “C” or better or “pass” when taken on a pass/fail basis. Such expenditures shall be authorized to employees in regular positions budgeted more than forty (40) hours per pay period. Specifically excluded from this provision are parking fees, book costs, travel and lodging charges.

Reimbursement will be calculated December 31 of each year of the Agreement. Full reimbursement will be applied as long as the fund as described above, is not exceeded, provided that no employee shall be reimbursed more than four thousand dollars (\$4,000.00) per year, unless otherwise specified in this article. If the fund is exceeded, reimbursement will be pro-rated. The fund will be administered for all employees in the Unit by the Sheriff's Department.

In the event that claims against the Safety Management and Supervisory Unit Tuition Fund exceeds the annual allowance and the Safety Unit Tuition Fund for that calendar year is not exhausted, excess funds from the Safety Unit Tuition Fund shall be made available to pay claims for Safety Management and Supervisory Unit members, provided that no employee shall be reimbursed more than a combined total of four thousand dollars (\$4,000.00) per year from both Unit's funds.

In the event that claims against the Safety Management and Supervisory Unit Tuition Fund do not exceed the annual allowance and all claims have been satisfied for the Safety Unit employees as provided for in the Tuition Reimbursement article in the Safety Unit MOU, any remaining Safety Management Unit Tuition Fund money will be divided equally among those Safety Management and Supervisory Unit employees who previously submitted claims which exceeded the cap of four thousand dollars (\$4,000.00). Each Unit member will receive no more than five hundred dollars (\$500.00) in addition to the four thousand dollar (\$4,000.00) cap.

UNIFORM ALLOWANCE

The County agrees to provide an annual uniform and clothing allowance in the sum of nine hundred dollars (\$900.00) to employees in this Unit in regular positions on payroll in a paid status as of pay period 24 to compensate for costs associated with uniform and clothing purchase, maintenance, cleaning and replacement.

Employees on a leave of absence without pay in pay period 24 shall receive the uniform allowance upon return to paid status, provided, however, that an employee who is not in paid status during the entire year (i.e., not in paid status from pay period 24 of one year through pay period 23 of the following year) shall not receive the annual Uniform Allowance for the year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from October 2015 through January 2017, and then returns to paid status in February 2017, the employee shall receive the allowance payment for 2016 upon return to paid status but shall not receive the 2015 allowance because the employee was not in paid status from pay period 24/2015 through pay period 23/2016. Any employee separating from County employment at the conclusion of a leave of absence shall not receive the uniform allowance.

UPGRADINGS

An upgrading is the reclassification of a position from one classification to another classification having a higher base salary range. Whenever an incumbent employee is upgraded as a result of such reclassification, pursuant to the Personnel Rules, such employee's step placement in the new salary range shall be governed by the Article on Promotions.

USE OF BULLETIN BOARDS

The County will furnish adequate bulletin board space where currently available. Only areas designated by the appointing authority may be used for posting of notices. Bulletin boards shall only be used for the following notices:

- (a) Scheduled SEBA meetings, agendas, and minutes.
- (b) Information on SEBA elections and the results.
- (c) Information regarding SEBA social, recreational, and related news bulletins.

(d) Reports of official business of SEBA, including reports of committees or the Board of Directors.

Posted notices, notices sent through interoffice e-mail or placed in an employee's County mailbox shall not be obscene, defamatory, or of a political nature, nor shall they pertain to public issues which do not include the County or its relations with County employees. All notices to be posted must be dated and signed by an authorized representative of SEBA, and must have the prior written approval of the appointing authority or authorized representative. County equipment, materials, supplies, or interdepartmental mail systems shall not be used for the preparation, reproduction, or distribution of notices, nor shall such notices be prepared by County employees during their regular work time. In cases where SEBA represents more than one (1) authorized employee representation unit at a work location, the space described above will become the bulletin board space for all employees represented by SEBA at that work location.

SEBA campaign posters may be posted on bulletin boards under the following conditions:

- (a) The maximum size of the poster will be 8 1/2" X 11".
- (b) The content of the poster will only include the candidate's name, picture, the position being sought and information relating to the candidate's qualifications and position on salient issues.
- (c) The poster must be approved by the SEBA Executive Committee and the Sheriff's Department before posting.

USE OF COUNTY RESOURCES

SEBA may be granted permission to use County facilities for the purpose of meeting with employees to conduct its internal affairs during non-work hours, provided space for such meetings can be made available without interfering with County needs. Permission to use County facilities must be obtained by SEBA from the appropriate appointing authority or designated representative. SEBA shall be held fully responsible for any damages to and the security of any County facilities that are used by SEBA.

No County vehicles may be used in connection with any activity of SEBA.

The printing of the consolidated Memorandum of Understanding shall be jointly paid for by the County and SEBA, using the County's Printing Services. The number of copies shall be jointly decided by the two parties.

VISION CARE INSURANCE

The County will pay the full premiums for vision care insurance for all employees in a paid status and eligible dependents. The County agrees to provide these benefits subject to carrier requirements as specified in the Certificate of Insurance. Employees and eligible dependents, will have the option of enrolling in COBRA continuation coverage provided they meet the COBRA requirements.

WAGE DIFFERENTIALS

Section 1 – Special Circumstances Pay

Sheriff's Sergeants in regular positions who are assigned as resident commanders to work and reside in the communities of Parker Dam, Havasu Landing, Trona, Wrightwood, and Lucerne Valley shall be compensated an additional ten and one-half percent (10.5%) above their base salary as provided in Appendix B. In addition, such Sheriff's Sergeants shall receive a pay differential of one hundred forty-three dollars and seventy-five cents (\$143.75) per pay period.

Incumbents of these positions are not eligible for any overtime compensation under the Article on Overtime of this Agreement. The Sheriff shall designate the geographic boundaries of these communities for the purpose of defining residency requirements for eligibility for Special Circumstances Pay.

Section 2 – Flight Pay

The parties jointly agree that Safety Management and Supervisory Unit employees officially assigned to the Sheriff's Emergency Services Bureau/Aviation Division and who are assigned to act as pilots or observers shall receive a wage differential for flight pay. The wage differential for pilots shall be fifteen percent (15%) above the base rate of pay as provided in Appendix B. Effective August 6, 2016, the wage differential for observers shall be ten percent (10.0%) above the base rate of pay as provided in Appendix B.

Section 3 – Arson/Bomb Hazard Pay

Safety Management and Supervisory Unit employees who are assigned to the Arson/Bomb Unit shall receive a pay differential of three dollars (\$3.00) per hour per pay period above the base rate of pay as provided in Appendix B. Employees not assigned to the Arson/Bomb Unit, but who are trained in and required to perform arson/bomb duties, shall receive three dollars (\$3.00) per hour for any hours spent directly performing arson/bomb duties.

Section 4 – Motorcycle Officer Hazard Pay

Safety Management & Supervisory Unit employees who are assigned in the normal course of their regular duties to perform as a Motorcycle Traffic Officer shall receive a pay differential of one dollar and seventy-five cents (\$1.75) per actual hour worked operating a motorcycle per pay period above the base rate of pay as provided in Appendix B. Leave types (e.g., sick leave, annual leave, etc.), with the exception of Labor Code 4850 leave, shall not be considered hours worked for the purpose of this section.

Section 5 – Canine Officer Pay

Employees assigned by the Appointing Authority to care for a Department Canine will be compensated eight (8) hours of pay each pay period at the employee's base rate of pay in order to provide care, feeding and maintenance to the Canine for the Department. Such time will be considered hours worked for the purposes of calculating overtime. This compensation shall not be paid during any period of extended leave, e.g., more than 80 consecutive hours, during which the employee is no longer responsible for caring for the Canine.

Section 6 – Bilingual Pay

Effective August 6, 2016, employees who are in positions designated by the appointing authority which require employees to perform bilingual translation as a part of their regular duties shall be entitled to bilingual compensation. Such compensation shall apply regardless of the total time required per day for such translation. Employees in such positions must be certified as competent in job-related translation skills by the Human Resources Department via examination to be eligible for such compensation. Compensation shall be fifty dollars (\$50.00) per pay period.

The number of employees receiving bilingual compensation shall not exceed fifteen percent (15%) of the Unit's total number of employees. The Human Resources Department and the appointing authority shall jointly make the sole determination of specific language competencies to be compensated under this Article.

The Human Resources Department will have the sole authority to compose and administer the examination process and certify the employee's competency.

Section 7 – Longevity Pay

Effective March 14, 2020, the County shall establish a two percent (2.0%) longevity pay for employees who have completed 20 years of continuous County service. Longevity pay will be paid above the base rate of pay and will be paid on all paid hours up to an employee's standard hours. Longevity Pay and shall not be considered when

determining the appropriate rate of pay for a promotion or demotion. A year of completed continuous County service is defined as 2,080 continuous service hours with the County.

Section 8 – Field Incentive Pay

Effective July 18, 2020, the County shall establish a Field Incentive Pay for employees who are assigned to the “field” and are “patrol certified.” “Field” shall be defined as all assignments, except Court Services (excluding Civil Division field positions) and Corrections including Type I Jails. “Patrol certified” is defined as an employee having successfully completed the FTO Program and one year on patrol. The Incentive pay shall be two and one half percent (2.5%) above the employee’s base rate of pay and will be paid on all paid hours up to an employee’s standard hours.

Employees in the classification of Sergeant, Lieutenant, or DA Supervising Investigator who are patrol certified shall retain the field incentive pay regardless of field experience or station assignment, as long as he/she remains in that rank classification or higher.

WORK DISRUPTION

During the term of this agreement, SEBA will not cause or permit its members to take part in any concerted work action for the purpose of changing wages, hours and other terms and conditions of employment provided that by executing this agreement neither SEBA nor any of its members waive their rights, if any, under Section 6300 et seq. of the California Labor Code. The participation of any employee in any such concerted work action against the County shall be grounds for disciplinary action, including termination.

APPENDIX A - APPROVAL BY BOARD OF SUPERVISORS

This Agreement is subject to approval by the Board of Supervisors. The parties hereto agree to perform whatever acts are necessary, both jointly, and separately, to urge the Board to approve and enforce this Agreement.

Following approval of this Agreement by the Board, its terms and conditions shall be implemented by appropriate ordinance, resolution or other appropriate lawful action.

DATED: _____

COUNTY OF SAN BERNARDINO

**SAN BERNARDINO COUNTY SHERIFF'S
EMPLOYEES' BENEFIT ASSOCIATION**

BOB WINDLE
County Labor Relations Chief

GRANT WARD
President

RECOMMENDED FOR BOARD OF SUPERVISORS APPROVAL:

GARY McBRIDE
Chief Executive Officer

BOARD OF SUPERVISORS

CURT HAGMAN, Chairman

Date

APPENDIX B – SALARY SCHEDULE

Salary Schedule
Effective Upon Board Approval

3% Cross-the Board Increase; New Top Step (excludes Base Step) and New Temporary Step

	DA Supervising Investigator 24			Sheriff's Sergeant 25			DS Criminalist III, Sheriff's Lieutenant 28		
Base Step	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	1	49.28	102,502.40	1	44.72	93,017.60	1	51.58	107,286.40
	2	50.49	105,019.20	2	45.77	95,201.60	2	52.88	109,990.40
	3	51.71	107,556.80	3	46.93	97,614.40	3	54.18	112,694.40
	4	52.95	110,136.00	4	48.06	99,964.80	4	55.57	115,585.60
	5	54.31	112,964.80	5	49.28	102,502.40	5	56.84	118,227.20
	6	55.66	115,772.80	6	50.49	105,019.20	6	58.31	121,284.80
	7	57.04	118,643.20	7	51.71	107,556.80	7	59.72	124,217.60
	8	58.44	121,555.20	8	52.95	110,136.00	8	61.18	127,254.40
	9	59.93	124,654.40	9	54.31	112,964.80	9	62.72	130,457.60
10	62.94	130,915.20	10	57.04	118,643.20	10	65.87	137,009.60	
Advanced POST - 2% POST	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>
	11	53.33	110,926.40	11	48.40	100,672.00	11	55.79	116,043.20
	12	54.55	113,464.00	12	49.47	102,897.60	12	57.12	118,809.60
	13	55.79	116,043.20	13	50.64	105,331.20	13	58.45	121,576.00
	14	57.07	118,705.60	14	51.81	107,764.80	14	59.86	124,508.80
	15	58.45	121,576.00	15	53.06	110,364.80	15	61.17	127,233.60
	16	59.83	124,446.40	16	54.27	112,881.60	16	62.67	130,353.60
	17	61.24	127,379.20	17	55.53	115,502.40	17	64.11	133,348.80
	18	62.68	130,374.40	18	56.79	118,123.20	18	65.60	136,448.00
	19	64.18	133,494.40	19	58.18	121,014.40	19	67.17	139,713.60
	20	67.25	139,880.00	20	60.97	126,817.60	20	70.37	146,369.60
21	68.93	143,374.40	21	62.49	129,979.20	21	72.12	150,009.60	
21a	69.60	144,768.00	21a	63.10	131,248.00	21a	72.83	151,486.40	
Supervisory POST - 2% POST	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>
	22	54.87	114,129.60	22	49.81	103,604.80	22	57.41	119,412.80
	23	56.08	116,646.40	23	50.88	105,830.40	23	58.73	122,158.40
	24	57.33	119,246.40	24	52.05	108,264.00	24	60.07	124,945.60
	25	58.60	121,888.00	25	53.21	110,676.80	25	61.47	127,857.60
	26	59.98	124,758.40	26	54.47	113,297.60	26	62.76	130,540.80
	27	61.36	127,628.80	27	55.68	115,814.40	27	64.27	133,681.60
	28	62.77	130,561.60	28	56.94	118,435.20	28	65.71	136,676.80
	29	64.21	133,556.80	29	58.20	121,056.00	29	67.20	139,776.00
	30	65.72	136,697.60	30	59.58	123,926.40	30	68.77	143,041.60
	31	68.79	143,083.20	31	62.37	129,729.60	31	71.99	149,739.20
32	70.51	146,660.80	32	63.93	132,974.40	32	73.79	153,483.20	
32a	71.20	148,096.00	32a	64.56	134,284.80	32a	74.51	154,980.80	

Salary Schedule
Effective 7/18/2020
 3% Across-the-Board Increase

DA Supervising Investigator 24			Sheriff's Sergeant 25			DS Criminalist III, Sheriff's Lieutenant 28			
Base Step	Steps	Hourly Rate <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>
	1	50.76	105,580.80	1	46.06	95,804.80	1	53.13	110,510.40
	2	52.00	108,160.00	2	47.14	98,051.20	2	54.47	113,297.60
	3	53.26	110,780.80	3	48.34	100,547.20	3	55.81	116,084.80
	4	54.54	113,443.20	4	49.50	102,960.00	4	57.24	119,059.20
	5	55.94	116,355.20	5	50.76	105,580.80	5	58.55	121,784.00
	6	57.33	119,246.40	6	52.00	108,160.00	6	60.06	124,924.80
	7	58.75	122,200.00	7	53.26	110,780.80	7	61.51	127,940.80
	8	60.19	125,195.20	8	54.54	113,443.20	8	63.02	131,081.60
	9	61.73	128,398.40	9	55.94	116,355.20	9	64.60	134,368.00
10	64.83	134,846.40	10	58.75	122,200.00	10	67.85	141,128.00	
Advanced POST - 2% POST	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>
	11	54.93	114,254.40	11	49.85	103,688.00	11	57.47	119,537.60
	12	56.18	116,854.40	12	50.96	105,996.80	12	58.83	122,366.40
	13	57.47	119,537.60	13	52.16	108,492.80	13	60.20	125,216.00
	14	58.78	122,262.40	14	53.36	110,988.80	14	61.66	128,252.80
	15	60.20	125,216.00	15	54.65	113,672.00	15	63.01	131,060.80
	16	61.63	128,190.40	16	55.91	116,292.80	16	64.55	134,264.00
	17	63.08	131,206.40	17	57.19	118,955.20	17	66.03	137,342.40
	18	64.56	134,284.80	18	58.50	121,680.00	18	67.56	140,524.80
	19	66.11	137,508.80	19	59.93	124,654.40	19	69.19	143,915.20
	20	69.27	144,081.60	20	62.79	130,603.20	20	72.48	150,758.40
21	71.00	147,680.00	21	64.36	133,868.80	21	74.29	154,523.20	
21a	71.70	149,136.00	21a	64.99	135,179.20	21a	75.01	156,020.80	
Supervisory POST - 2% POST	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>
	22	56.51	117,540.80	22	51.30	106,704.00	22	59.13	122,990.40
	23	57.76	120,140.80	23	52.41	109,012.80	23	60.50	125,840.00
	24	59.06	122,844.80	24	53.61	111,508.80	24	61.87	128,689.60
	25	60.35	125,528.00	25	54.81	114,004.80	25	63.31	131,684.80
	26	61.77	128,481.60	26	56.10	116,688.00	26	64.65	134,472.00
	27	63.20	131,456.00	27	57.35	119,288.00	27	66.20	137,696.00
	28	64.66	134,492.80	28	58.64	121,971.20	28	67.68	140,774.40
	29	66.14	137,571.20	29	59.95	124,696.00	29	69.22	143,977.60
	30	67.69	140,795.20	30	61.36	127,628.80	30	70.83	147,326.40
	31	70.85	147,368.00	31	64.24	133,619.20	31	74.15	154,232.00
32	72.62	151,049.60	32	65.85	136,968.00	32	76.00	158,080.00	
32a	73.33	152,526.40	32a	66.49	138,299.20	32a	76.74	159,619.20	

Salary Schedule
Effective 1/16/2021
 1% POST Increase

DA Supervising Investigator 24			Sheriff's Sergeant 25			DS Criminalist III, Sheriff's Lieutenant 28			
Base Step	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	1	50.76	105,580.80	1	46.06	95,804.80	1	53.13	110,510.40
	2	52.00	108,160.00	2	47.14	98,051.20	2	54.47	113,297.60
	3	53.26	110,780.80	3	48.34	100,547.20	3	55.81	116,084.80
	4	54.54	113,443.20	4	49.50	102,960.00	4	57.24	119,059.20
	5	55.94	116,355.20	5	50.76	105,580.80	5	58.55	121,784.00
	6	57.33	119,246.40	6	52.00	108,160.00	6	60.06	124,924.80
	7	58.75	122,200.00	7	53.26	110,780.80	7	61.51	127,940.80
	8	60.19	125,195.20	8	54.54	113,443.20	8	63.02	131,081.60
	9	61.73	128,398.40	9	55.94	116,355.20	9	64.60	134,368.00
10	64.83	134,846.40	10	58.75	122,200.00	10	67.85	141,128.00	
Advanced POST - 3% POST	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>
	11	55.47	115,377.60	11	50.34	104,707.20	11	58.03	120,702.40
	12	56.73	117,998.40	12	51.46	107,036.80	12	59.41	123,572.80
	13	58.03	120,702.40	13	52.67	109,553.60	13	60.79	126,443.20
	14	59.36	123,468.80	14	53.88	112,070.40	14	62.26	129,500.80
	15	60.79	126,443.20	15	55.19	114,795.20	15	63.62	132,329.60
	16	62.23	129,438.40	16	56.45	117,416.00	16	65.18	135,574.40
	17	63.70	132,496.00	17	57.75	120,120.00	17	66.68	138,694.40
	18	65.19	135,595.20	18	59.07	122,865.60	18	68.23	141,918.40
	19	66.75	138,840.00	19	60.51	125,860.80	19	69.86	145,308.80
	20	69.95	145,496.00	20	63.41	131,892.80	20	73.19	152,235.20
21	71.70	149,136.00	21	64.99	135,179.20	21	75.01	156,020.80	
21a	72.40	150,592.00	21a	65.63	136,510.40	21a	75.75	157,560.00	
Supervisory POST - 3% POST	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>
	22	57.06	118,684.80	22	51.80	107,744.00	22	59.71	124,196.80
	23	58.33	121,326.40	23	52.92	110,073.60	23	61.09	127,067.20
	24	59.64	124,051.20	24	54.14	112,611.20	24	62.48	129,958.40
	25	60.95	126,776.00	25	55.35	115,128.00	25	63.93	132,974.40
	26	62.38	129,750.40	26	56.65	117,832.00	26	65.28	135,782.40
	27	63.82	132,745.60	27	57.92	120,473.60	27	66.85	139,048.00
	28	65.29	135,803.20	28	59.21	123,156.80	28	68.34	142,147.20
	29	66.79	138,923.20	29	60.53	125,902.40	29	69.90	145,392.00
	30	68.35	142,168.00	30	61.96	128,876.80	30	71.52	148,761.60
	31	71.54	148,803.20	31	64.87	134,929.60	31	74.88	155,750.40
32	73.34	152,547.20	32	66.50	138,320.00	32	76.75	159,640.00	
32a	74.05	154,024.00	32a	67.15	139,672.00	32a	77.50	161,200.00	

Salary Schedule
Effective 7/31/2021
 3% Across-the-Board Increase

	DA Supervising Investigator 24			Sheriff's Sergeant 25			DS Criminalist III, Sheriff's Lieutenant 28		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	Base Step	1	52.28	108,742.40	1	47.44	98,675.20	1	54.72
	2	53.56	111,404.80	2	48.55	100,984.00	2	56.10	116,688.00
	3	54.86	114,108.80	3	49.79	103,563.20	3	57.48	119,558.40
	4	56.18	116,854.40	4	50.99	106,059.20	4	58.96	122,636.80
	5	57.62	119,849.60	5	52.28	108,742.40	5	60.31	125,444.80
	6	59.05	122,824.00	6	53.56	111,404.80	6	61.86	128,668.80
	7	60.51	125,860.80	7	54.86	114,108.80	7	63.36	131,788.80
	8	62.00	128,960.00	8	56.18	116,854.40	8	64.91	135,012.80
	9	63.58	132,246.40	9	57.62	119,849.60	9	66.54	138,403.20
	10	66.77	138,881.60	10	60.51	125,860.80	10	69.89	145,371.20
Advanced POST - 3% POST	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>
	11	57.13	118,830.40	11	51.85	107,848.00	11	59.77	124,321.60
	12	58.43	121,534.40	12	53.00	110,240.00	12	61.19	127,275.20
	13	59.77	124,321.60	13	54.25	112,840.00	13	62.61	130,228.80
	14	61.14	127,171.20	14	55.50	115,440.00	14	64.13	133,390.40
	15	62.61	130,228.80	15	56.85	118,248.00	15	65.53	136,302.40
	16	64.10	133,328.00	16	58.14	120,931.20	16	67.14	139,651.20
	17	65.61	136,468.80	17	59.48	123,718.40	17	68.68	142,854.40
	18	67.15	139,672.00	18	60.84	126,547.20	18	70.28	146,182.40
	19	68.75	143,000.00	19	62.33	129,646.40	19	71.96	149,676.80
	20	72.05	149,864.00	20	65.31	135,844.80	20	75.39	156,811.20
	21	73.85	153,608.00	21	66.94	139,235.20	21	77.26	160,700.80
	21a	74.57	155,105.60	21a	67.60	140,608.00	21a	78.02	162,281.60
Supervisory POST - 3% POST	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>
	22	58.77	122,241.60	22	53.35	110,968.00	22	61.50	127,920.00
	23	60.08	124,966.40	23	54.51	113,380.80	23	62.92	130,873.60
	24	61.43	127,774.40	24	55.76	115,980.80	24	64.35	133,848.00
	25	62.78	130,582.40	25	57.01	118,580.80	25	65.85	136,968.00
	26	64.25	133,640.00	26	58.35	121,368.00	26	67.24	139,859.20
	27	65.73	136,718.40	27	59.66	124,092.80	27	68.86	143,228.80
	28	67.25	139,880.00	28	60.99	126,859.20	28	70.39	146,411.20
	29	68.79	143,083.20	29	62.35	129,688.00	29	72.00	149,760.00
	30	70.40	146,432.00	30	63.82	132,745.60	30	73.67	153,233.60
	31	73.69	153,275.20	31	66.82	138,985.60	31	77.13	160,430.40
	32	75.54	157,123.20	32	68.50	142,480.00	32	79.05	164,424.00
	32a	76.27	158,641.60	32a	69.16	143,852.80	32a	79.83	166,046.40

Salary Schedule
Effective 1/29/2022
 1% POST Increase

DA Supervising Investigator 24			Sheriff's Sergeant 25			DS Criminalist III, Sheriff's Lieutenant 28			
Base Step	Steps	Hourly Rate <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>
	1	52.28	108,742.40	1	47.44	98,675.20	1	54.72	113,817.60
	2	53.56	111,404.80	2	48.55	100,984.00	2	56.10	116,688.00
	3	54.86	114,108.80	3	49.79	103,563.20	3	57.48	119,558.40
	4	56.18	116,854.40	4	50.99	106,059.20	4	58.96	122,636.80
	5	57.62	119,849.60	5	52.28	108,742.40	5	60.31	125,444.80
	6	59.05	122,824.00	6	53.56	111,404.80	6	61.86	128,668.80
	7	60.51	125,860.80	7	54.86	114,108.80	7	63.36	131,788.80
	8	62.00	128,960.00	8	56.18	116,854.40	8	64.91	135,012.80
	9	63.58	132,246.40	9	57.62	119,849.60	9	66.54	138,403.20
10	66.77	138,881.60	10	60.51	125,860.80	10	69.89	145,371.20	
Advanced POST - 4% POST	Steps	Hourly Rate w/4% POST <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>
	11	57.69	119,995.20	11	52.35	108,888.00	11	60.35	125,528.00
	12	59.00	122,720.00	12	53.52	111,321.60	12	61.79	128,523.20
	13	60.35	125,528.00	13	54.78	113,942.40	13	63.22	131,497.60
	14	61.73	128,398.40	14	56.04	116,563.20	14	64.75	134,680.00
	15	63.22	131,497.60	15	57.40	119,392.00	15	66.16	137,612.80
	16	64.72	134,617.60	16	58.71	122,116.80	16	67.79	141,003.20
	17	66.25	137,800.00	17	60.06	124,924.80	17	69.35	144,248.00
	18	67.80	141,024.00	18	61.43	127,774.40	18	70.96	147,596.80
	19	69.42	144,393.60	19	62.93	130,894.40	19	72.65	151,112.00
	20	72.75	151,320.00	20	65.95	137,176.00	20	76.12	158,329.60
21	74.57	155,105.60	21	67.59	140,587.20	21	78.01	162,260.80	
21a	75.30	156,624.00	21a	68.26	141,980.80	21a	78.78	163,862.40	
Supervisory POST - 4% POST	Steps	Hourly Rate w/4% POST <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST <i>Based on 2,080 hours</i>	Annual Rate <i>Based on 2,080 hours</i>
	22	59.34	123,427.20	22	53.87	112,049.60	22	62.10	129,168.00
	23	60.66	126,172.80	23	55.04	114,483.20	23	63.53	132,142.40
	24	62.03	129,022.40	24	56.31	117,124.80	24	64.98	135,158.40
	25	63.39	131,851.20	25	57.56	119,724.80	25	66.49	138,299.20
	26	64.88	134,950.40	26	58.92	122,553.60	26	67.89	141,211.20
	27	66.37	138,049.60	27	60.24	125,299.20	27	69.52	144,601.60
	28	67.90	141,232.00	28	61.58	128,086.40	28	71.07	147,825.60
	29	69.46	144,476.80	29	62.95	130,936.00	29	72.70	151,216.00
	30	71.08	147,846.40	30	64.44	134,035.20	30	74.38	154,710.40
	31	74.40	154,752.00	31	67.46	140,316.80	31	77.88	161,990.40
32	76.27	158,641.60	32	69.16	143,852.80	32	79.82	166,025.60	
32a	77.01	160,180.80	32a	69.84	145,267.20	32a	80.60	167,648.00	

Salary Schedule
Effective 7/30/2022
 3% Across-the-Board Increase

DA Supervising Investigator 24			Sheriff's Sergeant 25			DS Criminalist III, Sheriff's Lieutenant 28			
Base Step	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	1	53.85	112,008.00	1	48.86	101,628.80	1	56.36	117,228.80
	2	55.17	114,753.60	2	50.01	104,020.80	2	57.78	120,182.40
	3	56.51	117,540.80	3	51.28	106,662.40	3	59.20	123,136.00
	4	57.87	120,369.60	4	52.52	109,241.60	4	60.73	126,318.40
	5	59.35	123,448.00	5	53.85	112,008.00	5	62.12	129,209.60
	6	60.82	126,505.60	6	55.17	114,753.60	6	63.72	132,537.60
	7	62.33	129,646.40	7	56.51	117,540.80	7	65.26	135,740.80
	8	63.86	132,828.80	8	57.87	120,369.60	8	66.86	139,068.80
	9	65.49	136,219.20	9	59.35	123,448.00	9	68.54	142,563.20
10	68.77	143,041.60	10	62.33	129,646.40	10	71.99	149,739.20	
Advanced POST - 4% POST	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>
	11	59.42	123,593.60	11	53.92	112,153.60	11	62.16	129,292.80
	12	60.77	126,401.60	12	55.12	114,649.60	12	63.64	132,371.20
	13	62.16	129,292.80	13	56.42	117,353.60	13	65.11	135,428.80
	14	63.59	132,267.20	14	57.72	120,057.60	14	66.70	138,736.00
	15	65.11	135,428.80	15	59.12	122,969.60	15	68.15	141,752.00
	16	66.66	138,652.80	16	60.47	125,777.60	16	69.83	145,246.40
	17	68.23	141,918.40	17	61.86	128,668.80	17	71.43	148,574.40
	18	69.84	145,267.20	18	63.27	131,601.60	18	73.09	152,027.20
	19	71.50	148,720.00	19	64.82	134,825.60	19	74.84	155,667.20
	20	74.93	155,854.40	20	67.92	141,273.60	20	78.41	163,092.80
21	76.80	159,744.00	21	69.62	144,809.60	21	80.35	167,128.00	
21a	77.55	161,304.00	21a	70.30	146,224.00	21a	81.14	168,771.20	
Supervisory POST - 4% POST	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>
	22	61.12	127,129.60	22	55.48	115,398.40	22	63.96	133,036.80
	23	62.48	129,958.40	23	56.69	117,915.20	23	65.44	136,115.20
	24	63.89	132,891.20	24	57.99	120,619.20	24	66.92	139,193.60
	25	65.29	135,803.20	25	59.29	123,323.20	25	68.48	142,438.40
	26	66.82	138,985.60	26	60.68	126,214.40	26	69.93	145,454.40
	27	68.36	142,188.80	27	62.05	129,064.00	27	71.61	148,948.80
	28	69.94	145,475.20	28	63.43	131,934.40	28	73.21	152,276.80
	29	71.54	148,803.20	29	64.84	134,867.20	29	74.88	155,750.40
	30	73.22	152,297.60	30	66.37	138,049.60	30	76.62	159,369.60
	31	76.64	159,411.20	31	69.49	144,539.20	31	80.22	166,857.60
32	78.56	163,404.80	32	71.24	148,179.20	32	82.21	170,996.80	
32a	79.32	164,985.60	32a	71.93	149,614.40	32a	83.02	172,681.60	

Salary Schedule
Effective 1/28/2023
 1% POST Increase

	DA Supervising Investigator 24			Sheriff's Sergeant 25			DS Criminalist III, Sheriff's Lieutenant 28		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	Base Step	1	53.85	112,008.00	1	48.86	101,628.80	1	56.36
	2	55.17	114,753.60	2	50.01	104,020.80	2	57.78	120,182.40
	3	56.51	117,540.80	3	51.28	106,662.40	3	59.20	123,136.00
	4	57.87	120,369.60	4	52.52	109,241.60	4	60.73	126,318.40
	5	59.35	123,448.00	5	53.85	112,008.00	5	62.12	129,209.60
	6	60.82	126,505.60	6	55.17	114,753.60	6	63.72	132,537.60
	7	62.33	129,646.40	7	56.51	117,540.80	7	65.26	135,740.80
	8	63.86	132,828.80	8	57.87	120,369.60	8	66.86	139,068.80
	9	65.49	136,219.20	9	59.35	123,448.00	9	68.54	142,563.20
	10	68.77	143,041.60	10	62.33	129,646.40	10	71.99	149,739.20
Advanced POST - 5% POST	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>
	11	59.99	124,779.20	11	54.44	113,235.20	11	62.76	130,540.80
	12	61.35	127,608.00	12	55.65	115,752.00	12	64.25	133,640.00
	13	62.76	130,540.80	13	56.96	118,476.80	13	65.74	136,739.20
	14	64.20	133,536.00	14	58.28	121,222.40	14	67.34	140,067.20
	15	65.74	136,739.20	15	59.69	124,155.20	15	68.81	143,124.80
	16	67.31	140,004.80	16	61.05	126,984.00	16	70.50	146,640.00
	17	68.89	143,291.20	17	62.45	129,896.00	17	72.11	149,988.80
	18	70.51	146,660.80	18	63.88	132,870.40	18	73.79	153,483.20
	19	72.19	150,155.20	19	65.45	136,136.00	19	75.56	157,164.80
	20	75.65	157,352.00	20	68.58	142,646.40	20	79.16	164,652.80
	21	77.54	161,283.20	21	70.29	146,203.20	21	81.12	168,729.60
21a	78.30	162,864.00	21a	70.98	147,638.40	21a	81.92	170,393.60	
Supervisory POST - 5% POST	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>
	22	61.71	128,356.80	22	56.02	116,521.60	22	64.58	134,326.40
	23	63.08	131,206.40	23	57.24	119,059.20	23	66.07	137,425.60
	24	64.50	134,160.00	24	58.55	121,784.00	24	67.57	140,545.60
	25	65.92	137,113.60	25	59.86	124,508.80	25	69.14	143,811.20
	26	67.46	140,316.80	26	61.27	127,441.60	26	70.60	146,848.00
	27	69.02	143,561.60	27	62.64	130,291.20	27	72.30	150,384.00
	28	70.61	146,868.80	28	64.04	133,203.20	28	73.91	153,732.80
	29	72.23	150,238.40	29	65.47	136,177.60	29	75.60	157,248.00
	30	73.92	153,753.60	30	67.01	139,380.80	30	77.35	160,888.00
	31	77.37	160,929.60	31	70.16	145,932.80	31	80.99	168,459.20
	32	79.32	164,985.60	32	71.93	149,614.40	32	83.00	172,640.00
32a	80.08	166,566.40	32a	72.62	151,049.60	32a	83.82	174,345.60	

Salary Schedule
Effective 7/29/2023
 3% Across-the-Board Increase

	DA Supervising Investigator 24			Sheriff's Sergeant 25			DS Criminalist III, Sheriff's Lieutenant 28		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	Base Step	1	55.47	115,377.60	1	50.33	104,686.40	1	58.05
	2	56.83	118,206.40	2	51.51	107,140.80	2	59.51	123,780.80
	3	58.21	121,076.80	3	52.82	109,865.60	3	60.98	126,838.40
	4	59.61	123,988.80	4	54.10	112,528.00	4	62.55	130,104.00
	5	61.13	127,150.40	5	55.47	115,377.60	5	63.98	133,078.40
	6	62.64	130,291.20	6	56.83	118,206.40	6	65.63	136,510.40
	7	64.20	133,536.00	7	58.21	121,076.80	7	67.22	139,817.60
	8	65.78	136,822.40	8	59.61	123,988.80	8	68.87	143,249.60
	9	67.45	140,296.00	9	61.13	127,150.40	9	70.60	146,848.00
	10	70.83	147,326.40	10	64.20	133,536.00	10	74.15	154,232.00
Advanced POST - 5% POST	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>
	11	61.78	128,502.40	11	56.08	116,646.40	11	64.64	134,451.20
	12	63.19	131,435.20	12	57.32	119,225.60	12	66.18	137,654.40
	13	64.64	134,451.20	13	58.67	122,033.60	13	67.71	140,836.80
	14	66.12	137,529.60	14	60.03	124,862.40	14	69.35	144,248.00
	15	67.71	140,836.80	15	61.49	127,899.20	15	70.88	147,430.40
	16	69.32	144,185.60	16	62.87	130,769.60	16	72.61	151,028.80
	17	70.96	147,596.80	17	64.32	133,785.60	17	74.28	154,502.40
	18	72.62	151,049.60	18	65.80	136,864.00	18	76.01	158,100.80
	19	74.35	154,648.00	19	67.41	140,212.80	19	77.83	161,886.40
	20	77.92	162,073.60	20	70.63	146,910.40	20	81.53	169,582.40
	21	79.87	166,129.60	21	72.40	150,592.00	21	83.56	173,804.80
21a	80.65	167,752.00	21a	73.11	152,068.80	21a	84.38	175,510.40	
Supervisory POST - 5% POST	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>
	22	63.56	132,204.80	22	57.70	120,016.00	22	66.52	138,361.60
	23	64.97	135,137.60	23	58.96	122,636.80	23	68.05	141,544.00
	24	66.43	138,174.40	24	60.30	125,424.00	24	69.59	144,747.20
	25	67.89	141,211.20	25	61.66	128,252.80	25	71.22	148,137.60
	26	69.49	144,539.20	26	63.11	131,268.80	26	72.72	151,257.60
	27	71.09	147,867.20	27	64.52	134,201.60	27	74.48	154,918.40
	28	72.73	151,278.40	28	65.96	137,196.80	28	76.13	158,350.40
	29	74.39	154,731.20	29	67.43	140,254.40	29	77.87	161,969.60
	30	76.14	158,371.20	30	69.02	143,561.60	30	79.67	165,713.60
	31	79.70	165,776.00	31	72.26	150,300.80	31	83.41	173,492.80
	32	81.70	169,936.00	32	74.09	154,107.20	32	85.49	177,819.20
32a	82.49	171,579.20	32a	74.79	155,563.20	32a	86.33	179,566.40	

Salary Schedule
Effective 1/27/2024
 1% POST Increase

DA Supervising Investigator 24			Sheriff's Sergeant 25			DS Criminalist III, Sheriff's Lieutenant 28			
Base Step	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	1	55.47	115,377.60	1	50.33	104,686.40	1	58.05	120,744.00
	2	56.83	118,206.40	2	51.51	107,140.80	2	59.51	123,780.80
	3	58.21	121,076.80	3	52.82	109,865.60	3	60.98	126,838.40
	4	59.61	123,988.80	4	54.10	112,528.00	4	62.55	130,104.00
	5	61.13	127,150.40	5	55.47	115,377.60	5	63.98	133,078.40
	6	62.64	130,291.20	6	56.83	118,206.40	6	65.63	136,510.40
	7	64.20	133,536.00	7	58.21	121,076.80	7	67.22	139,817.60
	8	65.78	136,822.40	8	59.61	123,988.80	8	68.87	143,249.60
	9	67.45	140,296.00	9	61.13	127,150.40	9	70.60	146,848.00
10	70.83	147,326.40	10	64.20	133,536.00	10	74.15	154,232.00	
Advanced POST - 6% POST	Steps	Hourly Rate w/6% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/6% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/6% POST	Annual Rate <i>Based on 2,080 hours</i>
	11	62.37	129,729.60	11	56.61	117,748.80	11	65.25	135,720.00
	12	63.79	132,683.20	12	57.87	120,369.60	12	66.81	138,964.80
	13	65.25	135,720.00	13	59.23	123,198.40	13	68.36	142,188.80
	14	66.75	138,840.00	14	60.60	126,048.00	14	70.01	145,620.80
	15	68.36	142,188.80	15	62.07	129,105.60	15	71.55	148,824.00
	16	69.98	145,558.40	16	63.47	132,017.60	16	73.30	152,464.00
	17	71.63	148,990.40	17	64.94	135,075.20	17	74.98	155,958.40
	18	73.31	152,484.80	18	66.43	138,174.40	18	76.73	159,598.40
	19	75.06	156,124.80	19	68.05	141,544.00	19	78.57	163,425.60
	20	78.66	163,612.80	20	71.31	148,324.80	20	82.31	171,204.80
21	80.63	167,710.40	21	73.09	152,027.20	21	84.35	175,448.00	
21a	81.42	169,353.60	21a	73.81	153,524.80	21a	85.18	177,174.40	
Supervisory POST - 6% POST	Steps	Hourly Rate w/6% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/6% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/6% POST	Annual Rate <i>Based on 2,080 hours</i>
	22	64.16	133,452.80	22	58.25	121,160.00	22	67.15	139,672.00
	23	65.59	136,427.20	23	59.52	123,801.60	23	68.70	142,896.00
	24	67.07	139,505.60	24	60.88	126,630.40	24	70.26	146,140.80
	25	68.54	142,563.20	25	62.24	129,459.20	25	71.90	149,552.00
	26	70.15	145,912.00	26	63.71	132,516.80	26	73.42	152,713.60
	27	71.76	149,260.80	27	65.14	135,491.20	27	75.19	156,395.20
	28	73.43	152,734.40	28	66.59	138,507.20	28	76.85	159,848.00
	29	75.10	156,208.00	29	68.07	141,585.60	29	78.61	163,508.80
	30	76.86	159,868.80	30	69.67	144,913.60	30	80.43	167,294.40
	31	80.45	167,336.00	31	72.95	151,736.00	31	84.21	175,156.80
32	82.48	171,558.40	32	74.79	155,563.20	32	86.31	179,524.80	
32a	83.27	173,201.60	32a	75.50	157,040.00	32a	87.15	181,272.00	

**Teamsters Local 1932 MOU 2019 -2023
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**CONSOLIDATED
MEMORANDUM OF UNDERSTANDING**

2019 – 2023

**ADMINISTRATIVE SERVICES; CLERICAL;
CRAFT, LABOR & TRADES;
MANAGEMENT; SUPERVISORY;
NURSES SUPERVISORY & MANAGEMENT;
AND
TECHNICAL & INSPECTION UNITS**



Table of Contents

PREAMBLE	1
RECOGNITION.....	1
ACCESS TO PERSONNEL RECORDS	1
ACCESS TO WORK LOCATIONS.....	2
ACCIDENTAL DEATH AND DISMEMBERMENT	2
ADMINISTRATIVE LEAVE	3
ANNUAL LEAVE AND ATTORNEY LEAVE	5
AUTHORIZED EMPLOYEE REPRESENTATIVES	6
BILINGUAL COMPENSATION	8
BOOT/SPECIALIZED FOOTWEAR ALLOWANCE	8
CERTIFIED PUBLIC ACCOUNTANT STIPEND.....	10
CLASSIFICATION.....	10
COUNTY IDENTIFICATION/ACCESS CARDS	14
COUNTY MANAGEMENT RIGHTS.....	14
DEFERRED COMPENSATION	15
DEFINITIONS	16
DEMOTIONS	17
DEPENDENT CARE ASSISTANCE PLAN	18
DIFFERENTIALS	19
DIRECT DEPOSIT	33
DISASTER SERVICE WORKERS.....	33
DUAL APPOINTMENTS	33
EMPLOYEE RIGHTS.....	34
EQUITY ADJUSTMENTS	34
EXPENSE REIMBURSEMENT.....	34
EXTRA-HELP/RECURRENT EMPLOYEES.....	39
FITNESS FOR DUTY.....	39
FLEXIBLE SPENDING ACCOUNT	39
FULL UNDERSTANDING, MODIFICATION AND WAIVER	40
GRIEVANCE PROCEDURE	40
HEALTH SERVICES ASSISTANT WIC NUTRITION ASSISTANT CERTIFICATION ALLOWANCE	47
HEALTHCARE TRUST	48
HOURS OF WORK	52
HYBRID PENSION OPTION.....	53
IMPLEMENTATION	53

JOB SHARING AND PART-TIME EMPLOYMENT	54
LABOR MANAGEMENT TASK FORCE	54
LAYOFF	55
LEAVE PROVISIONS	58
LIFE INSURANCE	75
LOW CENSUS	76
MEAL AND BREAK PERIODS	77
MEDICAL, DENTAL, AND VISION COVERAGE	77
MEDICAL EMERGENCY LEAVE	85
MEMBERSHIP DUES DEDUCTIONS	87
MERIT ADVANCMENTS	88
MINIMUM WAGE RESTRUCTURE	90
MODIFIED BENEFIT OPTION	92
NEW EMPLOYEE ORIENTATION	98
NON-DISCRIMINATION	99
OBLIGATION TO SUPPORT	99
OVERTIME	99
PAY PERIOD	102
PAYROLL ADJUSTMENTS	102
PREHEARING DISCUSSIONS	103
PROBATIONARY PERIOD AND TRAINEE APPOINTMENTS	104
PROMOTIONS	105
PROVISIONS OF LAW	105
RECRUITMENT AND REFERRAL BONUS PROGRAMS	106
REEMPLOYMENT	108
RELOCATION ASSISTANCE	109
REMOTE ASSIGNMENT INCENTIVE	110
RENEGOTIATION	111
RETIREMENT MEDICAL TRUST FUND	111
RETIREMENT SYSTEM CONTRIBUTIONS	113
RETURN-TO-WORK COMPENSATION	115
SAFETY COMMITTEE	118
SALARY ADJUSTMENTS	118
SALARY RATES AND STEP ADVANCEMENTS	119
SECTION 125 PREMIUM CONVERSION PLAN	121
SHORT-TERM DISABILITY	122
STANDARD TOUR OF DUTY	122

SUCCESSORS (Arrowhead Regional Medical Center Only).....	123
TEMPORARY PERFORMANCE OF HIGHER LEVEL DUTIES	123
TERM	125
TIME AND LABOR REPORTS	126
TOOL ALLOWANCE.....	126
TRANSITIONAL PAY.....	127
TUITION LOAN REPAYMENT PROGRAM.....	128
TUITION REIMBURSEMENT AND MEMBERSHIP DUES.....	133
TWELVE (12) HOUR SHIFTS IN CORRECTIONS.....	136
UNIFORMS.....	139
UNION LEAVE.....	141
USE OF BULLETIN BOARDS	144
USE OF COUNTY RESOURCES.....	144
VOLUNTARY TIME OFF	145
WORK DISRUPTION.....	145
Appendix A – Approval by Board of Supervisors	147
Appendix B – Classifications and Salary Ranges	148
Appendix C – Salary Schedules.....	164
Appendix D – Equity Adjustments.....	289
Appendix E – LVN Per Diem.....	295
Appendix F – Contract RCP II.....	302
Appendix G – Medical Imaging	308
Appendix H – Per Diem Teamsters.....	313
Appendix I – MBO Classification List	319

PREAMBLE

The parties to this Agreement affirm their mutual commitment to the goals of effective and efficient public service, high employee morale, sound and responsible management of County business, and amicable employer-employee relations. The parties acknowledge that productivity improvement can only be achieved as a by-product to valuing people.

The parties encourage the highest possible degree of friendly cooperative relationships between their respective representatives at all levels and with and between all employees.

RECOGNITION

ALL UNITS

Pursuant to the provisions of the Employee Relations Code of the County of San Bernardino and applicable State law, the San Bernardino Public Employees Association (SBPEA) was certified, on July 20, 1977, by the County's Employee Relations Panel as the exclusive recognized employee organization for County employees in the Clerical; Craft, Labor & Trades; Management; Supervisory; and Technical & Inspection Unit; on March 10, 1989, for County employees in the Administrative Services Unit previously found to be appropriate by said Employee Relations Panel; and on April 20, 2004, for employees in the Nurses Supervisory and Management Unit previously found to be appropriate pursuant to said Employee Relations Code.

Effective April 14, 2015 SBPEA entered into an affiliation agreement with the International Brotherhood of Teamsters.

The County hereby recognizes Teamsters Local 1932 (herein after referred to as Teamsters) as the exclusive recognized employee organization for the employees in the employee classifications comprising said Units as listed in the Appendix B hereof, as well as employees in such classes as may be added to these Units hereafter by the County.

ACCESS TO PERSONNEL RECORDS

ALL UNITS

Personnel records are confidential and access to personnel records of the employee shall be limited to the Director of Human Resources, the appointing authority, the Board of Supervisors, or their authorized representatives. Employees currently employed by the County of San Bernardino and/or their representatives, designated by the employee in writing, will be allowed to review the employee's personnel records during regular business hours.

The County recognizes Teamsters Local 1932's ability to obtain and/or review employee personnel records or data, balancing the employee's privacy interest and the Union's need for the requested relevant and necessary information.

Letters of reference and other matters exempted by law shall be excluded from the right of inspection by the employee.

Negative information may be purged from the personnel records maintained by either the Department or Human Resources, subject to legal constraints, at the sole discretion of Human Resources or upon the request of the employee or the appointing authority, and upon approval of Human Resources and the employee shall be so notified.

Employees desiring to review such records shall make such request in writing at least twenty-four (24) hours in advance to their appointing authority or Human Resources as appropriate.

ACCESS TO WORK LOCATIONS

ALL UNITS

The parties recognize and agree that in order to maintain good employee relations, it is necessary for Representatives of Teamsters to confer with County employees during working hours.

Therefore, Teamsters Representatives will be granted access to work locations during regular working hours to investigate and process grievances or appeals, or meet with members for the purpose of representing members in their relations with the County. Teamsters Labor Relations Representatives shall be granted access upon obtaining authorization from the appointing authority or designated management representative prior to entering a work location and after advising of the general nature of the business. However, the appointing authority or designated management representative may deny access or terminate access to work locations if, in their judgment, it is deemed that the visit would interfere with the efficiency, safety, or security of County operations. The appointing authority shall not unreasonably withhold timely access to work locations. The appointing authority shall ensure that there is at all times someone designated who shall have full authority to approve access. If a request is denied, the appointing authority or designated management representative shall establish a mutually agreeable time for access to the employee.

Teamsters Representatives granted access to work locations shall limit such visits to a reasonable period of time, taking into consideration the nature of the grievance or appeal.

The appointing authority or designated management representative may mutually establish with the Teamsters Representative reasonable limits as to the number of visits authorized with the same employee on the same issue, and reasonable limits as to the number of employees who may participate in a visit when several employees are affected by a specific issue. The County shall not unduly interfere with Teamsters access right to work locations.

ACCIDENTAL DEATH AND DISMEMBERMENT

ALL UNITS

Any employee may purchase amounts of Accidental Death and Dismemberment Insurance coverage for themselves and dependents through payroll deduction according to the following

schedule:

EMPLOYEE COVERAGE	DEPENDENT COVERAGE	
	SPOUSE/ DOMESTIC PARTNER	EACH CHILD
\$10,000	\$5,000	\$3,125
\$25,000	\$12,500	\$6,250
\$50,000	\$25,000	\$12,500
\$100,000	\$50,000	\$25,000
\$150,000	\$75,000	\$25,000
\$200,000	\$100,000	\$25,000
\$250,000	\$125,000	\$25,000

The County agrees to provide these benefits subject to carrier requirements as specified in the Certificate of Insurance, to be administered by the Employee Benefits and Services Division. Selection of the insurance provider(s) and the method of computing premiums shall be within the sole discretion of the County.

ADMINISTRATIVE LEAVE

MANAGEMENT UNIT AND “MANAGEMENT LEVEL” NURSES IN THE NURSES SUPERVISORY AND MANAGEMENT UNIT (i.e., Clinical Director II, Clinical Director I, Unit Manager, Clinic Unit Manager)

Effective pay period 1 of each year, an employee in a regular position who is in paid status will be provided with eighty (80) hours of administrative leave time for the employee’s use. An employee who is not in paid status (i.e., not coding paid hours) who later returns to paid status during that calendar year or employees hired after the beginning of pay period 1, shall be credited with administrative leave prorated on a monthly basis, based upon the annual rate of eighty (80) hours (i.e., 6.67 hours per month, or any portion thereof). Such administrative leave may be cashed out at the employee’s then current base rate of pay in increments of one (1) hour one (1) time during the calendar year to the extent that the hours would have accrued at the rate of 6.67 hours per month minus any hours used up to that time. Any administrative leave accrual balances in effect at the end of pay period 26 of each year (or if applicable, pay period 27) will automatically be paid at the employee’s then current base rate of pay. Employees may designate that cash-out of administrative leave be allocated to the County’s Section 457 Deferred Compensation Plan consistent with the requirements and restrictions of such Plan. Upon termination of employment or appointment to a position in another occupational unit, unused administrative leave will be paid at the employee’s current base rate of pay only by the amount of hours that would have been accrued at the rate of 6.67 hours per month minus the total number of hours previously used and cashed out.

Administrative leave may be used on the same basis and under the same conditions as vacation leave. Employees may only submit amended Time and Labor Reports to charge or restore administrative leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended.

SUPERVISORY UNIT

Effective pay period 1 of each year, an employee in a regular position who is in paid status will be provided with forty (40) hours of administrative leave time for the employee's use. An employee who is not in paid status (i.e., not coding paid hours) who later returns to paid status during that calendar year or employees hired after the beginning of pay period 1, shall be credited with administrative leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof). Such administrative leave may be cashed out at the employee's then current base rate of pay in increments of one (1) hour one (1) time during the calendar year to the extent that the hours would have accrued at the rate of 3.33 hours per month minus any hours used up to that time. Any administrative leave accrual balances in effect at the end of pay period 26 of each year (or if applicable, pay period 27) will automatically be paid at the employee's then current base rate of pay. Employees may designate that cash-out of administrative leave be allocated to the County's Section 457 Deferred Compensation Plan consistent with the requirements and restrictions of such Plan. Upon termination of employment or appointment to a position in another occupational unit, unused administrative leave will be paid at the employee's current base rate of pay only by the amount of hours that would have been accrued at the rate of 3.33 hours per month minus the total number of hours previously used and cashed out.

Administrative leave may be used on the same basis and under the same conditions as vacation leave. Employees may only submit amended Time and Labor Reports to charge or restore administrative leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended.

**NURSES SUPERVISORY AND MANAGEMENT UNIT EXCLUDING "MANAGEMENT LEVEL"
NURSES IN THE UNIT (i.e., Clinical Director II, Clinical Director I, Unit Manager, Clinic Unit Manager)**

Effective pay period 1 of each year, an employee in a regular position who is in paid status will be provided with forty (40) hours of administrative leave time for the employee's use. An employee who is not in paid status (i.e., not coding paid hours) who later returns to paid status during that calendar year or employees hired after the beginning of pay period 1, shall be credited with administrative leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof). Such administrative leave may be cashed out at the employee's then current base rate of pay in increments of one (1) hour one (1) time during the calendar year to the extent that the hours would have accrued at the rate of 3.33 hours per month minus any hours used up to that time. Any administrative leave accrual balances in effect at the end of pay period 26 of each year (or if applicable, pay period 27) will automatically be paid at the employee's then current base rate of pay. Employees may designate that cash-out of administrative leave be allocated to the County's Section 457 Deferred Compensation Plan consistent with the requirements and restrictions of such Plan. Upon termination of employment or appointment to a position in another occupational unit, unused administrative leave will be paid at the employee's current base rate of pay only by the amount of hours that would have been accrued at the rate of 3.33 hours per month minus the total number of hours previously used and cashed out.

Administrative leave may be used on the same basis and under the same conditions as vacation leave. Employees may only submit amended Time and Labor Reports to charge or restore administrative leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended.

ANNUAL LEAVE AND ATTORNEY LEAVE

SUPERVISORY AND NURSES SUPERVISORY AND MANAGEMENT UNIT EXCLUDING “MANAGEMENT LEVEL” NURSES IN THE UNIT (i.e., Clinical Director II, Clinical Director I, Unit Manager, Clinic Unit Manager)

Effective pay period 1 of each year, an employee (except Supervising Deputy District Attorneys, Supervising Child Support Attorneys, and Supervising Deputy Public Defenders) in a regular position who is in paid status shall be credited with forty (40) hours of annual leave for the employee's use. An employee who is not in paid status (i.e., not coding paid hours) who later returns to paid status during that calendar year or employees hired after the beginning of pay period 1, shall be credited with annual leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof). Annual leave will be separate from and in addition to any vacation or holiday leave. If any annual leave remains at the end of pay period 26 (or 27, when applicable), it shall not be cumulative into the next calendar year nor shall there be any conversion to cash.

Employees who are appointed to a position in an occupational unit that does not contain an annual leave provision and who have been denied in writing the opportunity to use the leave due to work urgency shall receive in cash payment the prorated amount of annual leave from the start of pay period 1 to the date of Unit change (i.e., 3.33 hours per month) minus any annual leave hours used up until that time. Where an employee has elected to use vacation leave in lieu of annual leave, the prorated annual leave shall be reduced by the number of vacation hours utilized. In those instances where an employee returns to the Unit prior to the end of the calendar year, the annual leave for the remainder of the calendar year shall be credited on a pro-rata share, i.e., 3.33 hours per month. This provision applies only to these specific circumstances and expressly excludes its application to any other set of circumstances.

Employees may only submit amended Time and Labor Reports to charge annual leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended; provided, however, that annual leave may not be substituted for holiday leave.

Effective pay period 1 of each year, an employee who is in paid status in a regular position of Supervising Deputy District Attorney, Supervising Child Support Attorney, or Supervising Deputy Public Defender shall be credited with forty (40) hours of attorney leave for the employee's use. An employee who is not in paid status (i.e., not coding paid hours) who later returns to paid status during that calendar year or employees hired after the beginning of pay period 1 of each subsequent year, shall be credited with attorney leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof). The maximum unused balance of attorney leave shall be 240 hours. Attorney leave will be separate from and in addition to any vacation or holiday leave, and may be taken with the approval of the appointing authority at such time as will not impair the work schedule or efficiency of the

department but with consideration given to the well-being of the employee. If an employee has reached the maximum allowed unused balance and is unable to take attorney leave because of work urgency and has had requests to use such leave denied in writing, the appointing authority will notify the Auditor-Controller/Treasurer/Tax Collector of the situation and request a waiver of the maximum allowed unused balance for a period not to exceed twelve (12) months. Appointing authorities are encouraged to give first consideration for attorney leave requests to employees who have exceeded the maximum unused balance and have been granted a waiver of the maximum unused balance due to work urgency. Attorney leave shall not be a vested right and will not be convertible to cash. Any attorney leave remaining on the books upon termination or other separation from the Unit shall be forfeited.

Employees promoting from the Attorney Unit into the classification of Supervising Deputy District Attorney, Supervising Deputy Public Defender, or Supervising Child Support Attorney may carry forward up to a maximum of forty (40) hours of any unused accrued Attorney Leave.

Employees may only submit amended Time and Labor Reports to charge or restore attorney leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended.

AUTHORIZED EMPLOYEE REPRESENTATIVES

ALL UNITS

Section 1 – Authorized Employee Representatives

If a Teamsters Business Agent is unavailable, Teamsters may designate employees as authorized employee representatives or alternates to represent employees in investigation interviews, in the processing of grievances, during disciplinary proceedings or as otherwise permitted by law, subject to the following rules and procedures:

- (a) Teamsters may designate at least one (1) authorized employee representative in each location for which the County maintains a work force. Teamsters shall be entitled to designate two (2) alternates for each authorized employee representative, provided that these alternates shall be located at the same major location as their appropriate representative.
- (b) If there is no employee representative in this Unit at the work location, representation may be provided by an employee representative from another Unit, provided that rank and file employees are not represented by Supervisory or Management Unit employee representatives or vice versa.
- (c) Teamsters will designate only employees who have obtained regular status.
- (d) Teamsters shall file with the affected Department Head, Department Human Resources Officer, and the Employee Relations Division Chief, a written list of all employees designated as authorized employee representatives and alternates, such list to be kept current by Teamsters.

- (e) Time spent during regularly scheduled work hours by an authorized employee representative or alternate in representing an employee shall only be compensated by the County at such representative's or alternate's base rate of pay.
- (f) County vehicles and supplies may not be used. County telephones may not be used in implementing the provisions of this Article if such use would unduly interfere with the efficiency, safety, or security of the County operations and result in telephone costs to the County.
- (g) The parties shall arrange and be available for meetings, investigatory interviews, etc., within a reasonable period of time, taking into account such things as the nature of the offense and/or the circumstances (e.g., employee on ERL, employee seeking return to work, etc.).
- (h) Prior to conducting an investigatory interview, the County must inform the employee of the type of impropriety and allow the employee and the representative an opportunity to confer privately about the subject of the impending interview.

Section 2 – Handling of Grievances and Disciplinary Proceedings

- (a) At the request of an employee, an authorized employee representative or alternate may investigate a formal grievance and represent the employee at the resulting proceedings or during disciplinary proceedings, including Skelly hearings.
- (b) Prior to participating in a grievance or disciplinary proceeding, the authorized employee representative or alternate and affected employee shall first obtain authorization from their immediate supervisor. The immediate supervisor may deny such request if it is deemed that such a request would unduly interfere with the efficiency, safety, or security of County operations. If the request is denied, the immediate supervisor will establish an alternate time convenient to the County and employees when the authorized employee representative or alternate and affected employee can reasonably expect to be released from their work assignment. A denial of permission will automatically constitute an extension of the time limits established in the Grievance Procedure equal to the amount of the delay.
- (c) Employees must use the authorized employee representative or alternate assigned to their location and representation unit, except as otherwise provided herein.
- (d) Sections 1 and 2 of this Article do not preclude authorized employee representatives from bringing one additional steward to a meeting (e.g., a meeting at a step in the grievance process, an administrative interview, etc.) for the purpose of training; provided, however, that the scheduling of the meeting shall not be delayed by the trainee steward's unavailability and his/her presence is authorized by his/her supervisor and does not unduly interfere with the efficiency, safety, or security of County operations. Further, the County shall be provided two working days advance notice of the trainee steward's anticipated presence unless a shorter period is agreed-upon or necessitated by circumstance (e.g., scheduled less than 2 days in advance, etc.). Any time spent by trainee stewards at these meetings shall be processed in accordance with the Union Leave article.

Section 3 – Employee Representative Committee

Up to eighty-seven (87) authorized employee representatives or alternates will be permitted to attend Employee Representative Committee meetings on County time; provided, however, that

no such employee shall be released for more than two (2) hours per month. In January of each year of this Agreement, representatives of Teamsters and the County will review the maximum number of attendees in this Section.

Monthly, Teamsters shall notify the County of the employee representatives who attended the previous Employee Representative Committee meeting.

BILINGUAL COMPENSATION

ALL UNITS – EXCEPT MANAGEMENT

Employees in positions designated by the appointing authority which require employees as a condition of employment to perform bilingual translation involving the use of English and a second language (including American Sign Language) as a part of their regular duties, shall be entitled to bilingual compensation. Such compensation shall apply regardless of the total time required per day for such translation. Employees in such positions must be certified as competent in translation skills by Human Resources to be eligible for compensation. There are three (3) levels of competency certification solely determined and administered by Human Resources: Level 1 - verbal skill level: the use of English and a second language in verbal contexts which may require interpretation of simple documents in the second language; Level 2 - written skill level: reading, writing and speaking English and a second language; and Level 3 - technical skill level: reading, writing and speaking English and a second language using medical or legal terminology. Compensation per pay period shall be effective as follows: verbal skill level at fifty dollars (\$50.00) per pay period, written skill level at fifty-five dollars (\$55.00) per pay period, and technical skill level at sixty dollars (\$60.00) per pay period.

MANAGEMENT UNIT

Upon the approval of the Director of Human Resources or designee, employees in the Human Services System Departments (Department of Behavioral Health and Transitional Assistance Department ONLY) required by the appointing authority or designee to perform bilingual translation involving the use of English and a second language (including American Sign Language) as a condition of employment, shall be eligible for bilingual compensation in the amount of forty-five dollars (\$45.00) per pay period. Such compensation shall apply regardless of the total time required per day for such translation. Such employees must be certified as competent in translation skills by Human Resources to be eligible for compensation.

BOOT/SPECIALIZED FOOTWEAR ALLOWANCE

(a) Allowance

The County agrees to make the following payment to employees in regular positions in the classes listed below who are required by the appointing authority to purchase and wear boots/specialized footwear to compensate for any costs associated with such boot/specialized footwear purchase and replacement.

The allowance shall be as follows:

<u>Occupational Unit</u>	<u>Classification</u>	<u>Allowance</u>
Craft, Labor, & Trades	Storekeeper	\$125.00
	Stores Specialist	
	Stores Supervisor II	
	Electrician	
	Painter I and II	
	Sheriff's Maintenance Mechanic	
	General Maintenance Mechanic	
	Cook I, II, and III	
	Equipment Operators I and I Trainee, II and II Trainee, and III and III Trainee	
	Sheriff's Cook I, II	
	Sheriff's Aviation Mechanic	
	Maintenance and Construction Worker I and II	
	Administrative Services	
Technical and Inspection Supervisory	Building Inspector II and III	
	Regional Building Inspector Supervisor	

Employees in these classifications who are not required by the appointing authority to purchase and wear boots/specialized footwear shall not receive the allowance.

(b) Administration

The annual boot/specialized footwear allowance shall be paid in a lump sum to employees in regular positions who are in paid status in the pay period that includes July 1 of each year. Those employees appointed after the pay period that includes July 1 shall receive a prorated allowance payment at the time of their appointment. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their appointment. An eligible employee employed in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours.

Employees not in paid status (i.e., not coding paid hours) in the pay period that includes July 1 shall receive a prorated boot/specialized footwear allowance payment upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their return to paid status. However, an employee who is not in paid status during the entire fiscal year (i.e., not in paid status from pay period 15 of one year through pay period 14 of the following year) shall not receive the annual boot/specialized footwear allowance for the fiscal year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from June of 2014 through September 2016, and then returns to paid status in October 2016, the employee shall receive a prorated allowance payment for FY 2016/2017 upon their return to paid status but shall not receive the FY 2014/2015 allowance because the employee was not in paid status for the entire 2014/2015 fiscal year.

Any employee separating from County employment at the conclusion of a leave of absence shall not receive the boot/specialized footwear allowance.

CERTIFIED PUBLIC ACCOUNTANT STIPEND

The County shall establish a \$750 annual Certified Public Accountant (CPA) Stipend for employees in the following classifications who attain and maintain a valid CPA License:

- Internal Auditor II, III, IV, and Supervisor II and III
- Accountant I, II, III, and Supervisor II and III
- Internal Review Accountant I, II, III, and IV
- Systems Accountant I, II, III, and Supervisor

The annual CPA stipend shall be paid in a lump sum to eligible employees in regular positions who are licensed CPAs, and are in paid status in the pay period that includes July 1 of each year. An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours. An employee who is licensed as a CPA after July 1, or who is appointed after July 1, shall receive a prorated CPA stipend payment at the time of licensure or appointment, as applicable. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their appointment.

Eligible employees who are not in paid status (i.e., not coding paid hours) in the pay period that includes July 1 shall receive a prorated CPA stipend payment upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their return to paid status. However, an employee who is not in paid status during the entire fiscal year (i.e., not in paid status from pay period 15 of one year through pay period 14 of the following year) shall not receive the annual CPA stipend for the fiscal year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from June of 2016 through September 2017, and then returns to paid status in October 2017, the employee shall receive a prorated CPA stipend payment for FY 2017/2018 upon their return to paid status but shall not receive the FY 2016/2017 stipend because the employee was not in paid status for the entire 2016/2017 fiscal year. Any employee separating from County employment at the conclusion of a leave of absence shall not receive the CPA stipend.

CLASSIFICATION

ALL UNITS

Section 1 – Purpose

Classification review is a management tool to ensure the accurate reflection of tasks and duties involved in each County position for the purpose of recruitment, compensation, and organizational structuring. The County shall notify Teamsters in writing of all classification and salary changes to classifications allocated to a Teamsters Local 1932 Unit within two (2) working days after such changes have been approved by the Board of Supervisors. Whenever positions are subject to any change as a result of a classification review, such change will generally be determined by the County within one hundred and eighty (180) to two hundred and forty (240) days of receipt of the classification review request, subject to the classification appeal procedure. The parties recognize that there may be instances when a Teamsters classification request review may exceed two hundred and forty (240) days, and in those instances the County shall notify Teamsters of the anticipated duration of such review. New and revised classification specifications shall be furnished to Teamsters in a timely manner. Further, the County shall provide Teamsters Local

1932 with periodic status updates on classification studies/reviews. Such updates shall generally coincide with County's established submission deadlines (e.g., March and September). Finally, the Teamsters may contact the Human Resources Officer after receiving the final recommendations to seek any additional clarification.

Section 2 – Implementation of Classification Study Results

(a) Upgradings

An upgrading is the reclassification of a position from one classification to another classification having a higher base salary range. Whenever an incumbent employee is upgraded as a result of such reclassification, pursuant to the Personnel Rules, such employee's step placement in the new salary range shall be governed by the Article on "Promotions."

(b) Downgradings

A downgrading is the reclassification of a position from one classification to another classification having a lower base salary range. When a position is downgraded, the incumbent employee may continue at the same salary rate payment where the salary rate is within the new base salary range. Where an incumbent receives a salary rate payment greater than the maximum of the new base salary range, the Director of Human Resources may authorize continuation of the same salary rate payment to the incumbent employee that the employee received prior to the downgrading of the position by placing the employee on an "X" step, provided that the employee shall receive no future salary rate increases until the salary range maximum of the new classification exceeds the "X" step. In accordance with San Bernardino County Personnel Rule Section 3.6(b), upon request, an employee with regular status occupying a position which has been downgraded shall be placed on an eligibility list for any classification equivalent to his/her former classification for a period of two (2) years. Equivalent classification is hereby defined as one requiring all of the following: (1) the same kind and amount of experience; (2) the same degree of skills, knowledge, and abilities; and (3) a salary level no higher than the employee's former classification.

(c) Salary Rate (Equity) Adjustment

A salary rate (equity) adjustment is a change in the salary range assignment of an existing classification as a result of a compensation study. Step placement for incumbent employees whose classification is assigned to a higher base salary range shall be determined as follows:

The employee shall be placed on the step in the new range that is approximately a five percent (5%) salary increase, not to exceed the maximum step of the new range. The employee shall be eligible to advance to the next step, if applicable, upon completion of 2,080 service hours at the new range and step, in accordance with the requirements of the Merit Advancements Article. Subsequent step advances shall be administered in accordance with the Salary Rates and Step Advancements and Merit Advancements Articles of this Agreement.

Section 3 – Classification Appeals

In recognition that classification appeals can impact the terms and conditions of employment for Teamster-represented employees, only Teamsters Local 1932 shall be permitted to file classification appeals. The burden of proof on any classification appeal rests with the appellant to

establish why the recommended allocation is not appropriate. The content of and decision on classification appeals shall be restricted to consideration of the recommended and the requested classification. All classification appeals shall be limited to a discussion of duties and responsibilities performed at the time the position was studied.

Classification appeals are heard by a mediator with classification expertise. The decision of the mediator shall be advisory. If the decision of the mediator has an economic impact, the decision of the mediator shall be in the form of a recommendation to the Board of Supervisors for final action. The mediator shall follow the appeal procedure established by the County and Teamsters, and provide written justification to the aforementioned parties on classification appeal recommendations. The cost of the mediator shall be split between the County Department of the employee/appellant and Teamsters.

Step 1 – At the conclusion of the classification study, Human Resources will make a written recommendation to the appointing authority, unless the mediator's recommendation would have an economic impact. In such cases, the Board of Supervisors would take final action.

Step 2 – The appointing authority will notify position incumbent(s) of study results and the timeframes for filing an appeal.

Step 3

- (a) Teamsters Local 1932 may file a classification appeal individually or in groups provided that all positions represented were allocated to the same class and appealed to the same class. The appeal form should thoroughly explain why Teamsters Local 1932 believes that the allocation is not appropriate and why the requested class is more appropriate. Appeals must be based on the duties performed at the time the position was studied.

Changes subsequent to the study will be considered under Personnel Rule Section 3.4(c) upon withdrawal of the appeal.

- (b) An appeal to a non-existent class must clearly show that no existing classification describes the duties and functional responsibilities of the position.
- (c) Disagreements on title of a class, or on the format and wording of class specifications, are not bases for an appeal. Requests for revisions will be presented in writing to Human Resources for review.
- (d) Revisions to a class specification may be appealed to the mediator in cases where it is alleged that a class specification was so significantly revised as to change the grade determinants of a class.
- (e) Disagreements on salary matters for new classifications are excluded from this procedure and will be considered in the context of the meet and confer process. The salary of a classification for which a technical title change has been approved by the Board of Supervisors is not appealable. No salary action can be taken on an existing classification to the meet and confer process that would have the effect of reopening this Agreement. Salaries for new classes will be set by management, unless changes are made by an appeal and recommended by the meet and confer process.
- (f) Disagreements on representation unit designations are excluded from this procedure.

Step 4 – Teamsters Local 1932 completes the Classification Appeal Form and files it within fifteen (15) working days of Board of Supervisors' approval; or within fifteen (15) working days from the appointing authority's notification to the employee.

Step 5

- (a) The appeal will be reviewed by Human Resources for changes in job duties or other substantial changes to the position description on which the allocation was based.
- (b) Human Resources staff will respond in writing to the Appeal within fifteen (15) working days. Copies of the response will be sent to Teamsters Local 1932.

Step 6 – A mandatory prehearing conference will be scheduled within a twenty (20) workday period from the date of Human Resources' response. Teamsters Local 1932 and Human Resources staff will meet and attempt to reach a settlement. At the request of parties involved, additional personnel may attend to offer clarification of job duties performed by the appellant(s). If no resolution is reached at this conference, Teamsters Local 1932 and Human Resources will stipulate the issue(s) in dispute.

Step 7 – Following the prehearing conference, Human Resources staff and Teamsters Local 1932 will consider the information exchanged. Human Resources may revise its allocation recommendation, and appellant(s) may withdraw appeals.

Step 8 – Any additional supporting documentation must be filed with the mediator by both Teamsters Local 1932 and Human Resources staff fifteen (15) workdays subsequent to the prehearing conference. Lists of witnesses and all written materials/exhibits that are to be discussed at the hearing must be included in this final brief. All parties will receive copies of these briefs.

Step 9 – All of the aforementioned timeframes may be lengthened or shortened upon the joint concurrence of Human Resources and Teamsters Local 1932.

Step 10 – Appeals which have not been resolved through the preceding steps will be forwarded to the mediator.

Step 11 – Appeals presentations will be limited to the incumbent employees or spokespersons elected from the group, exclusive recognized employee organization staff representatives, and members of Human Resources staff. Witnesses may be heard for the purpose of clarifying technical aspects of job duties.

- (a) Prior to the appeal hearing, the mediator will have reviewed copies of the appeal documentation submitted by both parties.
- (b) Appellants will present arguments first. The burden of proof is with Teamsters Local 1932 why the recommended classification allocation is not an appropriate recommendation. Twenty (20) minutes will be allowed for presentation. Time not taken for presentation will be forfeited. Arguments should be centered around why the classification allocation was not appropriate and what classification would be the most appropriate.

- (c) Human Resources staff will present arguments. Twenty (20) minutes will be allowed for presentation of this argument. Time not taken will be forfeited.
- (d) At the conclusion of the arguments, the mediator will have the opportunity to ask questions.

Step 12

- (a) Decisions of the mediator will be limited to the class recommended by Human Resources or the class requested by the appellant on the Classification Appeal Form.
- (b) A written decision shall be given within thirty (30) days of the hearing, indicating the basis for the decision.

Step 13 – Following the appeal hearing, the mediator shall forward the written recommendations to Human Resources and Teamsters Local 1932. Both parties will be allowed a two (2) week review period prior to submission of the decision to the Board of Supervisors.

Step 14 – Parties will agree to support the recommendations of the mediator unless there is a failure to act in good faith in implementing the spirit and intent of these procedures.

Step 15 – This procedure shall remain in effect until it is changed through the meet and confer process. Requests for changes to the procedure may be presented at any time.

COUNTY IDENTIFICATION/ACCESS CARDS

ALL UNITS

The County will provide identification and/or access cards to all employees. Such cards will include the employee's name and photograph. Employees shall carry such cards at all times while engaged in County business and in connection with such business shall produce cards for inspection to any County official.

County identification and/or access cards will be replaced without charge if damaged due to normal wear and tear. In the event an employee identification and/or access card is lost, stolen or destroyed, an employee may be charged the reasonable cost of replacing said card(s).

Employees shall surrender such cards upon separation from County Department(s) and/or upon separation from County employment.

COUNTY MANAGEMENT RIGHTS

ALL UNITS

All management rights and functions shall remain vested exclusively with the County except those which are clearly and expressly limited in this Agreement. It is recognized merely by way of illustration that such management rights and functions include but are not limited to:

- (a) The right to determine the mission and organizational structure of each of its agencies, departments, institutions, boards, and commissions.
- (b) The right of full and exclusive control of the management of the County; supervision of all operations; determination of the methods and means of performing any and all work; and composition, assignment, direction, location, and determination of the size and mission of the work force.
- (c) The right to determine the work to be done by the employees, including establishment of levels of service and staffing patterns.
- (d) The right to change or introduce new or improved operations, methods, means or facilities; to reorganize operations, modify or discontinue programs and services; or to contract for work to be done; provided, however, that the parties shall meet and discuss the impacts of any contract proposed to be awarded which would contract for services currently being provided by Unit employees.
- (e) The right to prescribe qualifications for employment and determine whether they are met; to hire, set and enforce performance standards, and promote employees; to establish, revise and enforce work rules; to schedule work time and time off; to require overtime and determine the necessity for overtime; to transfer, reassign, and lay off employees; to suspend, reduce in step, demote, discharge or otherwise discipline employees for cause; and to otherwise maintain orderly, effective, and efficient operations.

This Article neither establishes nor grants any rights or benefits to the Association or employees covered by this Agreement, and the County shall be free to exercise its rights under this provision without challenge from the Association or employees except where it can be demonstrated that such exercise is contrary to a specific limitation placed upon the County in another Article of this Agreement.

DEFERRED COMPENSATION

ALL UNITS

Section 1 – Salary Deferral Enrollment

Effective 90 days after the effective date of the MOU, all employees in a bargaining unit covered by the MOU shall automatically be enrolled in the County's 457 Deferred Compensation Plan and contribute 1.00% of base salary to the plan, subject to all legal requirements and constraints. Prior to the first salary deferral deduction employees shall be provided a 30-day period during which the employee may decline in writing to be enrolled and no salary deferral deduction shall be taken. Thereafter, after being enrolled into the County's 457 Deferred Compensation Plan employees may withdraw at any time.

The Human Resources Employee Benefits and Services Division shall establish the forms and guidelines for the salary deferral declination of enrollment and administer the deduction according to the applicable Plan Document(s) and/or Human Resources Benefits procedures.

Section 2 – County Matching Contribution

Employees who have completed one (1) year of continuous service in a regular position shall be eligible for the benefits of this article. The bi-weekly contribution of employees who contribute to the County's Section 457(b) Deferred Compensation Plan will be matched by a County contribution on the basis of one-half times (1/2 x) the employee's contribution up to one-half percent (1/2%) the employee's bi-weekly base salary. For example, an employee who contributes \$10.00 per pay period shall receive a County contribution of \$5.00 per pay period, provided that \$5.00 does not exceed one-half percent (1/2%) of the employee's bi-weekly base salary. County contributions to the Plan shall not be considered earnable compensation.

DEFINITIONS

ALL UNITS

Listed below are definitions of terms commonly used in this Agreement.

Appointing Authority – Refers to the department head of the employee's department. It includes any person who is designated as acting department head, employees acting for the department head during absence, and/or employees delegated all authority to act on behalf of the appointing authority on a regular basis.

Base Rate of Pay/Base Hourly Rate – Refers to the employee's base hourly wage, excluding differentials and other pay above the base hourly wage (See Appendix C).

Bi-weekly Base Salary/Base Bi-weekly Salary – Refers to the employee's base hourly rate, excluding any differentials or other pay above the base hourly rate, such as SAC Pay, multiplied by the base hours paid (e.g., REG, SCK, VAC, etc.) each pay period.

Calendar Year - Refers to pay period 1 through 26 consecutively (or 27 when applicable).

County/Continuous Service – Refers to the total length of service from an employee's most recent beginning (hire) date in a regular position with no separation from County employment.

Date of Hire or Hire Date – Refers to the effective date of the most recent date of hire in a regular position.

Director of Human Resources – Refers to the incumbent in the Director of Human Resources' position. It also includes any person who has been designated as acting Director of Human Resources, employees acting for the Director during absence, and/or employees delegated authority approval on a regular basis by the Director of Human Resources.

Fringe Benefit(s) – Refers to non-wage compensation provided to employees such as, but not limited to, employer paid insurances, paid leaves, tuition reimbursement, Medical Emergency Leave, Voluntary Time Off, and Opt-out/Waive amounts. Fringe benefits shall not include compensation such as base salary, SAC Pay and differentials.

Fiscal Year – Ordinarily refers to pay period 15 of one year through pay period 14 of the following year.

Paid Hours – Shall mean hours actually worked or the use of accrued leave time such as vacation, sick, holiday, or compensatory time. It does not include unpaid hours or disability payments such as Short Term Disability or workers compensation.

Paid Status – Refers to any pay period in which an employee codes paid hours.

Regular Position – Refers to a position authorized by the Board of Supervisors, that may be budgeted at either full-time or part-time level, and may be in either the Classified or Unclassified Service. Regular positions do not include recurrent, extra-help, ordinance, contract and other contingent positions.

Regular Status – Refers to an employee's status upon the completion of a required probationary and/or trainee period in a regular classified position in the employee's current or prior position as applicable.

Service Date – Refers to the first day of the pay period in which the employee begins work.

Service Hours – Refers to paid hours in a regular County position from an employee's most recent date of hire and during an employee's regular tour of duty, up to 80 hours per pay period. Time without pay, disability payments, Medical Emergency Leave, and overtime hours do not count as service hours.

Working Days – Refers to the days that the County is normally open to conduct business, i.e., Monday through Friday, excluding County holidays.

DEMOTIONS

ALL UNITS

A demotion is the appointment of an employee from an incumbent position to a position in a different classification for which the maximum rate of pay is lower.

A promoted employee who returns to his/her former classification during the probationary period shall be placed on the same step within the base salary range for the former classification that the employee was on at time of promotion. No credit shall be granted for hours worked at the promoted level for next step advance due date.

A probationary employee who voluntarily demotes to a different classification from which the employee was promoted shall be retained at the same salary rate, provided that the salary rate does not exceed the top step of the lower classification. If the salary rate is higher than the top step of the lower classification, the employee shall be placed at the top step of the base salary range of the lower classification.

An employee with regular status who voluntarily demotes to a lower classification shall be retained at the same salary rate, provided that the salary rate does not exceed the top step of the lower classification. If the salary rate is higher than the top step of the lower classification, the employee shall be placed at the top step of the base salary range of the lower classification.

An employee who demotes to a trainee classification for which the journey level classification is higher than the classification he/she demoted from, shall retain the same salary rate. Such an

employee will be placed on the “X” step if necessary, and the employee shall receive no future salary rate increases until the employee has promoted to the journey level classification and the salary rate of that classification exceeds the “X” step.

An employee who demotes to a trainee classification for which the journey level classification is lower than the classification he/she demoted from shall retain the same salary rate, provided that the salary rate does not exceed the top step of the journey level classification. If the salary rate is higher than the top step of the journey level classification, the employee shall be placed at the top step of the base salary range of the lower journey level classification.

An employee whose position is downgraded as a result of a classification study may be placed on the “X” step in accordance with the provisions of the Article on “Classification, Section 2(b)” with the approval of the appointing authority and the Director of Human Resources.

An employee demoted for disciplinary reasons shall be placed on the step within the base salary range of the class to which demoted as provided in the Order of Demotion.

If the employee held prior regular status in the demoted to classification, the employee shall resume said status. If the employee did not have prior regular status in the classification, the employee shall be required to serve a probationary period, unless waived by the Director of Human Resources. When considering whether to waive the probationary period the Director of Human Resources will take into consideration many factors, including whether the classification the employee is demoting from has the same duties the classification the employee is demoting to, but is distinguished by higher level complexities (e.g., Programmer II to Programmer I).

DEPENDENT CARE ASSISTANCE PLAN

ALL UNITS

The purpose of this Section 125 Dependent Care Assistance Plan (DCAP) is to permit eligible employees to make an election to pay for certain dependent care expenses with salary reduction from compensation contributed to the Plan before federal income or social security taxes are paid to the Internal Revenue Service (“Salary Reduction”) in accordance with Sections 125 and 129 of the Internal Revenue Code (IRC) of 1986 and regulations issued pursuant thereto. DCAP shall be construed to comply with said Code Sections and to meet the requirements of any other applicable provisions of law. DCAP exclusions from gross income do not affect compensation for retirement purposes.

DCAP will be administered by the County’s Human Resources Department, Human Resources Division Chief, Employee Benefits and Services, consistent with said IRC Sections and the County’s Dependent Care Assistance Plan Document.

- (a) To be eligible to enroll in this benefit, an employee must be in a regular position.
- (b) Enrollment in the Plan for current employees is required every Plan Year and is limited to the annual open enrollment period or no later than sixty (60) days following the date of becoming eligible due to a mid-year Change in Status event. Failure to submit participation agreement within the time frame shall result in an election to not participate in the Plan.

- (c) An employee must elect to contribute to DCAP through salary reduction on forms approved by the Human Resources Division Chief, Employee Benefits and Services. An employee election to participate shall be irrevocable for the remainder of the Plan year. Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and the County's Dependent Care Assistance Plan Document.
- (d) Pursuant to IRC Section 125, any amounts remaining in the employee's account at the end of a Plan Year must be forfeited except as permitted by the IRC and the County's Dependent Care Assistance Plan Document. The County will use any forfeited amounts to help defray the Plan's administrative expenses.

DIFFERENTIALS

Section 1 – After Hours Hotline Supervisor

SUPERVISORY UNIT

Supervising Social Service Practitioners in the Department of Aging and Adult Services who are designated by their appointing authority to take telephone calls regarding elder/dependent adult endangerment issues, assess risk to an elder/dependent adult, contact staff and assign them case responsibility, assist staff in locating placements as needed, and otherwise provide support to on-call staff, while working beyond the regular hours of the After Hours Abuse Hotline shall be paid twelve dollars (\$12.00) in lieu of overtime compensation or compensatory time for each hour of assigned duty. The number of employees scheduled for assignment or the removal of employees from the hotline differential is at the discretion of the appointing authority and is not subject to review through the Grievance Procedure.

Employees eligible for the differential shall not receive the differential during a leave of more than a full pay period (e.g., sick, vacation for sick leave purposes, etc.), provided, however, that employees who, with the approval of the appointing authority, take a vacation of more than a full pay period (e.g., vacation leave, etc.) excluding employees who are using paid leave time to extend their years of service prior to retirement, shall be eligible to receive the differential.

Section 2 – Inpatient Assignment Compensation

CRAFT, LABOR AND TRADES AND SUPERVISORY UNIT

Employees in the following classifications with a continuous, full-time assignment for work in the Behavioral Health Inpatient Unit of Arrowhead Regional Medical Center shall receive inpatient assignment compensation:

Supervisory Unit

Mental Health Clinic Supervisor

The appointing authority shall designate those positions eligible to receive inpatient assignment compensation of one hundred twenty dollars (\$120.00) per pay period for employees in paid status.

Employees eligible for the differential shall not receive the differential during a leave of more than a full pay period (e.g., sick, vacation for sick leave purposes, etc.), provided, however, that employees who, with the approval of the appointing authority, take a vacation of more than a full pay period (e.g., vacation leave, etc.) excluding employees who are using paid leave time to extend their years of service prior to retirement, shall be eligible to receive the differential.

Employees in the following additional classifications with a continuous, full-time assignment for work in the Behavioral Health Inpatient Unit of Arrowhead Regional Medical Center shall receive inpatient assignment compensation in the amount of one dollar and fifty cents (\$1.50) for each hour actually worked in this assignment:

Craft, Labor and Trades Unit	Nursing Attendant
Technical and Inspection Unit	Licensed Vocational Nurse I, II, and III Occupational Therapy Assistant Psychiatric Technician I and II

Section 3 – Supervising Laboratory Technologist Weekend Night Differential

SUPERVISORY UNIT

The following differential has been established for the Supervising Laboratory Technologists assigned to work on a weekend night.

- (a) Weekend night for purposes of this provision is from 11:30 p.m. Friday to 7:30 a.m. Monday.
- (b) A Supervising Laboratory Technologist assigned to work a weekend night shall be paid an additional one dollar and fifty cents (\$1.50) per hour over and above their base hourly rate.

Section 4 – Shift Differentials

ALL – EXCEPT MANAGEMENT

Special Provisions

The following differentials shall not be included in the base rate of pay when computing overtime or call-back pay. Such differentials will be included in computing overtime for employees who are not exempt under the Fair Labor Standards Act (i.e., ADMINISTRATIVE SERVICES, CLERICAL, TECHNICAL AND INSPECTION, and CRAFT, LABOR AND TRADES Units).

Employees shall be eligible to receive shift differential compensation when the majority of hours worked are covered by a shift differential. Where the hours overlap more than one shift differential, the employee will receive the applicable shift differential based on the majority of the shift worked, for the total number of hours worked during that shift.

Overtime worked is in addition to a scheduled tour of duty and is compensated separately in accordance with the overtime provisions of this Agreement.

(a) Evening and Night Shift Differentials

Employees assigned to a continuous or regularly recurring evening or night shift tour of duty shall receive additional shift differential over and above the established base rates of pay. Further, employees who provide relief work for other employees assigned to continuous or regularly recurring evening or night shift tours of duty shall receive shift differential compensation with prior approval of the appointing authority.

Employees who work the majority of shift,, including at least four (4) hours with or without intervening meal time, between 6:00 p.m. and 12:00 a.m. (midnight), shall receive one dollar and twenty cents (\$1.20) per hour over and above their base hourly rate.

Employees who work the majority of shift, including at least four (4) hours with or without intervening meal time, between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive one dollar and seventy cents (\$1.70) per hour over and above their base hourly rate.

As provided above, employees shall be eligible to receive shift differential compensation only when the majority of hours worked are covered by a shift differential. For example, an employee is assigned to work from 12:30 p.m. to 10:00 p.m. (i.e., a 9 hour shift with a 30 minute meal period). Since the majority of hours worked (i.e., 5.5 hours less a 30 minute meal period) are not covered by a shift differential, the employee is not eligible to receive shift differential compensation.

When hours worked overlap more than one shift differential period, employees shall receive the applicable shift differential based on the majority of shift worked, for the total number of hours during that shift. For example, an employee is assigned to work from 8:00 p.m. to 5:30 a.m. (i.e., a 9 hour shift with a 30 minute meal period). Since the majority of hours (i.e., 5.5 hours less the 30 minute meal period) are worked during the period of time covered by the Night Shift differential, the employee would receive the Night Shift differential (i.e., REG3) for all hours during that shift (i.e., 9 hours).

Employees who are assigned to a continuous evening or night shift tour of duty shall receive such differential in addition to base pay when computing paid leave compensation.

Employees eligible for the differential shall not receive the differential during a leave of more than a full pay period (e.g., sick, vacation for sick leave purposes, etc.), provided, however, that employees who, with the approval of the appointing authority, take a vacation of more than a full pay period (e.g., vacation leave, etc.) excluding employees who are using paid leave time to extend their years of service prior to retirement, shall be eligible to receive the differential.

(b) Medical Support Shift Differentials

Employees designated in this paragraph assigned to hospital, mental, or correctional institutions who work the majority of shift, including at least four (4) hours with or without intervening meal time, between 6:00 p.m. and 12:00 a.m. (midnight), shall receive two dollars (\$2.00) per hour over and above their base hourly rate.

Those eligible employees who work the majority of shift, including at least four (4) hours with or without intervening meal time, between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive three dollars and thirty five cents (\$3.35) per hour over and above their base hourly rate. This paragraph shall apply to the types of positions and units listed below:

Administrative Services Unit	Respiratory Therapists Respiratory Care Practitioners III Pulmonary Function Specialists
Supervisory Unit	Supervising Laboratory Technologists Supervising Respiratory Care Practitioners

Those eligible employees who work the majority shift, including at least four (4) hours with or without intervening meal time, between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive three dollars and fifty cents (\$3.50) per hour over and above their base hourly rate. This paragraph shall apply to the types of positions and units listed below:

Nurses Supervisory & Mgmt Unit	All classifications requiring licensure by the Board of Registered Nursing as a registered nurse
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As provided above, employees shall be eligible to receive shift differential compensation only when the majority of hours worked are covered by a shift differential. For example, an employee is assigned to work from 12:30 p.m. to 10:00 p.m. (i.e., a 9 hour shift with a 30 minute meal period). Since the majority of hours worked (i.e., 5.5 hours less a 30 minute meal period) are not covered by a shift differential, the employee is not eligible to receive shift differential compensation.

When hours worked overlap more than one shift differential period, employees shall receive the applicable shift differential based on the majority of shift worked, for the total number of hours during that shift. For example, an employee is assigned to work from 8:00 p.m. to 5:30 a.m. (i.e., a 9 hour shift with a 30 minute meal period). Since the majority of hours (i.e., 5.5 hours less the 30 minute meal period) are worked during the period of time covered by the Night Shift differential, the employee would receive the Night Shift differential (i.e., REG3) for all hours during that shift (i.e., 9 hours).

Employees eligible for the differential shall not receive the differential during a leave of more than a full pay period (e.g., sick, vacation for sick leave purposes, etc.), provided, however, that employees who, with the approval of the appointing authority, take a vacation of more than a full pay period (e.g., vacation leave, etc.) excluding employees who are using paid leave time to extend their years of service prior to retirement, shall be eligible to receive the differential.

(c) Medical Support Weekend Differential

Employees designated in this paragraph assigned to hospital, mental, or correctional institutions, who work on a scheduled weekend day off, shall be paid an additional three dollars (\$3.00) per hour over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be paid for a weekend tour of duty, which was regularly scheduled as part of a standard tour of duty. This paragraph shall apply to the types of classifications and units listed below:

Administrative Services Unit	Respiratory Therapists Respiratory Care Practitioners I/II Pulmonary Function Specialists
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Supervisory Unit	Supervising Laboratory Technologists Supervising Respiratory Care Practitioners
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Employees designated in this paragraph assigned to hospital, mental, or correctional institutions, who work on a scheduled weekend day off, shall be paid an additional four dollars (\$4.00) per hour over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be paid for a weekend tour of duty, which was regularly scheduled as part of a standard tour of duty. This paragraph shall apply to the types of classifications and units listed below:

Nurses Supervisory & Mgmt Unit	All classifications requiring licensure by the Board of Registered Nursing as a registered nurse
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Employees in the additional classifications below assigned to hospital, mental, or correctional institutions, who work on a scheduled weekend day off, shall be paid an additional three dollars (\$3.00) per hour actually worked over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be paid for a weekend tour of duty, which was regularly scheduled as part of a standard tour of duty.

Craft, Labor and Trades Unit	Nursing Attendant Psychiatric Aide
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Technical and Inspection Unit	Emergency Room Technician Licensed Vocational Nurse I, II, and III Licensed Vocational Nurse Corrections I and II Psychiatric Technician I and II
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Employees who receive the Medical Support Weekend differential are not eligible to receive other shift differentials (e.g., Evening and Night Shift differentials) for hours worked during the weekend shift.

(d) Weekend Day Differential

Employees in the Child Abuse Hotline (CAHL), Children and Family Services Department, who work an assigned weekend day as part of their scheduled tour of duty, shall receive a weekend day differential of one dollar and fifty cents (\$1.50) per hour over and above their base hourly rate. Weekend for purposes of this provision is Saturday and Sunday between 8:00 a.m. and 6:00 p.m. The purpose of this provision is to provide a differential for “weekend day” hours that are not covered by another shift differential. In no event shall an employee receive the Weekend Day differential and another shift differential for the same hours.

As provided above, employees shall receive the applicable shift differential amount based on the majority of shift worked, for the total number of hours worked during that shift. For example, an employee is assigned to work Saturday from 11:30 a.m. to 10:00 p.m. (i.e., a 10 hour shift with a 30 minute meal period). Since the majority of hours (i.e., 6.5 hours less the 30 minute meal period) are worked during the period of time covered by the Weekend Day differential, the employee would receive the Weekend Day differential (i.e., CAHL) for all hours during that shift (i.e., 10 hours).

Section 5 – Nurses Supervisory & Management Unit Differential

NURSES SUPERVISORY AND MANAGEMENT UNIT

Employees in the classifications of Unit Manager, Assistant Unit Manager II, and Nurse Supervisor regularly assigned to a special treatment unit at the Arrowhead Regional Medical Center shall be entitled to unit differential upon certification of the appointing authority that said nurse possesses specialized skills required to perform within the assigned unit. Special treatment unit for eligible employees is defined as Dialysis, Burn, Emergency, Respiratory, Intensive Care, Coronary Care, Labor and Delivery, Behavioral Health, Medical Imaging, Operating Room, and Neonatal Intensive Care Units.

The rate for eligible employees in Dialysis, Respiratory, Intensive Care, Coronary Care, Behavioral Health, Labor and Delivery, Medical Imaging, Operating Room, Burn, Emergency, and Neonatal Intensive Care Units shall be three dollars (\$3.00) per hour.

Employees eligible for the differential shall not receive the differential during a leave of more than a full pay period (e.g., sick, vacation for sick leave purposes, etc.), provided, however, that employees who, with the approval of the appointing authority, take a vacation of more than a full pay period (e.g., vacation leave, etc.) excluding employees who are using paid leave time to extend their years of service prior to retirement, shall be eligible to receive the differential.

Section 6 – Mobile Intensive Care Nurse Certification Differential

NURSES SUPERVISORY AND MANAGEMENT UNIT

Registered Nurses in the NURSES SUPERVISORY AND MANAGEMENT Unit (except Management level nurses, i.e., Clinical Director II and Clinical Director I) assigned to the Arrowhead Regional Medical Center Emergency Department who are required and approved by their appointing authority to maintain a valid certificate as a Mobile Intensive Care Nurse (MICN) shall be entitled to a differential of five percent (5%) above their base hourly rate for all hours actually worked.

Section 7 – ARMC Custodian Assignment Differential

CRAFT, LABOR AND TRADES AND SUPERVISORY UNITS

All employees assigned to the Arrowhead Regional Medical Center in regular positions in the classifications designated below shall be eligible to receive an assignment differential of one dollar (\$1.00) per hour for all hours actually worked.

Craft, Labor and Trades Unit

Custodian Trainee, I and II

Supervisory Unit

Supervising Custodian

Section 8 – Maintenance Mechanics, Painter I, and Electrician Detention Differential**CRAFT, LABOR AND TRADES UNIT**

Employees in the classifications of Maintenance Mechanic, Maintenance Supervisor, Painter I, Electrician, Sheriff's Maintenance Mechanic Trainee, Sheriff's Maintenance Mechanic, and Sheriff's Maintenance Manager regularly assigned and report to work at a detention center(s) as their normal work assignment shall be entitled to one dollar and fifty cents (\$1.50) per hour over and above their base hourly rate for hours actually worked at this facility.

Section 9 – Probation Division Director Juvenile Detention and Assessment Centers Differential**MANAGEMENT UNIT**

Probation Division Directors I and II regularly assigned to work in Juvenile Detention and Assessment Center- San Bernardino, West Valley or High Desert may be eligible to receive a six percent (6%) assignment differential as long as assigned this duty. Such differential shall be based upon the base hourly wage of the affected employee. Eligibility for this differential is at the sole discretion of the Chief Probation Officer.

Employees eligible for the differential shall not receive the differential during a leave of more than a full pay period (e.g., sick, vacation for sick leave purposes, etc.), provided, however, that employees who, with the approval of the appointing authority, take a vacation of more than a full pay period (e.g., vacation leave, etc.) excluding employees who are using paid leave time to extend their years of service prior to retirement, shall be eligible to receive the differential.

Section 10 – High Voltage Differential**CRAFT, LABOR AND TRADES UNIT**

Electricians who work on electric lines that exceed 480 volts shall be entitled to one dollar and fifty cents (\$1.50) per hour over and above their base hourly rate for hours actually worked performing such assignments.

Section 11 – Sheriff's Aviation Mechanic Inspection Authorization Differential**CRAFT, LABOR AND TRADES AND SUPERVISORY UNITS**

Sheriff's Aviation Mechanics who possess a valid Federal Aviation Inspection License that provides the employee the ability to perform Inspection Authorizations shall be entitled to a differential of one dollar and fifty cents (\$1.50) per hour for hours worked performing such inspections.

Section 12 – Initial Response Operations (IRO) Child Welfare Services Manager (CWSM) After Hours Assignment Differential

MANAGEMENT UNIT

The Child Welfare Services Manager (CWSM) in the Children and Family Services Department who is assigned to manage the afterhours operation of the Initial Response Operations (IRO) shall receive a six percent (6%) assignment differential as long as assigned this duty. Such differential shall be based upon the base hourly wage of the employee.

Employees eligible for the differential shall not receive the differential during a leave of more than a full pay period (e.g., sick, vacation for sick leave purposes, etc.), provided, however, that employees who, with the approval of the appointing authority, take a vacation of more than a full pay period (e.g., vacation leave, etc.) excluding employees who are using paid leave time to extend their years of service prior to retirement, shall be eligible to receive the differential.

Section 13 – Fundamental Payroll Certification

TECHNICAL AND INSPECTION UNIT

ACT Payroll Technicians who possess the Fundamental Payroll Certification issued by the American Payroll Association shall receive a five percent (5%) differential for all hours actually worked. Such differential shall be based upon the base hourly rate of the affected employee.

Section 14 – Supervising Attorney Differential

SUPERVISORY UNIT

Supervising Deputy District Attorneys and Supervising Deputy Public Defenders in an assignment responsible for supervising the work of Deputy Attorney IVs granted Deputy Attorney V compensation are eligible for a five percent (5%) differential above their base hourly rate during the period of time they are assigned and responsible for supervising Deputy Attorney IV level positions granted Deputy Attorney V compensation.

Employees eligible for the differential shall not receive the differential during a leave of more than a full pay period (e.g., sick, vacation for sick leave purposes, etc.), provided, however, that employees who, with the approval of the appointing authority, take a vacation of more than a full pay period (e.g., vacation leave, etc.) excluding employees who are using paid leave time to extend their years of service prior to retirement, shall be eligible to receive the differential.

Effective the pay period following Board approval of the MOU, the Supervising Attorney Differential shall be discontinued, and the County shall include the Supervising Attorney Differential into the base rate of pay of the Supervising Child Support Attorney, Supervising Deputy District Attorney, and Supervising Deputy Public Defender to establish a new higher base rate of pay for those classifications.

Section 15 – Class “A” License Differential

CRAFT, LABOR AND TRADES UNIT

Regular employees in the classifications designated below who possess a valid Class “A” license will receive a differential of one dollar (\$1.00) per hour for hours worked on a day in which the employee is required to perform duties requiring Class “A” licensure.

Craft, Labor and Trades Unit

Maintenance and Construction Worker I and II
Equipment Operator I and I Trainee, II and II Trainee, and III and III Trainee

Section 16 – POST Differential

MANAGEMENT AND TECHNICAL AND INSPECTION UNITS

Employees in the classifications designated below shall receive a differential for possessing an Intermediate POST certificate or an Advanced POST certificate as indicated below for each hour actually worked:

Classification	Intermediate POST	Advanced POST	Supervisory
Sheriff’s Communication Dispatcher I, II Trainee, II, and III	\$1.00/hour	\$1.50/hour	N/A
Sheriff’s Supervising Communication Dispatcher; Sheriff’s Communication Manager; and Sheriff’s Communications Administrator	\$1.00/hour	\$1.50/hour	\$1.75/hour

The employee shall submit a written request for POST differential to the department with an attached copy of the appropriate POST certificate. POST differential shall start the first pay period following receipt by the County of a valid POST certificate.

Section 17 – Auditing Pay Differential

ADMINISTRATIVE SERVICES AND SUPERVISORY UNITS

Employees in the classifications designated below who are required by the appointing authority to perform auditing duties as the employee’s primary function shall receive a differential of two percent (2.0%) above the employee’s base rate of pay for all hours actually worked, up to eighty (80) hours per pay period:

Administrative Services Unit

Internal Auditor II, III, and IV
Accountant I, II, III,
Internal Review Accountant I, II, III, and IV
Auditor Appraiser I, II, III,
Mental Health Auditor

Supervisory Unit

Supervising Internal Auditor II and III
Supervising Accountant II and III
Supervising Auditor Appraiser

For the purposes of this article, auditing duties must be conducted using approved standards prescribed for auditors by the AICPA, IIA, IFAC, GAGAS, SSAE or PCAOB or other comparable national or international organization or state or federal regulation. Audits must have resulted in the preparation of reports indicating the audits were conducted in accordance with the above referenced standards and/or regulations. Eligibility for this differential is at the discretion of the appointing authority. The number of employees assigned to primarily perform auditing duties or the removal of employees from performing these duties is at the discretion of the appointing authority and is not subject to review through the Grievance Procedure.

Section 18 – Motor Fleet Mechanic Automotive Service Excellence (ASE) Certification Differential

CRAFT, LABOR & TRADES UNIT

Motor Fleet Mechanic I and IIs who possess one valid ASE certification shall receive twenty cents (\$.20) per hour over and above their base hourly rate of pay for all hours actually worked, up to eighty (80) hours per pay period. Motor Fleet Mechanic I and IIs who possess at least two valid ASE certifications shall receive an additional thirty cents (\$.30) per hour (i.e., for a total of \$.50 cents per hour) above their base hourly rate of pay for all hours actually worked, up to eighty (80) hours per pay period.

Section 19 – Detention Facility Differential

ADMINISTRATIVE SERVICES, TECHNICAL & INSPECTION, AND SUPERVISORY UNITS

Regular employees in the classifications designated below who are regularly assigned to a detention facility (i.e., the usual assignment where the employee performs his/her work duties) shall receive a differential of one dollar (\$1.00) per hour over and above their base hourly rate for all hours actually worked, up to eighty (80) hours per pay period:

Administrative Services Unit

Alcohol and Drug
Counselor Mental
Health Specialist
Social Worker II

Technical & Inspection Unit

Clinic Assistant
Licensed Vocational Nurse II (excludes
Licensed Vocational Nurse II –
Corrections)
Psychiatric Technician I
Orthopedic Technician
Radiologic Technologist II

Supervisory Unit

Mental Health Clinic Supervisor

Section 20 –PCR-STR DNA Differential

ADMINISTRATIVE SERVICES AND SUPERVISORY UNITS

Regular employees in the classifications designated below who are required by the appointing authority to perform DNA case review, analysis, and case management shall receive a

differential of fifty cents (\$.50) per hour over and above their base hourly rate of pay for all hours actually worked, up to eighty (80) hours per pay period.

Administrative Services Unit

Criminalist II and III

Supervisory Unit

Supervising Criminalist

Section 21 –Dialysis Unit Differential

TECHNICAL & INSPECTION UNIT

Licensed Vocational Nurse IIs assigned by the appointing authority to the Dialysis Unit at the Arrowhead Regional Medical Center shall receive a differential of one dollar (\$1.00) per hour over and above their base hourly rate for all hours actually worked, up to eighty (80) hours per pay period.

Section 22 – Longevity Pay

ADMINISTRATIVE SERVICES; CLERICAL; CRAFT, LABOR, & TRADES; MANAGEMENT; SUPERVISORY; and TECHNICAL AND INSPECTION

Unit employees (except for Probation Division Director I and II, who receive Transitional Pay) shall be eligible for longevity pay above the base rate of pay, as indicated below, based on total hours of completed continuous service with the County. Longevity pay shall be paid on all paid hours up to an employee’s standard hours, and shall not be considered when determining the appropriate rate of pay for a promotion or demotion.

TOTAL COMPLETED SERVICE	COMPENSATION
31,200 Continuous Service Hours (15 years)	2.0%

Effective upon Board approval, the County shall establish longevity pay for Probation Director I and II in lieu of the one-half percent (1/2%) match to the 457(b) Deferred Compensation Plan. This longevity pay will be above the base rate of pay as indicated below based on total hours of completed continuous service with the County. Longevity pay shall be paid on all paid hours up to an employee’s standard hours, and shall not be considered when determining the appropriate rate of pay for a promotion or demotion.

TOTAL COMPLETED SERVICE	COMPENSATION
41,600 Continuous Service Hours (20 years)	2.0%

For purposes of longevity pay only, a year of completed County service is defined as 2,080 service hours with the County.

For Regular and Contract Respiratory Care Practitioners, completed continuous service with the County shall include continuous service either as a Contract Respiratory Care Practitioner II or a regular Respiratory Care Practitioner. For Regular or Contract Ultrasound Technologists, Radiological Technologists, Nuclear Medicine Technologists, and Special Procedures Radiological Technologists completed continuous service with the County shall include continuous service as a Regular or Contract Ultrasound Technologist, Radiological Technologist, or Special Procedures Radiological Technologist.

Section 23 –Public Works Differential

Employees in the Public Works Department in the below classifications who work special critical shifts on a temporary basis performing urgent job operations (e.g., snow plowing, heavy equipment operation to address road closures, etc.) between the hours of 6:00 p.m. and 6:00 a.m. shall receive a differential in the amount of one dollar and forty five cents (\$1.45) per hour over and above their base hourly rate. The differential shall be paid only on hours actually worked between 6:00 p.m. and 6:00 a.m., in increments of fifteen (15) minutes. In no event shall an employee receive the Public Works Differential and another shift differential for the same hours. Eligible classifications are limited to the following:

Classification Title	Job Code
Equipment Operator I	05188
Equipment Operator I Trainee	05189
Equipment Operator II	05191
Equipment Operator II Trainee	05192
Equipment Operator III	05193
Equipment Operator III Trainee	05194
Maintenance and Construction Supervisor I	13011
Maintenance and Construction Supervisor II	13012
Maintenance and Construction Worker I	13013
Maintenance and Construction Worker II	13014

Assigning, scheduling or posting of anticipated or actual temporary special critical shifts shall be at the discretion of the appointing authority, is not subject to the requirements outline in the Standard Tour of Duty Article for schedule changes, and is not subject to the Grievance Procedure.

Section 24 – Advanced Cardiac Life Support (ACLS) Differential

House Supervisors and House Supervisor – Per Diems who possess and maintain an Advanced Cardiac Life Support (ACLS) Certification shall be eligible to receive the ACLS Certification Differential. The differential shall be three dollars (\$3.00) per hour above their base hourly rate for all hours actually worked up to their standard hours per pay period.

Section 25 – Respiratory Critical Care Differential

Respiratory Care Practitioner II's and Contract Respiratory Care Practitioner II's who have completed at least 8,320 hours of continuous service as a Respiratory Care Practitioner II and/or Contract Respiratory Care Practitioner II with the County, possess and maintain qualifications as determined by the Department required to provide care to patients in two of the following three specialties, and who make themselves available to work in those units, shall receive a differential

of five percent (5.00%) above their base hourly rate for all hours actually worked (i.e., REG hours), up to their standard hours per pay period:

Adult Mechanical ventilation via high frequency ventilation,
Trauma/Emergency Room, or
Neonatal Intensive Care

Section 26 – Medical Imaging Specialty Differential

Special Procedures Radiological Technologist's and Contract Special Procedures Radiological Technologist's who possess and maintain licenses/certifications and competencies required to provide care to patients in multiple medical imaging areas, and who make themselves available to work in those units, shall receive a differential of five percent (5.00%) above their base hourly rate for all hours actually worked (i.e., REG hours), up to their standard hours per pay period. All technologists must perform X-rays as assigned and two or more of the following specialty areas to be eligible: CT, MRI, IR, Cath Lab, or Angio.

Section 27 – Chemotherapy Certification Pay

Effective the pay period following Board approval of the MOU, any Unit Manager or Assistant Unit Manager I who maintains appropriate certifications and is required to regularly administer chemotherapy treatments shall receive certification pay of \$1,000 per year, payable in semi-annual installments. Such payments shall be made in the first full pay period in January and July of each year.

Section 28 – Correctional Certification Differential (Probation and Sheriffs)

Effective the pay period following Board approval of the MOU, the County shall establish a \$1.00/hour Correctional Certification Differential for employees in the classification of Supervising Correctional Nurse I, Supervising Correctional Nurse II, Sheriff's Nurse Supervisor I, and Sheriff's Nurse Supervisor II who attain and maintain a certificate as a Correctional Health Professional – RN (i.e., CCHP – RN). The differential shall be paid for all hours actually worked, up to a nurse's standard hours per pay period.

Section 29 – American Institute of Certified Planners Differential

Effective the pay period following Board approval of the MOU, the County shall establish a \$0.50/hour American Institute of Certified Planner Differential for employees in the classification of Planner Trainee, Planner I, Planner II, Planner III, Supervising Planner, and Planning Manager who attain and maintain a certificate as an American Institute Certified Planner. The differential shall be paid for all hours actually worked, up to an employee's standard hours per pay period.

Section 30 – DNA Lead Differential

Effective the pay period following Board approval of the MOU, the County shall establish a \$1.00/hour DNA Lead Differential for the Criminalist III who is the assigned DNA Lead employee. The differential shall be paid for all hours actually worked while performing as the assigned DNA Lead, up to the employee's standard hours per pay period.

Section 31 – Canine Officer Pay

Effective the pay period following Board approval of the MOU, employees in the classification of Victim Advocate II assigned to the District Attorney’s Office who are assigned by the Appointing Authority to care for a Department Canine will be compensated eight (8) hours of pay each pay period at the employee’s base rate of pay in order to provide care, feeding and maintenance to the Canine for the Department. Such time will be considered hours worked for the purposes of calculating overtime. This compensation shall not be paid during any period of extended leave, e.g., more than 80 consecutive hours, during which the employee is no longer responsible for caring for the Canine.

Section 32 – Community Crisis Response Team (CCRT)

Effective the pay period following Board approval of the MOU, employees in the classification of Mental Health Clinic Supervisor who are regularly assigned to the Community Crisis Response Team (i.e., the usual assignment where the employee performs his/her work duties) shall receive a differential of two dollars (\$2.00) per hour over and above their base hourly rate for all hours actually worked, up to their standard hours per pay period.

Section 33 – Sheriff’s Crime Scene Specialist International Association for Identification Certification Differential

Effective the pay period following Board approval of the MOU, the County shall establish a differential for employees in the classification of Sheriff’s Crime Scene Specialist I, II, III, Lead, and Supervisor who attain and maintain a Crime Scene Investigator Certification, Crime Scene Analyst Certification, or Senior Crime Scene Analyst Certification from the International Association for Identification. The differential amounts provided below shall be paid for all hours actually worked, up to an employee’s standard hours per pay period. Additionally, the differential amounts shall not be cumulative. For example, an employee who has a Crime Scene Investigator Certification and a Crime Scene Analyst Certification shall be eligible for the 2.50% Crime Scene Analyst Certification Differential only.

Classification	Crime Scene Investigator Certification	Crime Scene Analyst Certification	Senior Crime Scene Analyst Certification
Sheriff’s Crime Scene Specialist I, II, III, Lead, and Supervisor	1.00% above base hourly rate	2.50% above base hourly rate	3.50% above base hourly rate

Section 34 – Tenprint Fingerprint Certification Differential

Effective the pay period following Board approval of the MOU, the County shall establish a differential for employees in the classification of Fingerprint Examiner II who attain and maintain a Tenprint Fingerprint Certification. The differential shall be 2.00% of employee’s base hourly rate and paid for all hours actually worked up to an employee’s standard hours per pay period. The Tenprint Fingerprint Certification differential and the Latent Print Certification Differential in Section 35 of this article are not cumulative.

Section 35 – Latent Print Certification Differential

Effective the pay period following Board approval of the MOU, the County shall establish a differential for employees in the classification of Latent Fingerprint Examiner who attain and maintain a Latent Print Certification. The differential shall be 3.50% of employee's base hourly rate and paid for all hours actually worked up to an employee's standard hours per pay period. The Latent Print Certification Differential and the Tenprint Fingerprint Certification differential in Section 34 of this article are not cumulative.

DIRECT DEPOSIT

ALL UNITS

All employees must make and maintain arrangements for the direct deposit of paychecks and reimbursements into the financial institution of their choice via electronic fund transfer. Employees who have not made such arrangements by the end of the 4th pay period after their date of hire shall be subject to disciplinary action. In cases where an employee is unable to make arrangements for electronic fund transfer, the Director of Human Resources may allow an exception to this Article. Any exceptions granted may be reviewed periodically for continuation, subject to the approval of the Director of Human Resources.

Employees who fail to make arrangements for direct deposit shall receive paychecks and/or expense reimbursements via pay card.

DISASTER SERVICE WORKERS

ALL UNITS

All employees covered by this Agreement are public employees, and, as such, are to serve as disaster service workers subject to such service activities as may be assigned to them by their superiors or by law, pursuant to Government Code Section 3100.

DUAL APPOINTMENTS

ALL UNITS

The appointment of two (2) full-time employees to the same budgeted regular position may be authorized by the Director of Human Resources to facilitate training, to make assignments to a position which is vacant due to extended authorized leave of absence, or in an emergency. The most recently hired dual appointee shall enjoy all of the benefits of regular employees except regular status, unless the most recently appointed dual appointee has regular status in the classification. The most recently appointed employee shall be notified in writing by the appointing authority and such notification will clearly define the benefits to which that employee is entitled. Upon return of the initial appointee or completion of the training period or emergency, the following procedure shall apply. If the most recently appointed dual appointee has regular status in the same classification, he/she shall be placed in a vacant position in the same classification in the

department/group. If no position is available, the employee shall be laid off, pursuant to the layoff provisions of this Agreement; provided, however, that the initial appointee shall be excluded from the order of layoff. If the most recently appointed dual appointee does not have regular status in the classification, he/she may be appointed to a vacant position in the same classification in the department/group; however, he/she shall be required to serve a probationary period unless waived by the Director of Human Resources. If the most recently appointed dual appointee held prior regular status in a lower classification immediately preceding the dual appointment, he/she shall have the right to return to the former classification and department. If he/she has not held prior regular status in a lower level classification, he/she shall be terminated.

EMPLOYEE RIGHTS

ALL UNITS

The following are employee rights:

- (a) The right of employees to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.
- (b) The right of employees to refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the County.
- (c) The right of employees to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of an appointing authority, supervisor, other employees, or employee organizations as a result of their exercise of rights granted in this Article.
- (d) The right of Teamsters, upon its request and prior to implementation, to meet and confer with County Management on matters within the scope of representation.
- (e) Any settlement by the County and an individual grievant not represented by Teamsters Local 1932 shall not be binding on Teamsters Local 1932 and will not be admissible in any grievance hearing.

EQUITY ADJUSTMENTS

The County agrees to implement equity adjustments as specified in Appendix D. Service hours for the purpose of determining eligibility for the next merit advancement will not reset for employees receiving an equity adjustment.

EXPENSE REIMBURSEMENT

ALL UNITS

Section 1 – General Provisions

The purpose of this Article is to define the policy and procedures by which employees shall report and be reimbursed for necessary expenses incurred on behalf of San Bernardino County, except as may be otherwise provided in this Agreement.

Section 2 – Responsibilities

It shall be the responsibility of each appointing authority or designee to investigate and approve each request for expense reimbursement. It shall be the responsibility of each employee to obtain prior approval from the appropriate appointing authority or designee to incur a business expense or to exceed maximum allowable amounts provided in Section 7 of this Article. Prior approval may be in the form of standing orders issued by the appointing authority. Failure to obtain prior approval may result in denial of any expense claim (or excess amount) not pre-approved.

Section 3 – Travel Authorization

- (a) Travel outside the State of California must be approved by the Chief Executive Officer or designee except when the trip outside California is within twenty (20) miles of the California border or travel through a location anywhere in the adjacent state as a means of arriving at a location within California. Requests for such travel shall be submitted to the County Administrative Office through a travel request.
- (b) The appointing authority or designee shall initiate travel requests. The Chief Executive Officer and Auditor- Controller/Treasurer/Tax Collector shall be notified in writing of all such designees.
- (c) The appointing authority or designee is authorized to approve necessary travel within the State of California and use of a transportation mode consistent with this Article.

Section 4 – Authorization for Attendance at Meetings

- (a) Appointing authorities may authorize attendance at meetings at County expense when the program material is directly related to an important phase of County service and holds promise of benefit to the County as a result of such attendance.
- (b) Authorization for attendance at meetings without expense reimbursement, but on County time, may be granted when the employee is engaged on the County's behalf, but from which the gain will inure principally to the benefit of the employee and only incidentally to the County.

Section 5 – Records and Reimbursements

- (a) Requests for expense reimbursement should be submitted once each month and within one year of the date that expense was incurred.
- (b) Unless otherwise provided in this Article, receipts or vouchers which verify the claimed expenditures will be required for all items of expense, except:
 - (1) Private mileage (e.g., mileage to the airport).
 - (2) Telephone and other communication-related charges including Wi-Fi and internet access fees if needed to conduct County business.

- (3) Other authorized expenses of less than one dollar (\$1.00).
- (c) Claims for expense reimbursement totaling less than one dollar (\$1.00) in any fiscal year shall not be paid.
- (d) Reimbursement shall not be made for any personal expenses such as, but not limited to: entertainment, barbering, alcoholic beverages, etc.
- (e) Except as otherwise provided in this Article, expense reimbursements shall be made on an actual cost basis.
- (f) If receipt is unavailable, the employee may submit a signed statement with an explanation of expenses (i.e., itemized list of expenses with location, date, dollar amount, and reason for expenses) and an explanation as to why the receipt is unavailable.
- (g) Expense reimbursements may be made via Electronic Fund Transfer into the financial institution of the employee's choice or by pay card. Employees who fail to make arrangements for direct deposit shall receive reimbursements via pay card.

Section 6 – Transportation Modes

- (a) The general rule for selection of a mode of transportation is that mode which represents the lowest expense to the County. Where an employee is given the choice between several means of travel (e.g., use of County vehicle vs. own personal vehicle, flying vs. driving, etc.) and the employee chooses the option that is more costly, the employee shall only be reimbursed for the lesser cost option. For example, if an employee chooses to drive his/her own vehicle when offered a County vehicle, the employee shall not be entitled to any reimbursement. Similarly, if the cost of flying on an airplane is less than the cost of driving, the employee shall only be reimbursed for the amount the County would have paid for the flight.
- (b) Travel Via Private Automobile
 - (1) Reimbursement for the use of privately owned automobiles to conduct County business shall be at the IRS allowable rate. Reimbursement at this rate shall be considered as full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance, and all other transportation-related costs. The County does not provide any insurance for private automobiles used on County business. The owner of an automobile is responsible for the personal liability and property damage insurance when the vehicle is used on County business.
 - (2) When employees traveling on official County business, leave directly from their principal place of residence rather than from their assigned work location, mileage allowed to the first work contact point shall be the difference between the distance from the residence to the assigned work location and the distance from the residence to the first work contact point. If the first work contact point is closer than the assigned work location, no mileage shall be allowed. If the employee departs from the last work contact point directly to the residence, the same principle governs.

Employees may have multiple assigned work locations. Mileage allowed is based on the assigned work location for that day. When employees have more than one assigned work location in a standard tour of duty, mileage shall be allowed between assigned work locations.

In no case will mileage be allowed between the employee's residence and the assigned work location.

(c) Travel Via Rental Vehicles

Reimbursement will be provided for the cost of a rental vehicle for business purposes if such use is approved by the appointing authority. Rental vehicles are covered for liability and vehicle physical damage under the County's self-insurance program. Reimbursement will not be provided for the additional costs incurred if any employee purchases additional insurance or signs a Collision Damage Waiver (CDW) when renting a vehicle for County business. Requests for reimbursement for gasoline for rental vehicles must be accompanied by a copy of the rental agreement or rental receipt and gasoline receipt.

(d) Travel Via Ride-Share Service, Taxi, or Public/Mass Transit

Reimbursement will be provided for the cost of using a ride-share service, (e.g., Uber or Lyft), taxi, or public/mass transit (e.g., bus, streetcar, and ferry) if such expenses are incurred for County business and approved by the appointing authority.

(e) Travel Via Air

When commercial aircraft transportation is approved, the "cost of public carrier" shall mean the cost of air coach class rate including tax and security surcharges.

(f) Incidental Travel Expenses

Reimbursement will be provided for the cost of incidental travel expenses such as bridge tolls, road tolls and parking fees if such expenses are incurred as part of County business and approved by the appointing authority. Valet parking will not be reimbursed unless self-parking is not available or security is a concern.

Section 7 – Meals and Lodging

- (a) Meal and lodging expenses shall not be allowed without prior approval of the appointing authority or designee as necessary for the purpose of conducting County business. Meal and lodging selections should represent a reasonable cost to the County and be generally consistent with the rates established by the General Services Administration (GSA). Excess charges for meals and lodging greater than the amounts listed below in paragraphs (b) and (c) may be authorized under special conditions, such as a convention or conference requirement (e.g., lodging at the hotel where the conference is held) or if County business requires lodging and meals in an area of unusually high cost (i.e., Non-Standard Areas as established by the GSA). Employees may be reimbursed for expenses in high cost areas for the actual cost incurred, but generally not to exceed the per diem amounts established by the GSA for that area and month. Receipts are mandatory to obtain reimbursement for all lodging expenses, and except as provided below for all meal expenses claimed.

- (b) An employee may be reimbursed for lodging expenses at actual cost, generally not to exceed the standard lodging per diem rate as established by the GSA, except as otherwise provided in Section 7, paragraph (a) of this Article.
- (c) Except as otherwise provided in Section 7, paragraph (a) of this Article, reimbursements for meal expenses for up to three (3) separate meals per day may be provided as follows:
 - (1) With receipts, an employee may be reimbursed for meal expenses at actual cost, not to exceed eleven dollars (\$11.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty-four dollars (\$24.00) for dinner, plus tax and up to 15% gratuity.
 - (2) Option Without receipts, an employee may be reimbursed for meal expenses at per diem rates not to exceed six dollars (\$6.00) for breakfast, nine dollars (\$9.00) for lunch, and nineteen dollars (\$19.00) for dinner, plus tax and up to 15% gratuity.
 - (3) Where the cost of a meal is included as part of a registration charge for an event (e.g., continental breakfast at a conference or training seminar) or in the cost of lodging, an employee may not claim reimbursement for that meal.
- (d) The parties agree that it is the basic responsibility of employees to anticipate and make provision for their own meals. In emergency situations at the work site, if an employee is unable to obtain a meal due to extraordinary working conditions or an extremely remote work site, the County shall make every effort to provide meals.

Section 8 – Expense Advances

Advancement of funds for business expenses can be obtained from the Auditor-Controller/Treasurer/Tax Collector through submission of the appropriate form. Advancements shall not exceed the maximum amounts for each meal as set forth in Section 7, paragraph (c)(2) herein. The minimum amount to be advanced is twenty-five dollars (\$25.00). Upon return from travel, the employee must submit an expense reimbursement form and all receipts documenting expenses incurred. If the employee does not submit this accounting within fifteen (15) calendar days of return from travel, or prior to termination of County employment, the Auditor-Controller/Treasurer/Tax Collector may recover the amount advanced from the employee's pay.

Section 9 – County Credit/Debit Cards

The appointing authority may issue a County credit card to an employee and require business expenses be paid for with said card. Further, the County may require that meal and lodging expenses be limited to the maximum amounts listed in Section 7, paragraphs (b) and (c) above. If unauthorized charges are placed on the card, the employee shall be required to reimburse the County. If the employee fails to reimburse the County within fifteen (15) calendar days or prior to separation from County service, the Auditor-Controller/Treasurer/Tax Collector may recover any unauthorized charges from the employee's pay.

Section 10

Effective 120 days following Board of Supervisors approval of this MOU, the parties agree, upon Teamsters request, to meet to discuss any issues regarding the timelines of expense reimbursements.

EXTRA-HELP/RECURRENT EMPLOYEES

Extra-help and Recurrent employees are not covered by this MOU and should not displace existing regular employees. The County shall provide Teamsters, upon its request, a report each quarter of the department, employee name and total hours worked during the year of employees working in an extra-help/recurrent capacity in Teamsters- represented classifications. The County is willing to meet with Teamsters if there are concerns regarding the results of the report.

FITNESS FOR DUTY

ALL UNITS

The parties agree that physical and mental fitness of County employees are reasonable requirements to perform the duties of the job and instill public confidence. Recognizing these important factors, the parties agree that during the term of this Agreement the County, with reasonable cause, may require medical and psychological assessments of employees provided the County pays and provides time off without loss of pay for such assessments. All such assessments shall be done by appropriately qualified health care professionals.

Medical and psychological reports shall be released to and retained by the Center for Employee Health and Wellness. The information in these reports shall only be released on a need-to-know basis, restricted to the purpose for which the examination was originally required, for the effective conduct of County business.

Any remedial or treatment action shall be the full responsibility of the employee, except as otherwise provided by law.

FLEXIBLE SPENDING ACCOUNT

ALL UNITS

The purpose of this Section 125 Medical Expense Reimbursement Flexible Spending Account (FSA) is to permit eligible employees to make an election to pay for qualifying medical care expenses, as determined by Section 213 of the Internal Revenue Code of 1986 (IRC), on a pre-tax basis by salary reduction in accordance with Sections 125 and 105(b) of the IRC and regulations issued pursuant thereto. FSA shall be construed to comply with said Code Sections and to meet the requirements of any other applicable provisions of law. FSA exclusions from gross income do not affect compensation for retirement purposes.

FSA will be administered by the County Human Resources Department, Employee Benefits and Services Division, consistent with said IRC Sections and the County's Plan Document.

- (a) To be eligible for this benefit, an employee must be in a regular position.
- (b) Enrollment in the Plan for current employees is required every Plan year and is limited to the annual open enrollment period or no later than sixty (60) days following the date of becoming eligible due to a mid-year Change in Status event.

- (c) Eligible employees may contribute on a pre-tax basis, to a flexible spending account, each bi-weekly pay period up to the established amount pursuant to the IRC annual maximum. An employee election to participate in the Plan shall be irrevocable for the remainder of the Plan year. Once a salary reduction has begun, in no event will changes to elections or discontinuation of contributions be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and the County's Medical Expense Reimbursement Plan Document.

Employees who select the County-sponsored Blue Shield Access + HMO Plan or the Kaiser Choice HMO Plan and elect to enroll in the FSA shall be eligible for up to a \$10.00 per pay period match to the FSA to be credited on a quarterly basis.

- (d) Any unused amounts remaining in an employee's account at the end of the Plan year must be forfeited except as permitted by the IRC and the County's Medical Expense Reimbursement Plan Document. The County will use any forfeited amounts to help defray the Plan's administrative expenses.

FULL UNDERSTANDING, MODIFICATION AND WAIVER

ALL UNITS

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the full right and adequate opportunity to make demands and proposals with respect to any subject or matter within the scope of representation, and that the understandings arrived at after the exercise of that right are set forth in this Agreement. The express provisions of this Agreement for its duration therefore constitute the complete and total contract between the County and Teamsters with respect to wages, hours, and other terms and conditions of employment. Any prior or existing Agreement between the parties, whether formal or informal, regarding any such matters are hereby superseded and terminated in their entirety. Therefore the County and Teamsters for the life of this Agreement, each voluntarily waives the right to meet and confer in good faith with respect to any subject or matter referred to or covered in this Agreement. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions. This article shall not act as a waiver of any reserved or customary County management rights or act as a waiver of Teamsters' right to bargain the impact of the County's exercise of its exclusive management's rights if legally required to do so.

GRIEVANCE PROCEDURE

ALL UNITS

Section 1 – Purpose

The County and Teamsters fully realize the importance of a viable Grievance Procedure to aid in the resolution of disputes among employees, supervisors, and management. It is recognized that conditions may arise which can create employee dissatisfaction, and that to maintain high

employee morale and harmonious relations, an orderly method of processing grievances is necessary. This procedure is intended to establish a systematic means for obtaining answers and decisions regarding employee complaints. This procedure is not intended to be used to effect changes in the terms of this Agreement or those matters not covered by this Agreement. The Board of Supervisors and Teamsters have pledged that their representatives at all levels will extend active, aggressive and continuing efforts to secure prompt disposition of grievances. The initiation of a grievance in good faith by an employee shall not cause any adverse reflection on the employee's standing with immediate supervisors or loyalty as a County employee.

Section 2 – Definition of a Grievance

A grievance is a disagreement between County management and an employee, group of employees, or Teamsters concerning the interpretation, application, or alleged violation of a specific Article(s) of this Agreement. Teamsters may not independently submit or process a formal grievance, unless it alleges that at least one (1) employee within the Unit has suffered detriment as a result of the aggrieved contract provision. Group grievances are defined as, and limited to, those grievances that allege more than one (1) employee suffered harm under similar facts and circumstances within the grievance filing period. Group grievances shall name all harmed employees and/or classifications and identify the departments and/or work locations of such employees. Where a group grievance is filed, one (1) employee in the group shall be selected by Teamsters to process the grievance. A grievant shall be entitled to Teamsters representation at any step under this Grievance Procedure.

Section 3 – Jurisdiction

The Director of Human Resources or designee, in consultation with the County Labor Relations Chief, shall have the sole authority within the County structure to provide the official management interpretation or application to any and all provisions of this Agreement. The arbitrator has the final authority within the County structure to adjudicate all grievances, as defined or otherwise provided herein. The arbitrator holds no jurisdiction over a grievance where the remedy has been granted.

Section 4 – Exclusions

In that only regular employees are covered by the Personnel Rules, any dispute which may arise between parties involving the application, meaning, or interpretation of the Personnel Rules shall be settled by the Civil Service Commission in accordance with the appropriate appeal procedure established in the Personnel Rules except as modified by the parties in this Agreement via Section 11 of this Article. All matters are excluded from this procedure which deal with the "Non-Discrimination" Article; "County Management Rights" Article; the project compensation provisions of the "Temporary Performance of Higher Level Duties" Article; federal or state statutes, rules or regulations; or County Charter.

The appeal processes that include the Classification Appeal Process, the Civil Service Commission and the Memoranda of Understanding grievance adjudicatory process are mutually exclusive remedy bodies. Accordingly, there shall be no double or multiple requests or appeals for a same case/same set of circumstances where one adjudicatory body has rendered a decision on the same. Decision is to be interpreted as excluding a situation where an adjudicatory body has determined it has no jurisdiction in the matter.

Except as otherwise provided by this Agreement or state or federal statute, this Grievance Procedure shall be the sole and exclusive procedure for seeking recourse for any grievance, as defined in Section 2 of this Article.

Any grievance will be terminated once an EEO complaint is filed on the issue being grieved.

Section 5 – Representation

Aggrieved employee(s) may represent themselves, or may be represented by an authorized Teamsters employee representative, or by a Teamsters Labor Relations Representative. This representation may commence at any step in the Grievance Procedure. A representative of Human Resources may be in attendance at any step in the Grievance Procedure. The County agrees within reasonable limits to compensate the aggrieved employee(s) for time spent during regularly scheduled hours in the handling of real and prospective grievances.

Section 6 – Consolidation of Grievances

In order to avoid the necessity of processing numerous similar grievances at one time, similar grievances shall be consolidated whenever possible.

Section 7 – Time Limitations and Notification

Time limitations are established to settle a grievance quickly. Time limits may be modified only by agreement of the parties. If at any step of this Grievance Procedure, the grievant is dissatisfied with the decision rendered, it shall be the grievant's responsibility to initiate the action which submits the grievance to the next level of review within the time limits specified. Failure to submit the grievance within the time limits imposed shall terminate the grievance process and the matter shall be considered resolved. For purposes of this Grievance Procedure, notification to a party may be given either personally, by U.S. mail, telephonically, by facsimile, or via E-mail.

The grievant shall promptly proceed to the next step if a reviewing official does not respond within the time limits specified. A grievance may be entertained or advanced to any step beyond Step 2, Employee Relations Division, if the parties jointly so agree. A copy of such agreements bearing the signature of the parties shall be filed with the Employee Relations Division of Human Resources.

When notice is mailed to an employee, it shall be sent to the employee's current address of record. For the purpose of this procedure, notice by mail shall be deemed to have been completed on the fifth calendar day following deposit of notice with the United States Postal Service, unless the party can establish that notice was not actually received as a result of circumstances beyond the party's control.

Section 8 – Steps in the Grievance Procedure

The procedures outlined herein constitute the steps necessary to resolve an employee's grievance. The attempt of settlement of grievances filed on behalf of an individual employee(s) at the employee-supervisor level is required. The grievance must be submitted within fifteen (15) working days after the employee is aware of the conditions precipitating the grievance.

Step 1 – Immediate Supervisor. Initially the employee having a grievance shall on a personal face-to-face basis discuss the complaint with the immediate supervisor. At this step, it is the

responsibility of the employee to inform the supervisor that he/she is initiating the grievance process. Within three (3) working days the immediate supervisor shall give the decision to the employee orally.

Step 2 – Employee Relations Division. If a mutually acceptable solution has not been reached in Step 1, the grievant shall submit the grievance in writing on appropriate forms supplied by the Employee Relations Division which shall provide a detailed statement of the grievance, including dates, names, and places, applicable Agreement articles, and the specific remedy or action requested. The written grievance shall be filed in duplicate with the Employee Relations Division within five (5) working days of oral notification of the immediate supervisor's decision. The Employee Relations Division shall make a determination of whether the grievance is a matter for which the Grievance Procedure is appropriate after consultation with Teamsters. In making such determination, the Employee Relations Division shall determine if: (1) the grievance has been filed in a timely manner; (2) the initial step has been followed; (3) if the grievance alleges that a specific Memorandum of Understanding article(s) has been misinterpreted, misapplied, or violated; and (4) The matter complained of in the grievance is covered by a specific provision of the MOU. The determination and notification to the grievant and Teamsters will be made within five (5) working days of receipt of the grievance. Teamsters may appeal this determination directly to an arbitrator in accordance with the provisions of this procedure within five (5) working days following notification by the Employee Relations Division.

If objection is made to the procedural and/or substantive grievability of a grievance at this step or any other step of the grievance procedure, the parties may mutually agree to continue processing the grievance on the merits. However, it is expressly agreed that such objections to the procedural and/or substantive grievability of a grievance are preserved in any arbitration hearing and that no waiver will result from the subsequent processing and discussion of the grievance on the merits.

Step 3 – Division Level. If the grievance is accepted, or the parties agree to hold in abeyance any objections to the procedural and/or substantive grievability of the grievance, the grievant shall submit the written grievance to the division level within five (5) working days of notification of the Employee Relations Division's determination. The Division/Section Head shall meet with the grievant and thoroughly discuss the grievance. The Division/Section Head shall submit a written response to the grievant within five (5) working days of receipt of the formal grievance from the employee.

Step 4 – Employee Relations Division. If a mutually acceptable solution has not been reached, Teamsters or the grievant shall submit the written grievance to the Employee Relations Division within five (5) working days of the receipt of written response of the Division/Section Head.

Following a review of the grievance with the appointing authority, the Director of Human Resources or designee, in consultation with the County Labor Relations Chief, shall have full and final authority on behalf of the County to mutually resolve the grievance with the employee/employee's representative within ten (10) working days of receipt of the written grievance of the employee. Such notification shall be rendered in writing to the grievant, Teamsters and the appointing authority.

Step 5 – Pre-Arbitration Process. If a grievance has not been satisfactorily resolved at Step 4, a written appeal to arbitration must be filed with the Employee Relations Division by Teamsters within five (5) working days of notification of the decision by the Director of Human Resources or designee. At the same time and upon mutual agreement of the parties, the grievance may advance

to mediation in accordance with Section 10 of this Article, while concurrently seeking an arbitrator. The appeal must be presented on the aforementioned grievance form along with a copy of any pertinent documents.

Grievances shall only be advanced to arbitration with the agreement of Teamsters. The cost for hearing all grievances advanced to arbitration shall be split equally between the County Department of the grievant and Teamsters, including any cancellation fee if both parties are mutually responsible, otherwise the party responsible shall pay the entire cancellation fee.

Pre-arbitration conferences are to be mandatory and no grievances shall be forwarded to the arbitration process without the same. Within twenty (20) working days of the approval to advance a grievance to arbitration, both parties are required to meet in such conference with the goal of resolving mutually identified grievance issues. If resolution is not attained, both parties are obligated at that time to jointly or individually declare stipulations, identify witnesses and exchange exhibits that will be carried forward to the arbitration process, the intent being full disclosure by both sides prior to the arbitration process.

Step 6 – Arbitration

At the discretion of Teamsters, grievances that occur during the term of this agreement that are not resolved at a prior step in the process can proceed to arbitration. The Employee Relations Division and the Teamsters employee representative shall select an arbitrator by mutual agreement. Where mutual agreement cannot be reached, the parties shall request a list of arbitrators from the State Mediation and Conciliation Service, and mutually select an arbitrator within ten (10) working days of receipt of said list. Where mutual agreement cannot be made, the arbitrator shall be determined following a striking process. The determination as to which party strikes first shall be based on a coin flip. If the last remaining person on the list is not available, the previously stricken person(s) shall be contacted in reverse order until one is available. The parties shall contact the arbitrator to establish a hearing date acceptable to both parties.

- (a) In reaching a decision and award the arbitrator shall limit himself to the allegations contained in the grievance presented in relation to the express provisions of the agreement alleged to have been violated. Further, the arbitrator shall have no authority to amend, change, add to, subtract from, or ignore any provisions of this Agreement. Lastly the arbitrator shall not substitute his judgment for that of the County on matters pertaining to the exercise of managerial discretion except where it can be shown by Teamsters that the County abused its discretion.
- (b) The decision of the arbitrator will be in writing and transmitted to the parties within thirty (30) calendar days after the close of the hearing. This decision may require an appointing authority or a subordinate to cease and desist from the action, which is the subject of the grievance. The arbitrator may also require the appointing authority to take whatever action is necessary, within the control of the appointing authority, to remedy the grievance or take other action to relieve the loss, if any, to the employee. Under no conditions can the arbitrator order relief that exceeds the relief requested by the grievant and shall be limited to making the grievant whole. In the event the arbitrator determines that monetary relief is an appropriate remedy, he/she shall limit any retroactive award, including interest, to a date that is no earlier than fifteen (15) working days from the date the grievance was filed.

- (c) The arbitrator's decision shall be transmitted to the Employee Relations Division and Teamsters with a copy to the grievant.
- (d) All grievances shall be treated as confidential and no publicity will be given until the final resolution of the grievance.
- (e) The decision by the arbitrator shall be final and binding on all parties unless there is a financial impact of greater than ten thousand dollars (\$10,000), in which case it shall be subject to approval of the Board of Supervisors.
- (f) For grievance decision with financial impact of greater than two thousand five hundred dollars (\$2,500), the Employee Relations Division will submit the grievance decision to the next practicable meeting of the Board of Supervisors. If the Board of Supervisors fails to act within thirty (30) days following receipt of formal notice of the decision of the arbitrator, it shall become final and binding. A copy of the decision shall be filed with the Employee Relations Division of Human Resources, Teamsters and the grievant.

Section 9 – Unfair Labor Practices/Unit Changes

Unfair labor practice charges shall be adjudicated by the California Public Employment Relations Board and unit modification and unit determination disputes shall be adjudicated pursuant to the County's Employee Relations Ordinance.

Section 10 – Mediation

Prior to Step 5 – Pre-Arbitration. The parties (Director of Human Resources or designee and Teamsters) may by mutual agreement utilize mediation for grievances filed under the provisions of this Agreement. Additionally, prior to the Prehearing Conference provided for by the Personnel Rules, the parties (Director of Human Resources or designee and Teamsters) may by mutual agreement utilize mediation for disciplinary appeals accepted for hearing under the Personnel Rules by the Civil Service Commission. The mediation process described in this Section may be invoked only by the two parties identified herein and is expressly an exception to the language contained in Section 5 of this Article.

The parameters of the mediation process, where mutual resolution of the grievance or disciplinary appeal is sought, are as follows:

- (a) The parties (Director of Human Resources or designee and Teamsters) shall exchange in writing the agreement to refer a specific grievance or disciplinary appeal to mediation.
- (b) The grievant/appellant shall have the right to be present, represented by Teamsters as the sole, exclusive bargaining agent.
- (c) The grievant/appellant shall have Teamsters as the singular spokesperson and the County a representative from the Human Resources Employee Relations Division, with neither side allowed the presence of an attorney.
- (d) Any written material submitted to the mediator shall be returned to the party providing the material at the conclusion of the mediation meeting.
- (e) The mediation process shall be as follows:

- (1) The mediation meeting shall be an informal process, limited to a one (1) hour presentation for each side, not restricted to the rules of evidence, no retention of a proceedings record.
 - (2) The mediator will meet jointly with the parties and separately, if necessary.
 - (3) The mediator has no authority to compel resolution of the matter mediated.
 - (4) The oral advisory opinion of the mediator shall be given at the conclusion of the meeting and the parties may opt to agree in writing to the opinion, reject the same mutually or singularly and proceed to the next step of the usual process, or remove the matter from the process by mutual agreement.
 - (5) The advisory opinion accepted in writing by the two parties does not constitute a precedent and is not admissible as evidence in any future process governed by this Agreement or Personnel Rules.
- (f) Where possible the parties shall utilize the mediation services provided by the California State Mediation and Conciliation Service. In the event that the mediation process would result in fees for service rendered by the State or by use of a private hearing officer, such costs shall be equally divided between the employee's department and Teamsters.
- (g) The post-mediation process is restricted by the following:
- (1) No person serving in the capacity as a mediator may serve as the hearing officer/arbitrator for the same case should the same be forwarded to arbitration or a Personnel Rules disciplinary hearing.
 - (2) No reference to a matter mediated may be utilized in a subsequent arbitration or hearing unless stated in writing at a step prior to the mediation. The penalty for violation of this understanding shall be forfeiture of the hearing or appeal by the party violating the same.
- (h) This procedure may be modified by mutual agreement of both parties.

Section 11 – Disciplinary Hearings

(a) Formal Discipline

The parties agree that in the cases of “major discipline” (as defined in this Section) brought against an employee or employees represented by Teamsters, the costs for disciplinary hearing to be conducted by a hearing officer per Section X of the Personnel Rules shall be shared equally between the County Department of the appellant(s) and Teamsters when the appellant is represented by Teamsters. Upon mutual agreement of the parties, a case involving major discipline may be heard by the Civil Service Commission.

For the purposes of this Section, “major discipline” includes termination, demotion, or suspension of 30 or more calendar days. For all other disciplinary cases, either party may request the use of a hearing officer with costs to be shared equally. If only one party elects the use of a hearing officer, the party requesting the hearing officer will pay all hearing costs. For all disciplinary cases heard by a hearing officer, the parties shall jointly select a hearing officer from the list of hearing officers approved by the Civil Service Commission and utilize the striking

process when a mutual selection of a hearing officer cannot be reached.

The Civil Service Commission shall either accept or reject the hearing officer's findings and recommendations in its entirety within thirty (30) days of receipt by the Commission. The only basis the Civil Service Commission can use to reject the hearing officer's decision in its entirety, is for one or more of the following reasons:

- (1) The recommendation was procured by corruption, fraud, or other undue means.
- (2) There was corruption in the hearing officer.
- (3) The rights of a party were substantially prejudiced by the misconduct of the neutral hearing officer.
- (4) The hearing officer exceeded his/her powers on the matter submitted.
- (5) The rights of a party were substantially prejudiced by the refusal of the hearing officer to postpone the hearing upon sufficient cause being shown therefore, or by the refusal of the hearing officer to properly include or exclude evidence material to the controversy.

Should such be the case, the Commission must state in writing specific reason(s) for the decision (a, b, c, d or e) and subsequently conduct and complete a full and fair evidentiary hearing on the disciplinary appeal within thirty (30) days of rejecting the hearing officer's findings and recommendations unless the hearing cannot for good cause be completed within thirty (30) days.

(b) Non-formal Discipline

Counseling memos (e.g., Memos of Counseling, Personnel Reports, Records of Discussion, Memos of Concern or other such documents) and Letters of Reprimand are not subject to the Grievance Procedure or the appeal process provided in the Personnel Rules. However, if the employee believes certain facts were not considered or presented prior to him/her receiving the non-formal discipline, the employee may contact his/her supervisor as soon as possible to schedule a meeting to discuss reconsideration of the non-formal discipline. If a mutually acceptable solution has not been reached, the employee may submit a written rebuttal to the Human Resources Officer assigned to his/her department as soon as practicable and may request to schedule a meeting to discuss reconsideration of the non-formal discipline.

HEALTH SERVICES ASSISTANT WIC NUTRITION ASSISTANT CERTIFICATION ALLOWANCE

- (a) The County shall establish a \$500 annual Health Services Assistant WIC Nutrition Assistant Certification Allowance for employees in the classification of Health Services Assistant I regularly assigned to the Public Health WIC program who are required to possess and maintain a WIC Nutrition Assistant certification.

The annual WIC Nutrition Assistant Certification allowance shall be paid in a lump sum to eligible Health Services Assistants assigned to the Public Health WIC program in regular positions who possess and maintain a WIC Nutrition Assistant certification and are in paid

status in the pay period that includes July 1 of each year. An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours. An eligible employee who is WIC Nutrition Assistant certified after July 1, or who is appointed after July 1, shall receive a prorated WIC Nutrition Assistant Certification allowance payment at the time of certification or appointment, as applicable. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their appointment.

Eligible employees who are not in paid status (i.e., not coding paid hours) in the pay period that includes July 1 shall receive a prorated WIC Nutrition Assistant Certification allowance payment upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their return to paid status. However, an employee who is not in paid status during the entire fiscal year (i.e., not in paid status from pay period 15 of one year through pay period 14 of the following year) shall not receive the annual WIC Nutrition Assistant Certification allowance for the fiscal year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from June of 2016 through September 2017, and then returns to paid status in October 2017, the employee shall receive a prorated WIC Nutrition Assistant Certification allowance payment for FY 2017/2018 upon their return to paid status but shall not receive the FY 2016/2017 allowance because the employee was not in paid status for the entire 2016/2017 fiscal year. Any employee separating from County employment at the conclusion of a leave of absence shall not receive the WIC Nutrition Assistant Certification allowance.

- (b) Effective June 20, 2020, the Health Services Assistant Allowance shall sunset and in lieu of continuation of the allowance, the County shall provide the Health Services Assistant's a 1.75% equity increase.

HEALTHCARE TRUST

ALL UNITS

Section 1 – General Provisions

- (a) The parties agree that Teamsters Local 1932 may establish a healthcare trust (the "Trust") that offers medical coverage compliant with Internal Revenue Code (Code) section 4980H and the Affordable Care Act (ACA), dental coverage, vision care coverage for active employees in the Administrative; Clerical; Craft, Labor & Trades; Management; Supervisory; Nurses Supervisory and Management; and Technical & Inspection Units (the "Bargaining Units") who are members of Teamsters Local 1932. Active employee is defined as an employee who has not terminated employment from the County including those on paid status and on approved unpaid leave of absence.
- (b) Active Bargaining Unit employees who are members of Teamsters Local 1932 may choose to participate in medical and prescription drug coverage, dental coverage, and vision coverage offered by either the County or by Teamsters Local 1932 through the Trust. Teamsters Local 1932 members who select the Trust shall obtain medical, dental, and vision coverage through the plan(s) offered by the Teamsters Healthcare Trust. Teamsters Local 1932 members who do not select the Teamsters Healthcare Trust shall obtain medical, dental, and vision coverage through the plan(s) offered by the County.

Active Bargaining Unit employees who are not members of Teamsters Local 1932 and do not opt out or waive coverage shall participate in the medical and prescription drug coverage, dental coverage, and vision care coverage offered by the County.

- (c) The parties shall utilize best efforts to negotiate additional details of the Trust such that it is operational by March 1, 2020, and effective at the start of the County's 2020/21 benefit plan year which commences on July 18, 2020.
- (d) Teamsters Local 1932 recognizes that the Board of Supervisors may be desirous of or required to approve certain Trust-related items prior to implementation. However, the County cannot prevent the Trustees of the Trust from taking any actions the Trustees reasonably believe is in the best interest of the beneficiaries of the Trust unless inconsistent with this Article or the Medical, Dental, and Vision Coverage article in this MOU.
- (e) The parties will establish a review period to assess how the Trust is working as frequently as needed by either party but in no event later than 6 months from the establishment of the Trust and on an annual basis thereafter. The County reserves the right to discontinue the side-by-side health insurance coverage should the Trust produce deficient audit results or indicate serious compliance issues. The County will identify its concerns in writing and provide 120 days' notice that it will discontinue the Trust if the Trust is unable to remedy the outlined concerns identified by the County.
- (f) The County shall have the ability to review Trust audit results and/or independently conduct its own audit of the Trust, including its operations, compliance, experience, utilization, rate setting documentation and supporting data, loss ratios, expenses, transactions, and financial results as they pertain to the Trust plan.
- (g) The County shall have the ability to meet with Teamsters Local 1932 or Trust Administrator to discuss any concerns it has with the Trust. The Trust shall establish a liaison between County HR Benefits and the Trust Administrator to address such concerns.
- (h) The Trust may not terminate its medical, dental, and vision plans during the term of this Agreement. If the Trust or the health provider terminates medical, dental, or vision plan coverage, the County will terminate its contribution for the applicable benefit 30 days prior to plan termination unless the Trust provides a suitable replacement plan such that employees are covered until plan terminates. The County must be notified within 120 days of plan termination.
- (i) The Trust agrees to maintain insurance coverages and shall name the County as an additional insured on the Policy and shall defend, indemnify, defend (with counsel reasonably approved by the County) and hold harmless the County and its authorized officers, employees, and agents, including those who serve as Trustees to the healthcare plan established pursuant to this article, harmless from any claims or legal action arising out of, or in any way related to, the Trust and/or the healthcare plans administered and/or provided pursuant to this Agreement.
- (j) Teamsters Local 1932 or Trust Administrator shall cooperate with the County and provide all necessary information to the County within agreed upon or established timelines as set forth in the MOU, plan documents, and applicable law. The Trust shall be responsible for paying any penalties caused by Teamsters Local 1932's or Trust Administrator's failure to comply with such deadlines.

- (k) The County will transmit eligibility files and contributions to the Trust on a bi-weekly basis for the purpose of plan administration for employees. Likewise, Teamsters Local 1932 will provide the County on a bi-weekly basis employees' plan elections (e.g., Employee Only, Employee + 1, or Employee + 2 or more). The Trust will be responsible for reconciling any billing discrepancies with their healthcare carrier plans.
- (l) All costs of providing and administering healthcare plans shall be the sole responsibility of the Trust. The County shall not be responsible for any cost of providing or administering said plans in excess of the amounts specified in this Agreement. The County shall continue to take deductions from employees' earnings in accordance with the Section 125 Plan of the Internal Revenue Code (IRS). The parties agree to discuss and determine a reasonable structure and mechanism for payment and the amounts of reasonable administrative and setup fees to the County.
- (m) Nothing in this article shall prevent Teamsters Local 1932 from offering supplemental life, vision, and/or dental benefits to employees, the cost of which shall not be paid by the County.

Section 2 – Eligibility and Enrollment

- (a) Medical, dental, and vision plans provided through the healthcare benefit trust fund shall be made available by the Trust to all active employees in regular positions in the Bargaining Units who are members of Teamsters Local 1932.
- (b) The open enrollment period and plan year period for the Trust shall coincide with the County's open enrollment and plan year period. Teamsters Local 1932 shall work closely with the County in preparation for the County's plan year and production of open enrollment materials. The parties agree that both the County and Teamsters Local 1932 may educate employees regarding the union's Trust and County medical plan options. Additionally, Bargaining Unit members who are members of Teamsters Local 1932 may only change from a County plan to a Trust plan or vice versa during open enrollment or certain IRS qualifying life events. Employees must sign and provide to the County a written authorization for deductions via paper and/or electronic signature.
- (c) Employees shall become eligible for coverage under the Trust as a result of moving from a bargaining unit not covered by the Trust to the Bargaining Units covered by the Trust and becoming a member of Teamsters Local 1932 (i.e., an IRS qualifying life event). Once eligible, members of Teamsters Local 1932 will have the option to select either a County-sponsored plan or a Trust-sponsored plan.
- (d) All eligible employees scheduled to work forty (40) hours or more per pay period in a regular position must enroll in either a County-sponsored medical/dental plan or a Teamster-sponsored medical/dental plan, unless the employee opts out or waives medical/dental insurance pursuant to the requirements of Section 2 of the Medical, Dental, and Vision Coverage article.

Section 3 – Healthcare Benefit Trust Fund

- (a) The Trust shall maintain a healthcare benefit trust fund for the sole purpose of providing medical, dental, and vision plans alongside County-sponsored medical, dental, and vision plans for employees in the Bargaining Units. Funds in said healthcare benefit trust shall not be co-mingled with other Union funds. The Trust shall be structured so that earnings in the Trust will be tax-exempt and benefits to employees will be tax-free to the extent possible under the tax rules. If the Trust is structured as a VEBA, a determination of its tax-exempt status shall be obtained from the IRS. If the Trust is structured as a Code section 115 Trust or in

some other manner, an opinion from the IRS or from tax counsel competent in the employee benefits area of tax law shall be obtained that the structure reasonably may be treated as tax-exempt.

- (b) The healthcare benefit trust fund shall be administered by healthcare benefit trustee(s) designated by the Union who shall serve in a fiduciary capacity. However, the County shall have the right to appoint up to two (2) members as Trustees of the healthcare benefit trust. The Trust shall maintain fiduciary liability insurance coverage for Trustees of the Trust.
- (c) For any Bargaining Unit employees who elect to participate in the Trust, the County shall contribute to a healthcare benefit trust fund the amounts specified in the Medical, Dental, and Vision Coverage article for the sole purpose of offsetting employees' cost of medical and/or dental plan premiums and employee-only vision care premiums. In no case shall the contribution to the healthcare benefit trust fund exceed the cost of the medical, dental, and vision premiums for coverage selected through the Trust.
- (d) If the Trust or the health provider terminates medical, dental, or vision plan coverage, the County will terminate its contribution for the applicable benefit 30 days prior to plan termination unless the Trust provides a suitable replacement plan such that employees are covered until plan terminates.
- (e) Employees' contributions towards medical, dental, and/or vision plan premiums shall be determined by the Trust, subject to prior notice to and meeting and conferring with the County in the event Teamsters Local 1932 does not intend to apply all of the County's contributions (i.e., the Medical Premium Subsidy, Dental Premium Subsidy, and/or Vision Care Contribution) to offset the cost of medical, dental, and/or vision insurance premiums.
- (f) The Trust will be responsible for all accounting practices relating to the disbursement of all trust funds. Accounting practices will be in accordance with industry standards for trust fiduciaries, including the prompt payment of any premiums due to health plan providers. The parties agree that the County, to include its officers, employees, or agents, including the County's designated trustees, shall have no responsibility or liability for the accounting decisions and practices of the Trust. To the extent that the County may be required to obtain information from the Trust for purposes of completing its annual financial statements, the Trust will cooperate in providing necessary information.
- (g) The Trust will be responsible for all policies relating to the investment of trust funds, including reserves. Investment practices will be in accordance with industry fiduciary standards and best practices. The parties agree that the County, to include its officers, employees or agents, including the County's designated trustees, shall have no responsibility or liability for the investment decisions related to trust funds (including reserves) and, pursuant to Section 5(d) of this article, shall meet and confer to discuss the investment policy statement.

Section 4 – Compliance with Law

- (a) The Trust shall comply with all laws applicable to medical, dental, and vision plans and/or healthcare trust funds and the administration and management thereof.
- (b) In the administration and provision of medical, dental, and/or vision plans, the Trust shall comply with COBRA, HIPAA, ACA, and all other applicable state and federal laws and regulations to the same extent the County would be required to comply. The County and Teamsters Local 1932 will work together to ensure compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Trust's plan(s) shall accept retroactive enrollments and corrections (COBRA and Active) within 120 days.

- (c) For the purposes of compliance with the Patient Protection Affordable Care Act, the County will continue to be the default medical plan option for Bargaining Unit employees who do not make initial election upon hire and are not Teamsters Local 1932 members. The default medical enrollment for a Teamsters Local 1932 member who fails to select a medical plan upon hire shall be a plan offered through the Teamsters trust. Employees returning from a leave of absence who prior to their leave of absence select a Teamsters Trust plan will continue to participate in the same plan in which they were previously enrolled.
- (d) Teamsters Local 1932 shall defend (with counsel reasonably approved by the County), indemnify and hold harmless the County and its officers, employees, and agents, including the County's designated trustees, from any claim, loss, liability, cause of action or administrative proceeding arising out of this Article.

Section 5 – Meet and Confer Provisions

- (a) At the request of the County, the parties will meet and confer on any Trust-related issues as necessary. The parties shall meet and confer on any substantial changes in plan design, insurers, or other vendors to the Teamsters-sponsored healthcare plans or the Trust structure (e.g., a change in stop loss carrier or policy provisions, a change in Trust governance or the personnel involved in governance, the adoption or modification of charter documents, etc.).
- (b) Current retirees are not eligible to participate in the Trust. Teamsters Local 1932 shall meet and confer with the County prior to permitting new retirees (i.e., those who retire after establishment of the Trust) to participate in the Trust and, if agreed to by the parties, the Trust shall establish different (i.e., non-blended) plans and premium rates for active employees and retirees.
- (c) If the Teamsters Local 1932 proposes to implement a self-insured medical, dental, and/or vision plan, parties agree to meet and confer prior to the implementation.
- (d) The County and Teamsters Local 1932 shall meet and confer on an investment policy statement relating to the investment of trust funds, including reserves.
- (e) Upon the request of Teamsters Local 1932, the County agrees to meet and confer with Teamsters Local 1932, subject to the requirements of the MMBA and any applicable laws, to discuss any proposed modification for participation/funding/eligibility in the County's RMT or participation/funding/eligibility of any agreed-upon retiree health component of the Teamsters-sponsored Healthcare Trust.

HOURS OF WORK

MANAGEMENT, SUPERVISORY AND NURSES SUPERVISORY & MANAGEMENT UNITS

Employees shall be required to work during such hours as necessary to carry out the duties of their position, as designated by the appointing authority, and such hours may be varied so long as the work requirements and efficient operations of the County are assured.

Notwithstanding any other provisions of this Agreement, the Chief Executive Officer may authorize overtime compensation at straight time or time and one-half rates at any time (including retroactively for emergencies as defined in Section 13.022(h) of the County Code) to be paid to any employee in order to carry out the intent of a Board-approved program, to respond to an emergency, or to compensate for hours of work performed above that normally expected of such

employee.

Employees in regular positions in these units are considered to be salaried for purposes of the Fair Labor Standards Act (FLSA). If, as a result of changes in legislation, federal regulations, or court decisions, employees are considered to be non-salaried, the County and Teamsters will meet and confer concerning changes to return the employees to salaried status.

Deductions from the pay of employees in these units for disciplinary and other reasons shall be made in a manner consistent with FLSA regulations. For example, employees covered by this Article who are disciplined by a suspension without pay shall only receive such suspension in increments of one (1) or more full days. Alternatively, an appointing authority may discipline an employee covered by this Article via a deduction of accrued leave time. The accrued leave time is limited to vacation, holiday, annual or administrative leave. Deductions of accrued leave time may be made in increments of less than one (1) work week. Any disciplinary action imposed under this Article is subject to appeal under the Personnel Rules of San Bernardino County. Employees shall not be disciplined by a reduction in step.

HYBRID PENSION OPTION

ALL UNITS

Thirty (30) days following Board approval of a successor MOU, the County and Teamsters Local 1932 shall establish a working group, along with SBCERA, to discuss a hybrid pension option for newly hired employees who prefer a hybrid pension in lieu of the traditional pension option. No employee shall be required to choose a hybrid pension in lieu of the traditional pension option. If the parties agree, they shall support legislation necessary for the establishment of a hybrid pension option. It is expressly understood that a hybrid pension option shall not go into effect unless the county and Teamsters agree.

IMPLEMENTATION

ALL UNITS

This Agreement constitutes a mutual agreement by all parties to be jointly submitted to the Board of Supervisors for approval. It is agreed that this Agreement shall not be binding upon the parties either in whole or in part unless and until approved by the Board of Supervisors.

Any changes to this Agreement, which do not have specific effective dates, become effective on the date of Board of Supervisors approval. Any economic changes to this Agreement, which do not have specific effective dates, become effective the beginning of the pay period following Board of Supervisors approval.

JOB SHARING AND PART-TIME EMPLOYMENT

ALL UNITS

At the discretion of the appointing authority, an employee may be allowed to job share or to work on a part-time basis in a regular position. Job share is defined as two employees sharing one regular position. Part-time employment is defined as an employee working in a regular position that is scheduled for less than eighty (80) hours per pay period.

All fringe benefits for job sharing and part-time employees shall be pro-rated on regularly scheduled hours except as may otherwise be provided in a specific article. For example, an employee who is regularly scheduled twenty (20) hours per week is eligible for a maximum donation of five hundred and twenty (520) hours of Medical Emergency Leave. Fringe benefits not subject to proration include the following Leaves: Blood Donation, Examination Time, and Bereavement. Further, where a specific article provides a minimum hour requirement (e.g., must be full-time, or scheduled hours) job sharing and part-time employees shall be required to meet the minimum hour requirement in order to receive the benefit. For example, to be eligible to enroll in a medical and dental plan offered by the County an employee must be in a regular position and scheduled to work for a minimum of forty (40) hours per pay period. Therefore, job sharing and part-time employees in regular positions scheduled less than forty (40) hours per pay period would not be eligible to enroll in a medical and dental plan offered by the County.

An appointing authority may discontinue part-time or job share status with a written notice at least two (2) pay periods prior to the effective date of the change.

LABOR MANAGEMENT TASK FORCE

The parties recognize that delivery of public services in the most efficient and effective manner is of paramount importance and interest to the County and Teamsters. Maximized productivity is recognized to be a mutual obligation of both parties within their respective roles and responsibilities.

To this end, the parties agree that Labor-Management Task Forces comprised of equal numbers of management and employees shall be created as necessary to address issues which affect the efficient and effective delivery of public services appropriate to each department and Unit employees. The purpose of such task force(s) shall be to:

- (a) Review and provide input on proposed departmental policies and procedures.
- (b) Develop, review, and prioritize work simplification project proposals.
- (c) Develop and review solutions to specific program problems.
- (d) Review workload/caseload distribution.

The composition of each task force shall be determined by the appointing authority in conjunction with the Employee Relations Division of the Human Resources Department and the Union. The chairperson(s) of each task force shall be selected by the appointing authority. Meetings will be held as often as necessary to discharge the functions of each task force. Each task force will

establish reasonable time frames for the accomplishment of its charges. Recommendations of each task force will be arrived at by consensus and shall be submitted in writing to the appointing authority and/or County Administrative Office, as appropriate, for final review and action. Each task force shall not have any right or authority to abrogate representation rights of Teamsters, County management rights, or the authority of the County Administrative Office or the Board of Supervisors on matters which require the Board's approval.

LAYOFF

ALL UNITS

Section 1 – General Provisions

- (a) “Layoff” Definition – A layoff is the involuntary separation longer than thirty (30) days or reduction of a regular employee to a position in a lower classification without fault of the employee. Layoff applies only to regular positions. A layoff occurs only when there is a surplus of employees, a position is identified and authorized for deletion, or when funds are withdrawn from a previously funded position.
- (b) “Temporary Layoff” Definition – An involuntary separation not to exceed thirty (30) consecutive work days. Prior to temporary layoff, the employee(s) and Teamsters Local 1932 shall be given fifteen (15) days advanced notice. Temporary Layoff applies only to regular positions. At the conclusion of a temporary layoff the employee(s) shall be returned to his/her former classification in the same department.

Section 2 – Notification

Whenever an appointing authority believes that a layoff will be necessary, the appointing authority shall submit a layoff plan to the Director of Human Resources for approval. The layoff plan shall include the anticipated number, classification, and position number of employees to be laid off and seniority list by classification of all affected employees. Teamsters Local 1932 shall be provided with a copy of the layoff plan immediately upon approval by the Director of Human Resources. Once such a plan is approved, and an affected employee receives formal notification providing options of alternate positions, if applicable, the employee shall be entitled to three (3) work days to return decision to the appointing authority or designee. Employees shall receive fifteen (15) days notification prior to layoff.

Section 3 – Order of Layoff

Layoffs as defined in Section 1(a) of this Article shall be made by classification within a department at the time of layoff.

- (a) Layoffs among regular employees shall be made on the basis of seniority determined by the employee's current beginning (hire) date of continuous service in a regular position with the County. In the event of a tie in total time of continuous County service in a regular position with the County between two (2) or more employees, the order of layoff shall be determined on the basis of total time of continuous County service in that particular classification. In the event of a tie in total time of continuous County service in that particular classification between two (2) or more employees, the order of layoff shall be determined by lot.

- (b) Before any reduction in the work force of regular employees occurs, all extra-help, recurrent, provisional, probationary, unclassified or other individuals without regular status in the affected classifications within the affected department shall be terminated. For purposes of layoff, trainees and most recently hired dual appointments shall be treated the same as probationary employees. Employee status will be determined as of the date the layoff plan is approved by the Director of Human Resources.
- (c) Probationary employees and employees assigned to a vacant higher level position, pursuant to the Temporary Performance of Higher Level Duties Article, who have regular status in another classification, shall be returned to their former classification where they will be subject to layoff under provisions applicable to other employees in that classification. Underfills shall have layoff rights in the underfill classification.
- (d) When a classification has a dual concept or multiple options including extended range, the Director of Human Resources may authorize layoffs by specialty or option within the classification.
- (e) Regular employees whose positions have been deleted shall be allowed to exercise their options, based on seniority, to select either a vacant position or to bump into any one of the filled junior positions within their current classification. Filled junior positions will be defined as the number of filled positions within the affected classification equal to the number of positions identified for deletion within that classification in the approved layoff plan, but not less than 20, if they exist. An employee who elects not to bump into any position within the collective group of vacant and filled junior positions, thereby retaining his/her existing classification, shall be provided the opportunity to select from those options identified in (i) of this Article.
- (f) If a regular employee whose position is to be deleted does not have sufficient seniority to bump another employee in their current classification within the department and has previously held regular status in a lower classification, reduction in classification (bumping) within the affected department shall be approved. Reductions in classification shall first be made to the next lower classification in which the employee has regular status. For purposes of bumping, the number of positions filled by the least senior employees in the affected classification(s) equal to the number of employees bumping into the classification shall be identified. Additionally, all vacant positions in the affected classification shall be made available to the affected employees. This collective group of positions shall then be subject to the bumping process.
- (g) In the event a junior employee is bumped pursuant to (e) or (f) above, the junior employee being bumped will be separated or reduced in classification. If the classification to which an eligible employee is first considered for reduction is not authorized in the department, or if the employee does not have seniority in that classification, reduction shall then be made to the next lower classification in which the employee has regular status. This procedure shall continue until all reductions in classification and the ultimate separations are completed.
- (h) Employees in unclassified positions do not have a right to bump employees in classified positions. A classified employee may refuse to bump into an unclassified position without waiving the right to bump a more junior employee in the same or lower classification.
- (i) If bumping results in an assignment which the employee considers to be undesirable, such employee may request:

- (1) A voluntary demotion to a vacant position.
- (2) A leave of absence without right to return to work, but placement on an eligible list.
- (3) To voluntarily resign.

Options (1) and (2) require the approval of the Director of Human Resources or designee.

Section 4 – Exception to Order of Layoff

Whenever an appointing authority believes that the best interest of the service requires the retention of an employee with special qualifications, characteristics, and fitness for the work, the appointing authority may request that such employee be exempted from the bumping procedures. Such requests must be in writing and approved by the Director of Human Resources. If approved, Teamsters shall be immediately provided with a copy of the request.

Section 5 – Employee’s Rights While on Layoff

- (a) During the first two (2) years following a layoff, laid-off regular employees or an employee who is reduced in classification as a result of a layoff shall be assured the right of an interview for vacant positions for which they meet certification requirements prior to final selection and appointment to said vacant positions within their previous department in the same classification to the one in which the employee has previously held regular status.
- (b) Any regular employee who is laid-off or reduced in classification as a result of a layoff may request that their name be placed on appropriate eligible lists for a period of two (2) years by submitting such a request and an application to the Director of Human Resources for determination of eligibility. Approval of such requests only entails placement on the list and does not guarantee employment or carry any bumping privileges. Placement on the eligible list shall be made pursuant to the provisions for requalification contained in the Personnel Rules.
- (c) During the first twelve (12) months following a layoff laid-off regular employees or an employee who is reduced in classification as a result of a layoff shall be placed on a Department Reinstatement List, provided the employee was at least a “Meets Standards” at the time of the layoff. Such employees shall have reinstatement rights for the classification from which the employee was laid off or reduced in classification. The employee shall be entitled to three (3) work days to accept an offer to return to work from the date of the offer. Employees who decline or fail to respond to an offer shall be removed from the Department Reinstatement List.

Any vacancy to be filled within the Department shall be offered first in reverse order of the layoff. If there are any ties, such ties shall be broken pursuant to the process described in 3(a) of this article.

Section 6 – List Placement and Training

Pursuant to Rule 5.3 of the Personnel Rules, the County will make every effort to place laid-off employees, or employees reduced in classification as a result of layoff, on current eligible lists, either related or non-related to their former classification, for which the salary is equivalent or lower and for which they meet the minimum qualifications. When departments hire layoff affected employees for positions non-related to their former job classifications, the department will be

encouraged to consider the probationary period for training purposes in the non-related field.

Section 7 – Reemployment from Layoff

A regular employee who has been laid off from County employment and is subsequently rehired to a regular position shall be reemployed in the same manner as described in the Reemployment Article in this Agreement.

LEAVE PROVISIONS

ALL UNITS

Section 1 – Sick Leave

(a) Definitions

- (1) Sick Leave – Sick leave with pay is an insurance or protection provided by the County to be granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off from work. Sick leave is defined to mean the authorized absence from duty of an employee because of physical or mental illness, injury, pregnancy, confirmed exposure to a serious contagious disease, for a medical, optical, or dental appointment, for certain purposes related to being a victim of domestic violence, sexual assault or stalking, or other purpose authorized herein.
 - (2) Family Member – Family Member as defined by Labor Code section 245.5, is a parent, child, spouse, registered domestic partner as defined by California Family Code Section 297, grandparent, grandchild, or sibling. Child means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis. Parent means a biological, foster, or adoptive parent, a stepparent, legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - (3) Extended Family – Extended family is defined as sibling-in-law, aunt, uncle, niece, nephew, ward of the court, or any step relations as defined herein.
- (b) Accumulation – Employees in regular positions shall accrue sick leave for each payroll period completed, prorated on the basis of 3.39 hours per pay period, except as provided in Section 5 of this Article. Earned sick leave shall be available for use the first day following the payroll period in which it is earned. Employees in regular positions paid less than eighty (80) hours per pay period or job-shared positions shall receive sick leave accumulation on a pro-rata basis. There shall be no limit on sick leave accumulation.
- (c) Compensation – Approved sick leave with pay shall be compensated at the employee's base rate of pay, except as otherwise provided in this Agreement. The minimum charge against accumulated sick leave shall be fifteen (15) minutes.

(d) Administration

- (1) Investigation – It shall be the responsibility and duty of each appointing authority to investigate each request for sick leave and to allow sick leave with pay where the application is determined to be proper and fitting, subject to approval of the Director of Human Resources.
- (2) Notice of Sickness – In twenty-four (24) hour departments and for employees whose work assignment requires leaving their assigned work site together with one or more other employees shortly after reporting to work (e.g., clinic staff, road crews), the appointing authority or designee should be notified at least two (2) hours prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence and must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty. In other departments, the appointing authority or designee must be notified within one-half (1/2) hour after the start of the employee's scheduled tour of duty of a sickness on the first day of absence.

It is the responsibility of the employee to keep the appointing authority informed as to continued absence beyond the first day for reasons due to sickness or occupational disability. Failure to make such notification shall result in denial of sick leave with pay. If the employee receives a doctor's off- work order and provides notice of same to the appointing authority, the employee is not required to contact the department daily. If the employee does not have an off-work order or has not notified the appointing authority that one has been issued, the employee shall be required to contact the department daily in accordance with the timeframe above.

- (3) Review – The Director of Human Resources may review and determine the justification of any request for sick leave with pay and may, in the interest of the County, require information from a doctor to support a claim for sick leave pay.
- (4) Proof – A doctor's certificate or other adequate proof shall be provided by the employee in all cases of absence due to illness if requested by the appointing authority. All requests for proof of illness shall be made in compliance with the Labor Code and other law.
- (5) Improper Use – Evidence substantiating the use of sick leave for willful injury, gross negligence, intemperance, trivial indispositions, instances of misrepresentation, or violation of the rules defined herein will result in denial of sick leave with pay and shall be construed as grounds for disciplinary action including termination.

(e) Sick Leave for Other than Personal Illness/Injury

- (1) Family Sick Leave – For all units, a maximum of one-half (1/2) of the employee's annual accrual of earned sick leave per calendar year may be used for attendance upon family members of the employee's who require the attention of the employee.

Upon approval of the appointing authority, the employee may use part of this annual allowance for attendance upon members of the employee's extended family residing in the employee's household who require the attention of the employee.

There shall be no limit for Clerical Unit employees' use of sick leave for care upon a family member of the employee's or extended family who reside in the employee's home.

- (2) Bereavement – A maximum of three (3) days earned sick leave may be used per occurrence for bereavement due to the death of a family member of the employee's, or a member of the employee's extended family, as defined herein, or any relative who resided with the employee.
 - (3) Birth/Adoption – A maximum of forty (40) hours earned sick leave may be used per occurrence for arrival of an adoptive child at the employee's home. An employee who is the non-delivering parent may utilize on an annual basis no more than forty (40) hours of accumulated sick leave per calendar year for the birth of his/her child.
 - (4) Medical, Optical or Dental Appointments – The employee may use sick leave for medical, dental or optical appointments; however, every effort should be made to schedule the appointments at a time of day that will minimize the employee's time off work.
- (f) Return-to-Work Medical Clearance
- (1) Under any of the following circumstances, all employees who have been off work due to an illness or injury will report to the San Bernardino County Center for Employee Health and Wellness for a medical evaluation of their condition and authorization to return to work before returning to work.
 - (i) Employees whose treating physician or other qualified medical provider has ordered job modification(s) as a condition for either continuing to work or for returning to work after an illness or injury. This applies to both occupational and non-occupational illness or injury.
 - (ii) Employees who have been off work due to communicable diseases such as, but not limited to, chicken pox and measles.
 - (iii) Employees who have been absent on account of a serious medical condition, when so directed by their appointing authority.
 - (2) Employees are required to attend return-to-work medical appointments at the Center for Employee Health and Wellness on their own time; however, mileage for attending such appointments are eligible for reimbursement pursuant to the Expense Reimbursement Article.
 - (3) It is the responsibility of the employee, covered by (1) (i) - (iii) above, to obtain written notice from their medical provider of their authorization to return to work with or without job modification. To ensure all necessary and relevant medical information is provided, the County shall make available forms to be completed by the medical provider. It is the responsibility of the employee to provide verbal notice to their appointing authority immediately upon receipt of their medical provider's authorization to return to work, and no later than 24 hours after receipt of the notice. The appointing authority or designee will schedule an appropriate medical evaluation for the employee with the Center for Employee Health and Wellness prior to the employee's return to work. The employee shall provide their medical provider's written notice of authorization to return to work to the Center for Employee Health and Wellness at or prior to the employee's scheduled appointment time.

- (4) Exceptions to the above requirements may be made on a case-by-case basis by the Medical Director or designee for the Center for Employee Health and Wellness.
 - (5) The employee is obligated to attend the appointment as scheduled under the conditions outlined above. If the employee fails to adhere to the procedure, the employee is required to use sick leave or leave without pay for any work hours missed. If required notice has been provided and there is a delay between the employee's appointment with the Center for Employee Health and Wellness and the start of his/her scheduled tour of duty on the day that he/she was released to return to work, the County will pay for work hours missed, without charge to the employee's leave balances.
 - (6) The final decision on the employee's ability to return to work rests with the medical provider at the Center for Employee Health and Wellness. In the event the employee is not released to return to work by the medical provider at the Center for Employee Health and Wellness, the employee's status would continue on sick leave or, where there is no balance, leave without pay.
- (g) Workers' Compensation
- (1) "40-Time". Employees shall receive full salary in lieu of Workers' Compensation benefits and paid sick leave for up to forty (40) hours following an occupational injury or illness, if authorized off work by order of an accepted physician under the Workers' Compensation sections of the California Labor Code. The forty (40) hours (often referred "40 Time") shall be eligible to be used to cover the three (3) day waiting period as provided by Labor Code 4652 and any subsequent follow-up appointments (e.g., doctor's appointment to remove a cast, physical therapy, etc.) related to that specific approved claim.
 - (2) Leave Integration. Employees may choose to use accumulated paid leave (e.g., vacation leave, sick leave, PTO, etc.) on a prorated basis to supplement such temporary disability compensation payments, provided that the total amount shall not exceed the regular gross salary of the employee. Employees eligible for salary continuation pursuant to Labor Code 4850 are not entitled to this paid time.
 - (3) 4850 Time. Employees covered by Section 4850 of the Labor Code who are injured in the line of duty are entitled to full salary in lieu of Workers' Compensation benefits and sick leave for a period not to exceed one (1) year. After the employee has used one (1) full year of such "4850 time," said employee may use accumulated sick leave with pay with the approval of the appointing authority to augment temporary disability payments if said employee is still temporarily disabled by order of an accepted physician under the Workers' Compensation sections or until said employee is retired.
- (h) Separation – Unused sick leave shall not be payable upon separation of the employee, except as provided in the Retirement Medical Trust Fund Article.
- (i) Perfect Attendance – Regular employees regularly scheduled at least seventy-two (72) hours per pay period, who do not utilize any sick leave, any leave (e.g., vacation) in lieu of sick leave, or benefits in lieu of sick leave (e.g., workers' compensation, Short-Term Disability partial/full integration, etc.), in pay periods 1 through 26 consecutively (or 27 when applicable) and who do not record any sick leave without pay, absent without pay, Medical Emergency Leave, or military leave during those consecutive pay periods shall be eligible for Perfect Attendance. Employees who qualify for Perfect Attendance shall be reimbursed up to a maximum of \$299

for an annual individual (employee only) health club membership. Health club membership cost must be incurred and submitted for reimbursement within a reasonable period of time from when it was awarded. In lieu of the reimbursement, the employee has the option of utilizing sixteen (16) hours of perfect attendance leave, no cash-out provision, from the pay period the perfect attendance leave is credited to the employee's leave balances until the end of pay period 26 (or 27 when applicable) of that year. Perfect Attendance benefits shall be prorated for employees scheduled less than eighty (80) hours per pay period. For example, an employee who is regularly scheduled 72 hours per pay period would be eligible for a \$269 health club reimbursement or 14.4 hours of perfect attendance leave. Failure to utilize perfect attendance leave by pay period 26 (or 27 when applicable) of the year in which it was credited to the employee's leave balances or if an employee is appointed to a position in an occupational unit that does not contain a perfect attendance leave provision shall result in forfeiture of the same.

- (j) Sick Leave Conversion Option (except Management Unit and “management level” nurses in the Nurses Supervisory and Management Unit (i.e., Clinical Director II , Clinical Director I, Unit Manager, and Clinic Unit Manager)) – Employees who have used less than forty (40) hours of sick leave in a fiscal year (i.e., pay period 15 through pay period 14 of the following year) may, at the employee's option, convert sick leave to vacation leave by the following formula: Hours of sick leave used are subtracted from forty (40). Sixty percent (60%) of the remainder, or a portion thereof, may be added to vacation leave to be utilized in the same manner as other accrued vacation leave.

<u>Sick Leave Hours</u>	<u>Hours to be</u>	<u>Vacatio</u>
0	40	24.0
8	32	19.2
16	24	14.4
24	16	9.6
32	8	4.8
40	0	0.0

- (k) Sick Leave Conversion Option (Management Unit and “management level” nurses in the Nurses Supervisory and Management Unit (i.e., Clinical Director II , Clinical Director I, Unit Manager, and Clinic Unit Manager Only)) – Any sick leave hours converted to vacation leave hours are not considered time accrued for the current calendar year. The following guidelines apply:

- (1) Employees who have contributed to a public sector retirement(s) for over ten (10) years and have not withdrawn the contribution from the system(s) may exchange accrued sick leave hours in excess of eight hundred (800) hours for vacation time.
- (2) Sick leave must be exchanged in ten (10) hour increments.
- (3) A maximum of eighty (80) sick leave hours may be converted.
- (4) The ratio of exchange is as follows:

Sick Leave Balance at Time of Conversion	Sick Leave to Vacation Leave Conversion Ratio
800 or more hours	2 sick hours to 1 hour vacation

Section 2 – Bereavement Leave

Employees in regular positions may use up to two (2) days paid leave, not charged to the employee’s personal leave balances, per occurrence for bereavement due to the death of a family member of the employee’s as defined under Section 1(a)(2) of this Article.

One (1) additional day shall be granted if the employee travels over one thousand (1,000) miles from his/her residence to the bereavement service(s). This additional day shall not be charged to the employee’s personal leave balances.

Section 3 – Vacation Leave

- (a) Definition – Vacation is a right, earned as a condition of employment, to a leave of absence with pay for the recreation and well-being of the employee. If an employee has exhausted sick leave, vacation leave may be used for sick leave purposes upon a special request of the employee and with the approval of the appointing authority.
- (b) Accumulation – Employees in regular positions shall accrue, on a pro-rata basis, vacation leave for completed pay periods. Except as provided in Section 5 of this Article, employees in regular positions paid less than eighty (80) hours per pay period or job-shared positions shall receive vacation leave accumulation on a pro-rata basis; provided, however, that there shall be no prorating of the maximum accumulations.

For employees in the ADMINISTRATIVE SERVICES, MANAGEMENT, SUPERVISORY, AND NURSES SUPERVISORY AND MANAGEMENT Units, such vacation allowance shall be available for use on the first day following the pay period in which it is earned, provided an employee has completed 1,600 hours of continuous service from the employee’s hire date.

<u>Length of Service From Hire Date</u>	<u>Annual Vacation Allowance</u>	<u>Maximum Allowed Unused Balance</u>
After 1,600 and through 8,320 service hours	80 hours	160 hours
Over 8,320 and through 18,720 service hours	120 hours	240 hours
Over 18,720 service hours	160 hours	320 hours

For employees in the CLERICAL, TECHNICAL & INSPECTION, AND CRAFT, LABOR & TRADES Units, such vacation allowance shall be available for use on the first day following the pay period in which it is earned, provided that an employee has completed 1,040 hours of continuous service from the employee’s hire date.

<u>Length of Service From Hire Date</u>	<u>Annual Vacation Allowance</u>	<u>Maximum Allowed Unused Balance</u>
After 1,040 and through 8,320 service hours	80 Hours	160 Hours
Over 8,320 and through 18,720 service hours	120 Hours	240 Hours
Over 18,720 service hours	160 Hours	320 Hours

(c) Administration

- (1) Scheduling – Vacation periods should be taken annually with the approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well-being of the employee. No employee shall lose earned vacation leave time because of work urgency. If an employee has reached the maximum allowed unused balance and is unable to take vacation leave because of work urgency, the appointing authority will notify the Auditor-Controller/Treasurer/Tax Collector of the situation and approve a waiver of the maximum allowed unused balance for a period not to exceed one (1) thirteen (13) pay period waiver per calendar year.

Written request for vacation leave shall receive a written response from the appointing authority within two (2) weeks of submission. In instances where a vacation leave request has received written, advance approval and is rescinded due to work urgency by the supervisor, that decision may be appealed to the Department Head/Group Administrator for an immediate review. In those instances where the direct supervisor is the Department Head/Group Administrator the rescission due to work urgency may be appealed to the Director of Human Resources for immediate review. In those instances where a financial hardship would occur because pre-approval resulted in prepayment by the employee, a vacation would only be canceled under the most extreme work emergency.

- (2) Minimum Charge – The minimum charge against accumulated vacation leave shall be fifteen (15) minutes. Vacation leave shall be compensated at the employee's base rate of pay, except as otherwise provided in this Agreement.
- (3) Holiday During Vacation – When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.
- (4) Vacation Leave and Termination Date – Employees not planning to return to County employment at the expiration of a vacation leave, except those retiring, shall be compensated in a lump sum payment for accrued vacation at the employee's then base rate of pay and shall not be carried on the payroll. Retiring employees may elect to use vacation leave or to be compensated in a lump sum payment for accrued vacation leave, provided that each pay period the employee charges the number of hours in their regular scheduled tour of duty.
- (5) Vacation Cash-Out – On one occasion each calendar year until the expiration of this contract, an employee who had used eighty (80) or more hours of vacation leave during the preceding calendar year may elect to convert up to sixty (60) hours of accrued vacation leave into a cash payment, at the base rate of pay in effect at the time of the cash-out. In

order to sell back vacation leave, an employee must make an irrevocable election (i.e., pre-designation) during the month of December, specifying the number of hours to be sold back from the next year's vacation leave accrual. During the calendar year following the pre-designation, no more than three (3) requests may be made to cash out the vacation leave in a single block of not less than eight (8) hours and no more than sixty (60) hours. An employee shall be eligible to cash-out vacation leave hours accrued up to the preceding pay period in which he/she requested the cash-out. For example, an employee who requests a cash-out in pay period 15 can only cash-out the vacation leave accrued through pay period 14. The number of hours requested for cash-out shall not exceed an amount equal to or less than the amount accrued. For example, an employee in December 2014 makes a pre-designation to cash-out 25 hours. The employee accrues 4.61 hours of vacation leave per pay period. At the end of pay period 2 the employee can request to cash-out the 8 hours of vacation leave that she had accrued, but is not yet eligible to cash-out the entire 25 pre-designated hours because the employee has yet to accrue 25 hours of vacation leave. Once an election is made, if the employee does not request that the designated number of hours be sold back by pay period 25 of the calendar year in which the election is effective, the hours will be automatically converted to cash in pay period 26. The vacation leave cash-out shall sunset upon the expiration of the agreement.

MANAGEMENT UNIT AND NURSES SUPERVISORY AND MANAGEMENT UNIT CLINICAL DIRECTOR II, CLINICAL DIRECTOR I, UNIT MANAGER, AND CLINIC UNIT MANAGER

- (d) Prior Service – New employees hired into the County in regular positions who have been employed by a public jurisdiction in a comparable position or a position, which has prepared such employees for an assignment to a position in the Management Unit may receive credit for such previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee's hire date.

NURSES SUPERVISORY AND MANAGEMENT UNIT, EXCEPT CLINICAL DIRECTOR II, CLINICAL DIRECTOR I, UNIT MANAGER, AND CLINIC UNIT MANAGER

- (e) Prior Service – New employees hired into the County in regular positions who have been employed in a public jurisdiction in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee's hire date.

SUPERVISORY UNIT

- (f) Prior Service – New employees hired into regular positions who have been employed in a public jurisdiction in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee's hire date.

Section 4 – Holiday Leave

(a) Fixed Holidays – All employees in regular positions shall be entitled to the following holidays:

January 1st	November 11th
Third Monday in January	Thanksgiving Day
Third Monday in February	Day after
Last Monday in May	December 24th
July 4th	December 25th
First Monday in September	December 31st
Second Monday in October	

(b) Floating Holidays – Employees in regular positions shall be entitled to accrue one floating holiday (eight (8) hours holiday time) during the first pay period prior to the third Monday in January, provided that the employee is not on unpaid leave for the entire pay period and is in a paid status.

Floating holidays accrued shall be available for use on the first day following the pay period in which they are accrued, with the approval of the appointing authority. Appointing authorities have the right to schedule employees’ time off for accrued holidays to meet the needs of the service but with consideration given to the well-being of the employee. Employees in regular positions budgeted less than eighty (80) hours per pay period or job-shared positions shall receive floating holiday accruals on a pro-rata basis.

(c) Eligibility for Holiday Pay – Except as provided in Section 5 of this Article, to receive holiday pay for a fixed holiday, the following conditions must be met during the pay period in which the fixed holiday fell.

- (1) The employee must have been hired prior to or at the start of the pay period and not have separated prior to the end of the pay period in which such fixed holiday fell.
- (2) The employee must be paid for at least one-half (1/2) of their regularly scheduled hours.
- (3) The employee must have been on an approved leave of absence for any unpaid hours.
- (4) The employee must have not had any unauthorized leave.

(d) Holiday During Vacation – When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee’s earned vacation benefits. As such, the employee shall receive holiday pay for any fixed holiday that falls within a vacation period, provided the employee is eligible for that fixed holiday pay. For example, an employee has approved vacation leave from Tuesday through Thursday and Wednesday is a fixed holiday. Tuesday and Thursday would be coded as vacation leave but Wednesday would be coded as holiday leave.

(e) Working on a Holiday – Whenever an employee is required to work on a fixed holiday or the fixed holiday falls on an employee’s regularly scheduled day off, the employee shall accrue,

on an hour for hour basis, up to a total of eight (8) hours floating holiday time. At the request of the employee, and with approval of the appointing authority, straight time payment can be made in lieu of accrual provided such compensation is approved during the pay period in which it is worked. Employees scheduled to work on a holiday but who call off sick shall code, but not accrue, holiday leave for that day, provided that the employee has at least eight (8) hours of sick leave available. Employees with less than eight (8) hours of sick leave available who call off sick on a holiday shall code sick leave or other appropriate available accrued leave, if approved by his/her supervisor, but shall not be eligible to accrue the holiday leave.

- (f) Weekend Holidays – When a fixed holiday falls on a Saturday, the previous Friday will be observed as the fixed holiday except that when the preceding Friday is also a fixed holiday, the preceding Thursday will be observed as the fixed holiday. When a fixed holiday falls on a Sunday, the following Monday will be observed as the fixed holiday except that when the following Monday is also a fixed holiday, the following Tuesday will be observed as the fixed holiday.

For those County department operations which operate six (6) and seven (7) days per week facilities, fixed holidays which fall on either a Saturday or Sunday shall be observed on those days by employees of those operations scheduled to work.

(g) Holiday Time Accrual

- (1) Upon retirement or termination, employees shall be compensated for any unused accrued holiday time at the then current base rate equivalency.
- (2) An employee may code vacation or other appropriate accrued paid leave time on a fixed holiday only under the following circumstances:
 - (i) An employee on an alternate work schedule such as a 9/80 or 4/10 may code accrued vacation hours on a fixed holiday that falls on a workday up to an amount that if combined with his/her fixed holiday accrual would equal the total number of hours the employee would have been scheduled for that day (e.g., an employee on a 4/10 work schedule normally works ten (10) hours on Mondays, when the fixed holiday falls on a Monday the employee codes eight (8) hours of holiday and may code up to two (2) hours of vacation).
 - (ii) An employee in a regular part-time or job share position who does not accrue eight (8) hours of holiday leave due to the employee's reduced work schedule may code accrued vacation leave hours on a fixed holiday that falls on a normal workday up to an amount that if combined with the employee's fixed holiday accrual would equal the total number of hours the employee would have been scheduled for that day (e.g., an employee due to his/her reduced work schedule accrued four (4) hours of holiday, but normally would have worked eight (8) hours on the day in which the holiday occurred, may code four (4) hours of accrued vacation leave in addition to the four (4) hours of holiday).

Section 5 – Leave Accruals While on Disability Leave

Employees receiving the benefits of Workers' Compensation or short-term disability insurance leave receive partial replacement of their income through these benefits. Employees on these

types of disability leaves may choose to fully integrate, partially integrate, or not integrate personal leave time with these disability payments.

The maximum amount the employee receives from integrating leave time with disability payments shall not exceed 100% of the employee's base salary. Paid personal leave time coded on the employee's Time and Labor Report will be limited to the amount of leave necessary to integrate benefits to the level designated by the employee. When the exact amount is not known, a good faith estimate may be made and the amount will be adjusted later as necessary. If any overpayments are made, the employee will be required to repay that amount in accordance with the Payroll Adjustments Article. An employee who knowingly receives payment in excess of their regular base salary is required to report it to their Departmental payroll clerk.

Employees who are fully integrating accrued leave time with disability benefits shall be eligible to receive full accruals of vacation and sick leave. Employees who are not fully integrating shall earn prorated vacation and sick leave accruals based upon paid leave time coded on the Time and Labor Report only.

Employees who are fully integrating paid leave time with disability benefit(s) will be eligible for fixed holiday pay provided that they are on the payroll for the entire pay period and have no unapproved leave for the pay period. Employees who are partially integrating or not integrating paid leave time with disability benefits will be paid for holidays in accordance with the holiday leave provisions in Section 4 of this Article.

Section 6 – Compulsory Leave

If, in the opinion of the appointing authority, employees are unable to perform the duties of their position for physical or psychological reasons, they may be removed from duty without pay, unless the employee is permitted to use appropriate accrued paid leave for which they are eligible. In addition, such employees may be required to submit to an examination by either a physician or other competent authority designated by the Director of Human Resources or designee or by their own physician or other practitioner, as appropriate. If the examination report of the competent authority (e.g., physician, appropriate practitioner) shows the employee to be in an unfit condition to perform the duties required of the position, the appointing authority shall have the right to compel such employee to take sufficient leave of absence with or without pay, to transfer to another position without reduction in compensation, and/or follow a prescribed treatment regimen until medically qualified to return to unrestricted duty. An employee who has been removed from duty for physical or psychological reasons by the appointing authority, and the employee was required to submit to an examination, may not return to duty until such time as medical clearance has been obtained.

Additionally, if an employee otherwise fails to maintain required licensure for any reason, said employee shall be removed from duty without pay, unless the employee is permitted to use appropriate accrued paid leave for which the employee is eligible. Nothing herein is intended to preclude the employer from taking appropriate administrative action with regard to the employee.

Section 7 – Military Leave

As provided in the California Military and Veterans Code Section 395 et seq., and any amendment thereto, and the federal Uniformed Services Employment and Reemployment Rights Act of 1994, a County employee, regular, extra-help, or recurrent may be entitled to the following rights concerning military leave:

- (a) Definition – Military leave is defined as the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.
- (b) Notice and Orders – All employees shall provide advance notice of military service unless military necessity prevents the giving of notice or the giving of notice is impossible or unreasonable. Where available, copy of military orders must accompany the request for leave.
- (c) Temporary Active Duty – Any employee who is a member of the reserve corps of the Armed Forces, National Guard, or Naval Militia shall be entitled to temporary military leave of absence for the purpose of active military training provided that the period of ordered duty does not exceed one hundred eighty (180) calendar days, including time involved in going to and returning from such duty. While on paid status, an employee on temporary military leave shall receive the same vacation, holiday, and sick leave, step advances and benefits that would have been enjoyed had the employee not been absent, providing such employee has been employed by the County for at least one (1) year immediately prior to the date such leave begins. In determining the one (1) year employment requirement, all time spent in recognized military service, active or temporary, shall be counted. An exception to the above is that an uncompleted probationary period must be completed upon return to the job. Any employee meeting the above one (1) year employment requirement shall be entitled to receive their regular salary or compensation, pursuant to Section (e) of this Article.
- (d) Full-Time Active Duty – Employees who resign from their positions to serve in the Armed Forces for more than one hundred eighty (180) days, shall have a right to return to their former classification upon serving written notice to the appointing authority, no later than ninety (90) days after completion of such service. Returning employees are subject to a physical/psychological examination.

Should such employee's former classification have been abolished, then the employee shall be entitled to a classification of comparable functions, duties, and compensation if such classification exists, or to a comparable vacant position for which the employee is qualified.

The right to return to former classification shall include the right to be restored to such civil service status as the employee would have if the employee had not so resigned; and no other person shall acquire civil service status in the same position so as to deprive such employee of this right to restoration.

Eligible employees are also entitled to the reemployment and benefit rights as further described in the Uniformed Services and Employment and Reemployment Rights Act, 38 U.S.C. Sections 4301-4333. Specifically, a returning employee will receive restoration of original hire date, salary step, vacation accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with provisions contained herein), the retirement plan contribution rate and retirement system contributions (provided the employee complies with any requirements established by the Retirement Board). However, such employee will not have accrued vacation, sick leave, or other benefit while absent from County employment, except as provided in the temporary duty provision.

- (e) Compensation – This provision does not include an employee’s attendance for inactive duty, commonly referred to as weekend reserve meetings or drills. Employees must use their own time to attend such meetings. Should the meetings unavoidably conflict with an employee’s regular working hours, the employee is required to use vacation or holiday leave, leave without pay, or make up the time. Employees who are called in for a medical examination to determine physical fitness for military duty must also use vacation leave, leave without pay, or make up the time. Employees cannot be required to use their accrued leave. Any employee meeting the requirements in (c) and (d) shall be entitled to receive their regular salary or compensation for the first thirty (30) calendar days of any such leave. Pay for such purposes shall not exceed thirty (30) days in any one fiscal year and shall be paid only for the employee’s regularly scheduled workdays that fall within the thirty (30) calendar days.
- (f) Extension of Benefits – The County recognizes the increased requirements of the military due to the current threats facing the United States of America and, as such, has established a program under which employees may be eligible for an extension of benefits. Employees who are called to active duty as a result of the activation of military reservists beginning in September 2001, and who are eligible to receive the thirty (30) calendar day military leave compensation, and meet the requirements established by the Board shall receive the difference between their base County salary and their military salary starting on the 31st calendar day of military leave. The difference in salary shall continue for the period approved by the Board of Supervisors. During this period, the County will continue to provide the employee the benefits and all leave accruals as was provided prior to such active duty. Retirement contributions and credit will be granted if the employee had enough pay to cover the entire contribution. If the employee does not get enough pay to cover the retirement contribution, no contribution or credit will be given. Employees should note that the Accidental Death and Dismemberment (AD&D) plan contains a war exclusion.

If the employee becomes eligible for full County payment for the first thirty (30) days of military leave provided in (c) of this Article, the extended payments provided under this Section shall be suspended and shall be continued after the 30 days compensation has been completed.

No compensation shall be paid beyond the thirty (30) day leave period, unless such compensation is expressly approved by the Board of Supervisors. The County may unilaterally extend the benefits of this subsection upon the approval of the Board of Supervisors.

- (g) Vacation and Military Leave – Employees shall not be permitted to take vacation or other accrued leave in lieu of the military leave provisions provided in Section (c) of the Article. Employees may elect to use accrued leave time, except sick leave, in lieu of the integrated pay in Section (f) of this Article under the following conditions:
- (1) The employee must decline in writing the benefits of Section (f) of this Article prior to the due date of the Time and Labor Report (TLR). The employee must include the dates for which he/she is declining the benefit.
 - (2) The employee must use accrued leave time for the entire pay period (i.e., County pay will not be integrated with military pay for partial pay periods).
 - (3) Such written declination cannot be revoked or amended at a later date for a pay period for which the TLR has already been submitted.

- (4) Benefits, leave accruals, and pay will be administered per normal procedures for vacation pay; no additional benefits otherwise granted under this Article will be available.

Employees may elect to use accrued leave time, except sick leave, once all paid benefits have been exhausted.

Section 8 – Political Leave

Any employee who is a declared candidate for public office (i.e., a candidate who has filed the appropriate documents) shall have the right to a leave of absence without pay with or without right to return for a reasonable period to campaign for the election. Such leave is subject to the conditions governing special leaves of absence without pay under Section 9.

Section 9 – Special Leaves of Absence Without Pay

(a) General Provisions

A special leave of absence without pay for a period not exceeding one (1) year may be granted to an employee who:

- (1) Is medically incapacitated to perform the duties of the position.
- (2) Desires to engage in a relevant course of study, which will enhance the employee's value to the County.
- (3) Takes a leave of absence pursuant to the federal Family Medical Leave Act, the California Family Rights Act, and/or Pregnancy Disability Leave provisions under the Fair Employment and Housing Act (FEHA).
- (4) For any reason considered appropriate by the appointing authority and the Director of Human Resources.

(b) Types of Leaves of Absence

There are four (4) types of leaves of absences. All requests must be in writing and require the approval of the appointing authority or designee and the Director of Human Resources or designee. Upon request, the appointing authority or designee and the Director of Human Resources or designee may grant successive leaves of absence. All benefits shall be administered in accordance with the appropriate Article of this Agreement.

(1) Leaves of Absence With Right to Return

Leaves of absence with right to return may be granted to employees in regular positions for a period not exceeding one (1) year. The employee remains in his/her position.

(2) Family Leave

Leaves of absence will be granted in accordance with the federal Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and/or Pregnancy Disability Leave (PDL) provision under Fair Employment and Housing Act (FEHA). This leave can be concurrent with use of paid leave or leave of absence without pay with right to return.

An employee on an approved leave of absence without pay under this provision will continue to receive the benefits specified in Section 5 of the Medical, Dental and Vision Coverage Article of this Agreement. Certification from a health care provider is required for all instances of medical leave under this provision. Employees are required to inform supervisors of the need for leave at least thirty (30) days before commencement where possible.

In instances where the leave is for the birth or placement of a child and both husband and wife are County employees, both employees are limited to a total of twelve (12) weeks between them.

(3) Leaves of Absence Without Right to Return

- (i) Definition – Leaves of absence without right to return may be granted to employees with regular status for a period not exceeding one (1) year. Employees without right to return shall be removed from their position. Retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase medical benefits pursuant to federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).
- (ii) Return Process – An employee may return to the same department in the classification from which the employee took the leave of absence with the approval of the appointing authority and the Director of Human Resources. Alternatively, the employee may apply through Human Resources by the last day of the leave of absence. The employee will be placed on the eligible list for the classification from which he/she took the leave of absence without examination. Placement on the eligible list will be administered in accordance with the requalification provisions of the Personnel Rules. If the employee does not return to a regular position within ninety (90) calendar days of the expiration of such a leave the employee shall be terminated from County service. If reemployed, the employee shall be required to serve a new probationary period. The Director of Human Resources or designee has the discretion to waive the requirement to serve a new probationary period.
- (iii) Benefits Upon Return – An employee who returns to a regular position within ninety (90) days after the expiration of the leave of absence without right to return shall retain hire date for purposes of leave accruals and step advances; except that the employee will not receive service credit for the period of time the employee is on the leave of absence without right to return.

To be reemployed and retain the above benefits, the employee must be appointed to a position no later than ninety (90) calendar days after the date of expiration of the leave of absence. The ninety (90) days shall run concurrently with the first ninety (90) days of the one (1) year period provided in the Reemployment Article.

(4) Long-Term Medical Leave of Absence

- (i) Definition – An employee with regular status who suffers from a serious condition may be placed on a medical leave of absence for up to one (1) year, only after FMLA, CFRA and/or PDL have been exhausted. However, if an employee meets the service requirements for eligibility for a disability retirement, the Long-Term Medical Leave of

Absence may be extended. The employee is responsible for providing documentation from a qualified health practitioner prior to approval. The County retains the right to request medical documentation regarding the employee's continued incapacity to return to work.

The employee will be removed from his/her position so that the department may fill behind the employee. Retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase medical benefits pursuant to the federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

Upon the employee's ability to return to work or the expiration of the leave of absence, whichever comes first, the employee will have the right to return to the classification within the department from which he/she took a leave of absence when a funded vacancy for which the employee meets the qualifications is available. If the employee does not return to work by the expiration date of the leave, or the soonest date after that for which the department has a vacancy (but in no event later than ninety (90) days following the expiration of the medical leave of absence), the employee relinquishes the right to return.

- (ii) Upon return from a medical leave of absence, the employee shall retain hire date for purposes of leave accruals and step advances; except that the employee will not receive service credit for the period of time the employee is on the medical leave of absence.

Section 10 – Jury Duty Leave

Employees in regular positions who are ordered/summoned to serve jury duty including Federal Grand Jury duty shall be entitled to base pay for those hours of absence from work, provided the employee waives fees for service, other than mileage. Such employees will further be required to deliver a "Jury Duty Certification" form at the end of the required jury duty to verify such service. If an employee is required to report to jury duty during hours the employee is not scheduled to work (e.g., it is the employee's normal day off, the employee is off work pursuant to an FMLA, CFRA, or workers' compensation leave, the employee is not in a paid status for the pay period, etc.) the employee is not entitled to Jury Duty Leave for those hours. When practicable, the appointing authority will convert an employee's regular tour of duty to a day shift tour of duty during the period of jury duty. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for at least one (1) hour of actual work time. The employee will not be required to return to work if more than one (1) hour remains after the employee has completed jury duty and the employee has received prior approval from the appointing authority or designee to use appropriate leave from the employee's accrued "leave bank." Employees volunteering to serve on a Grand Jury shall be granted a leave of absence without pay to perform the duties of a member of the Grand Jury, in the same manner as provided in Section 9 of this Article.

Section 11 – Examination Time

Employees having regular status in regular positions at the time of application, or employees who do not have regular status but have previously held regular status and continuously remained a County employee, shall be entitled to a reasonable amount of time off with pay for the purpose of attending all examination processes (e.g., selection interviews) required for selection to a different

County position. Employees are responsible for notifying and obtaining approval from their immediate supervisor prior to taking such leave. Examination time off shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. An employee is not entitled to compensation if the employee is able to complete the examination on his/her own non-working time (e.g., online exams). If an employee is unable to complete an online examination as a result of lack of access to the necessary equipment/software, the employee must contact Human Resources prior to the specified test completion deadline and alternative arrangements will be made for the employee so that he/she can complete the online exam. Employees must report to work before and after examination time provided there is an opportunity for at least one (1) hour of actual work time. The employee will not be required to return to work if more than one (1) hour remains after Examination Time and the employee has received prior approval from the appointing authority or designee to use appropriate leave from the employee's accrued "leave bank."

Section 12 – Witness Leave

Employees in regular positions shall be entitled to a leave of absence from work when subpoenaed to testify as a witness, such subpoena being properly issued by a court, agency, or commission legally empowered to subpoena witnesses. This benefit shall not apply in any case in which the subpoenaed employee is a party to the action or the subpoena has arisen out of the employee's scope of employment. Witness Leave shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. This benefit will be paid only if the employee has demanded witness fees at the time of service of the subpoena, and such fees are turned over to the County. If an employee is required to testify as a witness during hours the employee is not scheduled to work (e.g., it is the employee's normal day off, the employee is off work pursuant to an FMLA, CFRA, or workers' compensation leave, the employee is not in a paid status for the pay period, etc.) the employee is not entitled to Witness Leave during those hours.

Section 13 – Blood Donations

Employees in regular positions who donate blood without receiving compensation for such donation, may have up to two (2) hours off with pay to recover with prior approval of the immediate supervisor for each such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work, any time in excess of two (2) hours may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each donation must be presented to the appointing authority to receive this benefit.

Employees in regular positions who are apheresis donors may have up to four (4) hours off with pay to recover with prior approval of the immediate supervisor for each such donation, provided no compensation is received for such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work any time in excess of four (4) hours may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each apheresis donation must be presented to the appointing authority to receive this benefit.

Section 14 – Time Off for Voting

- (a) If an employee does not have sufficient time outside of working hours to vote at a statewide election, the employee may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the employee to vote.

- (b) No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.
- (c) If the employee on the third working day prior to the day of election knows or has reason to believe that time off will be necessary to be able to vote on Election Day, the employee shall give the employer at least two (2) working days’ notice that time off for voting is desired, in accordance with this section.

LIFE INSURANCE

ALL UNITS

- (a) The County agrees to pay the premium for a term life insurance policy for each employee based on scheduled work hours according to the table below. Life insurance will become effective on the first day of the pay period following the employee’s first pay period in which the employee is in paid status and shall continue for each pay period in which the employee is in a paid status. For pay periods in which the employee is not in paid status, the employee shall have the option of continuing life insurance coverage at the employee’s expense.

Bargaining Unit	Amount of Life Insurance	
	Scheduled Hours from 40 to 60	Scheduled Hours from 61 to 80
Administrative Services	\$25,000	\$50,000
Clerical	\$10,000	\$20,000
Craft, Labor & Trades	\$10,000	\$20,000
Management and Clinical Director II, Clinical Director I, Unit Manager, and Clinic Unit Manager	\$25,000	\$50,000
Supervisory	\$17,000	\$35,000
Nurses Supervisory and Mgmt Unit, except Clinical Director II, Clinical Director I, Unit Manager, and Clinic Unit Manager	\$17,000	\$35,000
Technical & Inspection	\$17,000	\$35,000

- (b) The County further agrees to make available to each employee a group term life insurance program wherein the employee may purchase additional term life insurance in the amounts specified in the Certificate of Insurance. New employees shall become initially eligible to participate in these programs on the first day of the pay period following the pay period in which the employee works and receives pay for one half plus one of their regularly scheduled hours.

The County agrees to provide these benefits subject to carrier requirements as specified in the Certificate of Insurance. Selection of the insurance provider(s) and the method of computing premiums shall be within the sole discretion of the County.

LOW CENSUS

If during the term of this agreement the County determines that conditions exist that, due to low workload (e.g., low patient census, etc.), would require the County to implement measures to deal with such conditions, the parties agree that, regular employees at Arrowhead Regional Medical Center covered by this MOU may be relieved from duty without pay at any time if it is determined that the workload is such that their services are not immediately necessary.

Before regular employees are relieved from duty, the following must first occur:

- (1) Any temp agency or registry employee will be relieved from duty.
- (2) Employees working a non-regularly scheduled shift shall be relieved from duty.
- (3) Employees will be polled to determine whether or not any of them wish to volunteer for relief from duty. Employees who volunteer for relief from duty shall be eligible to use appropriate paid or unpaid leave (e.g., Vacation, Holiday, Compensatory Time, Voluntary Time Off).
- (4) Any extra-help, intermittent, or "Per Diem" employee will be relieved from duty.
- (5) Any traveler employee will be relieved from duty.
- (6) Any Contract employee in a Teamsters Local 1932 bargaining unit will be relieved from duty.
- (7) Any regular employee working a regularly scheduled shift will be relieved from duty.
- (8) The order of call off may be altered to retain an employee whose skills and competencies are required for safe patient care, but shall not be used in a punitive or arbitrary manner.

Special Provisions

- (1) An employee who is not notified at least two hours prior to the beginning of a scheduled shift and who reports for work, will be provided a minimum of four (4) hours of work. This minimum guarantee shall not apply if the County has contacted the employee by telephone at least two (2) hours prior to the beginning of the shift.
- (2) An employee who is called off for a shift during a pay period shall, consistent with the Overtime article, have the opportunity to work additional hours, shifts, etc., provided the additional hours, shifts, etc., are available and the employee is approved to work.
- (3) An employee who is called off or who volunteers for relief from duty shall be eligible to use appropriate paid or unpaid leave (e.g., Vacation, Holiday, Compensatory Time, Voluntary Time Off) provided the employee meets the eligibility requirements to use such leave.

(4) The County shall notify the Union, upon its request, of any employees who are called off.

MEAL AND BREAK PERIODS

ALL UNITS – EXCEPT MANAGEMENT

MEAL PERIODS

Meal periods are nonpaid, duty-free, nonworking time and shall not be less than one-half (1/2) hour, or greater than one (1) hour when scheduled. Every effort will be made to schedule such duty-free meal period during the middle of the shift when possible.

If a regularly scheduled tour of duty does not include a duty-free meal period, appointing authorities shall allow employees a maximum of twenty (20) minutes per shift to eat a meal. Such time shall be considered work time.

BREAK PERIODS

Employees shall be entitled to rest periods in accordance with the schedule contained herein. Rest periods shall be scheduled in accordance with the requirements of the department, but in no instance shall rest periods be scheduled within one (1) hour of the beginning or ending of a tour of duty or meal period, nor shall such time be accumulative or used to report to work late or leave early. Rest periods shall be considered as time worked. Employees required to work beyond their regular tour of duty shall be granted a ten (10) minute rest period for each two (2) hours of such work. Rest periods may not be divided so as to increase the total number of rest periods taken. For example, a twenty (20) minute rest period may not be divided by the employee into two rest periods of ten (10) minutes duration.

Regularly Scheduled Tour of Duty	Number and Limit of Rest
After 3 hours and through 6 hours	One – 15 Minute Rest Period
After 6 hours and through 8 hours	Two – 15 Minute Rest Periods
After 8 hours and through 10 hours	Two – 20 Minute Rest Periods
After 10 hours	One – 25 Minute Rest Period and One – 20 Minute Rest Period

MEDICAL, DENTAL, AND VISION COVERAGE

Section 1 – Medical and Dental Coverage

ALL UNITS

(a) The parties agree that Teamsters Local 1932 may establish a healthcare trust (the “Trust”) that offers medical coverage compliant with Internal Revenue Code (Code) section 4980H and the Affordable Care Act (ACA), dental coverage, vision care coverage for active

employees in the Administrative; Clerical; Craft, Labor & Trades; Management; Supervisory; Nurses Supervisory and Management; and Technical & Inspection Units (the “Bargaining Units”) who are members of Teamsters Local 1932. Active employee is defined as an employee who has not terminated employment from the County including those on paid status and on approved unpaid leave of absence.

- (b) Active Bargaining Unit employees who are members of Teamsters Local 1932 may choose to participate in medical and prescription drug coverage, dental coverage, and vision coverage offered by either the County or by Teamsters Local 1932 through the Trust. Teamsters Local 1932 members who select the Trust shall obtain medical, dental, and vision coverage through the plan(s) offered by the Teamsters Healthcare Trust. Teamsters Local 1932 members who do not select the Teamsters Healthcare Trust shall obtain medical, dental, and vision coverage through the plan(s) offered by the County.

Active Bargaining Unit employees who are not members of Teamsters Local 1932 and do not opt out or waive coverage shall participate in the medical and prescription drug coverage, dental coverage, and vision care coverage offered by the County.

- (c) All eligible employees scheduled to work forty (40) hours or more per pay period in a regular position must enroll in a medical and dental plan offered by the County or by the Trust.
- (d) Employees who are not members of Teamsters Local 1932 who fail to elect medical and dental plan coverage will be automatically enrolled in the medical and dental plans offered by the County with the lowest bi-weekly premium rates available in the geographical location of the employee’s primary residence. The default medical enrollment for an employee who is a member of Teamsters Local 1932 who fails to elect medical and dental plan coverage shall be the medical and dental plans offered through the Trust.
- (e) Medical and dental plan coverage will become effective on the first day of the pay period following the first pay period in which the employee is scheduled to work for forty (40) hours or more and received pay for at least one-half plus one hour of scheduled hours.
- (f) To continue enrollment in the County medical and dental plans or the medical and dental plans offered by the Trust, an employee must remain in a regular position scheduled to work for a minimum of forty (40) hours per pay period and have received pay for at least one-half plus one hour of scheduled hours, or be on approved leave for which continuation of medical and dental coverage is expressly provided under Section 5 of this Article, or be eligible for and have timely paid the premium for COBRA continuation coverage.
- (g) Eligible employees may elect to enroll their dependents upon initial eligibility for medical and dental insurance. Thereafter, newly eligible dependents may be enrolled within sixty (60) days of obtaining eligibility status, such as birth, adoption, marriage, or registration of domestic partnership.
- (h) A dependent must be removed mid-Plan Year when the dependent becomes ineligible for coverage under the insurance plan eligibility rules (e.g., divorce, termination of domestic partnership, or over age dependent).
- (i) Enrollment elections must remain in effect for the remainder of the Plan Year unless an employee experiences a mid-year qualifying event.

- (j) Notification of a mid-year qualifying event must be submitted to the Human Resources Employee Benefits and Services Division or the Trust Administrator, as applicable, in accordance with the established procedures. Employees are responsible for notifying the County or the Trust Administrator, as applicable, within sixty (60) days of any change in eligibility for the County's plans.
- (k) Premiums for coverage will be automatically deducted from the employee's pay warrant. In specific circumstances, in the absence of sufficient earnings to cover the deduction for premiums, the employee may be given another payment option. Failure to pay premiums will result in loss of coverage for the employee and/or the dependents.

Section 2 – Opt-Out and Waive

ALL UNITS

Employees eligible for medical and dental plan coverage who are also enrolled in a comparable group medical and/or dental plan sponsored by another employer may elect to opt-out of medical and/or dental coverage (opt-out).

Employees eligible for medical and dental plan coverage who are covered by a spouse, domestic partner, or parent who is also employed by the County may elect to waive their medical and/or dental plan (waive).

To receive the opt-out or waive amounts of this Section the employee must be paid for a minimum of one-half plus one of his/her scheduled hours. For instance, an employee scheduled to work eighty (80) hours per pay period must be paid for a minimum of forty-one (41) hours during a pay period to receive the opt-out or waive amounts.

- (a) Employees in all units, except for the Nurses Supervisory & Management Unit, scheduled to work 61 to 80 hours per pay period who prior to fiscal year 2005 elected to opt-out of medical coverage and continue to opt-out during the term of this MOU, shall receive one hundred thirty-three dollars and eighty-five cents (\$133.85) per pay period; employees scheduled for 40 to 60 hours per pay period who prior to fiscal year 2005 elected to opt-out of medical coverage and continue to opt-out during the term of this MOU, shall receive sixty-six dollars and ninety-three cents (\$66.93) per pay period.
- (b) Employees in all units, except for the Nurses Supervisory & Management Unit, scheduled to work 61 to 80 hours per pay period who prior to fiscal year 2005 elected to waive medical coverage and continue to waive during the term of this MOU will receive one hundred ninety dollars (\$190.00) per pay period; employees scheduled for 40 to 60 hours who prior to fiscal year 2005 elected to waive medical coverage and continue to waive during the term of this MOU, shall receive ninety-five dollars (\$95.00) per pay period.
- (c) Employees who opt-out or waive medical coverage effective beginning with the fiscal year in 2005 and any time thereafter and Nurses Supervisory & Management Unit employees who opt-out or waive medical coverage scheduled for 61 to 80 hours per pay period will receive forty dollars (\$40.00) per pay period; employees who opt-out or waive medical coverage effective beginning with the fiscal year in 2005 and any time thereafter and Supervisory Nurses employees who opt-out or waive medical coverage scheduled for 40 to 60 hours shall receive twenty dollars (\$20.00) per pay period.

The rules and procedures for electing to opt-out or waive medical and dental plan coverage are established and administered by the Human Resources Employee Benefits and Services Division.

- (1) Employees may elect to opt-out or waive medical and/or dental plan(s) coverage within sixty (60) calendar days of the effective date of coverage of another employer-sponsored group plan. Proof of initial gain of other employer group coverage is required at the time the opt-out or waive is elected.
- (2) Employees may also elect to opt-out or waive medical and/or dental plan(s) coverage during an annual open enrollment period. All employees who are newly opting-out or waiving during an open enrollment period must provide verification of other employer group coverage.
- (3) Employees who voluntarily or involuntarily lose their other employer group medical and/or dental plan coverage must enroll in a medical and/or dental plan within sixty (60) calendar days. Enrollment in the County-sponsored medical and/or dental plan or the Trust medical and/or dental plan will be provided in accordance with the requirements of the applicable plan. If the employee elects not to enroll his/her eligible dependents, the dependents may only be added at a subsequent annual open enrollment period or within sixty (60) calendar days from a mid-year qualifying event.
- (4) There must be no break in the employee's medical and dental plan coverage between the termination date of the other employer group coverage and enrollment in a medical and dental plan. The retroactive enrollment period and premiums required to implement coverage are subject to the terms and conditions of the applicable plan. Failure to notify the County or the Trust Administrator, as applicable, of loss of group coverage within sixty (60) calendar days will require the employee to pay his/her insurance premiums retroactively on an after-tax basis.

Section 3 – Medical and Dental Premium Subsidies

Medical Subsidy

- (a) The County has established a Medical Premium Subsidy (MPS) and Dental Premium Subsidy (DPS) to offset the cost of medical and/or dental plan premiums charged to eligible employees. The MPS shall be applied to medical insurance premiums only and shall not be applicable to dental insurance premiums. The DPS shall be applied to dental insurance premiums only and shall not be applicable to medical insurance premiums.
- (b) Employees shall receive the same applicable County provided medical subsidy and/or dental subsidy regardless of whether the employee is enrolled in a County-sponsored medical plan or plan offered through the Trust; provided, however, that the County contribution shall not exceed the total premium.
- (c) The MPS and DPS shall not be considered compensation earnable for purposes of calculating benefits or contributions for the San Bernardino County Employees' Retirement Association. In no case, shall the MPS exceed the cost of the medical insurance premium for the coverage selected. In no case shall the DPS exceed the cost of the dental insurance premium for the coverage selected.

- (d) The parties agree to establish a Labor Management Committee to discuss an outcomes-based wellness program within 6 months following the Board of Supervisors approval of this agreement.
- (e) **Eligibility** - Employees in a regular position scheduled for a minimum of forty (40) hours per pay period, who are enrolled in a County-sponsored or Teamsters Local 1932-sponsored medical plan, are eligible to receive the MPS towards the cost of medical coverage. Employees in a regular position scheduled for a minimum of forty (40) hours per pay period, who are enrolled in a County-sponsored or Teamsters Local 1932-sponsored medical and dental plan, are eligible to receive the DPS towards the cost of dental coverage. However, employees must be paid for at least one-half plus one hour of their scheduled hours in order to actually receive the benefits of this Section. For instance, an employee scheduled to work eighty (80) hours per pay period must be paid at least forty-one (41) hours to actually receive the benefits of this Section.

For purposes of this Sub-section (e), paid hours shall not include disability payments such as short-term disability and workers' compensation.

- (1) All employees, with the exception of grandfathered employees in the Nurses Supervisory and Management Unit as provided in sub-section (2) below, shall receive a Medical Premium Subsidy in the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$99.42	\$198.82
Grandfathered Employee Only *	\$115.12	\$230.25
Employee + 1	\$170.64	\$341.30
Employee + 2	\$241.48	\$482.94

*Grandfathered Employee Only – Only those employees, with the exception of employees in the Nurses Supervisory and Management Unit, who prior to June 28, 2014 elected the County-sponsored Employee Only – Highest Cost HMO coverage and continue to elect the County-sponsored Employee Only – Highest Cost HMO coverage will continue to receive either \$115.12 or \$230.25 per pay period, as applicable. However, those employees, with the exception of employees in the Nurses Supervisory and Management Unit, who prior to June 28, 2014 elected the County-sponsored Employee Only – Highest Cost HMO coverage who subsequently elect another plan option shall no longer be eligible to receive the grand-fathered amounts of either \$115.12 or \$230.25 per pay period, as applicable, and shall receive the applicable amount listed in the chart above.

Only those employees, with the exception of employees in the Nurses Supervisory and Management Unit, who prior to June 28, 2014 elected the County-sponsored PPO coverage shall receive the same MPS amounts as the Grandfathered Employee Only. However, those employees who prior to June 28, 2014 elected the County-sponsored PPO coverage who subsequently elect another plan option shall no longer be eligible to receive the grand-fathered amounts, and shall receive the applicable amount listed in the chart above.

- (2) Employees in the Nurses Supervisory and Management Unit who prior to June 28, 2014 were enrolled in a County-sponsored medical plan, and continue to be enrolled in a County-sponsored medical plan, shall receive a Medical Premium Subsidy in the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60	Scheduled for 61 to 80
Grandfathered Employee Only	\$102.86	\$205.72
Grandfathered Employee + 1	\$205.73	\$411.45
Grandfathered Employee + 2	\$291.10	\$582.21

- (3) Effective September 14, 2019, the MPS amounts for employees in all Units shall increase to the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$113.91	\$227.82
Grandfathered Employee Only (not applicable to employees in Nurses Supervisory and Management Unit*)	No Change	
Employee + 1	\$207.03	\$414.05
Employee + 2	\$295.22	\$590.44

*Effective September 14, 2019, employees in the Nurses Supervisory and Management Unit receiving the Grandfathered MPS amounts as provided in sub-section 2 above shall receive the higher applicable non-grandfathered MPS amounts as specified in sub-section 3 above.

- (4) Effective July 18, 2020, the MPS amounts for employees in all Units shall increase to the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$120.36	\$240.72
Grandfathered Employee Only	N/A*	
Employee + 1	\$226.40	\$452.80
Employee + 2	\$320.07	\$640.14

*Effective July 18, 2020, employees receiving the Grandfathered Employee Only MPS (\$115.12 or \$230.25) shall receive the higher non-grandfathered Employee Only MPS amount in sub-section 4 above.

- (5) Effective July 31, 2021, the MPS amounts for employees in all Units shall increase to the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$127.56	\$255.12
Employee + 1	\$246.78	\$493.55
Employee + 2	\$348.67	\$697.34

- (6) Effective July 30, 2022, the MPS amounts for employees in all Units shall increase to the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$131.69	\$263.38
Employee + 1	\$255.00	\$510.00
Employee + 2	\$360.29	\$720.59

- (7) Employees in all Units covered by this Agreement shall receive a Dental Premium Subsidy in the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only		
Employee + 1	\$4.73	\$9.46
Employee + 2		

Section 4 – Needles Medical Premium Subsidy

ALL UNITS

For employees assigned to work in the Needles, Trona, and Baker work locations, the County will establish a “Needles Subsidy.” To be eligible for the Needles Subsidy the employee must be enrolled in a medical plan and receive MPS. The Needles Subsidy will be paid by the employee’s Department and will be equal to the amount of the premium difference between the indemnity medical plan offered in these specific work locations and the lowest cost medical plan provided by the County. This Subsidy will be established each year when premiums change for the County-sponsored medical plans. The Subsidy will be discontinued when the lowest cost medical plan becomes available to the employees.

Section 5 – Eligibility for MPS and DPS While on Leave

ALL UNITS

- (a) FMLA/CFRA - Employees who are on approved leave, pursuant to FMLA/CFRA law and

whose paid hours in a pay period are less than the required number of hours designated in Sub-section 3(c) above will continue to be enrolled in a County-sponsored or Teamsters Local 1932-sponsored medical plan and to receive MPS and DPS in accordance with applicable law.

An employee who does not otherwise meet the requirements for FMLA and/or CFRA (e.g., an employee who has not actually worked 1,250 hours during the applicable twelve (12) month rolling period) after the employee has received the MPS and DPS as provided by law, shall not be eligible for continuation of the MPS and DPS in the subsequent year. For example, an employee who is off work continuously for two years, and received the MPS and DPS as provided by law, shall not be eligible for the continuation of the MPS and DPS in the next rolling year.

- (b) Pregnancy Disability Leave (PDL) – An employee on an approved Pregnancy Disability Leave is eligible for continuation of MPS and DPS in accordance with PDL law.
- (c) Workers' Compensation - Employees who are on an approved leave based on an approved workers' compensation claim shall continue to receive the MPS and DPS for up to twenty (20) pay periods while off work due to that work injury, inclusive of any FMLA leave, providing the employee has been receiving MPS and DPS immediately prior to the leave of absence and as long as the employee pays his/her portion of the premiums on time. Should any subsequent workers' compensation claims occur during the initial twenty (20) pay periods, the remaining MPS eligibility from the original claim shall run concurrent with any additional approved workers' compensation claims that occur during the initial claim. For example, if the employee is receiving the MPS and DPS for twenty (20) pay periods for an injury and after ten (10) pay periods another workers' compensation claim is approved and the employee is eligible to receive the MPS and DPS for an additional twenty (20) pay periods, ten (10) pay periods will run concurrent with the initial claim, for a total of 30 pay periods.

Employees who are still on workers' compensation after the expiration of the initial twenty (20) pay periods shall continue to receive MPS and DPS provided the employee is fully integrating appropriate paid leave time.

- (d) Short Term Disability - Employees who are fully integrating paid leave time with Short-Term Disability (STD) insurance provided by the County shall continue to receive the MPS and DPS.

Section 6 – Vision Care

ALL UNITS

Subject to carrier requirements, the County will pay the premiums for vision care insurance for all employees (employee-only coverage) who are in paid status and in regular positions scheduled at least forty-one (41) hours per pay period or if the County is required to continue such paid coverage pursuant to applicable law (e.g., FMLA). If an employee is no longer eligible for County-paid vision care insurance, the employee will have the option of enrolling in COBRA continuation coverage.

For Teamsters Local 1932 members who are enrolled in the Trust, the County shall contribute, on behalf of the employee, an amount equal to the County's employee-only vision care coverage premium; provided, however, that the County contribution shall not exceed the total premium for

the Trust-provided employee-only coverage.

MEDICAL EMERGENCY LEAVE

ALL UNITS

The particulars of this Medical Emergency Leave policy are as follows:

- (a) The employee must have regular status with the County or one (1) year of continuous service in a regular position with the County.
- (b) The employee must meet all of the following criteria before he or she becomes eligible for Medical Emergency Leave donation: (1) be on an approved medical leave of absence for at least thirty (30) consecutive calendar days (160 working hours) exclusive of an absence due to a work related injury/illness; (2) submit a doctor's off work order verifying the medical requirement to be off work for a minimum of thirty (30) calendar days (160 working hours); (3) have exhausted all useable leave balances prior to initial eligibility for Medical Emergency Leave donations – subsequent accruals will not affect eligibility; and (4) have also recorded at least forty (40) hours of sick leave without pay during the current period of disability.
- (c) An employee is not eligible for Medical Emergency Leave if he or she is receiving Workers' Compensation wage replacement (e.g., coding TTD, etc.). An employee eligible for State Disability and/or Short-Term Disability must agree to integrate these benefits with Medical Emergency Leave.
- (d) Vacation, holiday, administrative leave or annual leave, as well as compensatory time, may be donated by employees only on a voluntary and confidential basis, in increments of eight (8) hours (or in the case of holiday leave only four (4) hours) not to exceed a total of fifty percent (50%) of an employee's annual vacation, holiday, administrative leave, annual leave or compensatory time accrual per employee. The donation may be made for a specific employee on the time frames established by the Human Resources Department. The employee (donee) using/coding the Medical Emergency Leave will be taxed accordingly.
- (e) The donation is to be for the employee's Medical Emergency Leave only; the donation to one (1) employee is limited to a total of 1,040 hours per fiscal year. The maximum of 1,040 hours shall be prorated for those scheduled less than 40 hours per week. Example: An employee who is regularly scheduled twenty (20) hours per week is eligible for a maximum donation of five hundred and twenty (520) hours of Medical Emergency Leave.
- (f) The definition of Medical Emergency Leave is an approved Leave of Absence due to a verifiable, long-term illness or injury, either physical or mental impairment of the employee. Medical Emergency Leave is not for use to care for a member of the employee's family. Job and/or personal stress (not the result of a diagnosed mental disorder) is specifically excluded for receipt by the employee of Medical Emergency Leave. A statement from the employee's treating physician, subject to review by the Center for Employee Health and Wellness or medical designee, is required. The County retains the right to request medical documentation regarding the employee's continued incapacity to return to work. An employee shall be eligible to utilize and receive Medical Emergency Leave during the period they are on the approved long term leave of absence.

- (g) The employee on an approved Medical Leave of Absence who is receiving Medical Emergency Leave can continue to earn benefit monies (i.e., MPS, Opt-out, and Waive amounts) per the minimum paid hours (i.e., one-half plus one hours) per pay period requirement of the Medical, Dental and Vision Coverage Article, or the requirement of the Federal and State Family Leave Acts, as applicable to the individual employee.
- (h) An employee using/coding leave under this program is not eligible for receipt of any accruals such as vacation, administrative leave, annual leave, sick leave or retirement credit.
- (i) Medical Emergency Leave hours will count towards the accountable hours used to determine holiday leave eligibility.
- (j) Donor hours shall be contributed at the donor's hourly base salary rate and be converted to the donee's hourly base salary, exclusive in both instances of overtime, differentials and the like as the singular purpose of this program is to provide financial assistance.
- (k) Any donated time unused by the employee for the medical emergency shall remain in the donee's accruals or shall be returned to the donor employee(s) as follows:
 - (1) Employees who resign while on Medical Emergency Leave (i.e., an approved Leave of Absence due to a verifiable, long-term illness or injury, either physical or mental impairment of the employee) shall be paid at one hundred percent (100%) of their base hourly rate of pay for all unused Medical Emergency Leave up to 176 hours at time of resignation in accordance with payroll procedures established by the County Auditor-Controller/Treasurer/Tax Collector. In the case of employees who die while on Medical Emergency Leave, the employee's spouse, unless otherwise specified on the Beneficiary Designation For Last Will form on file with ATC, shall be paid at one hundred percent (100%) of the deceased employee's base hourly rate of pay for all unused Medical Emergency Leave up to 176 hours at the time of employee's death in accordance with payroll procedures established by the County Auditor- Controller/Treasurer/Tax Collector. Any unused Medical Emergency Leave in excess of 176 hours shall be returned to the donor(s), in accordance with procedures established by the County.
 - (2) An employee on Medical Emergency Leave who has received the approval of his/her physician and the Center for Employee Health and Wellness to return to full time work shall be eligible to retain up to 176 hours unused Medical Emergency Leave. Such hours shall only be used for the same purpose and in the same manner as Sick Leave and in accordance with the applicable Sick Leave provision of the Agreement, however, such hours shall not be eligible for conversion (e.g., cash-out). Any unused Medical Emergency Leave in excess of 176 hours shall be returned to the donor(s) in accordance with procedures established by the County.
 - (3) An employee on Medical Emergency Leave who has received the approval of his/her physician and the Center for Employee Health and Wellness to return to work on a part-time basis (less than the employee's normally scheduled hours of work per pay period) may record a combined total of work time and Medical Emergency Leave not to exceed each pay period the lesser of eighty (80) hours or the employee's normally scheduled hours of work. However, should the employee accrue sick leave while working part-time on Medical Emergency Leave, the employee is required to use those sick leave accruals before utilizing Medical Emergency Leave hours (i.e., Medical Emergency Leave hours

may not be used in place of accrued sick leave). For example, an employee who has returned to work on a part-time basis and accrued a balance of 10 hours of sick leave shall be required to use those sick leave hours before using Medical Emergency Leave hours. However, the employee may use any Medical Emergency Leave hours after exhausting accrued sick leave.

- (l) The donation shall be administered on a specific basis where so designated with instances charged to the Medical Emergency Leave donation for the actual administrative costs.
- (m) Solicitation of donors shall be regulated by the Human Resources Department, names of donors are to be confidential, the privacy rights of the donee upheld per legal requirements.
- (n) All donors and donee shall sign release forms designed, retained and effected by the Human Resources Department.

MEMBERSHIP DUES DEDUCTIONS

ALL UNITS

- (a) All employees in a job classification within the representation Unit covered by this MOU may choose to become a member of Teamsters Local 1932. If the employee chooses to become a member, the employee shall authorize a payroll deduction for membership dues. The County agrees to make authorized payroll deductions of Teamsters Local 1932 dues. Any request to begin dues deductions or cancel dues deductions must be made to Local 1932 and not the County. Teamsters Local 1932 is responsible for informing the County of the amount of dues deductions for employees.
- (b) The County shall not be obligated to put into effect any new dues deduction until it has been notified by Teamsters Local 1932 in sufficient time to permit normal processing of the dues deduction.
- (c) If Local 1932 states it has written authorization to begin deductions, it is not required to provide the County with a copy of the individual authorization unless a dispute arises about the existence or terms of the authorization. The County shall issue a check, payable to Local 1932, in the amount of the individual deductions for dues each pay period. Upon receipt of notification of an addition/deletion or change in Union dues deduction, Local 1932 shall immediately notify the County of such change.
- (d) Dues withheld by the County shall be transmitted to the Teamsters Officer designated in writing by Teamsters as the person authorized to receive such funds, at the address specified.
- (e) Employees in these Units who are members of the Teamsters Local 1932 may withdraw from Teamsters Local 1932 by sending notice to Teamsters Local 1932. Teamsters Local 1932 shall immediately certify to the County to terminate dues deductions for any such employees, consistent with applicable law. Teamsters Local 1932 shall indemnify the County for any claims made by the employee for dues deductions made in reliance on that information.

(f) Any employee who 1) is in a Teamsters Local 1932 represented bargaining unit and has chosen to be a member of Teamsters Local 1932, 2) then separates from the Teamsters Local 1932 represented bargaining unit (e.g., leaves County employment, promotes to another unit, etc.), 3) then later returns to a Teamsters Local 1932 bargaining unit and again chooses to become a member of Teamsters Local 1932, shall be required to sign a new payroll deduction card.

(g) Teamsters' indemnity and liability obligation is more fully set forth as follows:

(1) Teamsters Local 1932 shall defend, indemnify and hold harmless the County of San Bernardino and its officers and employees from any claim, loss, liability, cause of action or administrative proceeding arising out of the operation of this Article. Upon commencement of such legal action, administrative proceeding, or claim, Teamsters Local 1932 shall have the right to decide and determine whether any claim, administrative proceeding, liability, suit or judgment made or brought against the County or its officers and employees because of any application of this Article shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of Teamsters Local 1932 shall not diminish Teamsters' defense or and indemnification obligations under this Agreement.

(2) The County, immediately upon receipt of notice of such claim, proceeding or legal action shall inform Teamsters of such action, provide Teamsters Local 1932 with all information, documents, and assistance necessary for Teamsters Local 1932 defense or settlement of such action and fully cooperate with Teamsters Local 1932 in providing all necessary employee witnesses and assistance necessary for said defense. The cost of any such assistance shall be paid by Teamsters Local 1932.

Teamsters Local 1932 upon its compromise or settlement of such action or matter shall immediately pay the parties to such action all sums due under such settlement or compromise. Teamsters Local 1932, upon final order and judgment of a Court of competent jurisdiction awarding damages or costs to any employee, shall pay all sums owing under such order and judgment.

(h) The County shall provide via email to the Union a monthly list of all employees in the bargaining units with the employees', classification title, work location (including location address), current home address, personal email address (if available), personal cell phone (if available) and home phone number.

MERIT ADVANCEMENTS

Section 1 – General

Employees receiving an overall rating on their evaluation of “Meets Job Standards” or “Exceeds Job Standards” shall receive merit advancements within their base salary range, as provided below and in the Salary Rates and Step Advancements Article.

Section 2 – Probationary Employees and Other Employees Without Regular Status

- (a) Upon initial appointment to a job classification, the employee may receive a merit advancement following 1,040 service hours, provided the employee receives a probationary progress report with an overall rating of at least “Meets Job Standards” within two (2) pay periods of the employee’s step advance eligibility date.
- (b) Probationary employees and other employees without regular status may receive subsequent merit advancements following 1,040 service hours at the new step, provided that the employee receives an evaluation with an overall rating of at least “Meets Job Standards” within six (6) pay periods of the employee’s step advance eligibility date.
- (c) If no evaluation is filed within the appropriate period, the employee shall not receive the merit advancement until their performance is evaluated. Once evaluated, if the employee’s overall performance is rated as at least “Meets Job Standards,” the employee’s merit advancement will be retroactive to the original step advance eligibility date.
- (d) If the employee receives an overall rating of “Below Job Standards” or “Unsatisfactory,” the step will not be granted until the pay period in which the employee receives an overall evaluation of at least “Meets Job Standards.”

Section 3 – Regular Employees

- (a) Regular employees shall be evaluated within six (6) pay periods prior to the step advance eligibility date. If the employee receives an evaluation with an overall rating of at least “Meets Job Standards,” the employee shall receive the step advance on their step advance eligibility date.
- (b) If the employee receives an evaluation after the step advance eligibility date and the overall rating is at least “Meets Job Standards,” the employee shall receive the merit advancement retroactive to the original step advance eligibility date.
- (c) If the employee receives an evaluation with an overall rating of “Below Job Standards” or “Unsatisfactory,” the step advance may be denied or suspended as follows:
 - (1) If the supervisor had given the employee written notice of inadequate work performance at least three (3) pay periods prior to the employee’s receipt of the Work Performance Evaluation and the employee received an overall rating of “Below Job Standards” or “Unsatisfactory,” the employee’s merit advancement shall be denied.
 - (2) If the supervisor had not given the employee such notice, the merit advancement shall be held in abeyance. In this case, the supervisor must re-evaluate the employee after three (3) pay periods following the original evaluation. If the new evaluation indicates the employee is “Below Job Standards” or “Unsatisfactory,” the step shall be denied. If the new evaluation indicates the employee is “Meeting” or “Exceeding Job Standards,” the step shall be granted, retroactive to the original advance eligibility date. If the employee is not re-evaluated by the end of the fourth (4th) complete pay period following the original “Below Job Standards” (or “Unsatisfactory”) evaluation, the employee shall be deemed to be meeting job standards and shall be granted the merit advancement retroactive to the original step advance eligibility date.

- (d) In cases where no Work Performance Evaluation is filed, an employee should contact the departmental Payroll Specialist who shall contact the immediate supervisor to complete the Work Performance Evaluation within fifteen (15) working days. If the evaluation is not completed within this time frame, the employee shall submit a written request to the department Human Resources Officer to direct the completion of the evaluation. If the Work Performance Evaluation is not completed within thirty (30) additional work days, the employee shall be granted the merit step increase retroactive to the original step advance eligibility date. If the employee is rated as “Below Job Standards” or “Unsatisfactory,” the employee’s step advancement will be denied or suspended in accordance with Subsection (c) above.

Section 4 – Denied Steps

If an employee’s step is denied, the employee may be re-evaluated after three (3) or more pay periods after receiving a “Below Job Standards” (or “Unsatisfactory”) evaluation. Upon receiving a “Meets Standards” evaluation (or better), the employee shall be granted the merit advancement, effective at the beginning of the pay period in which said evaluation was administered.

Section 5 – Disputes

An employee with regular status may appeal the content of a Work Performance Evaluation with an overall rating of “Below Job Standards” or “Unsatisfactory” in accordance with the appeal procedure in the Personnel Rules.

MINIMUM WAGE RESTRUCTURE

Section 1 – Minimum Wage Restructure in Year 2020

Effective January 1, 2020, the County shall establish seven (7) new salary ranges (i.e., “M” ranges 1M through 4M-T) in which step one of each range is at or above the new State Minimum Wage of \$13 per hour (see the General Salary Schedule effective 1, 2020 in Appendix C). Employees on current salary range 26T or below on December 31, 2019, shall be assigned to a new “M” salary range. Employees shall be placed on a step in that new range that is equal to or closest to their salary on December 31, 2019, provided that the new salary is not less than their then current salary. If the closest new hourly rate is \$0.01 or \$0.02 (as applicable) less than their salary on December 31, 2019, the employee shall be placed on an “X” step. Employee shall remain on the “X” step until the next scheduled step advancement at which time the employee shall move to the next highest step. Service hours for the purpose of receiving the next merit advancement shall not be reset for employees who move to a new “M” salary range. Below are examples of how employees will move to “M” salary ranges effective January 1, 2020:

Example 1: A Probation Food Service Worker on step 2 of current salary range 23 (\$12.89/hour) will move to step 1 (\$13.66/hour) of new salary range 4M, resulting in a salary increase of approximately 8.7%.

Example 2: A Custodian I on step 4 of current salary range 22 (\$13.21/hour) will move to step 1 (\$13.49/hour) of new salary range 3M, resulting in a salary increase of approximately 2.1%.

Example 3: A Linen Room Attendant on step 13 of current salary 13C (\$13.78/hour) will be placed on an “X” step since the closest step on the new salary range 1M is \$13.77. The employee shall remain on the “X” step until employee’s next scheduled step advancement, at which time employee will move to step 5 (\$14.11/hour) of new salary range 1M, resulting in a salary increase of approximately 2.4%.

Example 4: A Nursing Attendant on step 6 of current salary range 22 (\$13.84/hour) will move to step 2 (\$13.84/hour) of new range 3M. No salary increase.

Section 2 – Minimum Wage Restructure in Year 2021

Effective January 1, 2021, the County shall establish five (5) additional “M” salary ranges (i.e., 5M through 7M-T). Step one of each newly and previously established “M” range shall be at or above the new State Minimum Wage of \$14 per hour (see the General Salary Schedule effective January 1, 2021, in Appendix C). Employees shall be placed on a step in that new range that is equal to or closest to their salary on December 31, 2020, provided that the new salary is not less than their then current salary. If the closest new hourly rate is \$0.01 or \$0.02 (as applicable) less than their salary on December 31, 2020, the employee shall be placed on an “X” step. Employee shall remain on the “X” step until the next scheduled step advancement at which time the employee shall move to the next highest step. Service hours for the purpose of receiving the next merit advancement shall not be reset for employees who move to a new “M” salary range. Below are examples of how employees will move to the new “M” salary ranges:

Example 1: An Office Assistant II on step 14 (top step) of current salary range 27A (\$19.75/hour) will move to the top step (\$19.98/hour) of new salary range 5M, resulting in a salary increase of approximately 1.2%.

Example 2: A Care Assistant on step 9 of current salary range 29 (\$18.11/hour) will move to step 9 (\$18.43/hour) of new salary range 7M, resulting in a salary increase of approximately 1.8%.

Additionally, employees on salary ranges 1M through 4M-T established on January 1, 2020, who are on a step that is below the \$14/hour State Minimum Wage will move up to the next highest step. For example, a Custodian I on step 1 (\$13.83/hour) of range 3M will move to new step 1 (\$14.11/hour) of range 3M effective January 1, 2021. Service hours for the purpose of receiving next merit advancement shall not be reset.

Section 3 – Minimum Wage Restructure in Year 2022

Effective January 1, 2022, step one of each “M” range shall be at or above the new State Minimum Wage of \$15 per hour. Employees on “M” salary ranges, who are on a step that is below the \$15/hour State Minimum Wage effective January 1, 2022, will move up to the next highest step. For example, Custodian I on step 2 (\$14.54/hour) of range 3M will move to the new step 1 (\$15.19/hour) of range 3M effective January 1, 2022. Service hours for the purpose of receiving next merit advancement shall not be reset.

MODIFIED BENEFIT OPTION

ALL UNITS

Section 1 – General Provisions

- (a) All regular classified full-time employees in the classifications listed in Appendix I, and any other agreed upon classifications, shall be provided an opportunity to convert from a regular position with full benefits to a regular position with modified benefits and a wage differential.
- (b) Employees may choose to enroll in the MBO at hire or during the annual open enrollment period, and may choose to change to the full benefit option during subsequent open enrollment periods.
- (c) Employees who select the Modified Benefit Option must commit to work a minimum of 1,560 hours per calendar year.
- (d) Employees in regular positions who choose the MBO may retain or attain civil service rights in the position in accordance with applicable provisions or rules concerning probationary periods.
- (e) In order to receive the benefits and wage differential of the Modified Benefit Option, the employee must specifically choose the Option.

Section 2 – Modified Benefit Option Wage Differential

- (a) Employees in all units, except for the Nurses Supervisory and Management Unit and in the classifications of Supervising Deputy District Attorney, Supervising Deputy Public Defender, or Supervising Child Support Attorney, who select the MBO shall receive a wage differential of \$1.75/hour above the base rate of pay. The wage differential shall be paid on all paid hours (e.g., REG, PTO, etc.).
- (b) Employees in the Nurses Supervisory and Management Unit who select the MBO shall receive a wage differential of \$2.00/hour above the base rate of pay. The wage differential shall be paid on all paid hours (e.g., REG, PTO, etc.).
- (c) Employees in the classifications of Supervising Deputy District Attorney, Supervising Deputy Public Defender, or Supervising Child Support Attorney who select the MBO shall receive a wage differential of \$3.75/hour above the base rate of pay. The wage differential shall be paid on all paid hours (e.g., REG, PTO, etc.).
- (d) For employees in all units, the wage differential shall be considered as part of the base hourly rate when calculating the following: the County contribution to the employee's Retirement Medical Trust (RMT) account, differentials paid on a percentage basis (e.g., 5% Respiratory Critical Care Differential), longevity, sick leave cash-outs (if any) pursuant to the RMT Article, and leave cash-outs. Provided below is an example of how the County's contribution to the RMT would be calculated:

EX: An employee with 11 years of continuous County service and an 80-hour per pay period schedule selects the MBO. The employee's base hourly rate is \$25 per hour. This employee is eligible for a County contribution to the RMT equal to 1.50% of the employee's

base bi-weekly salary. The County contribution to the RMT is calculated as follows:

80 hours X (\$25.00 per hour + \$1.75 MBO Wage Differential) = \$2,140 base bi-weekly salary for purposes of County contribution to the RMT \$2,140 X 1.50% Contribution Rate = \$32.10

The County will contribute \$32.10 to the RMT on behalf of the employee that pay period.

Section 3 – Benefits and Leaves

Except as provided in this Section 3, employees who select the MBO shall receive the same benefits and leaves that employees who select the full benefit option receive in the MOU.

(a) Medical Coverage: Employees who select the MBO shall have the same medical plan options as employees who select the full benefit option (i.e., Blue Shield HMO, Kaiser HMO, Blue Shield Access + HMO, Kaiser Choice HMO, and Blue Shield PPO). In addition, employees who select the MBO may enroll in the Blue Shield PPO Bronze Plan.

(b) Medical Premium Subsidy:

(1) Provided below are the MPS amounts per pay period for employees in all units, except the Nurses Supervisory and Management Unit, who select the MBO:

Effective September 14, 2019	MPS
Employee Only	\$161.75
Grandfathered Employee Only	\$163.87
Employee + 1	\$339.52
Employee + 2	\$484.16

Effective July 18, 2020	MPS
Employee Only	\$170.91
Grandfathered Employee Only	N/A*
Employee + 1	\$371.30
Employee + 2	\$524.91

*Effective July 18, 2020, employees receiving the Grandfathered Employee Only MPS (i.e., \$163.87) shall receive the higher non-grandfathered Employee Only MPS amount in the table effective July 18, 2020.

Effective July 31, 2021	MPS
Employee Only	\$181.14
Employee + 1	\$404.71
Employee + 2	\$571.82

Effective July 30, 2022	MPS
Employee Only	\$187.00
Employee + 1	\$418.20
Employee + 2	\$590.88

(2) Provided below are the MPS amounts per pay period for employees in the Nurses Supervisory and Management Unit who select the MBO:

Effective September 14, 2019	MPS
Employee Only	\$161.75
Employee + 1	\$339.52
Grandfathered Employee + 1	N/A*
Employee + 2	\$484.16
Grandfathered Employee + 2	N/A*

*Effective July 18, 2020, employees receiving the Grandfathered Employee +1 MPS (i.e., \$338.86) and Grandfathered +2 MPS (i.e., \$396.01) shall receive the higher applicable non-grandfathered MPS amounts in the table effective September 14, 2019.

Effective July 18, 2020	MPS
Employee Only	\$170.91
Employee + 1	\$371.30
Employee + 2	\$524.91

Effective July 31, 2021	MPS
Employee Only	\$181.14
Employee + 1	\$404.71
Employee + 2	\$571.82

Effective July 30, 2022	MPS
Employee Only	\$187.00
Employee + 1	\$418.20
Employee + 2	\$590.88

(c) Dental Premium Subsidy: Employees who select the MBO shall be eligible to receive DPS in the following amounts per pay period:

Coverage Type	DPS
Employee Only Employee + 1 Employee + 2	\$9.46

(d) Flexible Spending Account (FSA): Employees who select the MBO shall be eligible to participate in the FSA as provided in the FSA Article; provided, however, that employees who select the MBO, enroll in the Blue Shield PPO Bronze Plan, and elect to enroll in the FSA shall be eligible for up to a \$25.00 per pay period match to the FSA, to be credited on a quarterly

basis. Employees who select both the Blue Shield PPO Bronze Plan and enroll in the FSA shall not receive the County contribution to the Retirement Medical Trust.

- (e) **Retirement Medical Trust:** Employees who select the MBO and enroll in the Blue Shield PPO Bronze Plan and the FSA shall not receive a County contribution to the Retirement Medical Trust, but shall be eligible for a County match to the FSA as provided in part (d) above.
- (f) **Deferred Compensation 457(b):** Employees shall be eligible to participate in the County’s 457(b) Deferred Compensation Plan, but shall not receive a County match.
- (g) **Paid Time Off (PTO):**
 - (1) **Definition:** Paid Time Off (PTO) is granted to employees who select the MBO in lieu of any other Vacation, Sick, or Holiday accrual leave provisions, except as provided in this Section 3 (g)(3)(ii). Supervisory Unit and Management Unit employees who select the MBO shall continue to be eligible to receive Administrative, Attorney, and/or Annual Leave.
 - (2) **Accumulation:** Employees who select the MBO shall accrue PTO each pay period and shall be eligible for prior service credit as provided in Section 3 (d), (e), or (f) of the Leave Provisions article. Employees who have standard hours of less than eighty (80) hours per pay period shall accumulate PTO on a pro-rata basis; provided, however, that the maximum allowed combined unused vacation and PTO balance shall not be prorated. PTO shall be available for use on the first day following the pay period in which it is earned.
 - (1) Employees in Classifications that are Regularly Scheduled to Work Holidays – Employees in classifications that are regularly scheduled to work on holidays (e.g., Respiratory Care Practitioner II or Sterile Processing Technician) shall accrue PTO each pay period as provided in the chart below.

Service Hours	PTO Allowance (Assumes 80-hour Schedule)	Accrual Rate Per Pay Period (Assumes 80-Hour Schedule)	Maximum Allowed Unused PTO Balance	Maximum Allowed Combined Unused Vacation and PTO Balance for All Employees Who Convert to the Modified Benefit
0 through 10,400 service hours	180 hours	6.93 hours	270 hours	320 hours**
Over 10,400 service hours	216 hours	8.31 hours	324 hours	404 hours**

**The employee’s maximum allowed PTO balance may not exceed 270 or 324 hours, as applicable.

- (2) Employees in Classifications that are Not Regularly Scheduled to Work Holidays – Employees in classifications that are not regularly scheduled to work on holidays (e.g., Public Works Engineer III or Nurse Supervisor) shall accrue PTO each pay period as provided in the chart below and shall receive holiday pay as provided in this Section 3 (h)(2).

Service Hours	PTO Allowance (Assumes 80-hour Schedule)	Accrual Rate Per Pay Period (Assumes 80-Hour Schedule)	Maximum Allowed Unused PTO Balance	Maximum Allowed Combined Unused Vacation and PTO Balance for All Employees Who Convert to the Modified Benefit
0 through 8,320 service hours	112 hours	4.31 hours	169 hours	201 hours**
Over 8,320 through 18,720 service	152 hours	5.85 hours	229 hours	272 hours**
Over 18,720 service hours	192 hours	7.39 hours	289 hours	343 hours**

**The employee’s maximum allowed PTO balance may not exceed 169, 229, or 289 hours, as applicable.

(3) Administration

- (1) PTO for Vacation Leave Purposes – When PTO has been requested for vacation leave purposes, PTO shall be administered according to the Vacation Leave section of the Leave Provisions Article of the MOU.
- (2) PTO for Sick Leave Purposes – When PTO has been requested for sick leave purposes, PTO shall be administered according to the Sick Leave section of the Leave Provisions Article of this MOU.

- (4) Separation: Employees separating from County employment shall have any unused PTO administered in the same manner that Vacation Leave is administered at separation according to the Vacation Leave section of the Leave Provisions Article of the MOU.

Employees who are hired into a position in a bargaining unit (except for employees who are hired into the Per Diem Nurses Unit) that does not contain the MBO, shall carry over their existing PTO balance and begin accruing vacation, holiday, and sick leave immediately. Employees who are hired into a position in the Per Diem Nurses Unit shall have any existing leave balances (e.g., PTO, vacation, sick, etc.) administered in the same manner as an employee who is in the Full Benefit Option who is hired into a Per Diem Nurses Unit position.

- (5) PTO Cash-Out – On one occasion each calendar year until the expiration of this contract, an employee who had used eighty (80) or more hours of PTO during the preceding calendar year may elect to convert up to sixty (60) hours of accrued PTO into a cash payment, at the base rate of pay in effect at the time of the cash-out. In order to sell back PTO, an employee must make an irrevocable election (i.e., pre-designation) during the month of December, specifying the number of hours to be sold back from the next year’s PTO accrual. During the calendar year following the pre-designation, no more than three (3) requests may be made to cash out the PTO in a single block of not less than eight (8) hours and no more than sixty (60) hours. An employee shall be eligible to cash-out PTO hours accrued up to the preceding pay period in which he/she requested the cash-out. For example, an employee who requests a cash-out in pay period 15 can only cash-out the PTO accrued through pay period 14. The number of hours requested for cash-out shall

not exceed an amount equal to or less than the amount accrued. For example, an employee in December 2019 makes a pre-designation to cash-out 25 hours. The employee accrues 4.31 hours of PTO per pay period. At the end of pay period 2 the employee can request to cash-out the 8 hours of PTO that she had accrued, but is not yet eligible to cash-out the entire 25 pre-designated hours because the employee has yet to accrue 25 hours of PTO. Once an election is made, if the employee does not request that the designated number of hours be sold back by pay period 25 of the calendar year in which the election is effective, the hours will be automatically converted to cash in pay period 26. The PTO cash-out shall sunset upon the expiration of the agreement.

(h) Holiday Pay:

- (1) Employees in Classifications that are Regularly Scheduled to Work Holidays - Employees in classifications that are regularly scheduled to work on holidays (e.g., Respiratory Care Practitioner II or Sterile Processing Technician), shall not accrue any holiday leave, but shall be paid twice their base hourly rate for all hours actually worked on the following holidays:

January 1st	Thanksgiving Day
Last Monday in May	Day after
July 4th	December 24th
First Monday in	December 25th
November 11th	December 31st

- (2) Employees in Classification that are Not Regularly Scheduled to Work Holidays – Employees in classifications that are not regularly scheduled to work on holidays (e.g., Public Works Engineer III or Nurse Supervisor), shall receive holiday pay according to the Holiday Leave section of the Leave Provisions Article of this MOU, except such employees will not be eligible for the floating holiday.

(i) Accrual Carryover Following Benefit Change

- (1) Full Benefit Option to Modified Benefit Option - Employees who convert from the full benefit option to the MBO shall carry over and may utilize their existing vacation, holiday, and sick leave balances; provided, however, that the employee shall no longer accrue vacation, holiday, and sick leave after converting to the MBO, except as provided in this Section 3 (g)(3)(ii). Supervisory Unit, Nurses Supervisory and Management Unit, and Management Unit employees who convert from the Full Benefit Option to the MBO shall have any existing Administrative, Attorney, and/or Annual Leave carried over.

After converting to the MBO the employee shall be immediately eligible to accrue PTO; however, the employee's combined Vacation and PTO balance shall not exceed the applicable caps established in the chart above. For example, if an employee with less than 10,400 service hours and in a classification that is regularly scheduled to work holidays carries over 200 Vacation Leave hours the employee shall only be eligible to accrue up to 120 PTO hours. If such employee then uses some Vacation Leave or PTO, the employee shall be eligible to accrue additional PTO hours, not to exceed the applicable cap.

However, an employee with a previously approved waiver of the maximum allowed unused vacation balance as provided in the Vacation Leave section of the Leave Provisions Article may temporarily exceed the caps in the chart above.

An employee who carries over Vacation Leave hours shall be eligible to accrue the maximum amount of PTO once the employee has exhausted all of his/her carried over Vacation Leave hours.

- (2) Modified Benefit Option to Full Benefit Option - Employees who convert from the MBO to the full benefit option shall carry over and may utilize their existing PTO balance (if any) and begin accruing vacation, holiday, and sick leave immediately; however, the employee's combined Vacation and PTO balance shall not exceed the applicable vacation caps established in the Vacation Leave section of the Leave Provisions article. For example, if an employee with less than 18,720 service hours carries over 270 PTO hours and 30 Vacation Leave hours the employee shall only be eligible to accrue up to 20 Vacation Leave hours since the maximum allowed unused Vacation Leave is 320 hours. If such employee then uses some Vacation Leave or PTO, the employee shall be eligible to accrue additional Vacation Leave, not to exceed established cap. Supervisory Unit and Management Unit employees who convert from the MBO to the Full Benefit Option shall have any existing Administrative, Attorney, and/or Annual Leave carried over.
- (j) Vacation Cash-Out: Employees who met the eligibility requirements for the vacation cash-out prior to selecting the MBO, and pre-designated to cash-out vacation leave during the required pre-designation period while in the full benefit option, shall remain eligible to cash-out vacation leave. However, employees enrolled in the MBO shall not be eligible to pre-designate to cash-out vacation leave while enrolled in the MBO.

NEW EMPLOYEE ORIENTATION

New Employee Orientation (NEO) shall generally be held at the San Bernardino County Government Center located at 385 N. Arrowhead Ave, San Bernardino, CA. In instances when the County is unable to host NEO at the Government Center the County shall, consistent with current practice, contact Teamsters Local 1932 within a reasonable amount of time and advise it of the alternate location, date, and/or time of the session.

At the conclusion of the County's NEO presentations, the County shall provide Teamsters Local 1932 a thirty (30) minute period to meet with Teamsters Local 1932 bargaining unit employees to present information about the Union. The thirty (30) minute period shall commence at approximately 4:30 p.m., or earlier if time permits, on the day of NEO. The thirty (30) minute period will be on paid County time. This thirty (30) minute period constitutes the access to NEO contemplated under Government Code Sections 3555-3559. Following implementation of this thirty (30) minute period the County with the Teamsters Local 1932 shall periodically review how said period is serving within the NEO framework. At the request of the County, Teamsters Local 1932 agrees to meet to review any concerns the County has regarding the period.

The County agrees that prior to the thirty (30) minute period, the County shall advise Teamsters Local 1932 bargaining unit employees that their Union is present to meet with them and the script of that introduction will be agreed to by both parties.

In the event the County no longer conducts in-person new employee orientation, the County agrees to meet and confer regarding the impact with Teamsters Local 1932.

The County shall notify Teamsters Local 1932 of scheduled new group employee orientations and provide Teamsters Local 1932 with a list of all existing employees in the bargaining unit, including contact information and worksite location pursuant to applicable law. Further, the County shall, consistent with current practice, provide Teamsters' designated representative a list of Teamsters Local 1932-represented bargaining unit employees who will attend each NEO.

NON-DISCRIMINATION

Neither the County nor the Union shall unlawfully discriminate against any employee because of race, color, ancestry, sex, sexual orientation, age, physical or mental disability, medical condition, national origin, political, religion, or other basis as required by federal, state, or local law.

The parties agree to support and promote the objectives of the County's Equal Employment Opportunity program.

OBLIGATION TO SUPPORT

ALL UNITS

The parties agree that, subsequent to the execution of this Agreement and during the period of time any tentatively agreed-upon successor, amendment, addition, or deletion to this Agreement is before the Board of Supervisors (i.e., after ratification by the Union but before the Board of Supervisors take action), neither Teamsters nor County Administration, nor their authorized representatives, will appear before the Board of Supervisors individually or collectively to advocate any further amendment, addition or deletion to the terms and conditions of this Agreement. It is further understood that this Article shall not preclude the parties from appearing before the Board of Supervisors nor meeting with individual members of the Board of Supervisors to advocate or urge the adoption and approval of any tentatively agreed-upon successor, amendment, addition, or deletion to this Agreement in its entirety.

OVERTIME

ALL UNITS – EXCEPT MANAGEMENT UNIT AND MANAGEMENT LEVEL NURSES IN THE NURSES SUPERVISORY AND MANAGEMENT UNIT i.e., CLINICAL DIRECTOR II, CLINICAL DIRECTOR I, UNIT MANAGER, AND CLINIC UNIT MANAGER

- (a) Policy – It is the policy of the County to discourage overtime except when necessitated by abnormal or unanticipated workload situations. It is the responsibility of the appointing authority to arrange for the accomplishment of workload under their jurisdiction within a reasonable period of time. The County has the right to require overtime to be worked as necessary.
- (b) Definition – Overtime shall be defined as all hours actually worked in excess of forty (40) hours a work period or, in the case of the SUPERVISORY and NURSES SUPERVISORY AND MANAGEMENT Units, eighty (80) hours during a pay period. For purposes of overtime, paid leave time, excluding sick leave as provided in part "(c)" below, shall be considered as time

actually worked; provided, however, that for employees in the SUPERVISORY and NURSES SUPERVISORY AND MANAGEMENT Units, time spent attending conferences, seminars and training programs shall not be considered as time actually worked.

Overtime shall be reported in increments of full fifteen (15) minutes and is non-accumulative and non-payable when incurred in units of less than fifteen (15) minutes. Overtime shall not affect leave accruals. Employees of the Arrowhead Regional Medical Center in the ADMINISTRATIVE SERVICES, CLERICAL, CRAFT, LABOR & TRADES, and TECHNICAL & INSPECTION Units, with mutual consent of the appointing authority and the employees, may define overtime as hours worked over eight (8) in one day, or eighty (80) in a fourteen (14) day work period.

- (c) Sick leave that is not pre-approved and sick leave used by employees on leave restriction shall not be considered as time actually worked for the purpose of calculating overtime. “Pre-approved” shall mean notice (e.g., prescheduled doctor’s appointment or sick leave for bereavement purposes) to management at least forty-eight (48) hours prior to the appointment.
- (d) Employees who have scheduled a pre-approved medical or dental appointment must report to work before and after the medical or dental appointment if there is an opportunity for at least one (1) hour of actual work time.
- (e) Overtime Compensation – ADMINISTRATIVE SERVICES UNIT
 - (1) Any employee authorized by the appointing authority or authorized representative to work overtime shall be compensated at premium rates, i.e., one and one-half (1-1/2) times the employee’s regular rate of pay. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made.
 - (2) In lieu of cash payment, upon request of the employee and approval of the appointing authority, an employee may accrue compensating time off at premium hours. Except as provided below, cash payment at the employee’s base rate of pay shall automatically be paid for any compensating time, which exceeds eighty (80) hours, or for any hours on record immediately prior to promotion, demotion or termination of employment. For employees in the classifications of Sheriff’s Training Specialist I and Sheriff’s Training Specialist II, cash payment at the employee’s base rate of pay shall automatically be paid for any compensating time which exceeds one hundred twenty (120) hours, or for any hours on record immediately prior to promotion, demotion or termination of employment.
- (f) Overtime Compensation – CLERICAL, CRAFT, LABOR & TRADES, TECHNICAL & INSPECTION UNITS
 - (1) Any employee authorized by the appointing authority or authorized representative to work overtime shall be compensated at premium rates, i.e., one and one-half (1-1/2) times the employee’s regular rate of pay. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be

made.

- (2) In lieu of cash payment, upon request of the employee and approval of the appointing authority, an employee may accrue compensating time off at premium hours. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time which exceeds eighty (80) hours, or for any hours on record immediately prior to promotion, demotion or termination of employment.

(g) Overtime Compensation – NURSES SUPERVISORY AND MANAGEMENT UNIT, EXCEPT MANAGEMENT LEVEL NURSES i.e., CLINICAL DIRECTOR II, CLINICAL DIRECTOR I, UNIT MANAGER, AND CLINIC UNIT MANAGER

Any employee authorized by the appointing authority or authorized representative to work overtime shall be compensated at straight time compensating time off. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of eighty (80) hours, or immediately prior to promotion, demotion or termination of employment. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is payable, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made.

- (h) Variable Work Schedule – With the exception of the SUPERVISORY and NURSES SUPERVISORY AND MANAGEMENT Units, an appointing authority with agreement of an affected employee, may arrange for that individual to take such time off as necessary to ensure that an employee's actual time worked does not exceed forty (40) hours within any given work period.

For employees in the SUPERVISORY or NURSES SUPERVISORY AND MANAGEMENT Units, the appointing authority shall have the right to direct an employee to take such time off as is necessary to insure that an employee's actual time worked does not exceed eighty (80) hours within any given work period.

(i) Work Period

ADMINISTRATIVE SERVICES, CLERICAL, CRAFT, LABOR & TRADES AND TECHNICAL & INSPECTION UNITS

The work period for purposes of overtime, established for employees in these Units commences at 12:01 a.m. Saturday and ends at 12:00 a.m. (midnight) the following Friday of each week. The work period normally does not exceed forty (40) hours. Employees may be assigned or authorized by the appointing authority to a 9/80 work schedule provided a work period is established and agreed to in writing by the appointing authority and the employee which includes forty (40) hours work in each work period. This provision does not otherwise limit the ability of the appointing authority to modify work schedules in accordance with the Article, "Standard Tour of Duty."

(j) Special Provisions – Medical Support

- (1) ADMINISTRATIVE SERVICES UNIT – Employees assigned to the hospital, mental or correctional institutions and who are respiratory therapists, respiratory care practitioners, or pulmonary function specialists shall be compensated for time worked in excess of four

(4) hours over and above their regularly scheduled tour of duty at double time rates, i.e., two (2) times the employee's base hourly rate.

In lieu of cash payment, and upon mutual agreement of the appointing authority and the employee, an employee may accrue compensating time off at premium hours. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of forty (40) hours, or immediately prior to said employee being promoted.

- (2) NURSES SUPERVISORY AND MANAGEMENT UNIT, EXCEPT MANAGEMENT LEVEL NURSES i.e., CLINICAL DIRECTOR II, CLINICAL DIRECTOR I, UNIT MANAGER, AND CLINIC UNIT MANAGER - Employees assigned to the hospital, mental or correctional institutions and who are registered nurses, respiratory care practitioners, or laboratory technologists performing supervisory duties shall be compensated for time worked in excess of their regularly scheduled tour of duty or eighty (80) hours per pay period at premium rates, i.e., one and one-half (1-1/2) times the employee's base hourly rate. Further, such employees shall be compensated for time worked in excess of four (4) hours over and above their regularly scheduled tour of duty at double time rates, i.e., two (2) times the employee's base hourly rate.

In lieu of cash payment, and upon mutual agreement of the appointing authority and the employee, an employee may accrue compensating time off at premium hours. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of eighty (80) hours, or immediately prior to said employee being promoted.

PAY PERIOD

ALL UNITS

A pay period shall be comprised of fourteen (14) calendar days. The first pay period under this Agreement shall commence September 14, 2019, and shall end at 12:00 a.m. (midnight) on the second Friday thereafter. Each subsequent fourteen (14) day period shall commence on the succeeding Saturday at 12:01 a.m. and shall end at midnight on the second Friday thereafter. The pay period and work week may be adjusted in accordance with FLSA requirements, as applicable. Paychecks shall be issued on the second Wednesday following the end of the preceding pay period, provided that the Auditor-Controller/Treasurer/Tax Collector may issue paychecks at an earlier date if possible. If the payday falls on a holiday, checks will be distributed no later than the following business day.

PAYROLL ADJUSTMENTS

ALL UNITS

In situations involving overpayment to an employee by the County, said employee shall be obliged to repay by payroll recovery the amount of overpayment within the time frame the overpayment was received by the employee. In the event of an overpayment totaling twenty-five dollars (\$25) or less, the overpayment will be recovered in one pay period. The Auditor-Controller/Treasurer/Tax

Collector, Human Resources, or Department Payroll Section shall provide documentation showing the calculations of the overpayment to the employee. A meeting may be requested by the employee with the Department Payroll Section to review the documentation and recovery schedule. Extensions to the period for repayment of the overage may be requested by the employee or at an employee's request by a Teamster representative, subject to the approval of the County's Auditor-Controller/Treasurer/Tax Collector. Extensions will be approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half times as long as the overpayment period. If the employee leaves employment prior to repayment of overage, the Auditor-Controller/Treasurer/Tax Collector shall recover the amount owed from the employee's final pay. If the amount owed is greater than the employee's final pay, the Auditor- Controller/Treasurer/Treasurer/Tax Collector shall initiate the collections process against the employee.

In situations involving underpayment to an employee by the County, the employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation to the Auditor-Controller/Treasurer/Tax Collector, including necessary approval of the appointing authority and the Director of Human Resources.

In those situations where the employee has been underpaid by seven and one-half percent (7-1/2%) or more of their base pay in the immediately preceding pay period, through no fault of their own, the employee may request an on-demand payment to correct the error. The Department Payroll Section shall complete the request for on-demand pay and forward it and any necessary approval of the appointing authority to the Auditor- Controller within one (1) working day of receipt of the employee's request. The Auditor-Controller shall pay the employee the amount due within two (2) working days of receipt of the request for the on-demand pay from the department for a prior pay period. For this Section, base pay shall be determined by multiplying the employee's base rate of pay by the number of hours in their usual work schedule.

The Director of Human Resources or designee must authorize payroll adjustments to correct any payroll error or omission for instances arising more than thirteen (13) pay periods prior to the request for payroll adjustment.

PREHEARING DISCUSSIONS

ALL UNITS

The parties agree that prior to submitting any matter within the appeal jurisdiction of the Civil Service Commission for adjudication, other than disciplinary matters; prior to submitting any matter within this Agreement for adjudication; or prior to the filing of a civil lawsuit, both parties shall discuss such matters at the earliest moment.

All parties agree to provide full disclosure and to extend good faith efforts to resolve disputes through these discussions. Such discussions on offers of settlement may not be revealed at subsequent hearing.

Upon declaration of impasse by either or both parties, the matter may be submitted to the Civil Service Commission within five (5) working days of such declaration.

Nothing in this Article shall serve to waive the rights of the appellants or their representatives to the appeal procedure due to a lapse of time resulting from such prehearing discussions.

PROBATIONARY PERIOD AND TRAINEE APPOINTMENTS

ALL UNITS

Section 1 – Probationary Period

Employees in these Units in non-trainee classifications shall serve a probationary period. Except as otherwise noted below, the probationary period for employees in such non-trainee classifications in these Units shall be as shown on the table below:

Bargaining Unit	No. of Service Hours in Probationary Period	Exceptions	No. of Service Hours in Probationary Period for Excepted Class(es)
Administrative Services	1,600	N/A	
Clerical	1,040	Sheriff's Records Clerk	2,080
Craft, Labor & Trades	1,040	N/A	
Management	1,600	N/A	
Supervisory	1,600	N/A	
Nurses Supervisory and Management	1,600	N/A	
Technical & Inspection	1,040	Sheriff's Communications Dispatcher I/II, Crime Scene Specialist I, Fingerprint Examiner II, Latent Fingerprint Examiner	2,080

The probationary period ends at the end of the day in which the employee has completed the required number of service hours.

The probationary period will be automatically extended for each hour during which the employee is on military leave or is on leave without pay. In situations where the employee is temporarily performing the duties of a higher level classification, is on modified duty, or is continuously absent for eighty (80) or more consecutive hours because of occupational or non-occupational injury or illness, the probationary period may be extended at the discretion of the appointing authority. Such extension is in addition to the fifteen (15) pay period extension allowed by the Personnel Rules.

Section 2 – Trainee Appointments

A trainee appointment is an underfill appointment to a regular position made from an appropriate eligible list of a lower classification for a prescribed period, as provided at the time of appointment, during which the employee must qualify for the higher classification or be terminated.

During the period of a trainee appointment, the trainee shall be in an at-will status. Appointments to the higher classification are subject to a probationary period. An employee who meets the requirements of the journey level position prior to the end of the specified trainee period may be promoted at the direction of the Appointing Authority.

PROMOTIONS

ALL UNITS

A promotion is the appointment of an employee from one classification to a classification having a higher base salary range. A promoted employee shall receive at least the entrance rate of the new range or approximately a five percent (5%) salary increase (i.e., mathematically closest to 5%) whichever is greater; provided that no employee is thereby advanced above the top step of the higher base salary range. At the discretion of the appointing authority and with the approval of the Director of Human Resources or designee, an employee may be placed at any step within the higher base salary range. Promotions shall be effective only at the beginning of a pay period unless an exception is approved by the Director of Human Resources or designee.

Promotions will be made in accordance with civil service merit principles in selection of the most qualified candidate taking into consideration such things as skills, knowledge, abilities, training, and experience. The appointing authority shall attempt to notify internal County candidates who are not selected as soon as practicable. Those candidates who are not selected may schedule a meeting with the HRO within 10 working days of receiving notice of “non-selection”. The HRO shall provide the reasons the employee was not chosen and will provide feedback as to how the employee can improve his/her performance for future promotional opportunities.

It is expressly agreed that non-selection is not subject to the grievance procedure.

PROVISIONS OF LAW

ALL UNITS

It is understood and agreed that this Agreement is subject to all current and future applicable Federal and State laws and regulations and the current provisions of the Charter of the County of San Bernardino. If any part or provision of this Agreement is in conflict or inconsistent with such applicable provisions of those Federal, State, or County enactments or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, such part or provisions shall be suspended and superseded by such applicable law or regulations, and the remainder of this Agreement shall not be affected thereby. If any part or provision of this Agreement is suspended or superseded, the parties agree to reopen negotiations regarding the suspended or superseded part or provision with the understanding that total compensation to employees under this Agreement shall not be reduced or increased as a result of this Article. The parties hereto agree to refrain from initiating any legal action or taking individual or collective action that would invalidate Articles of this Agreement.

RECRUITMENT AND REFERRAL BONUS PROGRAMS

ALL UNITS

- (a) General – The County shall make available to appointing authorities Recruitment and Referral Incentive Programs to assist in the recruitment and appointment of qualified individuals into hard-to-recruit regular positions in these Units, in accordance with the guidelines established herein.
- (b) Program Applicability – Appointing authorities may request authorization to apply the Recruitment and/or Referral Bonus Program(s) to assist in filling regular positions in their departments. To apply, said position/classification must have had historical/demonstrable recruitment difficulty. The Human Resources Director shall have the sole authority to determine the applicability, amount, and duration of these program(s) to each requested position/classification and shall certify applicability of the Program(s) for each position, by assignment, department, and beginning and ending dates. The Human Resources Director shall provide Teamsters with a list of all classifications or positions subject to these programs upon his or her certification, along with the duration of the program for each certification. Such determinations shall not be subject to the Grievance Procedure, or any other review or appeal.
- (c) Recruitment Bonus – An employee hired into a regular position/classification certified for participation in this Program shall be eligible to receive recruitment bonuses in accordance with the following:
 - (1) Bonus Amount and Method of Payment – The eligible employee hired into a position/classification certified for participation in the Program shall receive no less than five hundred dollars (\$500.00) and no more than one-thousand dollars (\$1,000.00) upon hire. An additional one thousand dollars (\$1,000.00) shall be paid to the employee upon completion of 2,080 service hours in the position/classification for which the original bonus was granted. Each bonus payment shall be considered taxable income and subject to withholding.
 - (2) Limitations and Exclusions
 - (i) No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification prior the beginning date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program, unless otherwise permitted by the Director of Human Resources.
 - (ii) The bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation; nor shall it be considered earnable compensation for purposes of retirement.

- (iii) The employee shall receive the 2nd installment of the recruitment bonus if the employee is “Meeting Standards” for the period that covers the 2nd installment. Such determination shall not be subject to review or appeal.
- (d) Referral Bonus – Any employee in a regular position who refers a qualified candidate for a position/classification certified for participation in this Program who is subsequently hired into the regular position may receive a referral bonus in accordance with the following:
- (1) Method of Referral – To be eligible for the recruitment bonus, the County Application for Employment must contain the name of the referring employee in the appropriate area of the application.
 - (2) Bonus Amount and Method of Payment – The referring employee shall receive a bonus of two hundred and fifty dollars (\$250.00) for each referred candidate actually hired into an eligible regular position. An additional five hundred dollars (\$500.00) shall be paid upon that new employee’s completion of 2,080 service hours. Said bonus shall be considered taxable income and subject to withholding.
 - (3) Limitations and Exclusions
 - (i) No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification prior the beginning date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program.
 - (ii) Individuals assigned to employee recruitment as a primary function of their position shall not be eligible to receive this Bonus.
 - (iii) In cases where more than one employee is named as a “referring party,” the recruitment bonus shall be equally split between the referring employees.
 - (iv) In cases where the referred employee resigns, transfers out of the eligible position, or is terminated prior to completion of 2,080 service hours, the additional five hundred dollars (\$500.00) shall not be paid.
 - (v) The referral bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation; nor shall it be considered earnable compensation for purposes of retirement.
 - (vi) The appointing authority shall have sole responsibility and authority to determine eligibility for the 2nd installment of the recruitment bonus. Such determination shall not be subject to review or appeal.

REEMPLOYMENT

ALL UNITS

- (a) A regular employee who has separated County employment, and who is subsequently rehired in the same classification in a regular position within one (1) year (i.e., beginning the first day of work by the 365th calendar day), may receive restoration of salary step, length of service for the purpose of leave accrual rate (i.e., vacation or PTO), and any sick leave balance (unless the employee has received payment for unused sick leave in accordance with the Article on “Retirement Medical Trust Fund”), subject to the approval and conditions established by the appointing authority and the Director of Human Resources or designee. For example, a regular Planner II who was at step 12 and separated from the County after 6 years of continuous County service may receive restoration of step 12, length of service for the purpose of leave accrual rate (i.e., either 8.31 PTO hours/pay period or 4.615 vacation hours/pay period depending on what benefit option the employee selects upon reemployment), and any sick leave balance as provided above. Such employees begin accruing PTO or vacation and sick leave and may utilize the same immediately. Restoration of retirement contribution rate shall be in accordance with applicable state law and in compliance with any requirements established by the Retirement Board. The employee shall be required to serve a new probationary period, unless waived by the Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of County seniority.
- (b) A regular employee who has separated County employment and who is subsequently rehired to a regular position in the same job family within one (1) year (i.e., beginning the first day of work by the 365th calendar day), may receive restoration of length of service for the purpose of leave accrual rate (i.e., vacation or PTO), sick leave, and retirement contribution rate in the same manner as described above. Such employees begin immediately accruing PTO or vacation and sick leaves and may utilize the same immediately. The employee shall be required to serve a new probationary period, unless waived by the Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of County seniority.
- (c) A regular employee who has separated County employment, and who is subsequently rehired to a regular position in another job family within a ninety (90) calendar day period, must begin the first day of work within ninety (90) calendar days and beginning the first day of work by the ninety-first (91) day, may receive restoration of salary step (in the instance of rehire in a classification at the same pay range as the position originally held), length of service for the purpose of leave accrual rate (i.e., vacation or PTO), sick leave and retirement contribution rate in the same manner as described above. The employee shall be required to serve a new probationary period, unless waived by the Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of County seniority.

For purposes of this Article, a regular employee shall mean an employee in a regular position who held regular status in any classification during the previous period of County employment.

RELOCATION ASSISTANCE

ALL UNITS

(a) In-Service Relocation Assistance

Employees in regular positions who are required by order of their appointing authority to change their principle place of residence because of a reassignment to meet the needs of the service or because of layoff will be granted time off with pay not to exceed two (2) working days and up to four hundred dollars (\$400.00) reimbursement towards the actual cost of relocating their personal furnishings and belongings.

(b) Recruitment Relocation Assistance

To assist with the recruitment and appointment of qualified individuals to hard-to-recruit positions/classifications, upon request of the appointing authority, the Human Resources Director may authorize reimbursement of a new employee's relocation-related expenses incurred as a result of accepting employment with the County as follows:

<u>Miles Relocated</u>	<u>Maximum Reimbursement</u>
250* - 1,000 miles	\$1,000
1,001 - 2,000 miles	\$2,000
More than 2,000	\$2,500

* The 250 mile distance shall only be apply if the relocation is from outside the County of San Bernardino

Such reimbursement may be provided to employees upon initial employment with the County, provided that the employee (1) is appointed to a regular position; (2) submits original receipts documenting expenses incurred; and (3) agrees to remain employed in the regular position for at least twelve (12) months.

If the employee voluntarily resigns employment prior to completion of twelve (12) months service, the employee shall be required to reimburse the County for any payment made under this Article. If the employee fails to reimburse the County, action shall be taken to recover the amount owed via payroll recovery from the employee's final pay.

For Supervisory Unit, Management Unit, and Nurses Supervisory and Management Unit employees only, the Appointing Authority may request, in exceptional circumstances, relocation reimbursement amounts greater than the amounts listed above, not to exceed \$3,500, to assist in the recruitment and appointment of qualified individuals into highly specialized position/classifications, subject to the approval of the Human Resources Director.

REMOTE ASSIGNMENT INCENTIVE

ALL UNITS

- (a) General – The Appointing Authority may request a Remote Assignment Incentive to assist in the recruitment, appointment, and retention of qualified individuals into position/classifications in remote assignments that have been determined by the County to have historical/demonstrable recruitment and/or retention difficulty.
- (b) Program Applicability – The Appointing Authority may request authorization to apply the Remote Assignment Incentive to assist in filling regular positions in remote assignments in their department. The position/classification must be in a remote location and has been determined by the County to have historical/demonstrable recruitment and/or retention difficulty. The Human Resources Director shall have sole authority to determine the applicability, amount, and duration of this incentive program to each requested position/classification in the remote assignment, and shall certify applicability of the incentive program for each position, by assignment, department, and beginning and ending dates. The Human Resources Director shall provide Teamsters with a list of all classifications or positions in the remote assignments that are subject to this program upon his or her certification, along with the duration of the program for each certification. Such determinations shall not be subject to the Grievance Procedure, or any other review or appeal.
- (c) Remote Assignment Bonus – An employee hired into a regular position/classification in a remote assignment certified for participation in this program shall be eligible to receive recruitment bonuses in accordance with the following:
 - (1) Bonus Amount and Method of Payment – Eligible employees who are hired into a position/classification in a remote area certified for participation in the program shall receive five hundred dollars (\$500.00) upon hire, an additional five hundred dollars (\$500.00) upon completion of 2,080 hours in the position/classification at the remote location, and an additional one thousand dollars (\$1,000.00) upon completion of an additional 2,080 hours in the position/classification at the remote location. Each bonus payment shall be considered taxable income and subject to withholding.
 - (2) Limitations and Exclusions
 - (i) No incentive will be paid to any candidate whose name was placed on the eligible list for positions/classifications in the remote assignment prior to the beginning date certified by the Director of Human Resources for that position/classification in the remote assignment to be eligible for participation in the Remote Assignment Incentive Bonus Program. Similarly, no bonus will be paid to any candidate whose name was placed on the eligible list for positions/classifications in the remote assignment after the ending date certified by the Director of Human Resources for that position/classification in the remote assignment to be eligible for participation in the Remote Assignment Incentive Bonus Program.
 - (ii) The bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation.

- (iii) In cases where the eligible employee resigns, transfers out of the eligible position/classification in the remote assignment, or is terminated prior to completion of each 2,080 service hour period, any unpaid remote assignment bonuses shall not be paid.

RENEGOTIATION

ALL UNITS

In the event either party hereto desires to negotiate a successor Agreement, such party shall serve upon the other during a thirty-one (31) day period commencing 180 days prior to expiration of this Agreement, any written request to commence negotiations, as well as its written proposals for such successor Agreement. Upon receipt of such written proposals, negotiations shall begin no later than thirty (30) calendar days after such receipt.

The first order of business shall be negotiation of ground rules which shall establish the form and procedure for exchanging further proposals and counter-proposals.

RETIREMENT MEDICAL TRUST FUND

ALL UNITS

A Retirement Medical Trust Fund will be established for eligible employees.

The Trust is administered by a Board of Trustees who manages resources of the Trust and determines applicable administrative fees for managing the Trust Fund. The Trustees insure that payments of qualified medical expenses incurred by retirees or their eligible dependents are properly reimbursed. The Trust will establish individual accounts for each participant who will be credited with earnings/losses based on the investment performance of the participant's individual account. All of the contributions to the Trust Fund will be treated for tax purposes as employer, non-elective contributions resulting in tax-free contributions for the County. All of the distributions from the Trust Fund made to retirees or their eligible dependents for the reimbursement of qualified medical expenses as defined by the Internal Revenue Codes (including medical and other eligible insurance premiums) will also be non-taxable to the retiree or the retiree's eligible dependent(s).

The Trust is a Voluntary Employees Benefit Association (VEBA) and will comply with all of the provisions of Section 501(c)(9) of the Internal Revenue Code.

ALL UNITS

Section 1 – Sick Leave Conversion Eligibility

Eligible employees are those employees with ten (10) or more years of participation in the San Bernardino County Employees' Retirement Association (SBCERA). Participation in other public sector retirement system(s) may also be counted towards the ten (10) year requirement provided that the employee is also a participant in SBCERA and did not withdraw their contributions from the retirement system(s) or those who receive a disability retirement. Those eligible employees with ten (10) or more years of combined contributions to SBCERA and other public sector

retirement system(s) must complete a Prior Service Credit Request form and submit it to the Retirement Medical Trust Plan Administrator for approval. A letter from the public sector retirement system(s) confirming that contributions have not been withdrawn must accompany the form.

Section 2 – Sick Leave Conversion Formula

All eligible employees will be required to contribute the cash value of their unused sick leave balances to the Trust, upon separation from employment with the County for reasons, other than death, in accordance with the conversion formula tables below:

MANAGEMENT UNIT AND MANAGEMENT LEVEL NURSES IN THE NURSES SUPERVISORY AND MANAGEMENT UNIT i.e., CLINICAL DIRECTOR II, CLINICAL DIRECTOR I, UNIT MANAGER, CLINIC UNIT MANAGER

Amount of Remaining Sick Leave Hours	Cash Formula
480 or less	30%
481 to 600 hours	35%
601 to 720 hours	40%
721 to 840 hours	45%
841 to 1,300 hours	60%

Effective the pay period following Board approval of the MOU, the following conversion formulas shall apply:

Amount of Remaining Sick Leave Hours	Cash Formula
241 to 480 hours	35%
481 to 600 hours	40%
601 to 720 hours	45%
721 to 840 hours	50%
841 to 1,400 hours	65%

ALL UNITS, EXCEPT MANAGEMENT AND NURSES SUPERVISORY AND MANAGEMENT UNIT CLINICAL DIRECTOR II, CLINICAL DIRECTOR I, UNIT MANAGER, AND CLINIC UNIT MANAGER

Amount of Remaining Sick Leave Hours	Cash Formula
480 or less	30%
481 to 600 hours	35%
601 to 720 hours	40%
721 to 840 hours	45%
841 to 1,200 hours	60%

Effective the pay period following Board approval of the MOU, the following conversion formulas shall apply:

Amount of Remaining Sick Leave Hours	Cash Formula
241 to 480 hours	35%
481 to 600 hours	40%
601 to 720 hours	45%
721 to 840 hours	50%
841 to 1,300 hours	65%

ALL UNITS**Section 3 – County Contributions**

The County will contribute, on behalf of employees with more than ten (10) years of continuous County service in a regular position, an amount equal to one percent (1.0%) of such employees' base biweekly salary to the Trust. Employees who have completed more than fifteen (15) years of continuous County service in a regular position shall have an amount equal to one and one-quarter percent (1.25%) of their base biweekly salary contributed to the Trust by the County. Employees who have completed more than twenty (20) years of continuous County service in a regular position shall have an amount equal to one and one-half percent (1.5%) of their base biweekly salary contributed to the Trust by the County. Contributions to the Trust shall not be considered earnable compensation.

Effective the pay period following Board approval of the MOU, the County will contribute, on behalf of employees with more than ten (10) years of continuous County service in a regular position, an amount equal to one and one-half percent (1.50%) of such employees' base biweekly salary to the Trust. Employees who have completed more than fifteen (15) years of continuous County service in a regular position shall have an amount equal to two percent (2.00%) of their base biweekly salary contributed to the Trust by the County. Employees who have completed more than twenty (20) years of continuous County service in a regular position shall have an amount equal to two and one-half percent (2.50%) of their base biweekly salary contributed to the Trust by the County. Contributions to the Trust shall not be considered earnable compensation.

ALL UNITS**Section 4 – Death**

Upon the death of an active employee with ten (10) years of continuous service from the most recent date of hire in a regular position, the estate of a deceased employee will be paid for unused sick leave balances according to the sick leave conversion formula tables of Section 2 of this Article.

Section 5 – Meet and Confer

Upon the request of Teamsters Local 1932, the County agrees to meet and confer with Teamsters Local 1932, subject to the requirements of the MMBA and any applicable laws, to discuss any proposed modification for participation/funding/eligibility in the County's RMT or participation/funding/eligibility of any agreed-upon retiree health component of the Teamsters-sponsored Healthcare Trust.

RETIREMENT SYSTEM CONTRIBUTIONS**ALL UNITS****Section 1 – Eligibility**

Under the provisions of the County Employee's Retirement Law of 1937, all employees in regular

positions who are regularly scheduled to work for a minimum of forty (40) hours per pay period shall become members of the San Bernardino County Employees' Retirement Association (SBCERA).

Exception: Employees first hired at age 60 or over may choose not to become a member of SBCERA at the time of hire. If this election is made, the employee will participate in the County's PST Deferred Compensation Retirement Plan. Said employee shall contribute seven and one-half percent (7.5%) of the employee's biweekly gross earnings. The employee's contributions to the PST Deferred Compensation Retirement Plan shall be automatically deducted from employee's earnings. Employees shall be automatically enrolled in the Plan upon notification from SBCERA that the employee has opted out of SBCERA membership.

Section 2 – Employee Contributions

Employees shall pay all required employee retirement system contributions to the San Bernardino County Employees' Retirement Association.

Employee Retirement System contributions shall be "picked up" for tax purposes only pursuant to this Section. The Auditor-Controller/Treasurer/Tax Collector has implemented the pick-up of such Retirement System contributions under Internal Revenue Code Section 414(h)(2).

The County shall make member contributions under this Section on behalf of the employee, which shall be in lieu of the employee's contributions and such contributions shall be treated as employer contributions for purposes of reporting and wage withholding under the Internal Revenue Code and the Revenue and Taxation Code. The amounts picked up under this Section shall be recouped through offsets against the salary of each employee for whom the County picks up member contributions. These offsets are akin to a reduction in salary and shall be made solely for purposes of income tax reporting and withholding. The member contributions picked up by the County under this Section shall be treated as compensation paid to County employees for all other purposes. No employee shall have the option to receive the Retirement System contribution amounts directly instead of having them paid to the County Retirement System.

Section 3 – Special Provisions

Employees with at least twenty-five (25) years of service as set forth in Government Code section 31625.3 as of June 28, 2014 and who either have or thereafter attain thirty (30) years of service credit as set forth in Government Code section 31625.3 and no longer make retirement contributions under the provisions of the County Employees' Retirement Law of 1937, shall have one opportunity during the employee's employment to receive cash payments of seven percent (7%) of earnable compensation for up to twenty-six (26) consecutive pay periods.

The provisions of this Article shall be applied each pay period.

Section 4 – Survivor Benefits for General Retirement Members Administered by San Bernardino County Employees Retirement Association (SBCERA)

Survivor benefits are payable to employed general retirement members with at least 18 months continuous retirement membership pursuant to Section 31855.12 of the County Employees Retirement Law of 1937. An equal, non-refundable employer and employee biweekly contribution will be paid to SBCERA as provided in annual actuarial study.

RETURN-TO-WORK COMPENSATION

ALL UNITS – EXCEPT MANAGEMENT AND MANAGEMENT LEVEL NURSES IN THE NURSES SUPERVISORY AND MANAGEMENT UNIT i.e., CLINICAL DIRECTOR II, CLINICAL DIRECTOR I, UNIT MANAGER, AND CLINIC UNIT MANAGER

Section 1 – Purpose

Return-to-work compensation is designed to compensate employees for being available to return to work with limited notice and for hours not previously regularly scheduled. Standby shall not be used when an employee is expected to only be available to respond to emails or calls, but not expected to return to the worksite. There are four (4) types of return-to-work compensation covered by this Article: on-call, standby, call-back, and Arrowhead Regional Medical Center critical on-call. Assignment and approval of return to work compensation shall be made by the appointing authority or designee based upon the needs of the service.

Section 2 – On-Call Compensation

- (a) While assigned to on-call duty, the employee shall be free to use the time for his or her own purposes and engage in personal activities (e.g., go to the movies, go shopping, etc.).
 - (b) This Section shall not apply to employees in the Supervisory or Nurses Supervisory & Management Units.
 - (c) On-call duty requires the employee to return a call, text, or email as soon as practicable but not to exceed approximately fifteen (15) minutes.
 - (d) The employee shall not receive on-call compensation during working hours, during meal/break periods, or during periods where the employee is taking paid time off (e.g., Sick Leave, Vacation Leave, PTO, Administrative Leave, etc.). On-call would begin no earlier than when the employee has left the work site and end upon the employees return to the work site.
- **Employees Who are Expected to Return to the Worksite.** Employees assigned to be on-call who are expected to return to work shall: (1) leave a telephone number where they can be reached or carry/wear a communicating device; and (2) be able to report to their work site within one (1) hour after notification. Employees can also be given a designated time of more than one (1) hour to report by the appointing authority or designee.

Employees assigned to be on-call who are expected to return to work be compensated at the rate of three dollars and twenty-five cents (\$3.25) for each full hour of duty or portion thereof. On-call time shall not count as hours worked.

- **Employees Who are Expected to Respond to Phone Calls but Not Expected to Return to the Work Site.** Employees who are specifically assigned by the appointing authority to receive and respond to phone calls during non-work hours and perform limited work related to such phone calls but who are not expected to return to the work site shall: (1) leave a telephone number where they can be reached or carry/wear a communicating device and (2) respond by phone within a reasonable period of time taking into consideration the nature and urgency of the call. Such employees shall be compensated at the applicable rate of pay for the time spent responding to the phone calls and any

required work related to the phone call. The employee shall record time to the nearest one-quarter hour.

Section 3 – Standby Compensation

- (a) Standby is intended to be used in the rare circumstance when the employee's use of his/her own time is restricted in such a way that he/she is unable to effectively use his/her own time for personal activities (e.g., frequent requirements to report to the worksite, strict geographical limitations not to exceed travel time from home to the worksite, etc.).
- (b) Standby duty requires the employee to return a call, text, or email as soon as practicable but not to exceed two (2) minutes.
- (c) Employees assigned to standby duty shall: (1) leave a telephone number where they can be reached or carry/wear a communicating device; and (2) after being told to report to work, the employee shall immediately report to work and arrive at the work site no later than the time it takes to commute between the employee's home and the work site or in a lesser period of time if required by the Appointing Authority (e.g., the employee would need to be wearing his/her uniform or have his/her uniform with them so the employee can change immediately, no time allowance to drop a spouse off at home, etc.).
- (d) For employees in the Supervisory and Nurses Supervisory & Management Units, standby duty shall be compensated at the rate of \$3.50 for each full hour of duty or portion thereof. For employees in the Supervisory and Nurses Supervisory & Management Units, standby duty shall not count as hours worked.
- (e) For employees in the Administrative Services, Clerical, Craft, Labor & Trades, and Technical & Inspection Units, standby pay shall be compensated at minimum wage as provided by the Department of Industrial Relations for each full hour of standby duty or portion thereof. Standby hours under this provision shall count as hours worked for overtime purposes.

Examples of application of this provision for computing overtime:

Employee earning \$15.00 per hour works 40 hours in a work period, plus 20 hours of standby.

$$\begin{array}{rcl} 40 \times \$15.00 \text{ (base salary rate)} & = & \$600.00 \\ 20 \times \$ 8.00 \text{ (standby minimum wage*)} & = & \$160.00 \end{array}$$

$$\begin{array}{l} \$600.00 \text{ plus } \$160.00 = \$760.00 \\ \text{divided by 60 hours worked (regular rate of pay) } 2 = \$12.67 \end{array}$$

Pay for this week should be:

$$\begin{array}{rcl} 40 \text{ hours regular pay} & = & \$600.00 \\ 20 \text{ hours standby } \times \$8.00 \text{ per} & = & \$160.00 \\ 20 \text{ hours overtime } (\$12.67 \times .5) & = & \$126.70 \end{array}$$

$$\text{Total } \$600.00 \text{ plus } \$160.00 \text{ plus } \$126.70 = \$886.70$$

- (1) Base salary rate is defined in Salary Adjustment, Section 2.

- (2) Regular rate of pay is defined within the requirements of the Fair Labor Standards Act to include all remuneration for employment paid to the employee. When more than one rate of pay is paid for hours worked, the regular rate of pay is calculated using the weighted average of the rates of pay.

*This is an example only and may not contain the current State minimum wage.

- (f) The employee shall not receive standby compensation during working hours, during meal/break periods, or during periods where the employee is taking paid time off (e.g., Sick Leave, Vacation Leave, PTO, Administrative Leave, etc.). Standby would begin no earlier than when the employee has left the work site and end upon the employees return to the work site.

Section 4 – Arrowhead Regional Medical Center (ARMC) Critical On-Call

- (a) ARMC Critical On-Call shall be utilized in certain circumstances when certain employees are required to have a shorter response time to return to Arrowhead Regional Medical Center (e.g., higher risk, STEMI) than required by the On-Call provisions in Section 2 of this Article.
- (b) Employees assigned to such ARMC Critical On-call shall be free to use the time for his or her own purposes.
- (c) This section shall apply only to employees assigned by the Appointing Authority to Critical On-Call duty at Arrowhead Regional Medical Center (e.g., medical imaging classifications).
- (d) Employees assigned to ARMC Critical On-call duty shall be required to (1) leave a telephone number where they can be reached or wear a communicating device; (2) return a call or text as soon as practicable but not to exceed five (5) minutes; and, (3) after being told to report to work, the employee shall arrive at his/her work station as practicable, but not to exceed thirty (30) minutes.
- (e) Employees assigned to ARMC Critical On-Call shall receive compensation at the rate of \$5.15 for each full hour of critical on-call duty. Critical On-call time shall not count as hours worked.
- (f) The employee shall not receive on-call compensation during working hours, during meal/break periods, or during periods where the employee is taking paid time off (e.g., Sick Leave, Vacation Leave, PTO, Administrative Leave, etc.). ARMC Critical On-call would begin no earlier than when the employee has left the work site and end upon the employees return to the work site.
- (g) Assignment to ARMC Critical On-Call shall be made at the discretion of ARMC.
- (h) The County shall provide a sleeping area for the convenience of employees who voluntarily choose to remain at ARMC. Such time shall not be considered work time and there is no expectation by the County that any employees who are on Critical On-Call be at the workplace.

Section 5 – Call-Back Compensation

- (a) Call-back pay is used when an employee in a regular position returns to active duty and the work site at the request of the appointing authority or designee after said employee has been

released from active duty and has left the work site. An employee need not be assigned to on-call or standby duty to receive call-back compensation.

- (b) Call-back compensation shall be paid in the following manner. The employee shall be paid for two (2) hours at one-time the base hourly rate of pay for each call-back occurrence. Said compensation shall be in lieu of any travel time and expense to and from home and the first or last work contact point. All time actually worked shall be considered as time actually worked for purposes of the Article on “Overtime.”
- (c) Employees shall not be eligible for call-back pay in the following situations: (1) special tours of duty scheduled in advance; (2) the employee is called back within two (2) hours of the beginning of a scheduled tour of duty; or (3) the employee is not required to leave home. The employee shall report all time actually worked within a pay period. Such time shall be accumulative and shall be considered as time actually worked for the purposes of the Article on “Overtime.”

SAFETY COMMITTEE

A county-wide Safety Committee shall be established for the purpose of discussing safety related concerns and reporting of unsafe incidents in the workplace. The Safety Committee shall be composed of up to six (6) employees from various departments selected by the Teamsters Local 1932 and an equal number of County representatives selected by County Management. The Safety Committee shall meet periodically on an as-needed basis. Committee members shall receive paid release time during work hours to attend meetings.

SALARY ADJUSTMENTS

ALL UNITS

Across the Board Wage Increase

- (a) 2.50% - Effective the pay period following Board approval of the MOU the County shall provide all classifications covered by the MOU with a two and one-half percent (2.50%) across the board salary increase.
- (b) 2.50% - Effective July 18, 2020, the County shall provide all classifications covered by the MOU with a two and one-half percent (2.50%) across the board salary increase, subject to the following:

If assessed values are less than a two percent (2.00%) increase in the 2018/2019 fiscal year from the 2017/2018 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with Teamsters Local 1932 over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent. If the parties are unable to reach an agreement by July 18, 2020, the increase due on that date shall be deferred until January 16, 2021, or as otherwise agreed by the parties in the meet and confer process.

- (c) 2.50% - Effective July 31, 2021, the County shall provide all classifications covered by the MOU with a two and one-half percent (2.50%) across the board salary increase, subject to the following:

If assessed values are less than a two percent (2.00%) increase in the 2019/2020 fiscal year from the 2018/2019 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with Teamsters Local 1932 over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent. If the parties are unable to reach an agreement by July 31, 2021, the increase due on that date shall be deferred until January 29, 2022, or as otherwise agreed by the parties in the meet and confer process.

- (d) 3.00% - Effective July 30, 2022, the County shall provide all classifications covered by the MOU with a three percent (3.00%) across the board salary increase, subject to the following:

If assessed values are less than a two percent (2.00%) increase in the 2020/2021 fiscal year from the 2019/2020 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with Teamsters Local 1932 over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent. If the parties are unable to reach an agreement by July 31, 2021, the increase due on that date shall be deferred until January 28, 2023, or as otherwise agreed by the parties in the meet and confer process.

It is understood and agreed that that prior to the 2022 across the board increase the Local Union may reopen with the County to meet and confer on its desire to divert up to 1.00% of the upcoming across-the-board increase to healthcare costs. Teamsters Local 1932 shall provide the County timely notice at least 120 days prior to July 30, 2022 so that the parties can meet and confer.

The base salary ranges and rates shall be applicable on the dates indicated for all classifications in these Units. (See Appendix B for classification listing and salary range and Appendix C for salary tables.)

SALARY RATES AND STEP ADVANCEMENTS

Section 1: Step Advancements - ALL UNITS

New employees shall be hired at step 1 of the established base salary range, except as otherwise provided in this Agreement. Variable entrance steps may be established if justified by recruitment needs through step 7 with the approval of the appointing authority and through the top step of the range with the approval of the Director of Human Resources.

Within the base salary range, all step advancements will be made at the beginning of the pay period following the pay period in which the employee completes the required number of service

hours. Approval for advancement shall be based upon completion of required service hours in the classification, satisfactory work performance and appointing authority recommendation. An employee whose step advancement is denied shall not be eligible for reconsideration for step advancement except as provided in the Article, “Merit Advancements.”

Completed service hours shall be defined as regularly scheduled hours in a paid status, up to eighty (80) hours per pay period. Overtime hours, disability payments, Medical Emergency Leave, and time without pay shall not count toward step advancements.

Step Advancements - Step advancements within a base salary range shall be based upon one (1) step increment for all employees. The employee shall be eligible for the first step advancement after completion of 1,040 service hours and subsequent step advancements after completion of 2,080 service hours.

Effective September 14, 2019, employees shall be eligible for step advancement after completion of increments of 1,040 hours, until the top step of the range is reached. Employees who, as of September 14, 2019, have at least 1,040 hours from their most recent step advancement shall be immediately eligible to advance to the next step, if applicable, on September 14, 2019. After receiving that step advancement, such employees shall be eligible for step advancement after completion of increments of 1,040 hours, until the top step of the range is reached.

Employees who, as of the pay period following Board approval of the MOU extension have less than 1,040 hours from their most recent step advancement shall be eligible to receive their next step advancement, if applicable, upon completion of 1,040 hours from their most recent step advancement. For example, an employee who received his step advancement effective July 20, 2019, would be eligible to move to the next step on or about January 4, 2020 provided the employee had completed sufficient service hours. Thereafter, such employees shall be eligible for step advancement after completion of increments of 1,040 hours until the top step of the range is reached.

EXAMPLE:

STEP ADVANCEMENT	Step	Range
Hire Step	1	R30
After 1040 hours*	2	
After additional 1040 hours*	3	
Promotion to higher classification** (approx. 5% or step 1 of new range whichever is greater)	3	R32
After 1040 hours*	4	
After additional 1040 hours*	5	
After each additional 1,040 hours until the top step of the range is reached*	6	

*Assumes satisfactory work performance and appointing authority recommendation

**Pursuant to Promotions Article

An appointing authority may request, in limited exceptional circumstances and with adequate justification, the adjustment of the salary step or salary rate of an employee to maintain salary

equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, or to correct any salary inequity, subject to the recommendation of the Director of Human Resources and the final approval of the Chief Executive Officer or his/her designee. The Director of Human Resources may authorize the adjustment of the salary step or salary rate of an employee to correct any payroll error or omission, including any such action which may have arisen in any prior fiscal year.

The County agrees to meet within 30 days of a Teamsters Local 1932 request to review any classifications at Arrowhead Regional Medical Center that the union believes will, on an ongoing basis, be at least 5% below in total compensation (excluding differentials, such as longevity) than the classification it supervises. If the parties have not reached mutual agreement within 90-days of the first meeting, or in a longer period if extended by the parties, the parties agree to proceed through the dispute resolution process (e.g., mediation if agreed to by the parties, fact-finding if requested by the union).

Section 2: Master's Degree in Social Work (MSW) Incentive Range

Employees in the Social Worker II classification or Social Worker II Trainee classification who possess a MSW (or subsequently obtain a MSW) shall be placed on a range that is approximately two and one-half percent (2.50%) higher than the current Social Worker II or Social Worker II Trainee range. Those Social Worker IIs and Social Worker II Trainees placed on the higher range shall be eligible to advance to the next step, if applicable, upon completion of 1,040 service hours from their most recent merit advancement (i.e., step hours will not reset).

SECTION 125 PREMIUM CONVERSION PLAN

ALL UNITS

- (a) Eligible employees shall be provided with a Section 125 Premium Conversion Plan. The purpose of the Plan is to provide employees a choice between paying premiums with either pre-tax salary reductions or after-tax payroll deductions for medical insurance, dental insurance, vision insurance, voluntary life (to the IRS specified limit) and accidental death and dismemberment insurance premiums currently maintained for Unit employees or any other program(s) mutually agreed upon by the parties. The amount of the pre-tax salary reduction or after-tax payroll deduction must be equal to the required insurance premium.
- (b) Medical and Dental Coverage elections shall not reduce earnable compensation for purposes of calculating benefits or contributions for the San Bernardino County Employees' Retirement Association.
- (c) To be eligible for this benefit, an employee must be in a regular position and be regularly scheduled to work at least forty (40) hours in a pay period or must have received the benefits under section (a) immediately prior to being on an approved leave of absence for which continuation of these benefits is expressly provided under Section 5 of the Medical, Dental, and Vision Coverage Article.
- (d) Election of pre-tax salary reductions and after-tax payroll deductions shall be made within sixty (60) days of the initial eligibility period in a manner and on such forms designated by the Human Resources Employee Benefits and Services Division. Failure to timely submit

appropriate paperwork will result in after-tax payroll deductions for all eligible premiums for the remainder of the Plan year.

- (e) Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Section 125 Plan Document. The employee must submit request for a change due to a mid-year qualifying event within sixty (60) days of the qualifying event. The Human Resources Employee Benefits and Services Division will authorize changes as long as the change is made on account of and consistent with an employee's change in status.

SHORT-TERM DISABILITY

ALL UNITS

The County agrees to pay the premium for short-term disability insurance for all employees in regular positions budgeted for forty (40) or more hours per pay period who have completed at least two (2) pay periods of continuous service, each with a minimum of one-half plus one hour of scheduled hours of regular paid time. The short-term disability insurance plan benefit coverage shall include a provision for a seven (7) consecutive calendar day waiting period from the first day of disability before benefits begin. Benefits shall be fifty-five percent (55%) of base salary up to a weekly maximum established by the State of California for the State Disability Insurance fund. Benefit payments terminate when the employee is no longer disabled or after fifty-two (52) weeks of disability.

The County agrees to provide these benefits subject to carrier requirements as specified in the Short-Term Disability Policy.

STANDARD TOUR OF DUTY

ALL UNITS

The standard tour of duty represents the time that an employee is regularly scheduled to work. The employee shall be present at the assigned work location and ready to begin work at the start of the standard tour of duty. For payroll purposes, a regularly scheduled tour of duty, which commences before midnight and ends the following day shall be reported as time worked for the day in which the tour of duty began. The appointing authority shall establish the actual number of hours, which comprises the standard tour of duty for each position. The appointing authority may modify or change the number of hours in a standard day, tour of duty or shift for each position to meet the needs of the service. When appointing authorities find it necessary to make such modifications or changes, they shall notify the affected employee(s) in writing indicating the proposed change prior to its implementation advising them to contact Teamsters or the appointing authority if they have any questions. Any such modifications or changes may not be implemented until the affected employee has received a minimum notice of fourteen (14) calendar days, unless the employee(s) specifically consents to a lesser time period, or in the event of an emergency. If the change affects a significant number of employees, Teamsters shall be notified. When a change would affect a significant number of employees and Teamsters requests to meet and confer regarding the impact of the change on employees, the first step, within ten (10) calendar days of

the notification of change, shall be to meet to discuss the impact of schedule changes on employees. The phrase “significant number” shall mean: (a) a majority of the employees in this Unit; (b) a majority of the employees within a department, division, or work unit; or (c) all of the employees within a specific classification in this Unit.

If the parties are unable to reach agreement on the impact of the schedule change, either party may request the assistance of a mediator. The parties shall make every effort to complete the mediation process within thirty (30) calendar days from the date the mediator was requested.

SUCCESSORS (Arrowhead Regional Medical Center Only)

In the event the County contemplates a merger, sale, permanent closure, leasing, assignment, divestiture, or other transfer of ownership and/or management of operations of Arrowhead Regional Medical Center, Teamsters Local 1932 shall be notified in writing forty-five (45) days prior to Board action.

Upon such notice, Teamsters Local 1932 and the County will promptly meet at Teamsters Local 1932’s request, to engage in good faith bargaining over the impact of such change (e.g., job security, union recognition, etc.).

The County shall not use any merger, sale, permanent closure, leasing, assignment, divestiture, or other transfer of ownership and/or management of operations of Arrowhead Regional Medical Center for the purpose of evading the terms of this Agreement.

TEMPORARY PERFORMANCE OF HIGHER LEVEL DUTIES

ALL UNITS

Generally, assignment to a vacant higher level position shall be made from qualified non-probationary employees. In the limited circumstance (e.g., single position classification, etc.) that a probationary employee is selected, prior to the assignment to a vacant higher level position, such probationary employee shall be notified in writing as to whether service hours to be worked in the higher level position will count towards completion of the probationary period in the (lower level) position in which the employee has not yet obtained regular status.

Employees directed to continuously perform the duties of a vacant higher level position, or employees who have been given the temporary assignment of a project involving the performance of more difficult duties and requiring a greater level of skill(s) may be granted additional compensation. No award shall be made in any situation related to a vacation, short-term illness or other temporary relief. For the purpose of this Article, temporary is defined as six (6) weeks or less. The duration of such assignments are not intended to exceed one (1) calendar year.

Eligibility Criteria – Employees will normally have regular status and not be in a probationary or trainee status; and there must be evidence of the employee’s ability to competently perform the new assignment as determined by the Department Director or designee and Director of Human Resources or designee and the employee shall be required to meet standards for satisfactory performance. Appointments to regular positions of trainees or underfills are exempt from the provisions of this Article.

Assignment Criteria

- (a) For the purposes of this Article, a vacant position is defined as an authorized regular position for which funds have been appropriated and which may be: (1) an unoccupied position due to attrition; (2) a position from which the incumbent is on extended leave of absence; or (3) a new position authorized by the Board of Supervisors. The appointing authority certifies that the employee is assigned and held responsible to fully perform all of the higher level duties without limitation as to difficulty or complexity of assignments or consequence of action. This provision shall not be used to circumvent the merit system of promotion and approval of such a request shall initiate the appropriate recruitment/selection process where applicable.
- (b) Compensation related to project assignments requires the temporary assignment of more difficult duties involving a greater level of skills. Such assignment may be made to allow for employee rotation, enhance upward mobility or to determine the impact of potential operational/organizational changes. The specific, temporary duties must be identified in writing.

Compensation

- (a) Compensation shall be awarded in pay period increments.
- (b) Employees performing the duties of a vacant higher level regular position shall be entitled to a salary rate increase to the higher level for the time actually worked. The amount of the increase shall be determined as if the assignment had been a promotion. The employee shall be eligible for step advances in the higher level position in accordance with the Salary Rate and Step Advancement and Merit Advancements Articles. The employee shall continue to receive benefits associated with his/her pre-assignment occupational Unit. Differentials and other compensation shall be paid only if applicable to the higher level position assignment. Overtime compensation shall be administered according with the Overtime article of the MOU. Upon assignment to the higher level position, the employee's service hours for determining salary step in the pre-assignment position shall continue to accrue. Upon completion of assignment, the employee shall be returned to his/her former position classification. If, while on the temporary assignment, the employee's step due date occurs, the employee shall receive their salary step effective the pay period they are returned to their former classification; provided, however, that the employee received a Work Performance Evaluation of at least "Meets Job Standards" while on the temporary assignment. If the employee was due a step advance while on the temporary assignment and no evaluation has been completed or if the employee was not rated at least "Meets Job Standards," the employee shall be evaluated within three (3) pay periods of return to former classification, and if rated at least "Meets Job Standards," the employee shall receive his/her step advance retroactive to the date of return to former classification. Under no circumstances will the step advancement be retroactive beyond the date of the return to former classification. Step placement upon promotion to the same or other higher level position following completion of the temporary assignment will be determined based upon salary rate in the pre-assignment position in accordance with the Promotions Article.
- (c) Project compensation shall be in the form of a specified percentage of the employee's base pay. The Director of Human Resources or designee will determine the amount in increments of one-half (1/2) percent from a minimum of two and one-half percent (2-1/2%) up to a maximum of seven and one-half percent (7-1/2%). The bonus will be computed at the specified percentage of the current base pay of the employee for each pay period. The bonus shall be considered earnable compensation and shall be considered part of the employee's

regular rate of pay for purposes of calculating overtime, if applicable. Such increases in pay shall not affect the employee's step advancement in the base range pursuant to the Article on "Salary Rates and Step Advancements."

Requests for Temporary Performance Compensation may be initiated by the appointing authority or an employee via the appointing authority. The appointing authority and the employee bear mutual responsibility for initiating the compensation request in a timely manner and adhering to the compensation provisions defined in this Article. It is important to attempt to obtain Human Resources Department review of the request in advance of the date the employee begins the assignment, because there is no guarantee the request will be approved. Temporary Performance Compensation is to be effective only with the Director of Human Resources, or Chief Executive Officer, as applicable, written approval, assignment of the greater level of duties, and signed acceptance by the employee.

Under no circumstances will Temporary Performance Compensation be granted retroactively, unless there is an unreasonable delay or denial in the processing of the Temporary Performance Compensation caused by the County (e.g., a supervisor goes on a 3 month leave of absence and before going on leave forgets to submit the signed form, etc.). If there is an unreasonable delay or denial caused by the County, the Temporary Performance Compensation shall be granted retroactive to the date that the approved form (i.e., the form executed by the Department) was signed by the employee.

Requests for Temporary Performance Compensation shall be reviewed by the Director of Human Resources or designee. Requests for Temporary Performance Compensation for employees in the Human Resources Department shall be reviewed by the County Chief Executive Officer or designee.

Denial of compensation due to assignment {Assignment Criteria (c)} shall not be subject to appeal or the Grievance Procedure; provided, however, that employees who are denied compensation may review such denial with the Human Resources Department.

The provisions of this Article shall not be utilized to circumvent the provisions of or provide additional compensation over and above that which may be provided in the Article on "Classification." The Articles, "Temporary Performance of Higher Level Duties," and "Classification" are mutually exclusive concepts and as such there shall be no dual or multiple requests and/or appeals, where the latter is applicable for a single situation.

TERM

ALL UNITS

The term of this Memorandum of Understanding shall commence upon approval by the Board of Supervisors, and this Memorandum of Understanding Agreement shall expire and otherwise be fully terminated at 12:00 a.m. (midnight) of July 31, 2023. If a successor Memorandum of Understanding has not been reached by 12:00 a.m. (midnight) of July 31, 2023, the terms and conditions required by law shall continue in effect until a successor Memorandum of Understanding is approved by the Board of Supervisors or the dispute resolution procedure has been exhausted under the provisions of the Employee Relations Ordinance, whichever occurs sooner.

TIME AND LABOR REPORTS

ALL UNITS

Employees' electronic time sheets (e.g., eTime) will normally be completed and required to be electronically signed and submitted by the employee each pay period. By signing, the employee acknowledges that the information provided in the time sheet is accurate. In cases where the employee is on leave (e.g., medical leave, vacation, etc.) and has not submitted his/her time sheet, the Department shall submit the employee's time sheet. Employees shall be notified whenever any electronic time sheet is submitted or changed without the employee's signature. Payroll specialists who handle electronic time sheets shall make every effort to contact the employee regarding any correction to the time shown on said report and explain the reasons for the change before the report is submitted to the Auditor-Controller/Treasurer/Tax Collector for processing. In all cases where corrections are made in the presence of the employee and accepted, the employee shall approve such corrections by signing a new electronic time sheet. If time does not allow for this procedure because of the Auditor-Controller/Treasurer/Tax Collector deadline, the Payroll specialist shall notify the employee of the correction and that an adjustment will be made in a subsequent pay warrant. Unless otherwise provided in this Agreement, time shall be reported in increments of full fifteen (15) minutes actually worked for pay purposes.

The County reserves the right to use other time accumulation devices. If errors result from the improper or unclear preparation of electronic time sheets by the employee, the employee shall hold harmless the County for any delays in warrant processing.

TOOL ALLOWANCE

CRAFT, LABOR & TRADES UNIT

(a) Allowance

The County agrees to make the following payment to employees in the classes listed to serve as a tool allowance to compensate for any costs associated with tool purchase and replacement.

The tool allowance shall be as follows:

Classification	Tool Allowance
Fleet Services Specialist Senior Fleet Services Specialist	\$300
Mechanic's Assistant	\$425
Fleet Technician Lead Fleet Technician	\$500
Sheriff's Aviation Mechanic	\$600
Sheriff's Lead Aviation Mechanic	\$600

Effective the pay period that includes July 1, 2020, the tool allowance shall be as follows:

Classification	Tool Allowance
Fleet Services Specialist Senior Fleet Services Specialist	\$300
Mechanic's Assistant	\$450
Fleet Technician Lead Fleet Technician	\$550
Sheriff's Aviation Mechanic	\$600
Sheriff's Lead Aviation Mechanic	\$600

(b) Administration

The annual tool allowance shall be paid in a lump sum to employees in regular positions who are in paid status in the pay period that includes July 1 of each year. An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours. Those employees appointed after July 1, shall receive a prorated tool allowance payment at the time of their appointment. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their appointment. Granting of this tool allowance shall not affect any other provisions made by the department for tool replacement, repair, or purchase.

Employees not in paid status (i.e., not coding paid hours) in the pay period that includes July 1 shall receive a prorated tool allowance payment upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their return to paid status. However, an employee who is not in paid status during the entire fiscal year (i.e., not in paid status from pay period 15 of one year through pay period 14 of the following year) shall not receive the annual tool allowance for the fiscal year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from June of 2014 through September 2016, and then returns to paid status in October 2016, the employee shall receive a prorated tool allowance payment for FY 2016/2017 upon their return to paid status but shall not receive the FY 2014/2015 allowance because the employee was not in paid status for the entire 2014/2015 fiscal year.

Any employee separating from County employment at the conclusion of a leave of absence shall not receive the tool allowance.

TRANSITIONAL PAY

Bargaining unit employees in the classifications of Probation Division Director I and Probation Division Director II who have completed at least fifteen (15) years of continuous service in a regular position with the County shall receive transitional pay above their base rate of pay, as provided below. Transitional pay shall be excluded when determining the appropriate rate of pay for promotion or demotion. Employees who qualify for transitional pay shall receive the pay as follows:

**CONTINUOUS COMPLETED
SERVICE HOURS**

31,200 (15 years)
 41,600 (20 years)
 52,000 (25 years)
 62,400 (30 years)

TRANSITIONAL PAY

2.0%
 An additional 2.0% for a total of 4.0%
 An additional 4.0% for a total of 8.0%
 An additional 2.0% for a total of 10.0%

TUITION LOAN REPAYMENT PROGRAM

The County proposes to establish a Tuition Loan Repayment Program to assist employees with student loan obligations and encourage continued County employment. Provided below are the proposed terms of the Program.

Supervising Deputy District Attorney, Supervising Deputy Public Defender, and Supervising Child Support Attorney

- (1) Eligibility requirements- all requirements must be met before the employee is deemed eligible for loan repayment assistance:
 - (a) The employee is employed in a regular full time Attorney Unit classification.
 - (b) The employee fully completes the County's Student Loan Repayment Application.
 - (c) The employee submits proof of the following:
 - (i) A qualifying Juris Doctor degree.
 - (ii) A valid, unrestricted license to practice law in the state of California.
 - (iii) Current statements from an unpaid loan.
 - (d) The employee is in paid status in the pay period the repayment is made.
 - (e) The employee is not participating in another tuition loan repayment program. This does not include participation in any loan forgiveness program.
 - (f) Employee's last Work Performance Evaluation rating is a "meets standards" or above.
 - (g) Employee is not on a current leave restriction plan.
 - (h) Employee is not on a current work performance improvement plan.

- (2) Terms of Loan Repayment Assistance:

Employees with 2 or more years of continuous service with the County as of July 1, 2020 will be eligible to apply for tuition loan repayment. Continuous service is defined as the total length of service from an employee's most recent beginning (hire) date in a regular position with no separation from County employment. Employees must complete a new application and submit supporting documentation for each disbursement for loan repayment. Any additional annual incentive will require completion of new one-year

continuous periods of Qualifying Service on and after the date of the implementation of this provision. Eligible employees with 2 or more years of service as of July 1, 2020 will be immediately eligible to submit the required documentation to receive tuition loan repayment. Employees will receive the initial payment of \$1,000 and receive additional payment after subsequent years of service. In no event will the payments be combined. If the application meets County requirements, the payment shall be as follows:

- (a) After completion of 2 continuous years with the County: A single payment of up to \$1,000.
- (b) After completion of 3 continuous years with the County: A single payment of up to \$1,500.
- (c) After completion of 4 continuous years with the County: A single payment of up to \$2,000.
- (d) After completion of 5 continuous years with the County: A single payment of up to \$2,500.
- (e) After completion of 6 continuous years with the County: A single payment of up to \$3,000.

Payment shall not exceed the total amount of \$10,000 per employee. Eligible employees will receive the payment within thirty (30) days after approval of the required documentation.

(3) Restrictions

- (a) Employee must have one or more qualifying student loans (including private loans provided they qualify pursuant to all applicable State and Federal laws, rules, and regulations).
- (b) Degree must have been completed and employee must be in active repayment of the loan.
- (c) Loans must not be in default status. Employees must provide a written statement from their lender(s) substantiating that the loan(s) are not in default, dated within ten (10) business days of the application for payment.
- (d) Payments made on loans in the year prior to the repayment request that are less than the maximum yearly repayment amount will be eligible for the lesser amount paid only.
- (e) Employees who separate from County employment are not entitled to prorated payments.
- (f) The lender information must be verified annually and must not be older than ten (10) days prior to the application for payment.
- (g) If loans have been consolidated, proof of consolidation must be provided.
- (h) If the Eligible Attorney ceases to be an Eligible Attorney for any reason before completion

of one year of continuous service, no part of this repayment shall be paid.

- (i) Employees must show proof of loan payments for each of the prior twelve (12) consecutive months.

(4) Program Details

- (a) Payment will be made directly to the employee through EMACS. Payment will be subject to all required payroll deductions, and participants will be responsible for any and all applicable taxes resulting from the payments they receive.
- (b) Qualifying Student Loan shall mean a loan (or the portion of a loan, if consolidated) taken and used to cover the cost of an eligible attorney's law school education. The determination of whether or to what extent a loan is a Qualifying Student Loan shall be made based on guidelines established by the Human Resources Department.
- (c) Notwithstanding the foregoing, reimbursement under this Section shall be made subject to any additional conditions approved by the appointing authority subject to any meet and confer obligations pursuant to the Meyers Milias Brown Act.

NURSES SUPERVISORY AND MANAGEMENT UNIT

- (1) Eligibility requirements- all requirements must be met before the employee is deemed eligible for loan repayment assistance:

- (a) The employee is employed in a regular Nurses Supervisory and Management Unit classification and regularly scheduled at least 72 hours per pay period.
- (b) The employee fully completes the County's Student Loan Repayment Application.
- (c) The employee submits proof of the following:
 - (i) A qualifying degree.
 - (ii) A valid, unrestricted nursing license.
 - (iii) Current statements from an unpaid loan.
- (d) The employee is in paid status in the pay period the repayment is made.
- (e) The employee is not participating in another tuition loan repayment program. This does not include participation in any loan forgiveness program.
- (f) Employee's last Work Performance Evaluation rating is a "meets standards" or above.
- (g) Employee is not on a current leave restriction plan.
- (h) Employee is not on a current work performance improvement plan.

- (2) Terms of Loan Repayment Assistance:

Employees with 2 or more years of continuous service with the County as of July 1, 2020 will be eligible to apply for tuition loan repayment. Continuous service is defined as the total length of

service from an employee's most recent beginning (hire) date in a regular position with no separation from County employment. Employees must complete a new application and submit supporting documentation for each disbursement for loan repayment. Any additional annual incentive will require completion of new one-year continuous periods of Qualifying Service on and after the date of the implementation of this provision. Eligible employees with 2 or more years of service as of July 1, 2020 will be immediately eligible to submit the required documentation to receive tuition loan repayment. Employees will receive the initial payment of \$1,000 and receive additional payment after subsequent years of service. In no event will the payments be combined. If the application meets County requirements, the payment shall be as follows:

- (a) After completion of 2 continuous years with the County: A single payment of up to \$1,000.
- (b) After completion of 3 continuous years with the County: A single payment of up to \$1,000.
- (c) After completion of 4 continuous years with the County: A single payment of up to \$1,500.
- (d) After completion of 5 continuous years with the County: A single payment of up to \$2,000.
- (e) After completion of 6 continuous years with the County: A single payment of up to \$2,000.

Payment shall not exceed the total amount of \$7,500 per employee, unless claims against the Unit Tuition Loan Fund do not exceed the annual allowance. In the event that claims against the Unit Tuition Loan Fund do not exceed the annual allowance and all claims have been satisfied for Unit employees, any remaining Nurses Supervisory and Management Unit Tuition Loan Fund money will be divided equally among those Nurses Supervisory and Management Unit employees whose previously submitted claims which exceeded the cap (i.e., \$1,000, \$1,500, or \$2,000, as applicable). Each Unit member will receive no more than five hundred dollars (\$500.00) in addition to the applicable cap amount.

Eligible employees will receive the initial payment within thirty (30) days after approval of the required documentation. Any additional amounts shall be paid within a reasonable period of time following completed accounting of the Tuition Loan Fund.

(3) Restrictions

- (a) Employee must have one or more qualifying Federal student loan and/or private student loan.
- (b) Qualifying student loans include federal student loans and private student loans, defined as follows:
 - (i) Federal Student Loans are loans that are funded by the Federal Government, with terms and conditions that are set by law. Examples include Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans (for graduate and professional students). Federal parent loans do not qualify for this program.
 - (ii) Private Student Loans are non-Federal loans made by a lender such as a bank, credit union, state agency, or a school which are subject to examination and

supervision in their capacity as lenders by an agency of the United States or of the State in which the lender has its principal place of business. Qualifying private student loans are those that require the applicant to provide school information and tuition information to the lender as part of the application process. Further, a qualifying private student loan requires that the lender certify the student loan with the applicable college or university, and that the lender directly disperse the student loan funds to the school. Examples of qualifying private student loan programs include Sallie Mae Student Loans and College Ave Student Loans.

- (c) Degree must have been completed and employee must be in active repayment of the loan.
- (d) Loans must not be in default status. Employees must provide a written statement from their lender(s) substantiating that the loan(s) are not in default, dated within ten (10) business days of the application for payment.
- (e) This tuition loan repayment program will repay for actual costs paid for tuition only.
- (f) Payments made on loans in the year prior to the repayment request that are less than the maximum yearly repayment amount will be eligible for the lesser amount paid only.
- (g) Employees who separate from County employment are not entitled to prorated payments.
- (h) The lender information must be verified annually, and must not be older than ten (10) days prior to the application for payment.
- (i) If loans have been consolidated, proof of consolidation must be provided.
- (j) If the eligible Nurse ceases to be an eligible Nurse for any reason before completion of one year of continuous service, no part of this repayment shall be paid.
- (k) Employees must show proof of loan payments.

(4) Program Details

- (a) Payment will be made directly to the employee through EMACS. Payment will be subject to all required payroll deductions, and participants will be responsible for any and all applicable taxes resulting from the payments they receive.
- (b) Qualifying Student Loan shall mean a loan (or the portion of a loan, if consolidated) taken and used to cover the cost of an eligible nurses qualifying degree. The determination of whether or to what extent a loan is a Qualifying Student Loan shall be made based on guidelines established by the Human Resources Department.
- (c) Notwithstanding the foregoing, reimbursement under this Section shall be made subject to any additional conditions approved by the appointing authority subject to any meet and confer obligations pursuant to the Meyers Milias Brown Act.

TUITION REIMBURSEMENT AND MEMBERSHIP DUES

ALL UNITS

Section 1 – Preamble

In conjunction with Teamsters, the County has established for each representation Unit a tuition reimbursement and membership dues procedure to encourage all employees to pursue educational opportunities and involvement in organizations to enhance their contribution as County employees and assist in their career development. Both parties recognize the importance of continued quality improvement and strongly encourage the utilization of opportunities assisted by this Article. Tuition funding and reimbursement programs shall be administered by the Performance, Education and Resource Center (PERC). The Human Resources Department shall receive from such funding administration costs not to exceed the salary and benefits portion of a top step Secretary I.

Benefits under the Tuition Reimbursement and Membership Dues article shall be pro-rated for job share and part-time employees.

Section 2 – Administrative Services Unit

The County agrees to establish an individual departmental fund in the amount of four hundred dollars (\$400.00) each fiscal year for each employee in a regular position budgeted more than forty (40) hours per pay period to reimburse employees for tuition costs incurred for job-related education or career development or to reimburse membership dues in professional organization(s); provided such expenditure enhances furtherance of County or continuing education goals.

Requests for reimbursement must be approved in advance by the appointing authority and shall not be paid in increments less than ten dollars (\$10.00) per fiscal year. Employee initiated education or career development shall not be considered as time actually worked for purposes of computing overtime and normally shall not occur during regular work hours except that which has the prior approval of the appointing authority.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 3 – Clerical Unit

The County will establish a career development, training, and education fund of one hundred and seventy-five thousand dollars (\$175,000) for each fiscal year for use by employees in a regular position in the Clerical Unit with at least twelve (12) months of County service. Half of the funds are available for use the first half of the fiscal year, and half are available the second half of the fiscal year. This fund will be administered by the Performance, Education and Resources Center (PERC) and available for use on a first-come, first-served basis for 100% reimbursement of tuition and community college registration fees for career development courses or to reimburse

membership dues in professional organizations; provided such expenditure enhances furtherance of County or continuing education goals and is previously approved by PERC.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course. Each employee shall be limited to one thousand six hundred and fifty dollars (\$1,650.00) per fiscal year.

Section 4 – Craft, Labor & Trades Unit

The County will establish a career development, training, and education fund of nine thousand dollars (\$9,000.00) each fiscal year for use by employees in a regular position in the Craft, Labor & Trades Unit with at least six (6) months of County service.

This fund will be administered by PERC and available for use on a first-come, first-served basis for 100% reimbursement of tuition for trade schools and community college registration fees for career development courses or to reimburse membership dues in professional organizations; provided such expenditure enhances furtherance of County or continuing education goals and is previously approved by PERC. Each employee shall be limited to four hundred dollars (\$400.00) per year.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 5 – Management Unit

The County agrees to establish an individual departmental fund in the amount of five hundred dollars (\$500.00) each fiscal year for each employee in a regular position budgeted more than forty (40) hours per pay period to reimburse employees for tuition costs incurred for job-related education or career development or for the payment of membership dues in professional organization(s); providing such expenditure enhances furtherance of County or continuing education goals. Approved memberships may be paid for directly by the County at the employee’s request or the employee may be reimbursed.

Requests for such reimbursement must be approved in advance by the appointing authority and Human Resources and shall not be paid in increments less than ten dollars (\$10.00) per fiscal year.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 6 – Supervisory Unit

The County agrees to establish a Countywide fund in the amount of sixty thousand dollars (\$60,000.00) each fiscal year for purposes of reimbursing Supervisory Unit employees for tuition costs of job-related education or career development training, and/or for reimbursement of

membership dues in professional organizations. Such expenditures shall be authorized to Supervisory Unit employees in regular positions budgeted more than forty (40) hours per pay period, on a first-come, first-served basis until the fund is depleted, provided: such expenditure enhances furtherance of County or continuing education goals, is approved in advance by the appointing authority and PERC and does not exceed a maximum of six hundred dollars (\$600.00) per employee.

Reimbursement requests shall not be paid in increments less than ten dollars (\$10.00) per fiscal year. Employee initiated education or career development shall not be considered as time actually worked for purposes of computing overtime and normally shall not occur during regular work hours.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 7 – Nurses Supervisory and Management Unit

Registered nurses assigned to the hospital, mental or correctional institutions or those providing public health services shall be entitled to an individual, departmental fund in the amount of seven hundred dollars (\$700.00) per fiscal year for each employee in a regular position budgeted more than forty (40) hours per pay period to reimburse employees for tuition costs incurred for completing Continuing Education Units or for completion of college coursework leading towards a Bachelor’s or Master’s degree in Nursing or Public Health. Any unused tuition funds may be carried over one (1) fiscal year. The maximum total amount available for one (1) fiscal year, including carried over funds, shall not exceed a total of fourteen hundred dollars (\$1,400.00). Such reimbursement shall not be in addition to the maximum reimbursement available to other Unit employees and shall not be applicable to membership dues. Requests for such reimbursement must be approved in advance by the appointing authority.

Continuing Education Unit tuition reimbursement shall be utilized for Registered Nurse license renewal requirements, and/or job-related education, provided such CEU education enhances County and/or personal continuing educational goals. Continuing Education Unit tuition costs will be reimbursed only if: (a) the CEU course is approved by the California Board of Registered Nursing (BRN); and (b) the department has made prior approval of this course. Continuing Education Unit tuition reimbursement shall not exceed twenty dollars (\$20.00) per contact hour unless the appointing authority has approved reimbursement which exceeds twenty dollars (\$20.00) per contact hour.

Reimbursement requests shall not be paid in increments less than ten dollars (\$10.00) per fiscal year. Employee initiated education or career development shall not be considered as time actually worked for purposes of computing overtime and normally shall not occur during regular work hours.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 8 – Technical & Inspection Unit

The County will establish a career development, training, and education fund of sixty thousand dollars (\$60,000.00) each fiscal year for use by employees in a regular position in the Technical & Inspection Unit. This fund will be administered by PERC and available for use on a first- come, first-served basis for 100% reimbursement of tuition and community college registration fees for career development courses or to reimburse membership dues in professional organizations; provided such expenditure enhances furtherance of County or continuing education goals and is previously approved by PERC and not to exceed a maximum of six hundred dollars (\$600.00) per employee.

In addition, employees in regular positions budgeted more than forty (40) hours per pay period who are licensed vocational nurses or psychiatric technicians shall be entitled to departmental reimbursement for costs of tuition and required books for completion of Continuing Education Units to a maximum of two hundred dollars (\$200.00) per fiscal year.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 9

Any unused career development, training and education funds administered by PERC (e.g., Clerical Unit, Technical & Inspection Unit, etc.) shall be retained by PERC, for use at its discretion, to develop, implement and/or administer additional training programs and activities.

TWELVE (12) HOUR SHIFTS IN CORRECTIONS

TECHNICAL & INSPECTION UNIT

Section 1 – General

At the request of the parties, the U.S. Department of Labor issued an opinion letter stating that Sheriff’s Custody Specialists (SCS) assigned to Corrections are considered eligible for a partial overtime exemption to the Fair Labor Standards Act under Section 207(k). Such exemption permits employees in Corrections to work up to eighty-six (86) hours per 14-day work period at straight (non-overtime) rates.

The parties have met and conferred about the application of this exemption to SCS’s and have agreed to the following conditions for application of 12-hour shift schedules in Corrections. Notwithstanding any other provision of this Agreement, the following provisions shall apply to employees in affected positions.

Section 2 – Affected Positions

The 12-hour shift will apply only to positions and facilities designated by the Sheriff or designee. The Sheriff or designee has the final and binding authority to designate affected positions, and shall assign employees to such positions. In that regard, Teamsters recognizes that certain SCS

positions will continue to be scheduled for eight (8) or ten (10) hour work days. No employee has a right to be assigned to a twelve (12) hour position. The Department reserves the right and discretion to assign employees to eight (8), ten (10) or twelve (12) hour positions.

The 12-hour schedule will apply to some of the Sheriff's Custody Specialist positions (meaning those positions meeting the twenty percent (20%) limitation on nonexempt work as described in 29 CFR part 553.212 of the Fair Labor Standards Act) at West Valley Detention Center, Glen Helen Rehabilitation Center, Central Detention Center or any other Type I facility such as Morongo Station, Barstow Station and Victorville Station. It is not expected to apply to any other positions within Corrections other than those meeting the criteria set herein.

Section 3 – Pay Period

Employees regularly assigned to the 12-hour shift schedule in Corrections will be regularly scheduled to work eighty-four (84) hours in a pay period, comprised of seven (7) 12-hour shifts during the pay period. The pay period will coincide with the County designated schedule, as described in the Standard Tour of Duty Article of this Agreement.

Section 4 – Overtime

Employees regularly assigned to twelve-hour shifts shall receive overtime compensation for hours worked in excess of eighty-four (84) hours in a pay period. Employees regularly assigned to work ten (10) hour shifts shall receive overtime compensation for hours worked in excess of forty (40) hours in a work period.

Section 5 – Scheduling Guidelines

The County reserves the right to schedule and assign staff as necessary to meet the needs of the department. The following scheduling guidelines represent a discussion between the parties, but is not binding:

- (a) Employees will be scheduled to work seven (7) 12-hour shifts during a pay period.
- (b) Employees will (generally) work three (3) days on, four (4) days off, four (4) days on, and three (3) days off.
- (c) There will be four (4) shift teams designated as A.M.-1, A.M.-2, P.M.-1, and P.M.-2.
- (d) The A.M. shift will be from 0730 to 2000 hours. The P.M. shift will be from 1930 to 0800 hours.
- (e) There will be a one-half hour briefing at the beginning of the shift and a one-half hour unpaid uninterrupted lunch.

Section 6 – Rest Periods

Employees shall be entitled to rest periods in accordance with the schedule contained herein. Rest periods shall be scheduled in accordance with the requirements of the department, but in no instance shall rest periods be scheduled within one (1) hour of the beginning or ending of a tour of duty or meal period, nor shall such time be accumulative or used to report to work late or leave early. Rest periods shall be considered as time worked. Employees required to work beyond their

regular tour of duty shall be granted a ten (10) minute rest period for each two (2) hours of such work.

Regularly Scheduled Tour of Duty	Number and Limit of Rest Period
After 3 hours and through 6 hours	One – 15 Minute Rest Period
After 6 hours and through 8 hours	Two – 15 Minute Rest Periods
After 8 hours and through 10 hours	Two – 20 Minute Rest Periods
After 10 hours	One – 25 Minute Rest Period and One – 20 Minute Rest Period

Section 7 – Overtime Scheduling Guidelines

Regular employees can sign up ahead of time for anticipated scheduled overtime. Such employees shall not be eligible for call back pay. Employees cannot sign up for scheduled overtime on days the employee is already working.

For unscheduled overtime, employees will be able to sign up on a list in the watch commander's office to volunteer to be called to work on their scheduled days off. Such employees will not be required to be available and accordingly will not be eligible for on-call pay. However, regular employees being called in for unscheduled overtime (even if such employees volunteer for unscheduled overtime), will be compensated accordingly under the applicable provisions of this Agreement.

Generally, overtime will be restricted to thirty-six (36) hours per pay period and a maximum of sixteen (16) hours per day; however, pursuant to facility needs, management reserves the authority to increase the overtime cap per pay period as needed. Employees shall have seven and one-half (7-1/2) hours off prior to working their next shift. The Sheriff continues to reserve the right to require overtime to be worked as necessary, and employees may be assigned to work overtime on a regularly scheduled day off. The department further reserves the right to assign overtime. Matters pertaining to the management and control of overtime shall be governed by applicable provisions of this Agreement.

Section 8 – Leave Accruals

Employees will continue to accrue the same number of hours per year of sick leave, vacation leave, and holiday leave, as specified in the Leave Provisions Article of this Agreement. Accrual rates will not increase as a result of the 12-hour schedule. Employees will be required to use twelve (12) hours of the appropriate leave time if they do not report to work due to illness, vacation, or any other absence. All other provisions of the Leave Provisions Article of this Agreement shall remain in effect. In addition, the notification requirement of employees to call in at least one (1) hour prior to the start of their shift is of significant importance. At a minimum, employees will need to strictly comply with this provision in order for the 12-hour shift to be successful, and accordingly the Sheriff's Department will enforce it. Similar guidelines need to be followed for any unplanned absence.

Section 9 – Retirement System Contributions

The provisions of this Agreement and applicable law govern retirement contributions. Retirement contributions and benefits are based on the number of hours the employee is regularly scheduled to work. The employees' regularly scheduled hours will increase from eighty (80) to eighty-four (84). Accordingly, both the employees' and the County's required contributions will increase.

Section 10 – Temporary Assignment to 12-Hour Shifts

It may be necessary to temporarily assign an employee to work a 12-hour shift in Corrections. An assignment will be considered temporary if it is expected to last no more than two (2) months. Employees on temporary assignment will continue to be paid under the same provision as all other general employees, i.e., they will receive overtime based on forty (40) hours in a week. Their retirement contributions and benefits will be based on eighty (80) hours in a pay period. They will be required to use leave time in accordance with their regular schedule (typically eight (8) hours per day).

Section 11 – Evaluation of the 12-Hour Shift Schedule

The Sheriff's Department is committed to making the 12-hour shift schedule work. The Sheriff has the authority to retain the 12-hour shift schedule as described in this Article, or return to the schedule in place prior to implementation of this 12-hour shift schedule.

UNIFORMS

ALL UNITS – EXCEPT MANAGEMENT

Section 1 – General

Prior to the establishment of a new uniform requirement, employees will be given full opportunity to discuss the form, nature, style, and quality of such uniform requirement. If the County establishes a new uniform requirement for employees who are not currently required to wear uniforms, the County shall provide such uniforms. The cost of uniforms required for employees in new programs shall be borne by the employee, provided the uniform requirement is specified as a condition of employment and included in the examination announcement.

Section 2 – Uniform Allowance

Amount of Allowance – The County agrees to make an annual payment to employees in regular positions on payroll in a paid status as of July 1 of each year in the bargaining units and classifications listed below in the amount specified.

OCCUPATIONAL UNIT	CLASSIFICATION	UNIFORM ALLOWANCE
Administrative Services	Sheriff's Training Specialists I and II assigned to a Detention Center	\$425
Clerical	Employees of Regional Parks	\$440
	Fiscal Assistants in Sheriff's Dept. required to wear uniforms	\$425
	Sheriff's Custody Assistant	\$425
Craft, Labor and Trades	General Service Workers at Regional Parks only	\$440
	Park Ranger I, II, III	\$440

OCCUPATIONAL	CLASSIFICATION	UNIFORM ALLOWANCE
Supervisory	Assistant Park Superintendent	\$440
	Abatement Supervisor	\$425
	Code Enforcement Supervisor	\$425
	Park Superintendent I, II	\$440
	Supervising Animal Control Officer I, II	\$425
	Supervising Sheriff's Custody Specialist	\$425
Technical and Inspection	Animal Health Investigator (field staff only)	\$245
	Animal License Checker I, II	\$440
	Autopsy Assistant	\$390
	Animal Control Officer Trainee, I, II	\$440
	Code Enforcement Officer I, II, III	\$440
	Crime Scene Specialist	\$440
	Fire Hazard Abatement Officer	\$440

	Sheriff's Civil Technician	\$440
	Sheriff's Custody Specialist	\$440
	Sheriff's Services Specialists required to wear a Class 2 or Class 12 uniform	\$440

Section 3 – Method of Payment

- (a) The uniform allowance payment is made to compensate for all costs associated with uniform purchase, replacement, maintenance, etc. The uniform allowance payment shall be made to those employees in paid status in the pay period that includes July 1 of each year. An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours.
- (b) Those employees in the CRAFT, LABOR & TRADES Unit eligible to receive a uniform allowance who are appointed after July 1, shall receive a prorated uniform allowance payment at the time of their appointment. Such proration shall be based on the remaining number of pay periods in the fiscal year nearest their appointment.

Employees not in paid status (i.e., not coding paid hours) in the pay period that includes July 1 shall receive a prorated uniform allowance payment upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their return to paid status. However, an employee who is not in paid status during the entire fiscal year (i.e., not in paid status from pay period 15 of one year through pay period 14 of the following year) shall not receive the annual uniform allowance for the fiscal year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from June of 2014 through September 2016, and then returns to paid status in October 2016, the employee shall receive a prorated uniform allowance payment for FY 2016/2017 upon their return to paid status but shall not receive the FY 2014/2015 allowance because the employee was not in paid status for the entire 2014/2015 fiscal year.

Any employee separating from County employment at the conclusion of a leave of absence shall not receive the uniform allowance.

UNION LEAVE

ALL UNITS

Section 1 – County Paid Union Training Leave.

- (a) Purpose. The County shall establish a Union Training Leave bank of 1,400 hours per calendar year that may be used by designated members for the purpose of attending periodic union-provided/sponsored training (e.g., steward training), seminars and conferences. Union Training Leave shall not be granted for members to engage in political and organizing activities.

It is expressly agreed and understood that the County shall not be obligated or responsible for any of the expenses or costs related to member's attendance at such training, seminars or conferences.

- (b) **Release Time.** Members who wish to utilize Union Training Leave under Section 1 shall notify and obtain approval from their immediate supervisor as far in advance as possible prior to the date they wish to use such leave. The release time for Union Training Leave shall not be counted as hours worked for purposes of calculating overtime, and the work schedules of members who use Union Training Leave shall not be adjusted to provide paid release time that would otherwise be off duty time. The use of Union Training Leave shall not unduly interfere with operations of County departments nor shall the County unreasonably deny any request for use of Union Training Leave. Teamsters Local 1932 shall maintain accurate and current records of Union Training Leave used by its members. These records shall be provided to the County upon its request.

Section 2 –Union Paid Leave of Absence.

- (a) **Purpose.** An employee, not currently on any other leave of absence from the County, shall, upon the request of Teamsters Local 1932 and approval of the County, be granted a Union Paid Leave of Absence, which is a reasonable leave of absence from the County without loss of compensation (up to the employees standard hours per pay period) or other benefits for the purpose of the employee's service to Teamsters Local 1932 as a steward, officer, or representative of Teamsters Local 1932. Any request by Teamsters Local 1932 shall not be unreasonably denied. Compensation during this leave of absence shall not exceed payment for the employee's standard tour of duty and excludes differential or other specialized pay for duties the employee will no longer perform. For example, an employee who works the night shift for the County and receives differential pay while doing so will be ineligible for the shift differential during the union paid leave of absence.

A leave under this section may be granted on a full time (e.g. leave of absence for any number of consecutive days), part-time, periodic or intermittent basis (e.g. every month to present at New Employee Orientation or to attend Executive Board meetings or as provided for under Section 1 and 2 of the Authorized Employee Representatives Article), as approved by the County. Full-time continuous leave shall not exceed one (1) year from the first day the leave commences, as approved by the County. Section 2 is intended to satisfy Government Code section 3558.8.

- (b) **Review.** Any request for a part-time, periodic or intermittent leave, other than for those reasons specified in Section 2 of the Authorized Employee Representatives Article, shall be made in writing to the County as far in advance of the release date as reasonably possible based on the circumstances. Requests for leave under Section 2 of the Authorized Employee Representative Article shall be in accordance with the requirements of that Article.

A request for a full-time Union Paid Leave of Absence under Section 2(a) shall be submitted in writing by Teamsters Local 1932 to the Human Resources Director at least sixty (60) days in advance of the requested release date.

- (c) Employee Responsibilities. While on a Union Paid Leave of Absence, the employee shall be required to adhere to the same requirements, processes and expectations for use of leave (e.g., sick, vacation, holiday, etc.) consistent with the MOU, and accurate reporting of time in the County's payroll system. Additionally, an employee shall not perform any county work while on a Union Paid Leave of Absence.
- (d) Payment to the County. Teamsters Local 1932 shall reimburse the County for all costs associated with a Union Paid Leave of Absence, as determined by the County, including, but not limited to, base pay, the County's retirement fund contributions, medical premium subsidy, the value of pro-rated leave accruals and County-paid benefits received (e.g., Medicare contributions, life insurance premiums, workers compensation, etc.) Reimbursement to the County by Teamsters Local 1932 shall be made no later than 30 calendar days from receipt of the County's certification of expenses to Teamsters.

Teamsters Local 1932 and/or the employee shall be required to execute any payroll forms, certifications of time or other documents required by the County to ensure that the time reporting is accurate and the employee is performing the duties of a steward or officer or representative of Teamsters Local 1932 during all reported working hours. Teamsters Local 1932 agrees that the work assigned to County employees on a Union Paid Leave of Absence is exempt from overtime under the Fair Labor Standards Act and that the County assumes no financial responsibility for any wage and hour claims arising out of hours worked for Teamsters Local 1932 during the Union Paid Leave Of Absence

- (e) Reinstatement. As soon as practicable after the conclusion or termination of the Union Paid Leave of Absence, the employee shall be reinstated to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.

Teamsters Local 1932 retains the right to terminate a Union Paid Leave of Absence at any time. Teamsters Local 1932 agrees to notify the County of the termination of a full-time or part-time Union Paid Leave of Absence at least fourteen (14) calendar days in advance of the termination.

The employee shall earn full retirement service credit during the Union Paid Leave of Absence and shall pay his or her member contributions.

- (f) Work Urgency. The County reserves the right to recall any employee on a Union Paid Leave of Absence due to a work urgency.
- (g) Adherence to County policy and laws. During the Union Paid Leave of Absence Teamsters Local 1932 agrees to report to the County any egregious misconduct (e.g. workplace violence/threats/harassment, substance abuse, etc.) while the employee is on the Union Paid Leave of Absence.
- (h) Indemnification. Teamsters Local 1932 agrees to indemnify, defend, and hold harmless, the County for any act or omission of, or an injury suffered by an employee on Union Paid Leave of Absence if that act, omission, or injury occurs during the course and scope of the Union Paid Leave of Absence. An employee on a Union Paid Leave of Absence shall not be covered by the County's Worker's Compensation Insurance while performing work for Teamsters Local 1932.

USE OF BULLETIN BOARDS

ALL UNITS

The County will furnish a reasonable portion of existing bulletin board space for notices of Teamsters. Only areas designated by the appointing authority may be used for posting of notices. Bulletin boards shall only be used for the following notices:

- (a) Scheduled Teamsters meetings, agenda and minutes.
- (b) Information on Teamsters elections and the results.
- (c) Information regarding Teamsters social, recreational, and related news bulletins.
- (d) Reports of official business of Teamsters, including reports of committees or the Teamsters Local 1932 Executive Board.

County equipment, materials, or supplies shall not be used for the preparation, reproduction, or distribution of notices, nor shall such notices be prepared by County employees during their regular work time. Teamsters may utilize the County's interdepartmental mail system provided Teamsters picks up and delivers necessary bulletins to the mail room, delivery to be concurrent with regular routes with no special trips made by the County, and Teamsters holds the County harmless against any loss or delays in delivery.

Notices that are posted, distributed through the mail system, or placed in an employee's County mailbox shall not be obscene, derogatory, defamatory, or of a political nature, or directed at any employee or official in the County; nor shall they pertain to public issues which do not involve the County or its relations with County employees.

All notices to be posted must be dated and signed by an authorized representative of Teamsters, with a copy to be submitted (electronically, delivered, or faxed) to the Employee Relations Division Chief or designee for review prior to posting or distribution through the County's mail room.

In cases where Teamsters represents more than one (1) authorized employee representation Unit at a work location, the space described above will become the bulletin board space for all employees represented by Teamsters at that work location.

USE OF COUNTY RESOURCES

ALL UNITS

Teamsters will be granted permission to use County facilities for the purpose of meeting with employees to conduct its internal affairs during non-work hours, provided space for such meetings can be made available without interfering with County needs. Permission to use County facilities must be obtained by Teamsters from the appropriate appointing authority. Teamsters shall be held fully responsible for any damages to and the security of any County facilities that are used by

Teamsters. No County vehicles, equipment, computers, time, or supplies may be used in connection with any activity of Teamsters, except as may be otherwise provided in this Agreement.

The printing of ten thousand (10,000) Consolidated Memoranda of Understanding shall be undertaken by competitive bid with the costs for all Units jointly shared by the County and by Teamsters.

VOLUNTARY TIME OFF

ALL UNITS

Voluntary Time Off (VTO) Program is intended to provide employees a means of taking unpaid (i.e., non-compensated) time off work without losing fringe benefits (e.g., Medical Premium Subsidy, Opt-Out/Waive amount, Vision, RMT contribution, Life Insurance), which depend on the employee being in a paid status. The following conditions apply:

- (a) VTO may be taken in the same manner as vacation time except that the increment is one (1) hour and is limited to eighty (80) hours per calendar year.
- (b) When VTO is taken, leave accruals continue as if the employee were on paid time. Vacation maximum accrual limits will be extended by the amount of VTO taken provided that the employee takes the vacation time off during the first thirteen (13) pay periods of the following calendar year. VTO time counts toward satisfying the minimum hour requirement to receive the fringe benefits, such as Medical Premium Subsidy, Opt-Out/Waive amount, County-paid life insurance, and County-paid vision care.
- (c) Contributions to the retirement system under the Retirement System Contributions Article will only be paid if the employee is in a paid status in any pay period in which VTO is used and the employee receives enough earnings to pay his/her retirement contribution in that pay period.
- (d) VTO may not be used for situations that would otherwise require leave without pay, or in conjunction with leave without pay. VTO may be used only by an employee who is otherwise on paid status.
- (e) VTO is an entirely voluntary program. No employee may be required to take VTO.
- (f) VTO may be taken by request of the employee and upon approval of the appointing authority.

WORK DISRUPTION

ALL UNITS

The parties agree that no work disruptions shall be caused or sanctioned by Teamsters during the term of this Agreement. Work disruptions include, but are not limited to: sit-down, stay-in, speed-up, sick-out, or slowdown in any operation of the County of San Bernardino, or any curtailment of work, disruption, or interference with the operations of the County of San Bernardino. The parties shall endeavor to discourage any such work disruptions and make positive efforts to return employees to their jobs. The parties acknowledge that participation of any employee in a concerted

work action against the County is grounds for disciplinary action, including termination. The parties agree that no lockout of employees shall be instituted by the County during the term of this Agreement, unless such work disruptions occur.

Appendix A – Approval by Board of Supervisors

This Agreement is subject to approval by the Board of Supervisors. The parties hereto agree to perform whatever acts are necessary, both jointly, and separately, to urge the Board to approve and enforce this Agreement.

Following approval of this Agreement by the Board, its terms and conditions shall be implemented by appropriate ordinance, resolution or other appropriate lawful action.

DATED: SEP 09 2019

COUNTY OF SAN BERNARDINO

TEAMSTERS LOCAL 1932



BOB WINDLE
County Labor Relations Chief

RANDY KORGAN
Chief Negotiator

RECOMMENDED FOR BOARD OF SUPERVISORS APPROVAL:



GARY McBRIDE
Chief Executive Officer

BOARD OF SUPERVISORS

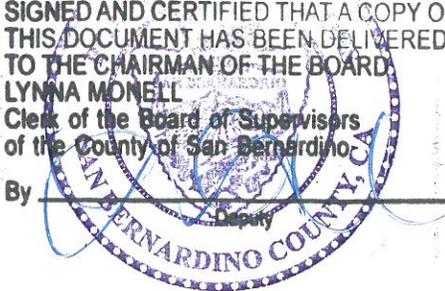


CURT HAGMAN, Chairman

SEP 09 2019

Date

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD LYNNA MONELL Clerk of the Board of Supervisors of the County of San Bernardino.

By  Deputy

Appendix B – Classifications and Salary Ranges

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
01040	Accountant I (T)	ADM	39T	39T	39T	39T
01025	Accountant II	ADM	50	50	50	50
19060	Accountant III	ADM	56	56	56	56
01046	Accounting Technician	TI	40	40	40	40
01100	Administrative Manager	MGT	70	70	70	70
01090	Administrative Supervisor I	SUP	60	60	60	60
01095	Administrative Supervisor II	SUP	65	65	65	65
01125	Agricultural Field Aide I	TI	25	4M	4M	4M
01128	Agricultural Field Aide II	TI	29	29	7M	7M
90029	Agricultural/Standards Technician	TI	39	39	39	39
01140	Air Conditioning Mechanic	CLT	48C	49C	49C	49C
01210	Airport Maintenance Supervisor	SUP	49C	49C	49C	49C
01205	Airport Maintenance Worker I	CLT	42	42	42	42
01200	Airport Maintenance Worker II	CLT	45	45	45	45
01216	Airport Manager	MGT	63	63	63	63
01209	Airport Operations Manager	MGT	60	60	60	60
01215	Airport Operations Supervisor	SUP	56	56	56	56
04239	Airport Real Property Coordinator	ADM	37	37	37	37
01217	Alcohol and Drug Counselor	ADM	43	43	43	43
01226	Animal Control Officer	TI	35A	36A	36A	36A
01223	Animal Control Officer Trainee	TI	26T	4M-T	4M-T	4M-T
01222	Animal Health Investigator	TI	37C	37C	37C	37C
01227	Animal License Checker I	TI	22	3M	3M	3M
01228	Animal License Checker II	TI	25	4M	4M	4M
03423	Appeals Specialist	TI	47C	47C	47C	47C
01686	Applications Specialist	ADM	53	53	53	53
01685	Applications Specialist Trainee	ADM	42T	42T	42T	42T
01229	Appraisal Technician	TI	35	35	35	35
01231	Appraiser I	ADM	49	49	49	49
01232	Appraiser II	ADM	53C	53C	53C	53C
01233	Appraiser III	ADM	57C	57C	57C	57C
01230	Appraiser Trainee	ADM	40T	40T	40T	40T
01070	Architecture and Engineering Project Development Analyst	ADM	61	61	61	61
18054	Archives Analyst	ADM	57	57	57	57
18053	Archives Program Administrator	MGT	70	70	70	70
18055	Archives Technician	TI	35	35	35	35
19157	ARMC Building Maintenance and Security Manager	MGT	68C	68C	68C	68C
19163	ARMC County Medical Services Program Coordinator	SUP	63	63	63	63
19155	ARMC Ethics and Compliance Coordinator	SUP	61	61	61	61
19170	ARMC Executive Chef	MGT	69	69	69	69
19158	ARMC Facilities Project Coordinator	ADM	50C	50C	50C	50C
19154	ARMC Facilities Project Manager	ADM	63	63	63	63
03343	ARMC House Supervisor - Per Diem	NRS	N/A	N/A	N/A	N/A
12018	ARMC Laboratory Manager	MGT	72C	73C	74C	74C
19156	ARMC Safety Technician	TI	50C	50C	50C	50C
03274	ARMC Social Services Manager	MGT	61	64	64	64
03422	Assessment Appeals Specialist	ADM	60	60	60	60
03426	Assessment Services Manager	MGT	65	65	65	65
01350	Asset Management Analyst	ADM	60	60	60	60
02028	Assistant Building Official	MGT	78	78	78	78
03022	Assistant Cash Manager/Investment Officer	ADM	66C	66C	66C	66C
01360	Assistant Custodial Services Chief	SUP	36	36	36	36
01401	Assistant Director of Respiratory Care Services	SUP	59C	60C	60C	60C
01435	Assistant Hospital Administrator-Fiscal Services	MGT	70C	70C	70C	70C
16056	Assistant Park Superintendent	SUP	49	49	49	49
01520	Assistant Regional Manager Income Maintenance	MGT	55	55	55	55
01519	Assistant Regional Manager Social Services	MGT	56	56	56	56
01528	Assistant Regional Parks Division Chief	SUP	63	63	63	63
19183	Assistant Unit Manager I	NRS	65	65	65	65
19186	Assistant Unit Manager II	NRS	68C	68C	68C	68C
19187	Assistant Unit Manager II-Specialty Critical Care	NRS	72	72	72	72

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
19184	Assistant Unit Manager I-Specialty Care	NRS	69C	69C	69C	69C
19185	Assistant Unit Manager I-Specialty Critical Care	NRS	70	70	70	70
03279	Associate Children's Network Officer	SUP	60	60	60	60
01660	Audiometrist	TI	26	4M	4M	4M
01655	Audio-Visual Technician	TI	36	36	36	36
01663	Auditor-Appraiser I (T)	ADM	49T	49T	49T	49T
01664	Auditor-Appraiser II	ADM	56C	56C	56C	56C
01665	Auditor-Appraiser III	ADM	59C	59C	59C	59C
01662	Auditor-Appraiser Trainee	ADM	39T	39T	39T	39T
12877	Auditor-Controller/Treasurer/Tax Collector Maintenance	CLT	47	47	47	47
06060	Auditor-Controller/Treasurer/Tax Collector Payroll Technician	TI	35	35C	35C	35C
01675	Automated Systems Analyst I	ADM	53	53	53	53
01676	Automated Systems Analyst II	ADM	60	60	60	60
01677	Automated Systems Analyst Trainee	ADM	47T	47T	47T	47T
01679	Automated Systems Technician	TI	44	44	44	44
05129	Autopsy Assistant	TI	42C	42C	42C	42C
05128	Autopsy Assistant Trainee	TI	38T	38T	38T	38T
19849	Background Investigator	TI	45	45	45	45
15053	Banking & Settlement Compliance Manager	MGT	63	63	63	63
02008	Behavioral Health Ethics and Compliance Coordinator	SUP	61	61	61	61
04303	Behavioral Health Informatics Manager	MGT	71	71	71	71
13110	Behavioral Health Medical Records Supervisor	SUP	54	54	54	54
13189	Behavioral Health Senior Program Manager	MGT	76	76	76	76
02010	Bindery Equipment Operator	CLT	23	3M	3M	3M
02015	Bio-Medical Electronic Technician I	TI	50C	50C	50C	50C
02020	Bio-Medical Electronic Technician II	TI	52C	52C	52C	52C
02014	Bio-Medical Electronic Technician Trainee	TI	37T	37T	37T	37T
02021	Biostatistician	ADM	58	58	58	58
03312	Board Services Specialist	CLK	35	35	35	35
02025	Board Services Supervisor	SUP	58	58	58	58
02026	Board Services Technician	TI	45	45	45	45
16902	Budget Officer	SUP	63	63	63	63
02055	Building Construction Inspector	TI	54C	55C	55C	55C
02060	Building Inspector I (T)	TI	41T	41T	41T	41T
02065	Building Inspector II	TI	53C	53C	53C	53C
02066	Building Inspector III	TI	57	57	57	57
02077	Building Plant Operator	CLT	48C	48C	48C	48C
02085	Building Services Superintendent	MGT	63	63	63	63
02092	Burn Care Technician	TI	30C	30C	30C	30C
02091	Burn Care Technician Trainee	TI	20T	20T	20T	20T
23197	Business & Workforce Resource Specialist	ADM	45	45	45	45
01680	Business Applications Manager	MGT	71	71	71	71
23202	Business Services Specialist	ADM	46	46	46	46
01682	Business Systems Analyst I	ADM	57	57	57	57
01683	Business Systems Analyst II	ADM	63	63	63	63
01684	Business Systems Analyst III	ADM	67	67	67	67
01681	Business Systems Analyst Trainee	ADM	47T	47T	47T	47T
02102	Buyer I	TI	44	44	44	44
02103	Buyer II	TI	49	49	49	49
02105	Buyer III	ADM	56	56	56	56
19147	Buying Assistant	TI	41	41	41	41
03005	Cadastral Drafting Technician I	TI	41	41	41	41
03006	Cadastral Drafting Technician II	TI	44C	44C	44C	44C
03007	Cadastral Drafting Technician III	TI	47C	47C	47C	47C
03008	Cadastral Services Supervisor	SUP	55	55	55	55
20106	Cancer Registry Specialist	TI	51	51	51	51
01071	Capital Improvement Project Manager I	ADM	57	57	57	57
01072	Capital Improvement Project Manager II	ADM	63C	63C	63C	63C
01073	Capital Improvement Project Manager III	ADM	67C	67C	67C	67C
01075	Capital Improvement Supervising Project Manager	SUP	72	72	72	72
03335	Care Assistant	TI	29	29	7M	7M

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
03014	Carpenter	CLT	42	42	42	42
13121	Case Management Coordinator	NRS	68C	68C	68C	68C
13115	Case Management Supervisor	NRS	66C	67	67	67
05099	Case Review Specialist	TI	56C	56C	56C	56C
20105	Certified Trauma Registrar	TI	46	46	46	46
03494	CFS Project Coordinator	ADM	60C	60C	60C	60C
03351	Chief Collections Supervisor	SUP	60	60	60	60
03096	Chief Data Entry Supervisor	SUP	50	50	50	50
25451	Child Care Provider	CLT	19	2M	2M	2M
03245	Child Care Site Coordinator	ADM	40	40	40	40
03246	Child Care Teacher	ADM	31	31	31	31
03242	Child Support Accounting Supervisor	SUP	52	52	52	52
19790	Child Support Assistant	TI	32A	32A	32A	32A
03240	Child Support Assistant Operations Manager	SUP	53C	53C	53C	53C
03265	Child Support Officer I	TI	42A	42A	42A	42A
03266	Child Support Officer II	TI	44A	44A	44A	44A
03270	Child Support Officer Trainee	TI	37T	37T	37T	37T
03248	Child Support Operations Manager	MGT	59C	59C	59C	59C
03271	Child Welfare Services Manager	MGT	64C	64C	64C	64C
25451	Childcare Provider	CLT	19	19	19	19
01301	Children's Network Community and Event Coordinator	ADM	54	54	54	54
03288	Claims Adjuster	TI	43	43	43	43
03289	Claims Assistant	TI	36	36	36	36
03329	Clinic Assistant	TI	26	4M	4M	4M
19152	Clinic Operations Supervisor	SUP	58	59	60	60
19151	Clinic Supervisor-Public Health	NRS	67	67	67	67
19148	Clinical Director I	NRS	75B	75B	75B	75B
19149	Clinical Director II	NRS	80	80	80	80
19174	Clinical Director-Care Management	NRS	72	72	72	72
19188	Clinic Unit Manager - ARMC	NRS	69C			
01120	Code Enforcement Field Assistant	CLT	27	27	5M	5M
10020	Code Enforcement Officer I (T)	TI	42T	42T	42T	42T
10021	Code Enforcement Officer II	TI	53	53	53	53
10022	Code Enforcement Officer III	TI	57	57	57	57
10011	Code Enforcement Supervisor	SUP	61	61	61	61
03355	Collections Officer I	TI	42	42	42	42
03354	Collections Officer II	TI	44	44	44	44
03358	Collections Officer Trainee	TI	32T	32T	32T	32T
03360	Communicable Disease Investigator I	TI	42	42C	42C	42C
03361	Communicable Disease Investigator II	TI	45	45C	45C	45C
03387	Communications Installer	TI	40	40	40	40
03389	Communications Installer Trainee	TI	34T	34T	34T	34T
03381	Communications Technician I	TI	49	49	49	49
03382	Communications Technician II	TI	51C	51C	51C	51C
03384	Communications Technician III	TI	54C	54C	54C	54C
03411	Community Advocate	CLK	29	29	7M	7M
04283	Community Development and Housing Project Manager I	ADM	57	57	57	57
04284	Community Development and Housing Project Manager II	ADM	63	63	63	63
03414	Community Services Analyst	ADM	58	58	58	58
03416	Community Services Communications Officer	ADM	57C	57C	57C	57C
03410	Community Services Officer	TI	33	33	33	33
04305	Compliance Specialist	TI	50	50	50	50
03434	Computer Operations Specialist	TI	47	47	47	47
03436	Computer Operations Supervisor	SUP	51	51	51	51
03425	Computer Operator I (T)	TI	30T	30T	30T	30T
03430	Computer Operator II	TI	37	37	37	37
03435	Computer Operator III	TI	43	43	43	43
27277	Contract Radiological Technologist	TI	N/A	N/A	N/A	N/A
27007	Contract Respiratory Care Practitioner II	TI	N/A	N/A	N/A	N/A
26996	Contract Special Procedures Radiological Technologist	TI	N/A	N/A	N/A	N/A
27177	Contract Ultrasound Technologist	TI	N/A	N/A	N/A	N/A

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
03480	Cook I	CLT	20	3M	3M	3M
03470	Cook II	CLT	28C	28C	6M	6M
03472	Cook III	CLT	30C	30C	30C	30C
13188	Correctional Mental Health Services Manager	MGT	75	75	75	75
03247	County Child Care Coordinator	ADM	58	58	58	58
18210	Credential Coordinator	TI	45	45	45	45
03122	Crime Analyst	TI	55	55	55	55
03121	Crime Analyst Trainee	TI	46T	46T	46T	46T
03119	Crime Laboratory Director	MGT	81	81	81	81
03118	Crime Prevention Program Coordinator	ADM	56	56	56	56
03136	Crime Scene Specialist I	TI	50C	50C	50C	50C
03137	Crime Scene Specialist II	TI	53C	53C	53C	53C
03135	Crime Scene Specialist Trainee	TI	42T	42T	42T	42T
03535	Criminal Intelligence Specialist	TI	46	46	46	46
03536	Criminalist I	ADM	59A	59A	59A	59A
03537	Criminalist II	ADM	67A	67A	67A	67A
03541	Criminalist III	ADM	69A	69A	69A	69A
03542	Criminalist Trainee	ADM	54T	54T	54T	54T
03409	Cultural Competency Officer	MGT	70	70	70	70
03555	Custodial Services Chief	MGT	48C	49C	50C	50C
03560	Custodian I	CLT	22	3M	3M	3M
03561	Custodian II	CLT	27C	27C	5M	5M
03564	Custodian Trainee	CLT	12T	1M	1M	1M
05199	Data Manager	MGT	70	70	70	70
01194	Dental Assistant-Corrections	TI	36	36	36	36
04415	Department of Aging and Adult Services District Manager	MGT	64	64	64	64
18068	Department of Aging and Adult Services Program Supervisor	SUP	50	50	50	50
13123	DBH - Nurse Manager	NRS	70C	70C	70C	70C
19009	Department Risk Control Specialist	ADM	57	57	57	57
04307	Department Systems Engineer	ADM	67	67	67	67
04055	Deputy Agricultural Commissioner/Sealer	MGT	59C	59C	59C	59C
04158	Deputy Public Administrator	TI	47	47	47	47
04191	Deputy Public Guardian	TI	47	47	47	47
03117	Deputy Recorder	MGT	66	66	66	66
04210	Detention Review Officer I	TI	49	49	49	49
04211	Detention Review Officer II	TI	52	52	52	52
04216	Development Specialist	ADM	63	63	63	63
19168	Dialysis Technician	TI	30	30	30	30
04219	Dietary Services Manager	MGT	59	59	59	59
04218	Dietary Services Supervisor	SUP	34C	34C	34C	34C
04226	Dietetic Technician	TI	34C	34C	34C	34C
04375	Director of Respiratory Care Services	MGT	68C	69	69	69
04429	Domestic Services Assistant	CLT	13	1M	1M	1M
04428	Domestic Violence Program Coordinator	ADM	51	51	51	51
04451	Ecological Resource Specialist	ADM	54	54	54	54
04450	Ecological Resource Specialist Trainee	ADM	49T	49T	49T	49T
06049	Economic Analyst	ADM	70	70	70	70
04431	Economic and Community Development Analyst I	ADM	54	54	54	54
04432	Economic and Community Development Analyst II	ADM	59	59	59	59
04433	Economic and Community Development Analyst Trainee	ADM	49T	49T	49T	49T
04436	Economic and Community Development Technician	TI	42	42	42	42
04437	Economic and Community Development Technician Trainee	TI	36T	36T	36T	36T
06032	Economic Development Coordinator I (T)	ADM	59T	59T	59T	59T
06033	Economic Development Coordinator II (T)	ADM	61T	61T	61T	61T
06034	Economic Development Coordinator III	ADM	63	63	63	63
06053	Economic Development Public Information Specialist	ADM	59	59	59	59
04905	Education Services Supervisor	NRS	73	73	73	73
04903	Education Specialist	ADM	45	45	45	45
18215	Educational Liaison	ADM	45C	45C	45C	45C
05010	Elections Analyst	ADM	56	56	56	56
05009	Elections Services Assistant	CLT	34	34	34	34

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
05011	Elections Specialist	ADM	47	47	47	47
05004	Elections Technician	TI	42	42	42	42
05070	Electrician	CLT	46C	47C	47C	47C
05090	Electronic Drafting Technician	TI	41	41	41	41
05110	Eligibility Worker I (T)	TI	28T	28T	5M-T	5M-T
05115	Eligibility Worker II	TI	36	36	36	36
05116	Eligibility Worker III	TI	39	39	39	39
05120	Eligibility Worker Supervisor I	SUP	43	43	43	43
05109	Eligibility Worker Trainee	TI	25T	4M-T	4M-T	4M-T
05117	EMACS-Human Resources Supervisor	SUP	51	51	51	51
03333	Emergency Room Technician	TI	30	30	30	30
05124	Employee Benefits Specialist	ADM	48	48	48	48
05139	Employment Services Manager	MGT	54A	54A	54A	54A
05127	Employment Services Specialist	ADM	43A	43A	43A	43A
05119	Employment Services Specialist Trainee	ADM	35T	35T	35T	35T
05123	Employment Services Technician	TI	33	33	33	33
17001	Engineering Manager	MGT	79C	79C	79C	79C
05133	Engineering Services Technician	TI	50	50	50	50
05136	Engineering Technician I	TI	34	34	34	34
05137	Engineering Technician II	TI	42C	43A	43A	43A
05138	Engineering Technician III	TI	47	47C	47C	47C
05140	Engineering Technician IV	TI	52	52A	52A	52A
05142	Engineering Technician V	TI	57	57A	57A	57A
05177	Environmental Compliance Manager	MGT	75	75	75	75
05154	Environmental Technician I	TI	36	36	36	36
05153	Environmental Technician II	TI	42	42	42	42
05188	Equipment Operator I	CLT	38	38C	38C	38C
05189	Equipment Operator I Trainee	CLT	35T	35T	35T	35T
05191	Equipment Operator II	CLT	42	42C	42C	42C
05192	Equipment Operator II Trainee	CLT	40T	40T	40T	40T
05193	Equipment Operator III	CLT	45	45C	45C	45C
05194	Equipment Operator III Trainee	CLT	43T	43T	43T	43T
05195	Equipment Parts Specialist I	CLT	41C	41C	41C	41C
05196	Equipment Parts Specialist II	CLT	45C	45C	45C	45C
05200	Equipment Parts Supervisor	SUP	51	51	51	51
04460	Estate Property Specialist	CLT	36	36	36	36
04268	Event Coordinator	ADM	56	56	56	56
90044	Extension Information Specialist	TI	36	36	36	36
06000	Facilities Management Cost Estimator	TI	50	50	50	50
06005	Facilities Management Dispatcher	TI	37	37	37	37
05999	Facilities Management Operations Supervisor	SUP	60	60	60	60
06003	Facilities Management Project Scheduler	TI	47	47	47	47
06002	Facilities Project Manager	ADM	57	57	57	57
03131	Fingerprint Examiner I	TI	42C	42C	42C	42C
03132	Fingerprint Examiner II	TI	50C	50C	50C	50C
03130	Fingerprint Examiner Trainee	TI	38T	38T	38T	38T
01122	Fire Hazard Abatement Officer	TI	36	36	36	36
06050	Fiscal Assistant	CLK	31	31A	31A	31A
06051	Fiscal Specialist	CLK	35	35	35	35
07010	Fleet Service Writer	CLT	51	51	51	51
06071	Fleet Services Manager	MGT	54	54	54	54
05225	Fleet Services Specialist	CLT	31	31	31	31
22031	Fleet Specialist	TI	44	44	44	44
13256	Fleet Superintendent	MGT	63	63	63	63
13258	Fleet Supervisor	SUP	57	57	57	57
13257	Fleet Technician	CLT	51	51	51	51
06110	Food Service Worker I	CLT	17	2M	2M	2M
06111	Food Service Worker II	CLT	21	3M	3M	3M
06119	Forensic Specialist II (MC)	TI	46A	46A	46A	46A
06201	Fuel and Security Supervisor	SUP	46	46	46	46
07011	Garage Services Assistant	CLT	27	27	5M	5M

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
07030	General Maintenance Mechanic	CLT	43	43	43	43
07025	General Maintenance Worker	CLT	36C	36C	36C	36C
07033	General Services Aide	CLT	11C	1M	1M	1M
07034	General Services Worker I	CLT	10C	1M	1M	1M
07036	General Services Worker II	CLT	12C	2M	2M	2M
03432	Geographic Information Systems Technician I	TI	42A	42A	42A	42A
03433	Geographic Information Systems Technician II	TI	47	47	47	47
07042	Geographic Information Systems Technician III	TI	50	50	50	50
07039	Graphic Designer I	TI	41	41	41	41
07040	Graphic Designer II	TI	45	45	45	45
07037	Graphics Technician	TI	33	33	33	33
07061	Grounds Services Superintendent	MGT	55	55	55	55
08039	Health Education Assistant	ADM	43	43	43	43
08043	Health Education Specialist I	ADM	46	46	46	46
08044	Health Education Specialist II	ADM	49	49	49	49
13106	Health Information Coder I	TI	46	46	46	46
13107	Health Information Coder II	TI	48C	48C	48C	48C
13105	Health Information Coder Trainee	TI	42T	42T	42T	42T
08052	Health Information Coding Manager	MGT	60	60	60	60
08054	Health Information Management Assistant Director	MGT	60	60	60	60
08033	Health Information Management Assistant I	CLK	27A	27A	5M	5M
08034	Health Information Management Assistant II	CLK	31A	31A	31A	31A
08035	Health Information Management Assistant III	CLK	33A	33A	33A	33A
08051	Health Information Management Coordinator	ADM	52	52	52	52
08053	Health Information Management Director	MGT	70	70	70	70
13112	Health Information Management Supervisor	SUP	54C	54C	54C	54C
08055	Health Information System Manager	MGT	71	71	71	71
08045	Health Services Assistant I	TI	27	27C	5M	5M
08038	Health Services Assistant II	TI	29C	30	30	30
01026	Help Desk Technician I (T)	TI	35T	35T	35T	35T
01027	Help Desk Technician II	TI	42	42	42	42
08060	Histology Technician	TI	45C	45C	45C	45C
08064	Hospital Customer Advocate	ADM	47C	47C	47C	47C
08061	Hospital Environmental Services Supervisor	SUP	39	39	39	39
08076	Hospital Plant Operator	CLT	50C	50C	50C	50C
08068	Hospital Safety Officer	ADM	58	58	58	58
19052	Hospital Security Supervisor I	SUP	37	38	39	39
08077	Hospital Security Supervisor II	SUP	45	46	47	47
08066	Hospital Services Worker	CLT	14	1M	1M	1M
08070	Hospital Unit Assistant	CLK	28	28	5M	5M
14017	House Supervisor	NRS	70C	70C	70C	70C
01295	Human Services Auditing Manager	MGT	66C	66C	66C	66C
05111	Human Services Communications Officer	ADM	57C	57C	57C	57C
05112	Human Services Emergency Services Supervisor	SUP	60	60	60	60
01293	Human Services System Facilities and Services Manager	MGT	70	70	70	70
05105	Human Services System Quality Review Specialist	TI	40C	40C	40C	40C
05102	Human Services System Quality Review Supervisor I	SUP	44C	44C	44C	44C
05103	Human Services System Quality Review Supervisor II	SUP	50	50	50	50
05104	Human Services System Quality Review Supervisor III	SUP	56	56	56	56
16550	Incident Reconstruction Specialist	ADM	63	63	63	63
09008	Indigent Burial Specialist	TI	39	39	39	39
09015	Inmate Programs Coordinator	SUP	53	53	53	53
09029	Inmate Services Manager	MGT	65	65	65	65
19171	Institutional Review Board Coordinator	ADM	45	45	45	45
18165	Intake Specialist	TI	35C	35C	35C	35C
09032	Internal Auditor II	ADM	50	50	50	50
09033	Internal Auditor III	ADM	56	56	56	56
09035	Internal Auditor IV	ADM	61	61	61	61
19061	Internal Review Accountant I (T)	ADM	41T	41T	41T	41T
19062	Internal Review Accountant II	ADM	50	50	50	50
19063	Internal Review Accountant III	ADM	56	56	56	56

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
19064	Internal Review Accountant IV	ADM	61	61	61	61
09030	Interpreter/Translator	CLK	26	4M	4M	4M
09100	Investigative Technician I	TI	34	34	34	34
09102	Investigative Technician II	TI	37C	37C	37C	37C
09104	Investigative Technician III	TI	42C	42C	42C	42C
19978	IT Account Representative I	ADM	63	63	63	63
19977	IT Account Representative II	ADM	67	67	67	67
19979	IT Account Representative Trainee	ADM	55T	55T	55T	55T
19958	IT Technical Assistant I	TI	35	35	35	35
19959	IT Technical Assistant II	TI	42	42	42	42
15019	IT Technical Assistant Trainee	TI	30T	30T	30T	30T
12010	Laboratory Aide	CLT	18	2M	2M	2M
12015	Laboratory Assistant	TI	28	28	5M	5M
12023	Laboratory Technologist Intern	TI	M	M	M	M
12051	Land Use Services Coordinator	ADM	60	60	60	60
12060	Land Use Technician	TI	46	46	46	46
19837	Land Use Technician Supervisor	SUP	50	50	50	50
12050	Land Use Technician Trainee	TI	30T	30T	30T	30T
05181	Landfill Operations Inspector	TI	49	49	49	49
03134	Latent Fingerprint Examiner	TI	55	55	55	55
12087	Layout and Composing Coordinator	TI	36	36	36	36
13259	Lead Fleet Technician	CLT	53	53	53	53
06066	Lead Legal Document Classifier	CLK	37	37	37	37
01189	Lead Sheriff's Aviation Mechanic	CLT	57C	59C	59C	59C
06064	Legal Document Classifier I	TI	31A	31A	31A	31A
06065	Legal Document Classifier II	CLK	35	35	35	35
12118	Liability Claims Representative I	TI	50	50	50	50
12119	Liability Claims Representative II	TI	56	56	56	56
12120	Liability Claims Representative III	TI	58	58A	58A	58A
12117	Liability Claims Representative Trainee	TI	44T	44T	44T	44T
12129	Library Assistant	TI	27	27	5M	5M
12130	Library Assistant II (MC)	TI	31	31	31	31
12133	Library Events Coordinator	ADM	56	56	56	56
12150	Library Facilities Coordinator	ADM	58	58	58	58
12134	Library Maintenance Coordinator	CLT	47	47	47	47
12148	Library Program Coordinator	SUP	58	58	58	58
12147	Library Regional Manager	MGT	63	63	63	63
12146	Library Services Manager	MGT	63	63	63	63
12154	Licensed Vocational Nurse - Per Diem	TI	N/A	N/A	N/A	N/A
12155	Licensed Vocational Nurse I (T)	TI	34T	34T	34T	34T
12159	Licensed Vocational Nurse I-Corrections (T)	TI	38T	38T	38T	38T
12156	Licensed Vocational Nurse II	TI	36A	36A	36A	36A
12157	Licensed Vocational Nurse II-Corrections	TI	40	40	40	40
12158	Licensed Vocational Nurse III	TI	38A	38A	38A	38A
12178	Linen Room Attendant	CLT	13C	1M	1M	1M
12180	Locksmith	CLT	42C	43C	43C	43C
04359	Logistics Program Manager	MGT	49C	49C	49C	49C
13003	Mail Processor I (T)	CLT	20T	1M	1M	1M
13004	Mail Processor II	CLT	24C	4M	4M	4M
13005	Mail Processor III	CLT	29C	29C	7M	7M
13008	Mail Services Manager	MGT	49C	49C	49C	49C
13006	Mail Services Supervisor	SUP	35C	35C	35C	35C
13011	Maintenance and Construction Supervisor I	SUP	49	49	49	49
13012	Maintenance and Construction Supervisor II	SUP	53	53	53	53
13013	Maintenance and Construction Worker I	CLT	33	34	34	34
13014	Maintenance and Construction Worker II	CLT	39	39A	39A	39A
13025	Maintenance Supervisor	SUP	55C	55C	55C	55C
13031	Manager, Wound Care Services and Hyperbarics	MGT	72	72	72	72
13270	Marketing Specialist	ADM	47	47	47	47
19704	Material Manager	MGT	65	65	65	65
13080	Mechanics Assistant	CLT	34	34	34	34

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
13083	Media Specialist I	ADM	51	51	51	51
13085	Media Specialist II	ADM	53	53	53	53
13081	Media Technologist	ADM	42	42	42	42
13086	Medical Center Housekeeping/Linen Manager	MGT	53	54	54	54
13087	Medical Emergency Planning Specialist	ADM	54	54	54	54
03287	Medical Only Claims Adjuster	TI	39	39	39	39
13116	Medical Staff Coordinator	ADM	48	48	48	48
13125	Mental Health Auditor	ADM	56	56	56	56
13130	Mental Health Clinic Supervisor	SUP	66C	66C	66C	66C
13137	Mental Health Education Consultant	ADM	53	53	53	53
13140	Mental Health Head Nurse	SUP	62	62	62	62
13141	Mental Health Intern Program Supervisor	SUP	66	66	66	66
13186	Mental Health Program Manager I	MGT	66C	66C	66C	66C
13187	Mental Health Program Manager II	MGT	70C	70C	70C	70C
13221	Mental Health Specialist	ADM	40C	40C	40C	40C
13222	Mental Health Specialist Trainee	ADM	34T	34T	34T	34T
13239	Microfilm Technician I	TI	24	4M	4M	4M
13240	Microfilm Technician II	TI	28	28	5M	5M
13241	Microfilm Technician III	TI	30	30	30	30
19153	Mobile Medical Clinic Operator	CLT	35	35	35	35
13260	Motor Pool Assistant	CLT	25	4M	4M	4M
13265	Motor Pool Services Assistant	CLT	34	34	34	34
13262	Motor Pool Specialist	CLT	30	30	30	30
13273	Multimedia Production Supervisor	SUP	58	58	58	58
13269	Multimedia Supervisor	SUP	54	54	54	54
13312	Museum Educator	ADM	30	30	30	30
13316	Museum Exhibit Fabricator	TI	45	45	45	45
13307	Museum Preparator	TI	36	36	36	36
04912	Network Analyst	ADM	66	66	66	66
19875	Network Services Supervisor	SUP	71	71	71	71
04915	Neurodiagnostic Technologist Assistant	TI	35	35	35	35
04916	Neurodiagnostic Technologist I	TI	48	48	48	48
04918	Neurodiagnostic Technologist II	TI	51C	51C	51C	51C
14018	Nuclear Medicine Technologist	TI	60C	61A	62A	62A
14040	Nurse Practitioner III	NRS	68	68	68	68
14014	Nurse Supervisor	NRS	67	67	67	67
14045	Nursing Attendant	CLT	22	3M	4M	4M
15015	Occupational Therapy Assistant	TI	45C	45C	45C	45C
15016	Occupational Therapy Supervisor	SUP	64	64	64	64
03315	Office Assistant I (T)	CLK	21T	3M-T	3M-T	3M-T
03316	Office Assistant II	CLK	27A	27A	5M	5M
03317	Office Assistant III	CLK	31A	31A	31A	31A
03318	Office Assistant IV	CLK	33A	33A	33A	33A
03320	Office Specialist	CLK	35	35	35	35
15039	Oral Surgery Technician	TI	31	31	31	31
15040	Orthopedic Technician	TI	32C	32C	32C	32C
16005	Painter I	CLT	42	42	42	42
16015	Painter II	CLT	44	44	44	44
16018	Paralegal	TI	49	49	49	49
16023	Park Planner I	ADM	51	51	51	51
16024	Park Planner II	ADM	55	55	55	55
16025	Park Planner III	ADM	59	59	59	59
16022	Park Planner Trainee	ADM	40T	40T	40T	40T
16045	Park Ranger I (T)	CLT	39T	39T	39T	39T
16050	Park Ranger II	CLT	42	42	42	42
16055	Park Ranger III	CLT	45	45	45	45
16059	Park Superintendent	SUP	55	55	55	55
06004	Parts Specialist	CLT	36	36	36	36
16080	Patient Accounts Supervisor	SUP	46	46	46	46
19169	Patient Navigation Program Coordinator	ADM	58	58	58	58
19167	Patient Navigator	TI	35	35	35	35

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
06059	Payroll Specialist	CLK	33	33	33	33
06054	PDD Program Manager	MGT	65	65	65	65
06009	Peer and Family Advocate I	ADM	27	27	5M	5M
06010	Peer and Family Advocate II	ADM	29	29	7M	7M
06011	Peer and Family Advocate III	ADM	31	31	31	31
06012	Peer and Family Assistant I - Unclassified	ADM	27	27	5M	5M
06013	Peer and Family Assistant II	ADM	29	29	29	29
14019	Per Diem - Nuclear Medical Technologist	TI	N/A	N/A	N/A	N/A
03337	Per Diem - Nursing Attendant	CLT	N/A	N/A	N/A	N/A
16395	Per Diem - Occupational Therapy Assistant	TI	N/A	N/A	N/A	N/A
16393	Per Diem - Phlebotomist	TI	N/A	N/A	N/A	N/A
16396	Per Diem - Physical Therapy Assistant	TI	N/A	N/A	N/A	N/A
18017	Per Diem - Radiologic Technologist	TI	N/A	N/A	N/A	N/A
18185	Per Diem - Respiratory Care Practitioner	ADM	N/A	N/A	N/A	N/A
16394	Per Diem - Security Technician	TI	N/A	N/A	N/A	N/A
19639	Per Diem - Special Procedures Radiologic Technologist	TI	N/A	N/A	N/A	N/A
03044	Per Diem - Sterile Processing Technician	TI	N/A	N/A	N/A	N/A
15044	Per Diem - Surgical Technician	TI	N/A	N/A	N/A	N/A
21013	Per Diem - Ultrasound Technologist	TI	N/A	N/A	N/A	N/A
16122	Personnel Technician	TI	41	41	41	41
16125	Pesticide Applicator	TI	39	39	39	39
16364	Phlebotomist	TI	25	4M	4M	4M
16363	Phlebotomist Trainee	TI	19T	19T	19T	19T
13100	Photographer	TI	41	41	41	41
16137	Photographic Laboratory Technician	TI	31	31	31	31
16156	Physical Therapy Assistant	TI	45C	45C	45C	45C
16177	Planner I	ADM	54	54	54	54
16178	Planner II	ADM	57	57	57	57
16179	Planner III	ADM	63	63	63	63
16176	Planner Trainee	ADM	48T	48T	48T	48T
16180	Planning Manager	MGT	72	72	72	72
16190	Plumber	CLT	46C	47C	47C	47C
16192	Polygraph Examiner	TI	61	61	61	61
20104	Pre-Certified Trauma Registrar (T)	TI	40T	40T	40T	40T
16903	Principal Budget Officer	MGT	68	68	68	68
16233	Printing Services Estimator	CLK	37	37	37	37
16232	Printing Services Manager	MGT	49C	49C	49C	49C
16231	Printing Services Supervisor	SUP	40	40	40	40
19159	Privacy and Compliance Specialist	ADM	57	57	57	57
16261	Probation Cook I	CLT	32C	32C	32C	32C
16264	Probation Cook II	CLT	38C	38C	38C	38C
16265	Probation Division Director I	MGT	69A	69A	69A	69A
16270	Probation Division Director II	MGT	73A	73C	73C	73C
16276	Probation Food & Beverage Operations Manager	MGT	60	61	61	61
16277	Probation Food Service Supervisor	SUP	43	43	43	43
16285	Probation Food Service Worker	CLT	23	4M	4M	4M
16279	Probation Office Operations Manager	SUP	48	48	48	48
03348	Process Improvement Coordinator	ADM	68	68	68	68
03349	Process Improvement Specialist	ADM	58	58	58	58
04358	Procurement Compliance Officer	ADM	61	61	61	61
16298	Production Control Supervisor	SUP	58	58	58	58
16302	Program Chief DPSS	MGT	62	62	62	62
03524	Program Manager, Code Enforcement	MGT	70	70	70	70
16310	Program Specialist I	ADM	53	53	53	53
16312	Program Specialist II	ADM	56	56	56	56
16324	Programmer Analyst Associate (T)	ADM	55T	55T	55T	55T
16320	Programmer Analyst I	ADM	59C	59C	59C	59C
16321	Programmer Analyst II	ADM	63C	63C	63C	63C
16322	Programmer Analyst III	ADM	67C	67C	67C	67C
16315	Programmer I	TI	56C	56C	56C	56C
16316	Programmer II	TI	58C	58C	58C	58C

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
16317	Programmer III	TI	64C	64C	64C	64C
16314	Programmer Trainee	TI	48T	48T	48T	48T
18211	PSD Area Coordinator	SUP	47	47	47	47
18214	PSD Behavioral Specialist	ADM	47	47	47	47
18203	PSD Disabilities Services Manager	MGT	66	66	66	66
18206	PSD Eligibility Worker I	TI	32	32	32	32
18205	PSD Eligibility Worker II	TI	37	37	37	37
18212	PSD Maintenance Coordinator	CLT	47	47	47	47
18202	PSD Program Manager	MGT	61	61	61	61
18209	PSD Program Supervisor	SUP	47	47	47	47
18217	PSD Quality Assurance Technician I	TI	37	37	37	37
18218	PSD Quality Assurance Technician II	TI	40	40	40	40
16338	Psychiatric Aide	CLT	22	3M	3M	3M
16340	Psychiatric Technician I	TI	38C	38C	38C	38C
16341	Psychiatric Technician II	TI	42	42	42	42
19670	Psychiatrist IV	SUP	P4	P4	P4	P4
16350	Public Defender Interviewer	TI	35	35	35	35
16355	Public Defender Investigator	TI	59C	59C	59C	59C
16354	Public Defender Investigator Trainee	TI	54T	54T	54T	54T
16376	Public Health Dental Assistant	TI	34	34	34	34
16377	Public Health Dental Hygienist	TI	52	52	52	52
16407	Public Health Laboratory Director	MGT	74	74	74	74
19356	Public Health Nurse Manager	NRS	72	72	72	72
16372	Public Health Program Coordinator	SUP	63	63	63	63
16378	Public Health Program Manager	MGT	70	70	70	70
16381	Public Health Program Manager Animal Care and Control	MGT	70	70	70	70
16379	Public Health Program Manager Laboratory	MGT	70	70	70	70
16380	Public Health Program Manager, Environmental Health	MGT	70	70	70	70
16388	Public Health Project Coordinator	ADM	60	60	60	60
04231	Public Relations/Community Outreach Coordinator	SUP	60	60	60	60
16904	Public Works Communications Officer	ADM	57C	57C	57C	57C
05235	Public Works Equipment Superintendent	ADM	63	63	63	63
16900	Public Works Operations Superintendent	MGT	64A	64A	64A	64A
16901	Public Works Operations Supervisor	SUP	57	57	57	57
16905	Pulmonary Function Specialist	ADM	52C	52C	52C	52C
04357	Purchasing Administrative & Operations Manager	MGT	65	65	65	65
04360	Purchasing Manager	MGT	65	65	65	65
01627	Quality Improvement Coordinator	ADM	68	68	68	68
21012	Quality Management Specialist	TI	49	49	49	49
18004	Radiation Therapy Technologist	TI	57	57	57	57
04908	Radio Communications System Analyst	ADM	67C	67C	67C	67C
18007	Radiographic Clinical Instructor	TI	54	54	54	54
18013	Radiologic Technologist I (T)	TI	48F	48F	48F	48F
18014	Radiologic Technologist II	TI	53C	53C	53C	53C
18015	Radiologic Technologist III	TI	57C	57C	57C	57C
18016	Radiologic Technologist School Supervisor	TI	56	56	56	56
18012	Radiology Manager	MGT	70	71	72	72
18011	Radiology Supervisor	SUP	63C	63C	63C	63C
18022	Real Property Agent I	ADM	49	49	49	49
18023	Real Property Agent II	ADM	56	56	56	56
18024	Real Property Agent III	ADM	60	60	60	60
18051	Records Management Coordinator	TI	34	34	34	34
18050	Records Management Supervisor	SUP	49	49	49	49
18052	Records Management Technician	TI	30	30	30	30
18057	Records Technician	TI	37	37	37	37
06067	Records Technician Supervisor I	SUP	43C	43C	43C	43C
18059	Records Technician Supervisor II	SUP	47	47	47	47
18056	Records Technician Trainee	TI	29T	29T	7M-T	7M-T
16029	Recreation Coordinator	CLK	35	35	35	35
05243	Recycling Specialist	ADM	52	52	52	52
18060	Regional Building Inspector Supervisor	SUP	61	61	61	61

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
18184	Regional Parks Operations Chief	SUP	63	63	63	63
18183	Regional Parks Planning Chief	SUP	63	63	63	63
18166	Regional Parks Program Manager	MGT	59	59	59	59
16406	Registered Veterinary Technician	TI	39C	39C	39C	39C
13261	Regulatory Environmental Specialist	TI	55	55	55	55
16155	Rehabilitation Services Aide	TI	27C	27C	5M	5M
18082	Rehabilitation Services Manager	MGT	72C	73C	73C	73C
18086	Reproduction Equipment Operator I	CLT	33	33	33	33
18087	Reproduction Equipment Operator II	CLT	36	36	36	36
18095	Reproduction Equipment Specialist	CLT	38	38	38	38
13134	Research & Planning Supervisor	SUP	67C	67C	67C	67C
18118	Respiratory Care Practitioner I (T)	ADM	46F	46F	46F	46F
18119	Respiratory Care Practitioner II	ADM	51C	51C	51C	51C
18123	Respiratory Therapist	ADM	40C	40C	40C	40C
18130	Retirement Specialist I (T)	TI	42T	42T	42T	42T
18131	Retirement Specialist II	TI	46	46	46	46
18124	Retirement Specialist Lead	TI	51	51	51	51
18129	Retirement Specialist Trainee	TI	34T	34T	34T	34T
10007	Right-of-Way Manager	MGT	64	64	64	64
19003	Risk Control Officer	SUP	62	62	62	62
19008	Risk Control Specialist	ADM	53	53	53	53
19007	Risk Control Specialist Trainee	ADM	46T	46T	46T	46T
04285	Safety and Code Compliance Technician	TI	50	50	50	50
01601	SAP Functional Analyst I	ADM	63	63	63	63
01602	SAP Functional Analyst II	ADM	65	65	65	65
01603	SAP Team Leader	SUP	74	74	74	74
01604	SAP Technical Analyst I	ADM	66C	66C	66C	66C
01605	SAP Technical Analyst II	ADM	69C	69C	69C	69C
04396	SAWS Project Coordinator	SUP	65	65	65	65
18113	SBCERA Investment Analyst I	ADM	61	61	61	61
18125	SBCERA Investment Analyst II	ADM	70	70	70	70
19024	Scale Operations Supervisor I	SUP	41	41	41	41
19026	Scale Operations Supervisor II	SUP	45	45	45	45
19020	Scale Operator	CLT	36	36	36	36
12024	School of Laboratory Program Coordinator	SUP	65	65	65	65
19040	Secretary I	CLK	35	35	35	35
19045	Secretary II	CLK	38	38	38	38
19050	Security Technician I	TI	27	28	7M	7M
19051	Security Technician II	TI	29	30	31	31
03314	Senior Board Services Specialist	CLK	38	38	38	38
03124	Senior Crime Analyst	TI	57	57	57	57
06055	Senior Economic Development Coordinator	ADM	65	65	65	65
05226	Senior Fleet Services Specialist	CLT	33C	33C	33C	33C
19236	Senior Information and Referral Area Representative	ADM	34	34	34	34
12052	Senior Land Use Technician	TI	48	48	48	48
18058	Senior Records Technician	TI	39	39	39	39
19685	Senior Statistical Analyst	ADM	58	58	58	58
19457	Sheriff's Automated Systems Supervisor	SUP	65	65	65	65
01190	Sheriff's Aviation Mechanic	CLT	56	58	58	58
01191	Sheriff's Aviation Mechanic Supervisor	SUP	59C	61C	61C	61C
19464	Sheriff's Civil Investigator	TI	54	54	54	54
13072	Sheriff's Civil Technician	TI	34	34	34	34
19483	Sheriff's Communication Administrator	MGT	70	70	70	70
19477	Sheriff's Communications Dispatcher I	TI	37C	38A	38A	38A
19476	Sheriff's Communications Dispatcher I Trainee	TI	33T	33T	33T	33T
19479	Sheriff's Communications Dispatcher II	TI	48C	49C	49C	49C
19478	Sheriff's Communications Dispatcher II Trainee	TI	40T	40T	40T	40T
19481	Sheriff's Communications Dispatcher III	TI	51C	52C	52C	52C
19473	Sheriff's Communications Manager	MGT	61C	61C	61C	61C
19472	Sheriff's Community Relations Officer	ADM	57	57	57	57
19470	Sheriff's Cook I (T)	CLT	32T	32T	32T	32T

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
19471	Sheriff's Cook II	CLT	39	39	39	39
03128	Sheriff's Crime Scene Specialist I	TI	42	42	42	42
03129	Sheriff's Crime Scene Specialist II	TI	52	52	52	52
03139	Sheriff's Crime Scene Specialist III	TI	55	55	55	55
19468	Sheriff's Custody Assistant	CLK	28	28	5M	5M
19467	Sheriff's Custody Specialist	TI	40A	41C	41C	41C
19461	Sheriff's Custody Specialist-12 Hour Shift	TI	40A	41C	41C	41C
04212	Sheriff's Emergency Services Coordinator	ADM	54	54	54	54
19459	Sheriff's Facilities Coordinator	ADM	48	48	48	48
19503	Sheriff's Fleet Supervisor	SUP	57	57	57	57
19508	Sheriff's Food Services Director	MGT	70	70	70	70
19505	Sheriff's Food Services Manager	MGT	59	59	59	59
19506	Sheriff's Food Services Supervisor	SUP	44	44	44	44
03140	Sheriff's Lead Crime Scene Specialist	TI	58	58	58	58
19523	Sheriff's Maintenance Manager	MGT	65	65	65	65
19525	Sheriff's Maintenance Mechanic	CLT	45	45	45	45
19529	Sheriff's Maintenance Mechanic Trainee	CLT	38T	38T	38T	38T
01193	Sheriff's Medical Stores Specialist	CLT	34	34	34	34
19504	Sheriff's Motor and Fabrication Mechanic	CLT	51	51	51	51
19538	Sheriff's Nurse Supervisor I	NRS	69C	70C	70C	70C
19539	Sheriff's Nurse Supervisor II	NRS	73C	73C	73C	73C
19526	Sheriff's Pilot	TI	58C	62C	62C	62C
19545	Sheriff's Public Information Officer	ADM	55	55	55	55
19530	Sheriff's Records Clerk	CLK	28	31A	31A	31A
19536	Sheriff's Records Manager	MGT	58	58	58	58
19548	Sheriff's Records Supervisor	SUP	43	43	43	43
19534	Sheriff's Research Analyst	ADM	56	56	56	56
19543	Sheriff's Service Specialist	TI	37C	37C	37C	37C
19541	Sheriff's Special Program Coordinator	ADM	56	56	56	56
19489	Sheriff's Supervising Communications Dispatcher	SUP	55C	56A	56A	56A
19458	Sheriff's Training Specialist I	ADM	47	47	47	47
19498	Sheriff's Training Specialist II	ADM	51	51	51	51
19500	Sheriff's Training Supervisor	SUP	56	56	56	56
19563	Social Service Aide	TI	31	31	31	31
19608	Social Worker I	ADM	41	41	41	41
19610	Social Worker II	ADM	47	47	47	47
19611	Social Worker II Trainee	ADM	41T	41T	41T	41T
04392	Solid Waste Analyst	ADM	60	60	60	60
04389	Solid Waste Programs Administrator	SUP	60	60	60	60
19636	Special Procedures Radiologic Technologist I	TI	54T	54T	54T	54T
19637	Special Procedures Radiologic Technologist II	TI	59C	60A	61A	61A
19638	Special Procedures Radiologic Technologist III	TI	61C	62A	63A	63A
01672	Special Projects Leader	ADM	71	71	71	71
10026	Specialized Enforcement Specialist	TI	38	38	38	38
19640	Sprinkler System Worker	CLT	38	38	38	38
19644	Staff Aide	ADM	41	41	41	41
19646	Staff Analyst I	ADM	50	50	50	50
19647	Staff Analyst II	ADM	56	56	56	56
19650	Staff Analyst II Trainee	ADM	48T	48T	48T	48T
19649	Staff Analyst Trainee	ADM	43T	43T	43T	43T
20015	Staff Training Instructor	ADM	50	50	50	50
20017	Staff Training Instructor Trainee	ADM	42T	42T	42T	42T
19684	Statistical Analyst	ADM	56C	56C	56C	56C
19683	Statistical Analyst Trainee	ADM	44T	44T	44T	44T
03043	Sterile Processing Manager	MGT	62	63	64	64
03040	Sterile Processing Technician I	TI	26C	27C	5M 6M	6M
03041	Sterile Processing Technician II	TI	29C	30C	31C	31C
19706	Storekeeper	CLT	25C	4M	4M	4M
19700	Stores Specialist	CLT	32C	32C	32C	32C
19701	Stores Supervisor I	SUP	32	32	32	32
19702	Stores Supervisor II	SUP	40	40	40	40

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
16899	Stormwater Program Manager	SUP	69	69	69	69
19750	Substance Abuse Manager	MGT	63	63	63	63
19767	Supervising Accountant II	SUP	60	60	60	60
19768	Supervising Accountant III	SUP	64	64	64	64
19766	Supervising Accounting Technician	SUP	44	44	44	44
19771	Supervising Agricultural/Standards Officer	SUP	55	55	55	55
19774	Supervising Animal Control Officer I	SUP	39A	40A	40A	40A
19779	Supervising Animal Control Officer II	SUP	50A	50A	50A	50A
03421	Supervising Appeals Specialist I	SUP	51C	51C	51C	51C
03420	Supervising Appeals Specialist II	SUP	55C	55C	55C	55C
19981	Supervising Application Support Specialist	SUP	71	71	71	71
19769	Supervising Auditor Appraiser	SUP	61C	61C	61C	61C
06061	Supervising Auditor-Controller/Treasurer/Tax Collector Payroll Technician	SUP	43	43	43	43
19772	Supervising Automated Systems Analyst I	SUP	57	57	57	57
19776	Supervising Automated Systems Analyst II	SUP	61	61	61	61
19775	Supervising Bio-Med Electronics Technician	SUP	56C	57C	58C	59C
19778	Supervising Building Construction Inspector	SUP	58	58	58	58
19780	Supervising Building Plant Operator	SUP	54C	54C	54C	54C
02104	Supervising Buyer	SUP	60	60	60	60
19146	Supervising Buying Assistant	SUP	45	45	45	45
05100	Supervising Case Review Specialist	SUP	60	60	60	60
03079	Supervising Child Support Attorney	SUP	87A	88	88	88
19792	Supervising Child Support Officer	SUP	48C	48C	48C	48C
19795	Supervising Collections Officer	SUP	48	48	48	48
19794	Supervising Communications Technician	SUP	58C	58C	58C	58C
19862	Supervising Correctional Nurse I	NRS	69C	70C	70C	70C
19864	Supervising Correctional Nurse II	NRS	71C	72C	72C	72C
03123	Supervising Crime Analyst	SUP	59	59	59	59
03138	Supervising Crime Scene Specialist	SUP	61	61	61	61
03540	Supervising Criminalist	SUP	73C	73C	73C	73C
19817	Supervising Custodian	SUP	31	31C	31C	31C
19819	Supervising Deputy District Attorney	SUP	90	90A	90A	90A
19818	Supervising Deputy Public Administrator	SUP	51	51C	51C	51C
19821	Supervising Deputy Public Defender	SUP	90	90A	90A	90A
04192	Supervising Deputy Public Guardian	SUP	51	51C	51C	51C
04217	Supervising Development Specialist	SUP	69	69	69	69
19182	Supervising Dietitian	SUP	53C	53C	53C	53C
19834	Supervising District Appraiser	SUP	61C	61C	61C	61C
19824	Supervising Economic and Community Development Analyst	SUP	64	64	64	64
05144	Supervising Emergency Medical Services Specialist	SUP	62	62	62	62
05131	Supervising Employment Services Specialist I	SUP	48A	48A	48A	48A
17000	Supervising Engineer	SUP	74	74	74	74
05151	Supervising Environmental Health Specialist	SUP	62	62	62	62
03133	Supervising Fingerprint Examiner	SUP	60	60	60	60
06052	Supervising Fiscal Specialist	SUP	43	43	43	43
08042	Supervising Health Education Specialist	SUP	53	53	53	53
08030	Supervising Health Information Management Assistant	SUP	37	37	37	37
16373	Supervising Health Services Assistant	SUP	33	33	33	33
09036	Supervising Internal Auditor II	SUP	60	60	60	60
09037	Supervising Internal Auditor III	SUP	64	64	64	64
12016	Supervising Laboratory Assistant	SUP	32	32	32	32
19860	Supervising Laboratory Technologist	SUP	69C	69C	69C	69C
19861	Supervising Land Surveyor	SUP	69	69	69	69
19866	Supervising Liability Claims Representative	SUP	62	62	62	62
13090	Supervising Medical Emergency Planning Specialist	SUP	58	58	58	58
13117	Supervising Medical Staff Coordinator	SUP	52	52	52	52
19868	Supervising Museum Curator	SUP	54	54	54	54
04917	Supervising Neurodiagnostic Technician	SUP	54	54	54	54
03319	Supervising Office Assistant	SUP	37	37	37	37
03321	Supervising Office Specialist	SUP	43	43	43	43

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
19411	Supervising Pediatric Rehabilitation Therapist I	SUP	66C	66C	66C	66C
19915	Supervising Pediatric Rehabilitation Therapist II	SUP	71C	71C	71C	71C
16365	Supervising Phlebotomist	SUP	29C	30C	30C	30C
19835	Supervising Planner	SUP	67	67	67	67
19487	Supervising Polygraph Examiner	SUP	65	65	65	65
19886	Supervising Program Specialist	SUP	59	59	59	59
16356	Supervising Public Defender Investigator	SUP	64	64	64	64
16384	Supervising Public Health Microbiologist	SUP	62	62	62	62
19355	Supervising Public Health Nurse	NRS	66C	66C	66C	66C
19990	Supervising Public Health Nutritionist	SUP	54	54	54	54
18083	Supervising Rehabilitation Therapist	SUP	67C	68C	68C	68C
19900	Supervising Respiratory Care Practitioner	SUP	56C	58	58	58
19482	Supervising Sheriff's Custody Specialist	SUP	45	45	45	45
03275	Supervising Social Service Practitioner	SUP	60C	61	61	61
19579	Supervising Social Worker	SUP	54	54	54	54
03045	Supervising Sterile Processing Technician	SUP	41	42	43	43
19773	Supervising Systems Accountant	SUP	67	67	67	67
19916	Supervising Title Transfer Technician I	SUP	41C	41C	41C	41C
19917	Supervising Title Transfer Technician II	SUP	45C	45C	45C	45C
19833	Supervising Transportation Analyst	SUP	69	69	69	69
19922	Supervising Utilization Review Technician	SUP	38	43	43	43
22025	Supervising Vector Control Technician	SUP	49	49	49	49
19918	Supervising Veterans Service Officer	SUP	50	50	50	50
22049	Supervising Victim Advocate	SUP	54	54	54	54
22055	Supervising Victims Witness Claims Technician	SUP	43	43	43	43
19921	Supervising Workers Compensation Adjuster	SUP	62	62	62	62
15034	Surgical Technician	TI	34C	35C	35C	35C
19930	Survey Division Chief	MGT	75	75	75	75
19935	Survey Party Chief	SUP	55	55C	55C	55C
19951	Systems Accountant I	ADM	56	56	56	56
19952	Systems Accountant II	ADM	60	60	60	60
19954	Systems Accountant III	ADM	63	63	63	63
19956	Systems Development Team Leader	SUP	71	71	71	71
19953	Systems Procedures Analyst I	ADM	63	63	63	63
19955	Systems Procedures Analyst II	ADM	67	67	67	67
19940	Systems Procedures Analyst Trainee	ADM	53T	53T	53T	53T
19960	Systems Support Analyst I (T)	ADM	57T	57T	57T	57T
19965	Systems Support Analyst II	ADM	63C	63C	63C	63C
19970	Systems Support Analyst III	ADM	67C	67C	67C	67C
19975	Systems Support Supervisor	SUP	71	71C	71C	71C
15051	Tax Collection Billing Manager	MGT	63	63	63	63
15035	Tax Collection Manager	MGT	59	59	59	59
15037	Tax Collector Accounting Manager	MGT	59	59	59	59
15050	Tax Payer Services Manager	MGT	63	63	63	63
15038	Tax Sale Manager	MGT	59	59	59	59
15052	Tax Sales Services Manager	MGT	63	63	63	63
19980	Technology Helpdesk Supervisor	SUP	57	57	57	57
03042	Telemetry Technician	TI	28C	28C	6M	6M
20011	Telephone Electronics Manager-D	MGT	70	70	70	70
20012	Telephone Service Specialist	TI	50	50	50	50
20016	Telephone Service Supervisor	SUP	56	56	56	56
20013	Telephone Services Specialist Trainee	TI	37T	37T	37T	37T
20020	Teleprocessing Specialist	TI	44	44	44	44
20094	Testing and Certification Supervisor	SUP	43	43	43	43
20025	Title Transfer Technician I	TI	37	37	37	37
20030	Title Transfer Technician II	TI	40C	40C	40C	40C
20035	Title Transfer Technician Trainee	TI	28T	28T	5M-T	5M-T
20009	Training and Development Manager	MGT	65	65	65	65
20014	Training and Development Specialist	ADM	55C	55C	55C	55C
20008	Training and Development Supervisor	SUP	60	60	60	60
05125	Transitional Assistance Department District Manager	MGT	51	51	51	51

Appendix B

JOB CODE	CLASSIFICATION TITLE	UNIT	SALARY RANGE*			
			9/14/2019	3/14/20	3/27/21	3/26/22
09120	Transitional Assistance Department Regional Manager	MGT	65	65	65	65
19831	Transportation Analyst I	ADM	55	55	55	55
19832	Transportation Analyst II	ADM	59	59	59	59
19836	Transportation Planning Division Chief	MGT	75	75	75	75
19974	Treasurer Officer Manager	MGT	59	59	59	59
20095	Tree Crew Supervisor	SUP	50	50	50	50
20100	Tree Trimmer	CLT	46	46	46	46
20103	Tumor Registrar	TI	46	46	46	46
21004	Ultrasound Technologist I (T)	TI	54T	54T	54T	54T
21006	Ultrasound Technologist II	TI	59C	60A	61A	61A
21007	Ultrasound Technologist III	TI	61C	62A	63A	63A
19181	Unit Manager	NRS	74B	74B	74B	74B
21009	Utilization Review Technician	TI	35	35	35	35
22021	Vector Control Technician I	TI	42	42	42	42
22022	Vector Control Technician II	TI	45	45	45	45
22020	Vector Control Technician Trainee	TI	36T	36T	36T	36T
22030	Vehicle Services Shop Supervisor	CLT	36	36	36	36
22043	Veterans Service Officer I	TI	40T	40T	40T	40T
22042	Veterans Service Officer II	TI	45	45	45	45
22040	Veterans Service Officer Trainee	TI	33T	33T	33T	33T
22046	Victim Advocate I	ADM	41	41	41	41
22047	Victim Advocate II	ADM	47	47	47	47
17353	Victim Services Assistant Chief	MGT	58	58	58	58
22053	Victim Witness Claims Technician I	TI	35	35	35	35
22054	Victim Witness Claims Technician II	TI	38	38	38	38
22050	Volunteer Services Coordinator	SUP	40	40	40	40
23102	Workers Compensation Adjuster I (T)	TI	43T	43T	43T	43T
23104	Workers Compensation Adjuster II	TI	55	56	56	56
23106	Workers Compensation Adjuster III	TI	58	58A	58A	58A
23107	Workers Compensation Manager	MGT	70	70	70	70
23205	Workforce Development Manager	MGT	54	54	54	54
23204	Workforce Development Program Coordinator	ADM	60	60	60	60
23206	Workforce Development Program Manager	MGT	65	65	65	65
23198	Workforce Development Specialist	ADM	43	43A	43A	43A
23199	Workforce Development Supervisor I	SUP	48	48	48	48
23201	Workforce Development Supervisor II	SUP	54	54	54	54
23203	Workforce Development Technician	TI	33	33	33	33
16030	Youth Services Coordinator	ADM	55	55	55	55

*All classifications, except Per Diem, Contract, Psychiatrist IV, and those in the Nurses Supervisory and Management Unit (NRS), are assigned to the General Salary Schedule. Salary schedules for all classifications are contained in Appendix C.

A change to a salary range assigned to a classification in Appendix B, if applicable, shall be effective 9/14/2019, 3/14/2020, 3/27/2021, and/or 3/26/22 except for the following: (a) Health Services Assistant I shall be assigned to range 27C & Health Services Assistant II shall be assigned to range 30 effective 6/20/2020, and (b) classifications assigned to "M" ranges in the General Salary Schedule (e.g., 2M, 4M-T, 7M, etc.) shall be effective January 1st of 2020 or 2021, whichever is applicable (also see Appendix D - Equity Adjustments).

Appendix C – Salary Schedules

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
M	Hourly	12.00													
	Appx. Bi-wkly	960.00													
	Appx. Monthly	2,080.00													
	Appx. Annual	24,960.00													
09A	Hourly												12.40		
	Appx. Bi-wkly												992.00		
	Appx. Monthly												2,149.33		
	Appx. Annual												25,792.00		
09C	Hourly												12.46		
	Appx. Bi-wkly												996.80		
	Appx. Monthly												2,159.73		
	Appx. Annual												25,916.80		
09T	Hourly														
	Appx. Bi-wkly														
	Appx. Monthly														
	Appx. Annual														
10	Hourly												12.56		
	Appx. Bi-wkly												1,004.80		
	Appx. Monthly												2,177.07		
	Appx. Annual												26,124.80		
10A	Hourly											12.39	12.72		
	Appx. Bi-wkly											991.20	1,017.60		
	Appx. Monthly											2,147.60	2,204.80		
	Appx. Annual											25,771.20	26,457.60		
10C	Hourly											12.45	12.77		
	Appx. Bi-wkly											996.00	1,021.60		
	Appx. Monthly											2,158.00	2,213.47		
	Appx. Annual											25,896.00	26,561.60		
10T	Hourly														
	Appx. Bi-wkly														
	Appx. Monthly														
	Appx. Annual														
11	Hourly											12.56	12.88		
	Appx. Bi-wkly											1,004.80	1,030.40		
	Appx. Monthly											2,177.07	2,232.53		
	Appx. Annual											26,124.80	26,790.40		
11A	Hourly										12.39	12.72	13.04		
	Appx. Bi-wkly										991.20	1,017.60	1,043.20		
	Appx. Monthly										2,147.60	2,204.80	2,260.27		
	Appx. Annual										25,771.20	26,457.60	27,123.20		
11C	Hourly											12.45	12.77	13.10	
	Appx. Bi-wkly											996.00	1,021.60	1,048.00	
	Appx. Monthly											2,158.00	2,213.47	2,270.67	
	Appx. Annual											25,896.00	26,561.60	27,248.00	
11T	Hourly											12.56	12.86		
	Appx. Bi-wkly											1,004.80	1,028.80		
	Appx. Monthly											2,177.07	2,229.07		
	Appx. Annual											26,124.80	26,748.80		
12	Hourly										12.56	12.86	13.16		
	Appx. Bi-wkly										1,004.80	1,028.80	1,052.80		
	Appx. Monthly										2,177.07	2,229.07	2,281.07		
	Appx. Annual										26,124.80	26,748.80	27,372.80		
12A	Hourly									12.39	12.72	13.02	13.34		
	Appx. Bi-wkly									991.20	1,017.60	1,041.60	1,067.20		
	Appx. Monthly									2,147.60	2,204.80	2,256.80	2,312.27		
	Appx. Annual									25,771.20	26,457.60	27,081.60	27,747.20		
12C	Hourly									12.45	12.77	13.08	13.40		
	Appx. Bi-wkly									996.00	1,021.60	1,046.40	1,072.00		
	Appx. Monthly									2,158.00	2,213.47	2,267.20	2,322.67		
	Appx. Annual									25,896.00	26,561.60	27,206.40	27,872.00		
12T	Hourly											12.56	12.86		
	Appx. Bi-wkly											1,004.80	1,028.80		
	Appx. Monthly											2,177.07	2,229.07		
	Appx. Annual											26,124.80	26,748.80		
13	Hourly										12.56	12.86	13.21	13.52	
	Appx. Bi-wkly										1,004.80	1,028.80	1,056.80	1,081.60	
	Appx. Monthly										2,177.07	2,229.07	2,289.73	2,343.47	
	Appx. Annual										26,124.80	26,748.80	27,476.80	28,121.60	
13A	Hourly									12.39	12.72	13.02	13.37	13.69	
	Appx. Bi-wkly									991.20	1,017.60	1,041.60	1,069.60	1,095.20	
	Appx. Monthly									2,147.60	2,204.80	2,256.80	2,317.47	2,372.93	
	Appx. Annual									25,771.20	26,457.60	27,081.60	27,809.60	28,475.20	
13C	Hourly									12.45	12.77	13.08	13.43	13.78	
	Appx. Bi-wkly									996.00	1,021.60	1,046.40	1,074.40	1,102.40	
	Appx. Monthly									2,158.00	2,213.47	2,267.20	2,327.87	2,388.53	
	Appx. Annual									25,896.00	26,561.60	27,206.40	27,934.40	28,662.40	
13T	Hourly											12.56	12.86	13.21	
	Appx. Bi-wkly											1,004.80	1,028.80	1,056.80	
	Appx. Monthly											2,177.07	2,229.07	2,289.73	
	Appx. Annual											26,124.80	26,748.80	27,476.80	
14	Hourly											12.56	12.86	13.21	13.85
	Appx. Bi-wkly											1,004.80	1,028.80	1,056.80	1,108.00
	Appx. Monthly											2,177.07	2,229.07	2,289.73	2,400.67
	Appx. Annual											26,124.80	26,748.80	27,476.80	28,808.00
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	
19C	Hourly				12.45	12.77	13.08	13.43	13.75	14.07	14.42	14.81	15.17	15.51	15.90	
	Appx. Bi-wkly				996.00	1,021.60	1,046.40	1,074.40	1,100.00	1,125.60	1,153.60	1,184.80	1,218.00	1,248.80	1,272.00	
	Appx. Monthly				2,158.00	2,213.47	2,267.20	2,327.87	2,383.33	2,438.80	2,499.47	2,567.07	2,629.47	2,688.40	2,756.00	
	Appx. Annual				25,896.00	26,561.60	27,206.40	27,934.40	28,600.00	29,265.60	29,993.60	30,804.80	31,553.60	32,260.80	33,072.00	
19T	Hourly					12.56	12.86	13.21	13.49	13.84	14.17	14.54	14.91	15.23	15.61	
	Appx. Bi-wkly					1,004.80	1,028.80	1,056.80	1,079.20	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	
	Appx. Monthly					2,177.07	2,229.07	2,289.73	2,338.27	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,697.87	
	Appx. Annual					26,124.80	26,748.80	27,476.80	28,059.20	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	
20	Hourly				12.56	12.86	13.21	13.49	13.84	14.17	14.54	14.91	15.23	15.61	16.03	
	Appx. Bi-wkly				1,004.80	1,028.80	1,056.80	1,079.20	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,282.40	
	Appx. Monthly				2,177.07	2,229.07	2,289.73	2,338.27	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,778.53	
	Appx. Annual				26,124.80	26,748.80	27,476.80	28,059.20	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,342.40	
20A	Hourly			12.39	12.72	13.02	13.37	13.66	14.01	14.35	14.74	15.10	15.43	15.82	16.22	
	Appx. Bi-wkly			991.20	1,017.60	1,041.60	1,069.60	1,092.80	1,120.80	1,148.00	1,179.20	1,208.00	1,234.40	1,265.60	1,297.60	
	Appx. Monthly			2,147.60	2,204.80	2,256.80	2,317.47	2,367.73	2,428.40	2,487.33	2,554.93	2,617.33	2,674.53	2,742.13	2,811.47	
	Appx. Annual			25,771.20	26,457.60	27,081.60	27,809.60	28,412.80	29,140.80	29,848.00	30,659.20	31,408.00	32,094.40	32,905.60	33,737.60	
20C	Hourly			12.45	12.77	13.08	13.43	13.75	14.07	14.42	14.81	15.17	15.51	15.90	16.30	
	Appx. Bi-wkly			996.00	1,021.60	1,046.40	1,074.40	1,100.00	1,125.60	1,153.60	1,184.80	1,213.60	1,240.80	1,272.00	1,304.00	
	Appx. Monthly			2,158.00	2,213.47	2,267.20	2,327.87	2,383.33	2,438.80	2,499.47	2,567.07	2,629.47	2,688.40	2,756.00	2,825.33	
	Appx. Annual			25,896.00	26,561.60	27,206.40	27,934.40	28,600.00	29,265.60	29,993.60	30,804.80	31,553.60	32,260.80	33,072.00	33,904.00	
20T	Hourly				12.56	12.86	13.21	13.49	13.84	14.17	14.54	14.91	15.23	15.61	16.03	
	Appx. Bi-wkly				1,004.80	1,028.80	1,056.80	1,079.20	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,282.40	
	Appx. Monthly				2,177.07	2,229.07	2,289.73	2,338.27	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,778.53	
	Appx. Annual				26,124.80	26,748.80	27,476.80	28,059.20	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,342.40	
21	Hourly			12.56	12.86	13.21	13.49	13.84	14.17	14.54	14.91	15.23	15.61	16.03	16.45	
	Appx. Bi-wkly			1,004.80	1,028.80	1,056.80	1,079.20	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,282.40	1,316.00	
	Appx. Monthly			2,177.07	2,229.07	2,289.73	2,338.27	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,851.33	
	Appx. Annual			26,124.80	26,748.80	27,476.80	28,059.20	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,216.00	
21A	Hourly		12.39	12.72	13.02	13.37	13.66	14.01	14.35	14.74	15.10	15.43	15.82	16.24	16.65	
	Appx. Bi-wkly		991.20	1,017.60	1,041.60	1,069.60	1,092.80	1,120.80	1,148.00	1,179.20	1,208.00	1,234.40	1,265.60	1,299.20	1,332.00	
	Appx. Monthly		2,147.60	2,204.80	2,256.80	2,317.47	2,367.73	2,428.40	2,487.33	2,554.93	2,617.33	2,674.53	2,742.13	2,814.93	2,886.00	
	Appx. Annual		25,771.20	26,457.60	27,081.60	27,809.60	28,412.80	29,140.80	29,848.00	30,659.20	31,408.00	32,094.40	32,905.60	33,779.20	34,632.00	
21C	Hourly		12.45	12.77	13.08	13.43	13.75	14.07	14.42	14.81	15.17	15.51	15.90	16.32	16.73	
	Appx. Bi-wkly		996.00	1,021.60	1,046.40	1,074.40	1,100.00	1,125.60	1,153.60	1,184.80	1,213.60	1,240.80	1,272.00	1,305.60	1,338.40	
	Appx. Monthly		2,158.00	2,213.47	2,267.20	2,327.87	2,383.33	2,438.80	2,499.47	2,567.07	2,629.47	2,688.40	2,756.00	2,828.80	2,899.87	
	Appx. Annual		25,896.00	26,561.60	27,206.40	27,934.40	28,600.00	29,265.60	29,993.60	30,804.80	31,553.60	32,260.80	33,072.00	33,945.60	34,798.40	
21T	Hourly			12.56	12.86	13.21	13.49	13.84	14.17	14.54	14.91	15.23	15.61	16.03	16.45	
	Appx. Bi-wkly			1,004.80	1,028.80	1,056.80	1,079.20	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,282.40	1,316.00	
	Appx. Monthly			2,177.07	2,229.07	2,289.73	2,338.27	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,851.33	
	Appx. Annual			26,124.80	26,748.80	27,476.80	28,059.20	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,300.00	
22	Hourly		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
	Appx. Bi-wkly		1,003.20	1,028.80	1,056.80	1,079.20	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,280.00	1,314.40	1,345.60	1,380.00
	Appx. Monthly		2,173.60	2,229.07	2,289.73	2,338.27	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,985.60
	Appx. Annual		26,083.20	26,748.80	27,476.80	28,059.20	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,800.00
22A	Hourly		12.37	12.70	13.02	13.37	13.66	14.01	14.35	14.74	15.10	15.43	15.82	16.24	16.63	17.05
	Appx. Bi-wkly		989.60	1,016.00	1,041.60	1,069.60	1,092.80	1,120.80	1,148.00	1,179.20	1,208.00	1,234.40	1,265.60	1,299.20	1,334.00	1,364.00
	Appx. Monthly		2,144.13	2,201.33	2,256.80	2,317.47	2,367.73	2,428.40	2,487.33	2,554.93	2,617.33	2,674.53	2,742.13	2,814.93	2,886.53	2,955.33
	Appx. Annual		25,729.60	26,416.00	27,081.60	27,809.60	28,412.80	29,140.80	29,848.00	30,659.20	31,408.00	32,094.40	32,905.60	33,779.20	34,590.40	35,464.00
22C	Hourly		12.43	12.75	13.08	13.43	13.75	14.07	14.42	14.81	15.17	15.51	15.90	16.32	16.70	17.13
	Appx. Bi-wkly		994.40	1,020.00	1,046.40	1,074.40	1,100.00	1,125.60	1,153.60	1,184.80	1,213.60	1,240.80	1,272.00	1,305.60	1,336.00	1,370.40
	Appx. Monthly		2,154.53	2,210.00	2,267.20	2,327.87	2,383.33	2,438.80	2,499.47	2,567.07	2,629.47	2,688.40	2,756.00	2,828.80	2,894.67	2,969.20
	Appx. Annual		25,854.40	26,520.00	27,206.40	27,934.40	28,600.00	29,265.60	29,993.60	30,804.80	31,553.60	32,260.80	33,072.00	33,945.60	34,736.00	35,630.40
22T	Hourly			12.54	12.86	13.21	13.49	13.84	14.17	14.54	14.91	15.23	15.61	16.03	16.43	16.82
	Appx. Bi-wkly			1,003.20	1,028.80	1,056.80	1,079.20	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,280.00	1,314.40	1,345.60
	Appx. Monthly			2,173.60	2,229.07	2,289.73	2,338.27	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47
	Appx. Annual			26,083.20	26,748.80	27,476.80	28,059.20	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60
23	Hourly		12.57	12.89	13.21	13.49	13.84	14.17	14.54	14.91	15.23	15.61	16.03	16.43	16.82	17.25
	Appx. Bi-wkly		1,005.60	1,031.20	1,056.80	1,079.20	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,280.00	1,314.40	1,345.60	1,380.00
	Appx. Monthly		2,178.80	2,234.27	2,289.73	2,338.27	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,990.00
	Appx. Annual		26,145.60	26,811.20	27,476.80	28,059.20	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,800.00
23A	Hourly		12.73	13.05	13.37	13.66	14.01	14.35	14.74	15.10	15.43	15.82	16.24	16.63	17.05	17.47
	Appx. Bi-wkly		1,018.40	1,044.00	1,069.60	1,092.80	1,120.80	1,148.00	1,179.20	1,208.00	1,234.40	1,265.60	1,299.20	1,330.40	1,364.00	1,397.60
	Appx. Monthly		2,206.53	2,262.00	2,317.47	2,367.73	2,428.40	2,487.33	2,554.93	2,617.33	2,674.53	2,742.13	2,814.93	2,882.53	2,955.33	3,028.13
	Appx. Annual		26,478.40	27,144.00	27,809.60	28,412.80	29,140.80	29,848.00	30,659.20	31,408.00	32,094.40	32,905.60	33,779.20	34,590.40	35,464.00	36,337.60
23C	Hourly		12.78	13.11	13.43	13.75	14.07	14.42	14.81	15.17	15.51	15.90	16.32	16.70	17.13	17.56
	Appx. Bi-wkly		1,022.40	1,048.80	1,074.40	1,100.00	1,125.60	1,153.6								

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
24T	Hourly	12.86	13.16	13.49	13.84	14.17	14.54	14.91	15.23	15.61	16.05	16.43	16.82	17.21	
	Appx. Bi-wkly	1,028.80	1,052.80	1,079.20	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	
	Appx. Monthly	2,229.07	2,281.07	2,338.27	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	
	Appx. Annual	26,748.80	27,372.80	28,059.20	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	
25	Hourly	13.15	13.48	13.84	14.17	14.54	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.11
	Appx. Bi-wkly	1,052.00	1,078.40	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,448.80
	Appx. Monthly	2,279.33	2,336.53	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,139.07
	Appx. Annual	27,352.00	28,038.40	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,668.80
25A	Hourly	13.33	13.65	14.01	14.35	14.74	15.10	15.43	15.82	16.24	16.63	17.05	17.43	17.89	18.35
	Appx. Bi-wkly	1,066.40	1,092.00	1,120.80	1,148.00	1,179.20	1,208.00	1,234.40	1,265.60	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.00
	Appx. Monthly	2,310.53	2,366.00	2,428.40	2,487.33	2,554.93	2,617.33	2,674.53	2,742.13	2,814.93	2,882.53	2,955.33	3,021.20	3,100.93	3,180.67
	Appx. Annual	27,726.40	28,392.00	29,140.80	29,848.00	30,659.20	31,408.00	32,094.40	32,905.60	33,779.20	34,590.40	35,464.00	36,254.40	37,211.20	38,168.00
25C	Hourly	13.39	13.74	14.07	14.42	14.81	15.17	15.51	15.90	16.32	16.70	17.13	17.52	17.98	18.42
	Appx. Bi-wkly	1,071.20	1,099.20	1,125.60	1,153.60	1,184.80	1,213.60	1,240.80	1,272.00	1,305.60	1,336.00	1,370.40	1,401.60	1,438.40	1,473.60
	Appx. Monthly	2,320.93	2,381.60	2,438.80	2,499.47	2,567.07	2,629.47	2,688.40	2,756.00	2,828.80	2,894.67	2,969.20	3,036.80	3,116.53	3,192.80
	Appx. Annual	27,851.20	28,579.20	29,265.60	29,993.60	30,804.80	31,553.60	32,260.80	33,072.00	33,945.60	34,736.00	35,630.40	36,441.60	37,398.40	38,313.60
25T	Hourly	13.15	13.48	13.84	14.17	14.54	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.11
	Appx. Bi-wkly	1,052.00	1,078.40	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,448.80
	Appx. Monthly	2,279.33	2,336.53	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,139.07
	Appx. Annual	27,352.00	28,038.40	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,668.80
26	Hourly	13.48	13.84	14.17	14.54	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.58
	Appx. Bi-wkly	1,078.40	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,486.40
	Appx. Monthly	2,336.53	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,220.53
	Appx. Annual	28,038.40	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,646.40
26A	Hourly	13.65	14.01	14.35	14.74	15.10	15.43	15.82	16.24	16.63	17.05	17.43	17.89	18.36	18.80
	Appx. Bi-wkly	1,092.00	1,120.80	1,148.00	1,179.20	1,208.00	1,234.40	1,265.60	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.00	1,504.00
	Appx. Monthly	2,366.00	2,428.40	2,487.33	2,554.93	2,617.33	2,674.53	2,742.13	2,814.93	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,258.67
	Appx. Annual	28,392.00	29,140.80	29,848.00	30,659.20	31,408.00	32,094.40	32,905.60	33,779.20	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,104.00
26C	Hourly	13.74	14.07	14.42	14.81	15.17	15.51	15.90	16.32	16.70	17.13	17.52	17.98	18.44	18.90
	Appx. Bi-wkly	1,099.20	1,125.60	1,153.60	1,184.80	1,213.60	1,240.80	1,272.00	1,305.60	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,512.00
	Appx. Monthly	2,381.60	2,438.80	2,499.47	2,567.07	2,629.47	2,688.40	2,756.00	2,828.80	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,276.00
	Appx. Annual	28,579.20	29,265.60	29,993.60	30,804.80	31,553.60	32,260.80	33,072.00	33,945.60	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,312.00
26T	Hourly	13.48	13.84	14.17	14.54	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.58
	Appx. Bi-wkly	1,078.40	1,107.20	1,133.60	1,163.20	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,486.40
	Appx. Monthly	2,336.53	2,398.93	2,456.13	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,220.53
	Appx. Annual	28,038.40	28,787.20	29,473.60	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,646.40
27	Hourly	13.86	14.20	14.54	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00
	Appx. Bi-wkly	1,108.80	1,136.00	1,163.20	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00
	Appx. Monthly	2,402.40	2,461.33	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33
	Appx. Annual	28,828.80	29,536.00	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00
27A	Hourly	14.03	14.38	14.74	15.10	15.43	15.82	16.24	16.63	17.05	17.43	17.89	18.36	18.78	19.27
	Appx. Bi-wkly	1,122.40	1,150.40	1,179.20	1,208.00	1,234.40	1,265.60	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.00	1,502.40	1,541.60
	Appx. Monthly	2,431.87	2,492.53	2,554.93	2,617.33	2,674.53	2,742.13	2,814.93	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13
	Appx. Annual	29,182.40	29,910.40	30,659.20	31,408.00	32,094.40	32,905.60	33,779.20	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60
27C	Hourly	14.09	14.45	14.81	15.17	15.51	15.90	16.32	16.70	17.13	17.52	17.98	18.44	18.88	19.35
	Appx. Bi-wkly	1,127.20	1,156.00	1,184.80	1,213.60	1,240.80	1,272.00	1,305.60	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00
	Appx. Monthly	2,442.27	2,504.67	2,567.07	2,629.47	2,688.40	2,756.00	2,828.80	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00
	Appx. Annual	29,307.20	30,056.00	30,804.80	31,553.60	32,260.80	33,072.00	33,945.60	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00
27T	Hourly	13.86	14.20	14.54	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00
	Appx. Bi-wkly	1,108.80	1,136.00	1,163.20	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00
	Appx. Monthly	2,402.40	2,461.33	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33
	Appx. Annual	28,828.80	29,536.00	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00
28	Hourly	14.19	14.53	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49
	Appx. Bi-wkly	1,135.20	1,162.40	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20
	Appx. Monthly	2,459.60	2,518.53	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27
	Appx. Annual	29,515.20	30,222.40	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20
28A	Hourly	14.37	14.73	15.10	15.43	15.82	16.24	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73
	Appx. Bi-wkly	1,149.60	1,178.40	1,208.00	1,234.40	1,265.60	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.00	1,502.40	1,541.60	1,57

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
30	Hourly	14.87	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.44
	Appx. Bi-wkly	1,189.60	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,635.20
	Appx. Monthly	2,577.47	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,542.93
	Appx. Annual	30,929.60	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,515.20
30A	Hourly	15.06	15.43	15.82	16.24	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73	20.19	20.68
	Appx. Bi-wkly	1,204.80	1,234.40	1,265.60	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,654.40
	Appx. Monthly	2,610.40	2,674.53	2,742.13	2,814.93	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,584.53
	Appx. Annual	31,324.80	32,094.40	32,905.60	33,779.20	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,014.40
30C	Hourly	15.13	15.51	15.90	16.32	16.70	17.13	17.52	17.98	18.44	18.88	19.35	19.82	20.30	20.80
	Appx. Bi-wkly	1,210.40	1,240.80	1,272.00	1,305.60	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.00
	Appx. Monthly	2,622.53	2,688.40	2,756.00	2,828.80	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,605.33
	Appx. Annual	31,470.40	32,260.80	33,072.00	33,945.60	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,264.00
30T	Hourly	14.87	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.44
	Appx. Bi-wkly	1,189.60	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,635.20
	Appx. Monthly	2,577.47	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,542.93
	Appx. Annual	30,929.60	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,515.20
31	Hourly	15.25	15.63	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96
	Appx. Bi-wkly	1,220.00	1,250.40	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80
	Appx. Monthly	2,643.33	2,709.20	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07
	Appx. Annual	31,720.00	32,510.40	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80
31A	Hourly	15.45	15.84	16.24	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73	20.19	20.69	21.22
	Appx. Bi-wkly	1,236.00	1,267.20	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60
	Appx. Monthly	2,678.00	2,745.60	2,814.93	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13
	Appx. Annual	32,136.00	32,947.20	33,779.20	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60
31C	Hourly	15.53	15.92	16.32	16.70	17.13	17.52	17.98	18.44	18.88	19.35	19.82	20.30	20.81	21.34
	Appx. Bi-wkly	1,242.40	1,273.60	1,305.60	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.00	1,707.20
	Appx. Monthly	2,691.87	2,759.47	2,828.80	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93
	Appx. Annual	32,302.40	33,113.60	33,945.60	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20
31T	Hourly	15.25	15.63	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96
	Appx. Bi-wkly	1,220.00	1,250.40	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80
	Appx. Monthly	2,643.33	2,709.20	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07
	Appx. Annual	31,720.00	32,510.40	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80
32	Hourly	15.62	16.04	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.49
	Appx. Bi-wkly	1,249.60	1,283.20	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,719.20
	Appx. Monthly	2,707.47	2,780.27	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,724.93
	Appx. Annual	32,489.60	33,363.20	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,699.20
32A	Hourly	15.83	16.23	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73	20.19	20.69	21.22	21.75
	Appx. Bi-wkly	1,266.40	1,298.40	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,740.00
	Appx. Monthly	2,743.87	2,813.20	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,770.00
	Appx. Annual	32,926.40	33,758.40	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,240.00
32C	Hourly	15.91	16.31	16.70	17.13	17.52	17.98	18.44	18.88	19.35	19.82	20.30	20.81	21.34	21.87
	Appx. Bi-wkly	1,272.80	1,304.80	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.00	1,707.20	1,749.60
	Appx. Monthly	2,757.73	2,827.07	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,790.80
	Appx. Annual	33,092.80	33,924.80	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,489.60
32T	Hourly	15.62	16.04	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.49
	Appx. Bi-wkly	1,249.60	1,283.20	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,719.20
	Appx. Monthly	2,707.47	2,780.27	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,724.93
	Appx. Annual	32,489.60	33,363.20	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,699.20
33	Hourly	16.04	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.02
	Appx. Bi-wkly	1,283.20	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,761.60
	Appx. Monthly	2,780.27	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,816.80
	Appx. Annual	33,363.20	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,801.60
33A	Hourly	16.23	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.27
	Appx. Bi-wkly	1,298.40	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,781.60
	Appx. Monthly	2,813.20	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,860.13
	Appx. Annual	33,758.40	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,321.60
33C	Hourly	16.31	16.70	17.13	17.52	17.98	18.44	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.41
	Appx. Bi-wkly	1,304.80	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.00			

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
35A	Hourly	17.05	17.47	17.89	18.36	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.26	22.83	23.38
	Appx. Bi-wkly	1,364.00	1,397.60	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,870.40
	Appx. Monthly	2,955.33	3,028.13	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,052.53
	Appx. Annual	35,464.00	36,337.60	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,630.40
35C	Hourly	17.13	17.56	17.98	18.44	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.40	22.94	23.51
	Appx. Bi-wkly	1,370.40	1,404.80	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,880.80
	Appx. Monthly	2,969.20	3,043.73	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,075.07
	Appx. Annual	35,630.40	36,524.80	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,900.80
35T	Hourly	16.82	17.25	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11
	Appx. Bi-wkly	1,345.60	1,380.00	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.00
	Appx. Monthly	2,915.47	2,990.00	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	3,989.67
	Appx. Annual	34,985.60	35,880.00	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,040.00
36	Hourly	17.26	17.68	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.70
	Appx. Bi-wkly	1,380.80	1,414.40	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.00
	Appx. Monthly	2,991.73	3,064.53	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,108.00
	Appx. Annual	35,900.80	36,774.40	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,296.00
36A	Hourly	17.48	17.90	18.36	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.26	22.83	23.39	24.00
	Appx. Bi-wkly	1,398.40	1,432.00	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.00
	Appx. Monthly	3,029.87	3,102.67	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,052.53	4,160.00
	Appx. Annual	36,358.40	37,232.00	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,920.00
36C	Hourly	17.57	17.99	18.44	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.40	22.94	23.52	24.12
	Appx. Bi-wkly	1,405.60	1,439.20	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,929.60
	Appx. Monthly	3,045.47	3,118.27	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,180.80
	Appx. Annual	36,545.60	37,419.20	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,169.60
36T	Hourly	17.26	17.68	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71
	Appx. Bi-wkly	1,380.80	1,414.40	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.00
	Appx. Monthly	2,991.73	3,064.53	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,108.00
	Appx. Annual	35,900.80	36,774.40	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,296.00
37	Hourly	17.66	18.10	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.29
	Appx. Bi-wkly	1,412.80	1,448.00	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,943.20
	Appx. Monthly	3,061.07	3,137.33	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,210.27
	Appx. Annual	36,732.80	37,648.00	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,523.20
37A	Hourly	17.88	18.34	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.26	22.83	23.39	24.01	24.61
	Appx. Bi-wkly	1,430.40	1,467.20	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.80	1,968.80
	Appx. Monthly	3,099.20	3,178.93	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,265.73
	Appx. Annual	37,190.40	38,147.20	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,188.80
37C	Hourly	17.97	18.41	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.72
	Appx. Bi-wkly	1,437.60	1,472.80	1,510.40	1,548.00	1,585.60	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,977.60
	Appx. Monthly	3,114.80	3,191.07	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,284.80
	Appx. Annual	37,377.60	38,292.80	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,417.60
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
37T	Hourly	17.66	18.10	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.29
	Appx. Bi-wkly	1,412.80	1,448.00	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,943.20
	Appx. Monthly	3,061.07	3,137.33	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,210.27
	Appx. Annual	36,732.80	37,648.00	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,523.20
38	Hourly	18.10	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.87
	Appx. Bi-wkly	1,448.00	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,989.60
	Appx. Monthly	3,137.33	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,310.80
	Appx. Annual	37,648.00	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,729.60
38A	Hourly	18.34	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.26	22.83	23.39	24.01	24.57	25.17
	Appx. Bi-wkly	1,467.20	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.80	1,965.60	2,013.60
	Appx. Monthly	3,178.93	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,258.80	4,362.80
	Appx. Annual	38,147.20	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,105.60	52,353.60
38C	Hourly	18.41	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.68	25.30
	Appx. Bi-wkly	1,472.80	1,510.40	1,548.00	1,585.60	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,024.00
	Appx. Monthly	3,191.07	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,385.33
	Appx. Annual	38,292.80	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,624.00
38T	Hourly	18.10	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.87
	Appx. Bi-wkly	1,4													

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
40C	Hourly	19.32	19.79	20.30	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.68	25.32	25.92	26.56
	Appx. Bi-wkly	1,545.60	1,583.20	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80
	Appx. Monthly	3,348.80	3,430.27	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73
	Appx. Annual	40,185.60	41,163.20	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80
40T	Hourly	18.97	19.45	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.04
	Appx. Bi-wkly	1,517.60	1,556.00	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80
	Appx. Monthly	3,288.13	3,371.33	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47
	Appx. Annual	39,457.60	40,456.00	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60
41	Hourly	19.46	19.95	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.04	26.64
	Appx. Bi-wkly	1,556.80	1,596.00	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80
	Appx. Monthly	3,373.07	3,458.00	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,638.40
	Appx. Annual	40,476.80	41,496.00	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,660.80
41A	Hourly	19.71	20.20	20.69	21.22	21.74	22.26	22.83	23.39	24.01	24.57	25.19	25.79	26.43	27.09
	Appx. Bi-wkly	1,576.80	1,616.00	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,167.20
	Appx. Monthly	3,416.40	3,501.33	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,695.60
	Appx. Annual	40,996.80	42,016.00	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,347.20
41C	Hourly	19.80	20.31	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.68	25.32	25.92	26.56	27.22
	Appx. Bi-wkly	1,584.00	1,624.80	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,177.60
	Appx. Monthly	3,432.00	3,520.40	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,718.13
	Appx. Annual	41,184.00	42,244.80	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,617.60
41T	Hourly	19.46	19.95	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.04	26.64
	Appx. Bi-wkly	1,556.80	1,596.00	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80
	Appx. Monthly	3,373.07	3,458.00	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,638.40
	Appx. Annual	40,476.80	41,496.00	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,660.80
42	Hourly	19.95	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.04	26.64	27.24
	Appx. Bi-wkly	1,596.00	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80	2,193.60
	Appx. Monthly	3,458.00	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,752.80
	Appx. Annual	41,496.00	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,033.60
42A	Hourly	20.20	20.69	21.22	21.74	22.26	22.83	23.39	24.01	24.57	25.19	25.79	26.43	27.08	27.77
	Appx. Bi-wkly	1,616.00	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,221.60
	Appx. Monthly	3,501.33	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,813.47
	Appx. Annual	42,016.00	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,761.60
42C	Hourly	20.31	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.68	25.32	25.92	26.56	27.21	27.90
	Appx. Bi-wkly	1,624.80	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,232.00
	Appx. Monthly	3,520.40	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,836.00
	Appx. Annual	42,244.80	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,032.00
42T	Hourly	19.95	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.04	26.64	27.24
	Appx. Bi-wkly	1,596.00	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80	2,193.60
	Appx. Monthly	3,458.00	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,752.80
	Appx. Annual	41,496.00	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,033.60
43	Hourly	20.44	20.95	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.04	26.64	27.24	27.83
	Appx. Bi-wkly	1,635.20	1,676.00	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80	2,193.60	2,250.40
	Appx. Monthly	3,542.93	3,631.33	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,752.80	4,875.87
	Appx. Annual	42,515.20	43,576.00	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,510.40
43A	Hourly	20.68	21.21	21.74	22.26	22.83	23.39	24.01	24.57	25.19	25.79	26.43	27.08	27.79	28.47
	Appx. Bi-wkly	1,654.40	1,696.80	1,739.20	1,780.80	1,826.40	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,223.20	2,277.60
	Appx. Monthly	3,584.53	3,676.40	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,816.93	4,934.80
	Appx. Annual	43,014.40	44,116.80	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,803.20	59,217.60
43C	Hourly	20.80	21.33	21.86	22.40	22.94	23.52	24.13	24.68	25.32	25.92	26.56	27.21	27.92	28.61
	Appx. Bi-wkly	1,664.00	1,706.40	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,288.80
	Appx. Monthly	3,605.33	3,697.20	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,959.07
	Appx. Annual	43,264.00	44,366.40	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,508.80
43T	Hourly	20.44	20.95	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.04	26.64	27.24	27.83
	Appx. Bi-wkly	1,635.20	1,676.00	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80	2,193.60	2,250.40
	Appx. Monthly	3,542.93	3,631.33	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,752.80	4,875.87
	Appx. Annual	42,515.20	43,576.00	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,510.40
44	Hourly	20.93	21.47	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.04	26.64	27.24	27.89	28.77
	Appx. Bi-wkly	1,674.40	1,717.60	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80			

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
45T	Hourly	21.46	21.99	22.55	23.11	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	
	Appx. Bi-wkly	1,716.80	1,759.20	1,804.80	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	
	Appx. Monthly	3,719.73	3,811.60	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	
	Appx. Annual	44,636.80	45,739.20	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	
46	Hourly	22.01	22.56	23.11	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.25
	Appx. Bi-wkly	1,760.80	1,804.80	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,420.00
	Appx. Monthly	3,815.07	3,910.40	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,243.33
	Appx. Annual	45,780.80	46,924.80	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,920.00
46A	Hourly	22.26	22.84	23.39	24.01	24.57	25.19	25.79	26.43	27.08	27.79	28.43	29.15	29.87	30.62
	Appx. Bi-wkly	1,780.80	1,827.20	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,332.00	2,389.60	2,449.60
	Appx. Monthly	3,858.40	3,958.93	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,307.47
	Appx. Annual	46,300.80	47,507.20	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,689.60
46C	Hourly	22.40	22.95	23.52	24.13	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.77
	Appx. Bi-wkly	1,792.00	1,836.00	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,461.60
	Appx. Monthly	3,882.67	3,978.00	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,333.47
	Appx. Annual	46,592.00	47,736.00	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	64,001.60
46F	Hourly	22.40	22.95	23.52	24.13	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.77
	Appx. Bi-wkly	1,792.00	1,836.00	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,461.60
	Appx. Monthly	3,882.67	3,978.00	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,333.47
	Appx. Annual	46,592.00	47,736.00	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	64,001.60
46T	Hourly	22.01	22.56	23.11	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.25
	Appx. Bi-wkly	1,760.80	1,804.80	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,420.00
	Appx. Monthly	3,815.07	3,910.40	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,243.33
	Appx. Annual	45,780.80	46,924.80	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,920.00
47	Hourly	22.57	23.12	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.97
	Appx. Bi-wkly	1,805.60	1,849.60	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,477.60
	Appx. Monthly	3,912.13	4,007.47	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,368.13
	Appx. Annual	46,945.60	48,089.60	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,417.60
47A	Hourly	22.85	23.41	24.01	24.57	25.19	25.79	26.43	27.08	27.79	28.43	29.15	29.87	30.59	31.35
	Appx. Bi-wkly	1,828.00	1,872.80	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,332.00	2,389.60	2,447.20	2,508.00
	Appx. Monthly	3,960.67	4,057.73	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,434.00
	Appx. Annual	47,528.00	48,692.80	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,208.00
47C	Hourly	22.96	23.53	24.13	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.74	31.52
	Appx. Bi-wkly	1,836.80	1,882.40	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,521.60
	Appx. Monthly	3,979.73	4,078.53	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,463.47
	Appx. Annual	47,756.80	48,942.40	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,561.60
47T	Hourly	22.57	23.12	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.97
	Appx. Bi-wkly	1,805.60	1,849.60	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,477.60
	Appx. Monthly	3,912.13	4,007.47	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,368.13
	Appx. Annual	46,945.60	48,089.60	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,417.60
48	Hourly	23.08	23.67	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.76
	Appx. Bi-wkly	1,846.40	1,893.60	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,540.80
	Appx. Monthly	4,000.53	4,102.80	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,505.07
	Appx. Annual	48,006.40	49,233.60	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	66,060.80
48A	Hourly	23.35	23.96	24.57	25.19	25.79	26.43	27.08	27.79	28.43	29.15	29.87	30.59	31.38	32.16
	Appx. Bi-wkly	1,868.00	1,916.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,332.00	2,389.60	2,447.20	2,510.40	2,572.80
	Appx. Monthly	4,047.33	4,153.07	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,574.40
	Appx. Annual	48,568.00	49,836.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,892.80
48C	Hourly	23.49	24.08	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.74	31.54	32.33
	Appx. Bi-wkly	1,879.20	1,926.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,586.40
	Appx. Monthly	4,071.60	4,173.87	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,603.87
	Appx. Annual	48,859.20	50,086.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,246.40
48F	Hourly	23.49	24.08	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.74	31.54	32.33
	Appx. Bi-wkly	1,879.20	1,926.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,586.40
	Appx. Monthly	4,071.60	4,173.87	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,603.87
	Appx. Annual	48,859.20	50,086.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,246.40
48T	Hourly	23.08	23.67	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.76
	Appx. Bi-wkly	1,846.40	1,893.60	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,540

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
50C	Hourly	24.67	25.29	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.90
	Appx. Bi-wkly	1,973.60	2,023.20	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,712.00
	Appx. Monthly	4,276.13	4,383.60	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,876.00
	Appx. Annual	51,313.60	52,603.20	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,512.00
50T	Hourly	24.24	24.86	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30
	Appx. Bi-wkly	1,939.20	1,988.80	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00
	Appx. Monthly	4,201.60	4,309.07	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00
	Appx. Annual	50,419.20	51,708.80	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00
51	Hourly	24.86	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.12
	Appx. Bi-wkly	1,988.80	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,729.60
	Appx. Monthly	4,309.07	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,914.13
	Appx. Annual	51,708.80	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,969.60
51A	Hourly	25.15	25.79	26.43	27.08	27.79	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.72	34.55
	Appx. Bi-wkly	2,012.00	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,332.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,697.60	2,764.00
	Appx. Monthly	4,359.33	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,988.67
	Appx. Annual	52,312.00	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,864.00
51C	Hourly	25.29	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.88	34.74
	Appx. Bi-wkly	2,023.20	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,779.20
	Appx. Monthly	4,383.60	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,021.60
	Appx. Annual	52,603.20	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,259.20
51T	Hourly	24.86	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.12
	Appx. Bi-wkly	1,988.80	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,729.60
	Appx. Monthly	4,309.07	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,914.13
	Appx. Annual	51,708.80	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,969.60
52	Hourly	25.45	26.10	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.99
	Appx. Bi-wkly	2,036.00	2,088.00	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,799.20
	Appx. Monthly	4,411.33	4,524.00	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,064.93
	Appx. Annual	52,936.00	54,288.00	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,779.20
52A	Hourly	25.78	26.42	27.08	27.79	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.72	34.56	35.44
	Appx. Bi-wkly	2,062.40	2,113.60	2,166.40	2,223.20	2,274.40	2,332.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,697.60	2,764.00	2,835.20
	Appx. Monthly	4,468.53	4,579.47	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,990.40	6,142.93
	Appx. Annual	53,622.40	54,953.60	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,884.80	73,715.20
52C	Hourly	25.91	26.55	27.21	27.92	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.88	34.75	35.61
	Appx. Bi-wkly	2,072.80	2,124.00	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,780.00	2,848.80
	Appx. Monthly	4,491.07	4,602.00	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,023.33	6,172.40
	Appx. Annual	53,892.80	55,224.00	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,280.00	74,068.80
52T	Hourly	25.45	26.10	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.99
	Appx. Bi-wkly	2,036.00	2,088.00	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,799.20
	Appx. Monthly	4,411.33	4,524.00	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,064.93
	Appx. Annual	52,936.00	54,288.00	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,779.20
53	Hourly	26.13	26.77	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.88
	Appx. Bi-wkly	2,090.40	2,141.60	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,870.40
	Appx. Monthly	4,529.20	4,640.13	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,219.20
	Appx. Annual	54,350.40	55,681.60	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,630.40
53A	Hourly	26.45	27.10	27.79	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.72	34.56	35.43	36.31
	Appx. Bi-wkly	2,116.00	2,168.00	2,223.20	2,274.40	2,332.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,697.60	2,764.00	2,834.40	2,904.80
	Appx. Monthly	4,584.67	4,697.33	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,990.40	6,141.20	6,293.73
	Appx. Annual	55,016.00	56,368.00	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,884.80	73,694.40	75,524.80
53C	Hourly	26.58	27.23	27.92	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.88	34.75	35.60	36.51
	Appx. Bi-wkly	2,126.40	2,178.40	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,780.00	2,848.00	2,920.80
	Appx. Monthly	4,607.20	4,719.87	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,023.33	6,170.67	6,328.40
	Appx. Annual	55,284.80	56,638.40	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,280.00	74,048.00	75,940.80
53T	Hourly	26.13	26.77	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.88
	Appx. Bi-wkly	2,090.40	2,141.60	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,870.40
	Appx. Monthly	4,529.20	4,640.13	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,219.20
	Appx. Annual	54,350.40	55,681.60	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,630.40
54	Hourly	26.73	27.40	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.75
	Appx. Bi-wkly	2,138.40	2,192.00	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40			

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
55T	Hourly	27.40	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	
	Appx. Bi-wkly	2,192.00	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	
	Appx. Monthly	4,749.33	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	
	Appx. Annual	56,992.00	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	
56	Hourly	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.60
	Appx. Bi-wkly	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,088.00
	Appx. Monthly	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,690.67
	Appx. Annual	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,288.00
56A	Hourly	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.72	34.56	35.43	36.30	37.21	38.13	39.09
	Appx. Bi-wkly	2,274.40	2,332.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,127.20
	Appx. Monthly	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,775.60
	Appx. Annual	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,307.20
56C	Hourly	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.88	34.75	35.60	36.50	37.37	38.31	39.28
	Appx. Bi-wkly	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,142.40
	Appx. Monthly	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,808.53
	Appx. Annual	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,280.00	74,080.00	75,920.00	77,729.60	79,684.80	81,702.40
56T	Hourly	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.60
	Appx. Bi-wkly	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	
	Appx. Monthly	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	
	Appx. Annual	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	
57	Hourly	28.75	29.48	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.53
	Appx. Bi-wkly	2,300.00	2,358.40	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,162.40
	Appx. Monthly	4,983.33	5,109.87	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,851.87
	Appx. Annual	59,800.00	61,318.40	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,222.40
57A	Hourly	29.13	29.84	30.59	31.38	32.12	32.91	33.72	34.56	35.43	36.30	37.21	38.13	39.07	40.04
	Appx. Bi-wkly	2,330.40	2,387.20	2,447.20	2,510.40	2,569.60	2,632.80	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,203.20
	Appx. Monthly	5,049.20	5,172.27	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,772.13	6,940.27
	Appx. Annual	60,590.40	62,067.20	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,265.60	83,283.20
57C	Hourly	29.25	29.99	30.74	31.54	32.29	33.07	33.88	34.75	35.60	36.50	37.37	38.31	39.26	40.24
	Appx. Bi-wkly	2,340.00	2,399.20	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,140.80	3,219.20
	Appx. Monthly	5,070.00	5,198.27	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,805.07	6,974.93
	Appx. Annual	60,840.00	62,379.20	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,280.00	74,080.00	75,920.00	77,729.60	79,684.80	81,660.80	83,699.20
57T	Hourly	28.75	29.48	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.53
	Appx. Bi-wkly	2,300.00	2,358.40	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,162.40
	Appx. Monthly	4,983.33	5,109.87	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	
	Appx. Annual	59,800.00	61,318.40	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	
58	Hourly	29.50	30.24	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.55
	Appx. Bi-wkly	2,360.00	2,419.20	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,244.00
	Appx. Monthly	5,113.33	5,241.60	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,028.67
	Appx. Annual	61,360.00	62,899.20	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,344.00
58A	Hourly	29.86	30.61	31.38	32.12	32.91	33.72	34.56	35.43	36.30	37.21	38.13	39.07	40.06	41.06
	Appx. Bi-wkly	2,388.80	2,448.80	2,510.40	2,569.60	2,632.80	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,284.80
	Appx. Monthly	5,175.73	5,305.73	5,439.20	5,567.47	5,704.40	5,844.80	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,772.13	6,943.73	7,117.07
	Appx. Annual	62,108.80	63,668.80	65,270.40	66,809.60	68,452.80	70,137.60	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,265.60	83,324.80	85,404.80
58C	Hourly	30.01	30.76	31.54	32.29	33.07	33.88	34.75	35.60	36.50	37.37	38.31	39.26	40.26	41.27
	Appx. Bi-wkly	2,400.80	2,460.80	2,523.20	2,583.20	2,645.60	2,710.40	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,140.80	3,220.80	3,301.60
	Appx. Monthly	5,201.73	5,331.73	5,466.93	5,596.93	5,732.13	5,872.53	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,805.07	6,978.40	7,153.47
	Appx. Annual	62,420.80	63,980.80	65,603.20	67,163.20	68,785.60	70,470.40	72,280.00	74,080.00	75,920.00	77,729.60	79,684.80	81,660.80	83,740.80	85,841.60
58T	Hourly	29.50	30.24	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.55
	Appx. Bi-wkly	2,360.00	2,419.20	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,244.00
	Appx. Monthly	5,113.33	5,241.60	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	
	Appx. Annual	61,360.00	62,899.20	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	
59	Hourly	30.20	30.94	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.53
	Appx. Bi-wkly	2,416.00	2,475.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,244.00	3,324.00
	Appx. Monthly	5,234.67	5,362.93	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.67	7,198.53
	Appx. Annual	62,816.00	64,355.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,382.40
59A	Hourly	30.58	31.34	32.12	32.91	33.72	34.56	35.43	36.30	37.21	38.13	39.07	40.06	41.03	42.05
	Appx. Bi-wkly	2,446.40	2,507.20	2,569.60	2,632.80	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,284.80	3,364.00
	Appx. Monthly	5,300.53	5,432.27	5,567.47	5,704.40	5,844.80	5,99								

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
61	Hourly	31.69	32.48	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.62
	Appx. Bi-wkly	2,535.20	2,598.40	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,489.60
	Appx. Monthly	5,492.93	5,629.87	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,853.33	7,023.47	7,203.73	7,377.07	7,560.80
	Appx. Annual	65,915.20	67,558.40	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,729.60
61A	Hourly	32.09	32.88	33.72	34.56	35.43	36.30	37.21	38.13	39.07	40.06	41.03	42.09	43.08	44.18
	Appx. Bi-wkly	2,567.20	2,630.40	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,534.40
	Appx. Monthly	5,562.27	5,699.20	5,844.80	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,657.87
	Appx. Annual	66,747.20	68,390.40	70,137.60	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,265.60	83,264.00	85,342.40	87,547.20	89,606.40	91,894.40
61C	Hourly	32.26	33.05	33.88	34.75	35.60	36.50	37.37	38.31	39.26	40.26	41.24	42.30	43.30	44.38
	Appx. Bi-wkly	2,580.80	2,644.00	2,710.40	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,550.40
	Appx. Monthly	5,591.73	5,728.67	5,872.53	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,805.07	6,978.40	7,148.27	7,332.00	7,505.33	7,692.53
	Appx. Annual	67,100.80	68,744.00	70,470.40	72,280.00	74,048.00	75,920.00	77,729.60	79,684.80	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,310.40
61T	Hourly	31.69	32.48	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.62
	Appx. Bi-wkly	2,535.20	2,598.40	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,489.60
	Appx. Monthly	5,492.93	5,629.87	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,853.33	7,023.47	7,203.73	7,377.07	7,560.80
	Appx. Annual	65,915.20	67,558.40	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,729.60
62	Hourly	32.49	33.31	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.74
	Appx. Bi-wkly	2,599.20	2,664.80	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,579.20
	Appx. Monthly	5,631.60	5,773.73	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,853.33	7,023.47	7,203.73	7,377.07	7,566.00	7,754.93
	Appx. Annual	67,579.20	69,284.80	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	93,059.20
62A	Hourly	32.89	33.73	34.56	35.43	36.30	37.21	38.13	39.07	40.06	41.03	42.09	43.08	44.21	45.31
	Appx. Bi-wkly	2,631.20	2,698.40	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,624.80
	Appx. Monthly	5,700.93	5,846.53	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,853.73
	Appx. Annual	68,411.20	70,158.40	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,265.60	83,264.00	85,342.40	87,547.20	89,606.40	91,956.80	94,244.80
62C	Hourly	33.06	33.89	34.75	35.60	36.50	37.37	38.31	39.26	40.26	41.24	42.30	43.30	44.42	45.53
	Appx. Bi-wkly	2,644.80	2,711.20	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60	3,642.40
	Appx. Monthly	5,730.40	5,874.27	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,805.07	6,978.40	7,148.27	7,332.00	7,505.33	7,699.47	7,891.87
	Appx. Annual	68,764.80	70,491.20	72,280.00	74,048.00	75,920.00	77,729.60	79,684.80	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,393.60	94,702.40
62T	Hourly	32.49	33.31	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.74
	Appx. Bi-wkly	2,599.20	2,664.80	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,579.20
	Appx. Monthly	5,631.60	5,773.73	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,853.33	7,023.47	7,203.73	7,377.07	7,566.00	7,754.93
	Appx. Annual	67,579.20	69,284.80	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	93,059.20
63	Hourly	33.30	34.12	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.82
	Appx. Bi-wkly	2,664.00	2,729.60	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,665.60
	Appx. Monthly	5,772.00	5,914.13	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,853.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,942.13
	Appx. Annual	69,264.00	70,969.60	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,305.60
63A	Hourly	33.72	34.55	35.43	36.30	37.21	38.13	39.07	40.06	41.03	42.09	43.08	44.21	45.26	46.39
	Appx. Bi-wkly	2,697.60	2,764.00	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,711.20
	Appx. Monthly	5,844.80	5,988.67	6,141.20	6,292.00	6,449.73	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,845.07	8,040.93
	Appx. Annual	70,137.60	71,864.00	73,694.40	75,504.00	77,396.80	79,310.40	81,265.60	83,324.80	85,342.40	87,547.20	89,606.40	91,956.80	94,140.80	96,491.20
63C	Hourly	33.88	34.74	35.60	36.50	37.37	38.31	39.26	40.26	41.24	42.30	43.30	44.42	45.48	46.64
	Appx. Bi-wkly	2,710.40	2,779.20	2,848.00	2,920.00	2,989.60	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60	3,638.40	3,731.20
	Appx. Monthly	5,872.53	6,021.60	6,170.67	6,326.67	6,477.47	6,640.40	6,805.07	6,978.40	7,148.27	7,332.00	7,505.33	7,699.47	7,883.20	8,084.27
	Appx. Annual	70,470.40	72,259.20	74,048.00	75,920.00	77,729.60	79,684.80	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,393.60	94,598.40	97,011.20
63T	Hourly	33.30	34.12	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.82
	Appx. Bi-wkly	2,664.00	2,729.60	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,665.60
	Appx. Monthly	5,772.00	5,914.13	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,853.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,942.13
	Appx. Annual	69,264.00	70,969.60	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,305.60
64	Hourly	34.11	34.97	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.91
	Appx. Bi-wkly	2,728.80	2,797.60	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,752.80
	Appx. Monthly	5,912.40	6,061.47	6,215.73	6,368.27	6,527.73	6,687.20	6,853.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,131.07
	Appx. Annual	70,948.80	72,737.60	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,572.80
64A	Hourly	34.54	35.42	36.30	37.21	38.13	39.07	40.06	41.03	42.09	43.08	44.21	45.26	46.35	47.50
	Appx. Bi-wkly	2,763.20	2,833.60	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,800.00
	Appx. Monthly	5,986.93	6,139.47	6,292.00	6,449.73	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,845.07	8,034.00	8,233.33
	Appx. Annual	71,843.20	73,673.60	75,504.00	77,396.80	79,310.40	81,265.60	83,324.80	85,342.40	87,547.20	89,606.40	91,956.80	94,140.80	96,408.00	98,800.00
64C	Hourly	34.72	35.59	36.50	37.37	38.31	39.26	40.26	41.24	42.30	43.30	44.42	45.48	46.59	47.74
	Appx. Bi-wkly	2,777.60	2,847.20	2,920.00	2,989.60	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60			

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
66A	Hourly	36.27	37.20	38.13	39.07	40.06	41.03	42.09	43.08	44.21	45.26	46.35	47.54	48.75	49.96
	Appx. Bi-wkly	2,901.60	2,976.00	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,800.00	3,900.00	3,996.80
	Appx. Monthly	6,286.80	6,448.00	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00	8,659.73
	Appx. Annual	75,441.60	77,376.00	79,310.40	81,265.60	83,324.80	85,342.40	87,547.20	89,606.40	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,916.80
66C	Hourly	36.48	37.36	38.31	39.26	40.26	41.24	42.30	43.30	44.42	45.48	46.59	47.80	48.97	50.20
	Appx. Bi-wkly	2,918.40	2,988.80	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,016.00
	Appx. Monthly	6,323.20	6,475.73	6,640.40	6,805.07	6,978.40	7,148.27	7,332.00	7,503.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,701.33
	Appx. Annual	75,878.40	77,708.80	79,684.80	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,393.60	94,598.40	96,907.20	99,424.00	101,857.60	104,416.00
66T	Hourly	35.84	36.73	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32
	Appx. Bi-wkly	2,867.20	2,938.40	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,950.40
	Appx. Monthly	6,212.27	6,366.53	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80
	Appx. Annual	74,547.20	76,398.40	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60
67	Hourly	36.71	37.64	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.55
	Appx. Bi-wkly	2,936.80	3,011.20	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.00
	Appx. Monthly	6,363.07	6,524.27	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,762.00
	Appx. Annual	76,356.80	78,291.20	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,144.00
67A	Hourly	37.18	38.11	39.07	40.06	41.03	42.09	43.08	44.21	45.26	46.35	47.54	48.75	49.94	51.19
	Appx. Bi-wkly	2,974.40	3,048.80	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,800.00	3,900.00	3,995.20	4,095.20
	Appx. Monthly	6,444.53	6,605.73	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00	8,659.73	8,872.93
	Appx. Annual	77,334.40	79,268.80	81,265.60	83,324.80	85,342.40	87,547.20	89,606.40	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,875.20	106,475.20
67C	Hourly	37.34	38.29	39.26	40.26	41.24	42.30	43.30	44.42	45.48	46.59	47.80	48.97	50.18	51.43
	Appx. Bi-wkly	2,987.20	3,063.20	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.40	4,114.40
	Appx. Monthly	6,472.27	6,636.93	6,805.07	6,978.40	7,148.27	7,332.00	7,503.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,914.53
	Appx. Annual	77,667.20	79,643.20	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,393.60	94,598.40	96,907.20	99,424.00	101,857.60	104,374.40	106,974.40
67T	Hourly	36.71	37.64	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.55
	Appx. Bi-wkly	2,936.80	3,011.20	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.00
	Appx. Monthly	6,363.07	6,524.27	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,762.00
	Appx. Annual	76,356.80	78,291.20	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,144.00
68	Hourly	37.66	38.60	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.82
	Appx. Bi-wkly	3,012.80	3,088.00	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.00	4,148.00
	Appx. Monthly	6,527.73	6,690.67	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,762.00	8,983.87
	Appx. Annual	78,332.80	80,288.00	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,144.00	107,785.60
68A	Hourly	38.13	39.09	40.06	41.03	42.09	43.08	44.21	45.26	46.35	47.54	48.75	49.94	51.21	52.47
	Appx. Bi-wkly	3,050.40	3,127.20	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,800.00	3,900.00	3,995.20	4,096.80	4,197.60
	Appx. Monthly	6,609.20	6,775.60	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00	8,659.73	8,876.40	9,094.80
	Appx. Annual	79,310.40	81,307.20	83,324.80	85,342.40	87,547.20	89,606.40	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,875.20	106,516.80	109,137.60
68C	Hourly	38.31	39.28	40.26	41.24	42.30	43.30	44.42	45.48	46.59	47.80	48.97	50.18	51.44	52.73
	Appx. Bi-wkly	3,064.80	3,142.40	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.40	4,115.20	4,218.40
	Appx. Monthly	6,640.40	6,808.53	6,978.40	7,148.27	7,332.00	7,503.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,916.27	9,139.87
	Appx. Annual	79,684.80	81,702.40	83,740.80	85,779.20	87,984.00	90,064.00	92,393.60	94,598.40	96,907.20	99,424.00	101,857.60	104,374.40	106,995.20	109,678.40
68T	Hourly	37.66	38.60	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.82
	Appx. Bi-wkly	3,012.80	3,088.00	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.00	4,144.00
	Appx. Monthly	6,527.73	6,690.67	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,762.00	8,983.87
	Appx. Annual	78,332.80	80,288.00	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,144.00	107,785.60
69	Hourly	38.57	39.52	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.14
	Appx. Bi-wkly	3,085.60	3,161.60	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.00	4,146.40	4,251.20
	Appx. Monthly	6,685.47	6,850.13	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,210.93
	Appx. Annual	80,225.60	82,201.60	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,144.00	107,806.40	110,531.20
69A	Hourly	39.06	40.03	41.03	42.09	43.08	44.21	45.26	46.35	47.54	48.75	49.94	51.21	52.48	53.79
	Appx. Bi-wkly	3,124.80	3,202.40	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,800.00	3,900.00	3,995.20	4,096.80	4,198.40	4,303.20
	Appx. Monthly	6,770.40	6,938.53	7,111.87	7,295.60	7,467.20	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00	8,659.73	8,876.40	9,096.53	9,323.60
	Appx. Annual	81,244.80	83,262.40	85,342.40	87,547.20	89,606.40	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,875.20	106,516.80	109,158.40	111,883.20
69C	Hourly	39.25	40.23	41.24	42.30	43.30	44.42	45.48	46.59	47.80	48.97	50.18	51.44	52.74	54.06
	Appx. Bi-wkly	3,140.00	3,218.40	3,299.20	3,384.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.40	4,115.20	4,219.20	4,324.80
	Appx. Monthly	6,803.33	6,973.20	7,148.27	7,332.00	7,503.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,370.40
	Appx. Annual	81,640.00	83,678.40	85,779.20	87,984.00	90,064.00	92,393.60	94,598.40	96,907.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,444.80
69T	Hourly	38.57	39.52	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.14
	Appx. Bi-wkly	3,085.60	3,161.60	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,66						

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
71C	Hourly	41.23	42.25	43.30	44.42	45.48	46.59	47.80	48.97	50.18	51.44	52.74	54.09	55.41	56.79
	Appx. Bi-wkly	3,298.40	3,380.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.00	4,115.20	4,219.20	4,326.00	4,432.80	4,543.20
	Appx. Monthly	7,146.53	7,323.33	7,505.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60
	Appx. Annual	85,758.40	87,880.00	90,064.00	92,393.60	94,598.40	96,907.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20
71T	Hourly	40.51	41.52	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82
	Appx. Bi-wkly	3,240.80	3,321.60	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,464.00
	Appx. Monthly	7,021.73	7,196.80	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47
	Appx. Annual	84,260.80	86,361.60	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,010.60
72	Hourly	41.54	42.59	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.22
	Appx. Bi-wkly	3,323.20	3,407.20	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,464.00	4,572.00
	Appx. Monthly	7,200.27	7,382.27	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,918.13
	Appx. Annual	86,403.20	88,587.20	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,010.60	119,017.60
72A	Hourly	42.07	43.12	44.21	45.26	46.35	47.54	48.75	49.94	51.21	52.48	53.81	55.13	56.52	57.93
	Appx. Bi-wkly	3,365.60	3,449.60	3,536.80	3,620.80	3,708.00	3,803.20	3,900.00	3,995.20	4,096.80	4,198.40	4,304.80	4,414.00	4,521.60	4,634.40
	Appx. Monthly	7,292.13	7,474.13	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00	8,656.27	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80	10,041.20
	Appx. Annual	87,505.60	89,689.60	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,875.20	106,516.80	109,158.40	111,924.80	114,670.40	117,561.60	120,494.20
72C	Hourly	42.28	43.35	44.42	45.48	46.59	47.80	48.97	50.18	51.44	52.74	54.09	55.41	56.79	58.21
	Appx. Bi-wkly	3,382.40	3,468.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.00	4,115.20	4,219.20	4,326.00	4,432.80	4,543.20	4,656.80
	Appx. Monthly	7,328.53	7,514.00	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60	10,089.73
	Appx. Annual	87,942.40	90,168.00	92,393.60	94,598.40	96,907.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20	121,076.80
72T	Hourly	41.54	42.59	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.22
	Appx. Bi-wkly	3,323.20	3,407.20	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,464.00	4,572.00
	Appx. Monthly	7,200.27	7,382.27	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,918.13
	Appx. Annual	86,403.20	88,587.20	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,010.60	119,017.60
73	Hourly	42.55	43.61	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.63
	Appx. Bi-wkly	3,404.00	3,488.80	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,464.00	4,572.00	4,690.40
	Appx. Monthly	7,375.33	7,559.07	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,162.53
	Appx. Annual	88,504.00	90,708.80	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,010.60	118,996.80	121,950.40
73A	Hourly	43.07	44.16	45.26	46.35	47.54	48.75	49.94	51.21	52.48	53.81	55.13	56.52	57.92	59.37
	Appx. Bi-wkly	3,445.60	3,532.80	3,620.80	3,708.00	3,803.20	3,900.00	3,995.20	4,096.80	4,198.40	4,304.80	4,414.00	4,521.60	4,633.60	4,749.60
	Appx. Monthly	7,465.47	7,654.40	7,845.07	8,034.00	8,240.27	8,450.00	8,656.27	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80	10,039.47	10,290.80
	Appx. Annual	89,585.60	91,852.80	94,140.80	96,408.00	98,883.20	101,400.00	103,875.20	106,516.80	109,158.40	111,924.80	114,670.40	117,561.60	120,473.60	123,489.60
73C	Hourly	43.29	44.37	45.48	46.59	47.80	48.97	50.18	51.44	52.74	54.09	55.41	56.79	58.20	59.66
	Appx. Bi-wkly	3,463.20	3,549.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.00	4,115.20	4,219.20	4,327.20	4,432.80	4,543.20	4,656.00	4,772.80
	Appx. Monthly	7,503.60	7,690.80	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60	10,088.00	10,341.07
	Appx. Annual	90,043.20	92,289.60	94,598.40	96,907.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20	121,056.00	124,092.80
73T	Hourly	42.55	43.61	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.63
	Appx. Bi-wkly	3,404.00	3,488.80	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,464.00	4,572.00	4,690.40
	Appx. Monthly	7,375.33	7,559.07	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,162.53
	Appx. Annual	88,504.00	90,708.80	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,010.60	118,996.80	121,950.40
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
74	Hourly	43.57	44.66	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.08
	Appx. Bi-wkly	3,485.60	3,572.80	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,464.00	4,572.00	4,688.80	4,806.40
	Appx. Monthly	7,552.13	7,741.07	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,413.87
	Appx. Annual	90,625.60	92,892.80	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,010.60	118,996.80	121,908.80	124,966.40
74A	Hourly	44.12	45.21	46.35	47.54	48.75	49.94	51.21	52.48	53.81	55.13	56.52	57.92	59.35	60.81
	Appx. Bi-wkly	3,529.60	3,616.80	3,708.00	3,803.20	3,900.00	3,995.20	4,096.80	4,198.40	4,304.80	4,414.00	4,521.60	4,633.60	4,748.00	4,864.80
	Appx. Monthly	7,647.47	7,836.40	8,034.00	8,240.27	8,450.00	8,656.27	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80	10,039.47	10,287.33	10,540.40
	Appx. Annual	91,769.60	94,036.80	96,408.00	98,883.20	101,400.00	103,875.20	106,516.80	109,158.40	111,924.80	114,670.40	117,561.60	120,473.60	123,448.00	126,484.80
74C	Hourly	44.33	45.44	46.59	47.80	48.97	50.18	51.44	52.74	54.09	55.41	56.79	58.20	59.62	61.13
	Appx. Bi-wkly	3,546.40	3,635.20	3,727.20	3,824.00	3,917.60	4,014.00	4,115.20	4,219.20	4,327.20	4,432.80	4,543.20	4,656.00	4,769.60	4,890.40
	Appx. Monthly	7,683.87	7,876.27	8,075.60	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60	10,088.00	10,334.13	10,595.87
	Appx. Annual	92,206.40	94,515.20	96,907.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20	121,056.00	124,009.60	127,150.40
74T	Hourly	43.57	44.66	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.08
	Appx. Bi-wkly	3,485.60	3,572.80	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,464.00	4,572.00	4,688.80	4,806.40
	Appx. Monthly	7,552.13	7,741.07	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,413.87
	Appx. Annual	90,625.60	92,892.80	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,010.60	118,996.80	121,908.80	124,966.40
75	Hourly	44.70	45.82	46.96	48.13										

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
76T	Hourly	45.82	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	
	Appx. Bi-wkly	3,665.60	3,756.80	3,850.40	3,946.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,802.20	4,927.20	
	Appx. Monthly	7,942.13	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	
	Appx. Annual	95,305.60	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	
77	Hourly	46.93	48.11	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.74
	Appx. Bi-wkly	3,754.40	3,848.80	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,179.20
	Appx. Monthly	8,134.53	8,339.07	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,221.60
	Appx. Annual	97,614.40	100,068.80	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,659.20
77A	Hourly	47.52	48.71	49.94	51.21	52.48	53.81	55.13	56.52	57.92	59.35	60.82	62.36	63.95	65.55
	Appx. Bi-wkly	3,801.60	3,896.80	3,995.20	4,096.80	4,198.40	4,304.80	4,414.00	4,521.60	4,633.60	4,748.00	4,865.60	4,988.80	5,116.00	5,244.00
	Appx. Monthly	8,236.80	8,443.07	8,656.27	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,809.07	11,084.67	11,362.00
	Appx. Annual	98,841.60	101,316.80	103,875.20	106,516.80	109,158.40	111,924.80	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,708.80	133,016.00	136,344.00
77C	Hourly	47.78	48.95	50.18	51.44	52.74	54.09	55.41	56.79	58.20	59.62	61.14	62.67	64.26	65.87
	Appx. Bi-wkly	3,822.40	3,916.00	4,014.40	4,115.20	4,219.20	4,327.20	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,013.60	5,140.80	5,269.60
	Appx. Monthly	8,281.87	8,484.67	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,862.80	11,138.40	11,417.47
	Appx. Annual	99,382.40	101,816.00	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,353.60	133,660.80	137,009.60
77T	Hourly	46.93	48.11	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	
	Appx. Bi-wkly	3,754.40	3,848.80	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	
	Appx. Monthly	8,134.53	8,339.07	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	
	Appx. Annual	97,614.40	100,068.80	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	
78	Hourly	48.12	49.33	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.32
	Appx. Bi-wkly	3,849.60	3,946.40	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,305.60
	Appx. Monthly	8,340.80	8,550.53	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,495.47
	Appx. Annual	100,089.60	102,606.40	105,164.80	107,806.40	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	137,945.60
78A	Hourly	48.73	49.95	51.21	52.48	53.81	55.13	56.52	57.92	59.35	60.82	62.36	63.95	65.53	67.16
	Appx. Bi-wkly	3,898.40	3,996.00	4,096.80	4,198.40	4,304.80	4,414.00	4,521.60	4,633.60	4,748.00	4,865.60	4,988.80	5,116.00	5,244.00	5,372.80
	Appx. Monthly	8,446.53	8,658.00	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,809.07	11,084.67	11,358.53	11,641.07
	Appx. Annual	101,358.40	103,896.00	106,516.80	109,158.40	111,924.80	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,708.80	133,016.00	136,302.40	139,692.80
78C	Hourly	48.96	50.19	51.44	52.74	54.09	55.41	56.79	58.20	59.62	61.14	62.67	64.26	65.85	67.49
	Appx. Bi-wkly	3,916.80	4,015.20	4,115.20	4,219.20	4,327.20	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,013.60	5,140.80	5,268.00	5,399.20
	Appx. Monthly	8,486.40	8,699.60	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,862.80	11,138.40	11,414.00	11,698.27
	Appx. Annual	101,836.80	104,395.20	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,353.60	133,660.80	136,968.00	140,379.20
78T	Hourly	48.12	49.33	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.32
	Appx. Bi-wkly	3,849.60	3,946.40	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,305.60
	Appx. Monthly	8,340.80	8,550.53	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,495.47
	Appx. Annual	100,089.60	102,606.40	105,164.80	107,806.40	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	137,945.60
79	Hourly	49.34	50.58	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.32	68.01
	Appx. Bi-wkly	3,947.20	4,046.40	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80
	Appx. Monthly	8,552.27	8,767.20	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40
	Appx. Annual	102,627.20	105,206.40	107,806.40	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80
79A	Hourly	49.96	51.22	52.48	53.81	55.13	56.52	57.92	59.35	60.82	62.36	63.95	65.53	67.19	68.86
	Appx. Bi-wkly	3,996.80	4,097.60	4,198.40	4,304.80	4,414.00	4,521.60	4,633.60	4,748.00	4,865.60	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80
	Appx. Monthly	8,659.73	8,878.13	9,096.53	9,327.07	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73
	Appx. Annual	103,916.80	106,537.60	109,158.40	111,924.80	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,708.80	133,016.00	136,302.40	139,755.20	143,228.80
79C	Hourly	50.20	51.46	52.74	54.09	55.41	56.79	58.20	59.62	61.14	62.67	64.26	65.85	67.51	69.21
	Appx. Bi-wkly	4,016.00	4,116.80	4,219.20	4,327.20	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,013.60	5,140.80	5,268.00	5,400.80	5,536.80
	Appx. Monthly	8,701.33	8,919.33	9,141.60	9,375.60	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,862.80	11,138.40	11,414.00	11,701.73	11,996.40
	Appx. Annual	104,416.00	107,036.80	109,699.20	112,507.20	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,353.60	133,660.80	136,968.00	140,420.80	143,956.80
79T	Hourly	49.34	50.58	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.32	68.01
	Appx. Bi-wkly	3,947.20	4,046.40	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80
	Appx. Monthly	8,552.27	8,767.20	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40
	Appx. Annual	102,627.20	105,206.40	107,806.40	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80
80	Hourly	50.60	51.85	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.32	68.01	69.70
	Appx. Bi-wkly	4,048.00	4,148.00	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,576.00
	Appx. Monthly	8,770.67	8,987.33	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,081.33
	Appx. Annual	105,248.00	107,848.00	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,976.00
80A	Hourly	51.24	52.51	53.81	55.13	56.52	57.92	59.35	60.82	62.36	63.95	65.53			

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
82	Hourly	53.13	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.23
	Appx. Bi-wkly	4,250.40	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,858.40
	Appx. Monthly	9,209.20	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,693.20
	Appx. Annual	110,510.40	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,318.40
82A	Hourly	53.78	55.13	56.52	57.92	59.35	60.82	62.36	63.95	65.53	67.19	68.86	70.55	72.33	74.14
	Appx. Bi-wkly	4,302.40	4,410.40	4,521.60	4,633.60	4,748.00	4,865.60	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40	5,931.20
	Appx. Monthly	9,321.87	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,527.20	12,850.93
	Appx. Annual	111,862.40	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,708.80	133,016.00	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40	154,211.20
82C	Hourly	54.05	55.41	56.79	58.20	59.62	61.14	62.67	64.26	65.85	67.51	69.21	70.90	72.69	74.52
	Appx. Bi-wkly	4,324.00	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,013.60	5,140.80	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20	5,961.60
	Appx. Monthly	9,368.67	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,862.80	11,138.40	11,414.00	11,701.73	11,996.40	12,299.33	12,599.60	12,916.80
	Appx. Annual	112,424.00	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,353.60	133,660.80	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20	155,001.60
82T	Hourly	53.13	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.23
	Appx. Bi-wkly	4,250.40	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,858.40
	Appx. Monthly	9,209.20	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,693.20
	Appx. Annual	110,510.40	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,318.40
83	Hourly	54.45	55.81	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.06
	Appx. Bi-wkly	4,356.00	4,464.80	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.80
	Appx. Monthly	9,438.00	9,673.73	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,010.40
	Appx. Annual	113,256.00	116,084.80	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,124.80
83A	Hourly	55.12	56.51	57.92	59.35	60.82	62.36	63.95	65.53	67.19	68.86	70.55	72.33	74.16	76.00
	Appx. Bi-wkly	4,409.60	4,520.80	4,633.60	4,748.00	4,865.60	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,080.00
	Appx. Monthly	9,554.13	9,795.07	10,039.47	10,287.33	10,542.13	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,173.33
	Appx. Annual	114,649.60	117,540.80	120,473.60	123,448.00	126,505.60	129,708.80	133,016.00	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,080.00
83C	Hourly	55.40	56.77	58.20	59.62	61.14	62.67	64.26	65.85	67.51	69.21	70.90	72.69	74.53	76.38
	Appx. Bi-wkly	4,432.00	4,541.60	4,656.00	4,769.60	4,891.20	5,013.60	5,140.80	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20	5,962.40	6,110.40
	Appx. Monthly	9,602.67	9,840.13	10,088.00	10,334.13	10,597.60	10,862.80	11,138.40	11,414.00	11,701.73	11,996.40	12,299.33	12,599.60	12,918.53	13,239.20
	Appx. Annual	115,232.00	118,081.60	121,056.00	124,009.60	127,171.20	130,353.60	133,660.80	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,870.40
83T	Hourly	54.45	55.81	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.06
	Appx. Bi-wkly	4,356.00	4,464.80	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.80
	Appx. Monthly	9,438.00	9,673.73	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,010.40
	Appx. Annual	113,256.00	116,084.80	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,124.80
84	Hourly	55.79	57.17	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.95
	Appx. Bi-wkly	4,463.20	4,573.60	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,156.00
	Appx. Monthly	9,670.27	9,909.47	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,338.00
	Appx. Annual	116,043.20	118,913.60	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,056.00
84A	Hourly	56.47	57.90	59.35	60.82	62.36	63.95	65.53	67.19	68.86	70.55	72.33	74.16	75.99	77.91
	Appx. Bi-wkly	4,517.60	4,632.00	4,748.00	4,865.60	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,232.80
	Appx. Monthly	9,788.13	10,036.00	10,287.33	10,542.13	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,504.40
	Appx. Annual	117,457.60	120,432.00	123,448.00	126,505.60	129,708.80	133,016.00	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,059.20	162,052.80
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
84C	Hourly	56.75	58.17	59.62	61.14	62.67	64.26	65.85	67.51	69.21	70.90	72.69	74.53	76.37	78.28
	Appx. Bi-wkly	4,540.00	4,653.60	4,769.60	4,891.20	5,013.60	5,140.80	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20	5,962.40	6,109.60	6,262.40
	Appx. Monthly	9,836.67	10,082.80	10,334.13	10,597.60	10,862.80	11,138.40	11,414.00	11,701.73	11,996.40	12,289.33	12,599.60	12,918.53	13,237.47	13,568.53
	Appx. Annual	118,040.00	120,993.60	124,009.60	127,171.20	130,353.60	133,660.80	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,849.60	162,822.40
84T	Hourly	55.79	57.17	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.95
	Appx. Bi-wkly	4,463.20	4,573.60	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,156.00
	Appx. Monthly	9,670.27	9,909.47	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,338.00
	Appx. Annual	116,043.20	118,913.60	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,056.00
85	Hourly	57.20	58.62	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.85
	Appx. Bi-wkly	4,576.00	4,689.60	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,308.00
	Appx. Monthly	9,914.67	10,160.80	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,671.33
	Appx. Annual	118,976.00	121,929.60	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	164,008.00
85A	Hourly	57.91	59.36	60.82	62.36	63.95	65.53	67.19	68.86	70.55	72.33	74.16	75.99	77.90	79.84
	Appx. Bi-wkly	4,632.80	4,748.80	4,865.60	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,232.00	6,387.20
	Appx. Monthly	10,037.73	10,289.07	10,542.13	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,838.93
	Appx. Annual	120,452.80													

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
87A	Hourly	60.85	62.38	63.95	65.53	67.19	68.86	70.55	72.33	74.16	75.99	77.90	79.83	81.86	83.89
	Appx. Bi-wkly	4,868.00	4,990.40	5,116.00	5,242.40	5,372.00	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,232.00	6,386.40	6,548.80	6,711.20
	Appx. Monthly	10,547.33	10,812.53	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93
	Appx. Annual	126,568.00	129,750.40	133,016.00	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20
87C	Hourly	61.17	62.69	64.26	65.85	67.51	69.21	70.90	72.69	74.53	76.37	78.27	80.23	82.27	84.32
	Appx. Bi-wkly	4,893.60	5,015.20	5,140.80	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20	5,962.40	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60
	Appx. Monthly	10,602.80	10,866.27	11,138.40	11,414.00	11,701.73	11,996.40	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47
	Appx. Annual	127,233.60	130,395.20	133,660.80	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60
87T	Hourly	60.12	61.61	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85
	Appx. Bi-wkly	4,809.60	4,928.80	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,620.00
	Appx. Monthly	10,420.80	10,679.07	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67
	Appx. Annual	125,049.60	128,148.80	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00
88	Hourly	61.59	63.12	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.93
	Appx. Bi-wkly	4,927.20	5,049.60	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,620.00	6,794.40
	Appx. Monthly	10,675.60	10,940.80	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,721.20
	Appx. Annual	128,107.20	131,289.60	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,654.40
88A	Hourly	62.36	63.93	65.53	67.19	68.86	70.55	72.33	74.16	75.99	77.90	79.83	81.86	83.89	86.00
	Appx. Bi-wkly	4,988.80	5,114.40	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,232.00	6,386.40	6,548.80	6,711.20	6,880.00
	Appx. Monthly	10,809.07	11,081.20	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93	14,906.67
	Appx. Annual	129,708.80	132,974.40	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20	178,880.00
88C	Hourly	62.67	64.24	65.85	67.51	69.21	70.90	72.69	74.53	76.37	78.27	80.23	82.27	84.32	86.43
	Appx. Bi-wkly	5,013.60	5,139.20	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20	5,962.40	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60	6,914.40
	Appx. Monthly	10,862.80	11,134.93	11,414.00	11,701.73	11,996.40	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47	14,981.20
	Appx. Annual	130,353.60	133,619.20	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60	179,774.40
88T	Hourly	61.59	63.12	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.93
	Appx. Bi-wkly	4,927.20	5,049.60	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,620.00	6,794.40
	Appx. Monthly	10,675.60	10,940.80	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,721.20
	Appx. Annual	128,107.20	131,289.60	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,654.40
89	Hourly	63.14	64.74	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.02
	Appx. Bi-wkly	5,051.20	5,179.20	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,620.00	6,792.00	6,961.60
	Appx. Monthly	10,944.27	11,221.60	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,083.47
	Appx. Annual	131,331.20	134,659.20	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,001.60
89A	Hourly	63.95	65.55	67.19	68.86	70.55	72.33	74.16	75.99	77.90	79.83	81.86	83.89	85.97	88.11
	Appx. Bi-wkly	5,116.00	5,244.00	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,232.00	6,386.40	6,548.80	6,711.20	6,877.60	7,048.80
	Appx. Monthly	11,084.67	11,362.00	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93	14,901.47	15,272.40
	Appx. Annual	133,016.00	136,344.00	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20	178,817.60	183,268.80
89C	Hourly	64.26	65.87	67.51	69.21	70.90	72.69	74.53	76.37	78.27	80.23	82.27	84.32	86.38	88.54
	Appx. Bi-wkly	5,140.80	5,269.60	5,400.80	5,536.80	5,672.00	5,815.20	5,962.40	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,083.20
	Appx. Monthly	11,138.40	11,417.47	11,701.73	11,996.40	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,346.93
	Appx. Annual	133,660.80	137,009.60	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60	179,670.40	184,163.20
89T	Hourly	63.14	64.74	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.02
	Appx. Bi-wkly	5,051.20	5,179.20	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,620.00	6,792.00	6,961.60
	Appx. Monthly	10,944.27	11,221.60	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,083.47
	Appx. Annual	131,331.20	134,659.20	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,001.60
90	Hourly	64.74	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24
	Appx. Bi-wkly	5,179.20	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,620.00	6,792.00	6,964.00	7,139.20
	Appx. Monthly	11,221.60	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27
	Appx. Annual	134,659.20	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20
90A	Hourly	65.55	67.19	68.86	70.55	72.33	74.16	75.99	77.90	79.83	81.86	83.89	85.97	88.14	90.35
	Appx. Bi-wkly	5,244.00	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,232.00	6,386.40	6,548.80	6,711.20	6,877.60	7,051.20	7,228.00
	Appx. Monthly	11,362.00	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93	14,901.47	15,277.60	15,660.67
	Appx. Annual	136,344.00	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00
90C	Hourly	65.87	67.51	69.21	70.90	72.69	74.53	76.37	78.27	80.23	82.27	84.32	86.38	88.58	90.79
	Appx. Bi-wkly	5,269.60	5,400.80	5,536.80	5,672.00	5,815.20	5,962.40	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,086.40	7,263.20
	Appx. Monthly	11,417.47	11,701.73	11,996.40	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,335.87	15,736.93
	Appx. Annual	137,009.60	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60	179,670.		

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
92C	Hourly	69.18	70.90	72.69	74.53	76.37	78.27	80.23	82.27	84.32	86.38	88.58	90.79	93.05	95.38
	Appx. Bi-wkly	5,534.40	5,672.00	5,815.20	5,962.40	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,086.40	7,263.20	7,440.40	7,630.40
	Appx. Monthly	11,991.20	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53
	Appx. Annual	143,894.40	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40
92T	Hourly	67.99	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73
	Appx. Bi-wkly	5,439.20	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40
	Appx. Monthly	11,784.93	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53
	Appx. Annual	141,419.20	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40
93	Hourly	69.69	71.45	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06
	Appx. Bi-wkly	5,575.20	5,716.00	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80
	Appx. Monthly	12,079.60	12,384.67	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40
	Appx. Annual	144,955.20	148,616.00	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80
93A	Hourly	70.57	72.34	74.16	75.99	77.90	79.83	81.86	83.89	85.97	88.14	90.35	92.59	94.90	97.27
	Appx. Bi-wkly	5,645.60	5,787.20	5,932.80	6,079.20	6,232.00	6,386.40	6,548.80	6,711.20	6,877.60	7,051.20	7,228.00	7,407.20	7,592.00	7,781.60
	Appx. Monthly	12,232.13	12,538.93	12,854.40	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93	14,901.47	15,277.60	15,660.67	16,048.93	16,449.33	16,860.13
	Appx. Annual	146,785.60	150,467.20	154,252.80	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00	192,587.20	197,392.00	202,321.60
93C	Hourly	70.92	72.70	74.53	76.37	78.27	80.23	82.27	84.32	86.38	88.58	90.79	93.05	95.38	97.76
	Appx. Bi-wkly	5,673.60	5,816.00	5,962.40	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,086.40	7,263.20	7,440.40	7,630.40	7,820.80
	Appx. Monthly	12,292.80	12,601.33	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53	16,945.07
	Appx. Annual	147,513.60	151,216.00	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40	203,340.80
93T	Hourly	69.69	71.45	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06
	Appx. Bi-wkly	5,575.20	5,716.00	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80
	Appx. Monthly	12,079.60	12,384.67	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40
	Appx. Annual	144,955.20	148,616.00	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80
94	Hourly	71.44	73.23	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.49
	Appx. Bi-wkly	5,715.20	5,858.40	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,879.20
	Appx. Monthly	12,382.93	12,693.20	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,071.60
	Appx. Annual	148,595.20	152,318.40	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,859.20
94A	Hourly	72.33	74.14	75.99	77.90	79.83	81.86	83.89	85.97	88.14	90.35	92.59	94.90	97.27	99.71
	Appx. Bi-wkly	5,786.40	5,931.20	6,079.20	6,232.00	6,386.40	6,548.80	6,711.20	6,877.60	7,051.20	7,228.00	7,407.20	7,592.00	7,781.60	7,976.80
	Appx. Monthly	12,537.20	12,850.93	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93	14,901.47	15,277.60	15,660.67	16,048.93	16,449.33	16,860.13	17,283.07
	Appx. Annual	150,446.40	154,211.20	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00	192,587.20	197,392.00	202,321.60	207,396.80
94C	Hourly	72.69	74.52	76.37	78.27	80.23	82.27	84.32	86.38	88.58	90.79	93.05	95.38	97.76	100.20
	Appx. Bi-wkly	5,815.20	5,961.60	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,086.40	7,263.20	7,440.40	7,630.40	7,820.80	8,016.00
	Appx. Monthly	12,599.60	12,916.80	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53	16,945.07	17,368.00
	Appx. Annual	151,195.20	155,001.60	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40	203,340.80	208,416.00
94T	Hourly	71.44	73.23	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.49
	Appx. Bi-wkly	5,715.20	5,858.40	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,879.20
	Appx. Monthly	12,382.93	12,693.20	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,071.60
	Appx. Annual	148,595.20	152,318.40	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,859.20
95	Hourly	73.22	75.04	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.49	100.92
	Appx. Bi-wkly	5,857.60	6,003.20	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60
	Appx. Monthly	12,691.47	13,006.93	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80
	Appx. Annual	152,297.60	156,083.20	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60
95A	Hourly	74.13	75.98	77.90	79.83	81.86	83.89	85.97	88.14	90.35	92.59	94.90	97.27	99.69	102.18
	Appx. Bi-wkly	5,930.40	6,078.40	6,232.00	6,386.40	6,548.80	6,711.20	6,877.60	7,051.20	7,228.00	7,407.20	7,592.00	7,781.60	7,975.20	8,174.40
	Appx. Monthly	12,849.20	13,169.87	13,502.67	13,837.20	14,189.07	14,540.93	14,901.47	15,277.60	15,660.67	16,048.93	16,449.33	16,860.13	17,279.60	17,711.20
	Appx. Annual	154,190.40	158,038.40	162,032.00	166,046.40	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00	192,587.20	197,392.00	202,321.60	207,352.00	212,534.40
95C	Hourly	74.51	76.36	78.27	80.23	82.27	84.32	86.38	88.58	90.79	93.05	95.38	97.76	100.18	102.68
	Appx. Bi-wkly	5,960.80	6,108.80	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,086.40	7,263.20	7,440.40	7,630.40	7,820.80	8,014.40	8,214.40
	Appx. Monthly	12,915.07	13,235.73	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53	16,945.07	17,364.53	17,797.87
	Appx. Annual	154,980.80	158,828.80	162,801.60	166,878.40	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40	203,340.80	208,374.40	213,574.40
95T	Hourly	73.22	75.04	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92
	Appx. Bi-wkly	5,857.60	6,003.20	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60
	Appx. Monthly	12,691.47	13,006.93	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80
	Appx. Annual	152,297.60	156,083.20	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	19		

GENERAL SALARY SCHEDULE

Effective September 14, 2019		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
97T	Hourly	76.96	78.88	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.45	
	Appx. Bi-wkly	6,156.80	6,310.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,276.00	
	Appx. Monthly	13,339.73	13,672.53	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,931.33	
	Appx. Annual	160,076.80	164,070.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,176.00	
98	Hourly	78.88	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.45	106.07	108.71
	Appx. Bi-wkly	6,310.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,276.00	8,485.60	8,696.80
	Appx. Monthly	13,672.53	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,931.33	18,385.47	18,843.07
	Appx. Annual	164,070.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,176.00	220,625.60	226,116.80
98A	Hourly	79.86	81.86	83.89	85.97	88.14	90.35	92.59	94.90	97.27	99.69	102.18	104.76	107.39	110.06
	Appx. Bi-wkly	6,388.80	6,548.80	6,711.20	6,877.60	7,051.20	7,228.00	7,407.20	7,592.00	7,781.60	7,975.20	8,174.40	8,380.80	8,591.20	8,804.80
	Appx. Monthly	13,842.40	14,189.07	14,540.93	14,901.47	15,277.60	15,660.67	16,048.93	16,449.33	16,860.13	17,279.60	17,711.20	18,158.40	18,614.27	19,077.07
	Appx. Annual	166,108.80	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00	192,587.20	197,392.00	202,321.60	207,355.20	212,534.40	217,900.80	223,371.20	228,924.80
98C	Hourly	80.26	82.27	84.32	86.38	88.58	90.79	93.05	95.38	97.76	100.18	102.68	105.27	107.92	110.61
	Appx. Bi-wkly	6,420.80	6,581.60	6,745.60	6,910.40	7,086.40	7,263.20	7,444.00	7,630.40	7,820.80	8,014.40	8,214.40	8,421.60	8,633.60	8,848.80
	Appx. Monthly	13,911.73	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53	16,945.07	17,364.53	17,797.87	18,246.80	18,706.13	19,172.40
	Appx. Annual	166,940.80	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40	203,340.80	208,374.40	213,574.40	218,961.60	224,473.60	230,068.80
98T	Hourly	78.88	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.45	106.07	
	Appx. Bi-wkly	6,310.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,276.00	8,485.60	
	Appx. Monthly	13,672.53	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,931.33	18,385.47	
	Appx. Annual	164,070.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,176.00	220,625.60	
99	Hourly	80.81	82.82	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.45	106.07	108.68	111.39
	Appx. Bi-wkly	6,464.80	6,625.60	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,276.00	8,485.60	8,694.40	8,911.20
	Appx. Monthly	14,007.07	14,355.47	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,931.33	18,385.47	18,837.87	19,307.60
	Appx. Annual	168,084.80	172,265.60	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,176.00	220,625.60	226,054.40	231,691.20
99A	Hourly	81.81	83.86	85.97	88.14	90.35	92.59	94.90	97.27	99.69	102.18	104.76	107.39	110.03	112.78
	Appx. Bi-wkly	6,544.80	6,708.80	6,877.60	7,051.20	7,228.00	7,407.20	7,592.00	7,781.60	7,975.20	8,174.40	8,380.80	8,591.20	8,802.40	9,022.40
	Appx. Monthly	14,180.40	14,535.73	14,901.47	15,277.60	15,660.67	16,048.93	16,449.33	16,860.13	17,279.60	17,711.20	18,158.40	18,614.27	19,071.87	19,548.53
	Appx. Annual	170,164.80	174,428.80	178,817.60	183,331.20	187,928.00	192,587.20	197,392.00	202,321.60	207,355.20	212,534.40	217,900.80	223,371.20	228,862.40	234,582.40
99C	Hourly	82.24	84.27	86.38	88.58	90.79	93.05	95.38	97.76	100.18	102.68	105.27	107.92	110.58	113.32
	Appx. Bi-wkly	6,579.20	6,741.60	6,910.40	7,086.40	7,263.20	7,444.00	7,630.40	7,820.80	8,014.40	8,214.40	8,421.60	8,633.60	8,846.40	9,065.60
	Appx. Monthly	14,254.93	14,606.80	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53	16,945.07	17,364.53	17,797.87	18,246.80	18,706.13	19,167.20	19,642.13
	Appx. Annual	171,059.20	175,281.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40	203,340.80	208,374.40	213,574.40	218,961.60	224,473.60	230,006.40	235,705.60
99T	Hourly	80.81	82.82	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.45	106.07	108.68	
	Appx. Bi-wkly	6,464.80	6,625.60	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,276.00	8,485.60	8,694.40	
	Appx. Monthly	14,007.07	14,355.47	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,931.33	18,385.47	18,837.87	
	Appx. Annual	168,084.80	172,265.60	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,176.00	220,625.60	226,054.40	
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
M	Hourly	13.00													
	Appx. Bi-wkly	1,040.00													
	Appx. Monthly	2,253.33													
	Appx. Annual	27,040.00													
1M	Hourly	13.00	13.10	13.43	13.77	14.11	14.46	14.82	15.19						
	Appx. Bi-wkly	1,040.00	1,048.00	1,074.40	1,101.60	1,128.80	1,156.80	1,185.60	1,215.20						
	Appx. Monthly	2,253.33	2,270.67	2,327.87	2,386.80	2,445.73	2,506.40	2,568.80	2,632.93						
	Appx. Annual	27,040.00	27,248.00	27,934.40	28,641.60	29,348.80	30,076.80	30,768.00	31,595.20						
2M	Hourly	13.33	13.43	13.77	14.11	14.46	14.82	15.19	15.57	15.96					
	Appx. Bi-wkly	1,066.40	1,074.40	1,101.60	1,128.80	1,156.80	1,185.60	1,215.20	1,245.60	1,276.80					
	Appx. Monthly	2,310.53	2,327.87	2,386.80	2,445.73	2,506.40	2,568.80	2,632.93	2,698.80	2,766.40					
	Appx. Annual	27,726.40	27,934.40	28,641.60	29,348.80	30,076.80	30,825.60	31,595.20	32,385.60	33,196.80					
3M	Hourly	13.49	13.84	14.19	14.54	14.90	15.27	15.65	16.04	16.44	16.85	17.27			
	Appx. Bi-wkly	1,079.20	1,107.20	1,135.20	1,163.20	1,192.00	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60			
	Appx. Monthly	2,338.27	2,398.93	2,459.60	2,520.27	2,582.67	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47			
	Appx. Annual	28,059.20	28,787.20	29,515.20	30,243.20	30,992.00	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60			
3M-T	Hourly	13.49	13.84	14.19	14.54	14.90	15.27	15.65	16.04	16.44	16.85				
	Appx. Bi-wkly	1,079.20	1,107.20	1,135.20	1,163.20	1,192.00	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00				
	Appx. Monthly	2,338.27	2,398.93	2,459.60	2,520.27	2,582.67	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67				
	Appx. Annual	28,059.20	28,787.20	29,515.20	30,243.20	30,992.00	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00				
4M	Hourly	13.66	14.00	14.35	14.71	15.08	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86
	Appx. Bi-wkly	1,092.80	1,120.00	1,148.00	1,176.80	1,206.40	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80
	Appx. Monthly	2,367.73	2,426.67	2,487.33	2,549.73	2,613.87	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07
	Appx. Annual	28,412.80	29,120.00	29,848.00	30,596.80	31,366.40	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80
4M-T	Hourly	13.66	14.00	14.35	14.71	15.08	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86
	Appx. Bi-wkly	1,092.80	1,120.00	1,148.00	1,176.80	1,206.40	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80
	Appx. Monthly	2,367.73	2,426.67	2,487.33	2,549.73	2,613.87	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07
	Appx. Annual	28,412.80	29,120.00	29,848.00	30,596.80	31,366.40	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80
27	Hourly	13.86	14.20	14.54	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00
	Appx. Bi-wkly	1,108.80	1,136.00	1,163.20	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00
	Appx. Monthly	2,402.40	2,461.33	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33
	Appx. Annual	28,828.80	29,536.00	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00
27A	Hourly	14.03	14.38	14.74	15.10	15.43	15.82	16.24	16.63	17.05	17.43	17.89	18.36	18.78	19.27
	Appx. Bi-wkly	1,122.40	1,150.40	1,179.20	1,208.00	1,234.40	1,265.60	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60
	Appx. Monthly	2,431.87	2,492.53	2,554.93	2,617.33	2,674.53	2,742.13	2,814.93	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13
	Appx. Annual	29,182.40	29,910.40	30,659.20	31,408.00	32,094.40	32,905.60	33,779.20	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60
27C	Hourly	14.09	14.45	14.81	15.17	15.51	15.90	16.32	16.70	17.13	17.52	17.98	18.44	18.88	19.35
	Appx. Bi-wkly	1,127.20	1,156.00	1,184.80	1,213.60	1,240.80	1,272.00	1,305.60	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00
	Appx. Monthly	2,442.27	2,504.67	2,567.07	2,629.47	2,688.40	2,752.00	2,828.80	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00
	Appx. Annual	29,307.20	30,056.00	30,804.80	31,553.60	32,260.80	33,072.00	33,945.60	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00
27T	Hourly	13.86	14.20	14.54	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00
	Appx. Bi-wkly	1,108.80	1,136.00	1,163.20	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00
	Appx. Monthly	2,402.40	2,461.33	2,520.27	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33
	Appx. Annual	28,828.80	29,536.00	30,243.20	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00
28	Hourly	14.19	14.53	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49
	Appx. Bi-wkly	1,135.20	1,162.40	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20
	Appx. Monthly	2,459.60	2,518.53	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27
	Appx. Annual	29,515.20	30,222.40	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20
28A	Hourly	14.37	14.73	15.10	15.43	15.82	16.24	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73
	Appx. Bi-wkly	1,149.60	1,178.40	1,208.00	1,234.40	1,265.60	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40
	Appx. Monthly	2,490.80	2,553.20	2,617.33	2,674.53	2,742.13	2,814.93	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87
	Appx. Annual	29,889.60	30,638.40	31,408.00	32,094.40	32,905.60	33,779.20	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40
28C	Hourly	14.44	14.79	15.17	15.51	15.90	16.32	16.70	17.13	17.52	17.98	18.44	18.88	19.35	19.82
	Appx. Bi-wkly	1,155.20	1,183.20	1,213.60	1,240.80	1,272.00	1,305.60	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60
	Appx. Monthly	2,502.93	2,563.60	2,629.47	2,688.40	2,756.00	2,828.80	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47
	Appx. Annual	30,035.20	30,763.20	31,553.60	32,260.80	33,072.00	33,945.60	34,736.00	35,600.00	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60
28T	Hourly	14.19	14.53	14.91	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49
	Appx. Bi-wkly	1,135.20	1,162.40	1,192.80	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20
	Appx. Monthly	2,459.60	2,518.53	2,584.40	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27
	Appx. Annual	29,515.20	30,222.40	31,012.80	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20
29	Hourly	14.49	14.87	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.97
	Appx. Bi-wkly	1,159.20	1,189.60	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,597.60
	Appx. Monthly	2,511.60	2,577.47	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,98						

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
30A	Hourly	15.06	15.43	15.82	16.24	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73	20.19	20.68
	Appx. Bi-wkly	1,204.80	1,234.40	1,265.60	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,654.40
	Appx. Monthly	2,610.40	2,674.53	2,742.13	2,814.93	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,584.53
	Appx. Annual	31,324.80	32,094.40	32,905.60	33,779.20	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,014.40
30C	Hourly	15.13	15.51	15.90	16.32	16.70	17.13	17.52	17.98	18.44	18.88	19.35	19.82	20.30	20.80
	Appx. Bi-wkly	1,210.40	1,240.80	1,272.00	1,305.60	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.00
	Appx. Monthly	2,622.53	2,688.40	2,756.00	2,828.80	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,605.33
	Appx. Annual	31,470.40	32,260.80	33,072.00	33,945.60	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,264.00
30T	Hourly	14.87	15.23	15.61	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45
	Appx. Bi-wkly	1,189.60	1,218.40	1,248.80	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00
	Appx. Monthly	2,577.47	2,639.87	2,705.73	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,546.27
	Appx. Annual	30,929.60	31,678.40	32,468.80	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00
31	Hourly	15.25	15.63	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96
	Appx. Bi-wkly	1,220.00	1,250.40	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80
	Appx. Monthly	2,643.33	2,709.20	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07
	Appx. Annual	31,720.00	32,510.40	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80
31A	Hourly	15.45	15.84	16.24	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73	20.19	20.69	21.22
	Appx. Bi-wkly	1,236.00	1,267.20	1,299.20	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60
	Appx. Monthly	2,678.00	2,745.60	2,814.93	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13
	Appx. Annual	32,136.00	32,947.20	33,779.20	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60
31C	Hourly	15.53	15.92	16.32	16.70	17.13	17.52	17.98	18.44	18.88	19.35	19.82	20.30	20.81	21.34
	Appx. Bi-wkly	1,242.40	1,273.60	1,305.60	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.00	1,707.20
	Appx. Monthly	2,691.87	2,759.47	2,828.80	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93
	Appx. Annual	32,302.40	33,113.60	33,945.60	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20
31T	Hourly	15.25	15.63	16.05	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96
	Appx. Bi-wkly	1,220.00	1,250.40	1,284.00	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80
	Appx. Monthly	2,643.33	2,709.20	2,782.00	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07
	Appx. Annual	31,720.00	32,510.40	33,384.00	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80
32	Hourly	15.62	16.04	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.49
	Appx. Bi-wkly	1,249.60	1,283.20	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,719.20
	Appx. Monthly	2,707.47	2,780.27	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,724.93
	Appx. Annual	32,489.60	33,363.20	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,699.20
32A	Hourly	15.83	16.23	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73	20.19	20.69	21.22	21.75
	Appx. Bi-wkly	1,266.40	1,298.40	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,740.00
	Appx. Monthly	2,743.87	2,813.20	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,770.00
	Appx. Annual	32,926.40	33,758.40	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,240.00
32C	Hourly	15.91	16.31	16.70	17.13	17.52	17.98	18.44	18.88	19.35	19.82	20.30	20.81	21.34	21.87
	Appx. Bi-wkly	1,272.80	1,304.80	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.00	1,707.20	1,749.60
	Appx. Monthly	2,757.73	2,827.07	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,790.80
	Appx. Annual	33,092.80	33,924.80	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,489.60
32T	Hourly	15.62	16.04	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.49
	Appx. Bi-wkly	1,249.60	1,283.20	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,719.20
	Appx. Monthly	2,707.47	2,780.27	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,724.93
	Appx. Annual	32,489.60	33,363.20	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,699.20
33	Hourly	16.04	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.02
	Appx. Bi-wkly	1,283.20	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,761.60
	Appx. Monthly	2,780.27	2,847.87	2,915.47	2,983.07	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,816.80
	Appx. Annual	33,363.20	34,174.40	34,985.60	35,796.80	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,801.60
33A	Hourly	16.23	16.63	17.05	17.43	17.89	18.36	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.27
	Appx. Bi-wkly	1,298.40	1,330.40	1,364.00	1,394.40	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,781.60
	Appx. Monthly	2,813.20	2,882.53	2,955.33	3,021.20	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,860.13
	Appx. Annual	33,758.40	34,590.40	35,464.00	36,254.40	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,321.60
33C	Hourly	16.31	16.70	17.13	17.52	17.98	18.44	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.41
	Appx. Bi-wkly	1,304.80	1,336.00	1,370.40	1,401.60	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.00	1,707.20	1,748.80	1,792.80
	Appx. Monthly	2,827.07	2,894.67	2,969.20	3,036.80	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,789.07	3,884.40
	Appx. Annual	33,924.80	34,736.00	35,630.40	36,441.60	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,489.60	46,612.80
33T	Hourly	16.04	16.43	16.82	17.21	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.02
	Appx. Bi-wkly	1,283.20	1,314.40	1,345.60	1,376.80	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1		

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
35A	Hourly	17.05	17.47	17.89	18.36	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.26	22.83	23.38
	Appx. Bi-wkly	1,364.00	1,397.60	1,431.20	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,870.40
	Appx. Monthly	2,955.33	3,028.13	3,100.93	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,052.53
	Appx. Annual	35,464.00	36,337.60	37,211.20	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,630.40
35C	Hourly	17.13	17.56	17.98	18.44	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.40	22.94	23.51
	Appx. Bi-wkly	1,370.40	1,404.80	1,438.40	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,880.80
	Appx. Monthly	2,969.20	3,043.73	3,116.53	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,075.07
	Appx. Annual	35,630.40	36,524.80	37,398.40	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,900.80
35T	Hourly	16.82	17.25	17.67	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11
	Appx. Bi-wkly	1,345.60	1,380.00	1,413.60	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.00
	Appx. Monthly	2,915.47	2,990.00	3,062.80	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73
	Appx. Annual	34,985.60	35,880.00	36,753.60	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,048.00
36	Hourly	17.26	17.68	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.70
	Appx. Bi-wkly	1,380.80	1,414.40	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.00	1,896.00
	Appx. Monthly	2,991.73	3,064.53	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,108.00
	Appx. Annual	35,900.80	36,774.40	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,048.00	49,296.00
36A	Hourly	17.48	17.90	18.36	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.26	22.83	23.39	24.00
	Appx. Bi-wkly	1,398.40	1,432.00	1,468.80	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.00
	Appx. Monthly	3,029.87	3,102.67	3,182.40	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,160.00
	Appx. Annual	36,358.40	37,232.00	38,188.80	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,920.00
36C	Hourly	17.57	17.99	18.44	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.40	22.94	23.52	24.12
	Appx. Bi-wkly	1,405.60	1,439.20	1,475.20	1,510.40	1,548.00	1,585.60	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,929.60
	Appx. Monthly	3,045.47	3,118.27	3,196.27	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,180.80
	Appx. Annual	36,545.60	37,419.20	38,355.20	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,169.60
36T	Hourly	17.26	17.68	18.14	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71
	Appx. Bi-wkly	1,380.80	1,414.40	1,451.20	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.00	1,896.00
	Appx. Monthly	2,991.73	3,064.53	3,144.27	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,108.00
	Appx. Annual	35,900.80	36,774.40	37,731.20	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,048.00	49,296.00
37	Hourly	17.66	18.10	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.29
	Appx. Bi-wkly	1,412.80	1,448.00	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.00	1,896.00	1,943.20
	Appx. Monthly	3,061.07	3,137.33	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,210.27
	Appx. Annual	36,732.80	37,648.00	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,048.00	49,316.80	50,523.20
37A	Hourly	17.88	18.34	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.26	22.83	23.39	24.01	24.61
	Appx. Bi-wkly	1,430.40	1,467.20	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.00	1,968.80
	Appx. Monthly	3,099.20	3,178.93	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,265.73
	Appx. Annual	37,190.40	38,147.20	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,188.80
37C	Hourly	17.97	18.41	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.72
	Appx. Bi-wkly	1,437.60	1,472.80	1,510.40	1,548.00	1,585.60	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,977.60
	Appx. Monthly	3,114.80	3,191.07	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,284.80
	Appx. Annual	37,377.60	38,292.80	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,417.60
37T	Hourly	17.66	18.10	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.31
	Appx. Bi-wkly	1,412.80	1,448.00	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.00	1,896.00	1,943.20
	Appx. Monthly	3,061.07	3,137.33	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,210.27
	Appx. Annual	36,732.80	37,648.00	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,048.00	49,316.80	50,523.20
38	Hourly	18.10	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.87
	Appx. Bi-wkly	1,448.00	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.00	1,896.00	1,940.00	1,989.60
	Appx. Monthly	3,137.33	3,215.33	3,293.33	3,378.27	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,310.80
	Appx. Annual	37,648.00	38,584.00	39,520.00	40,539.20	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,048.00	49,316.80	50,440.00	51,729.60
38A	Hourly	18.34	18.78	19.27	19.73	20.19	20.69	21.22	21.74	22.26	22.83	23.39	24.01	24.57	25.17
	Appx. Bi-wkly	1,467.20	1,502.40	1,541.60	1,578.40	1,615.20	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.00	1,965.60	2,013.60
	Appx. Monthly	3,178.93	3,255.20	3,340.13	3,419.87	3,499.60	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,258.80	4,362.80
	Appx. Annual	38,147.20	39,062.40	40,081.60	41,038.40	41,995.20	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,105.60	52,353.60
38C	Hourly	18.41	18.88	19.35	19.82	20.30	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.68	25.30
	Appx. Bi-wkly	1,472.80	1,510.40	1,548.00	1,585.60	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,024.00
	Appx. Monthly	3,191.07	3,272.53	3,354.00	3,435.47	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,385.33
	Appx. Annual	38,292.80	39,270.40	40,248.00	41,225.60	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,624.00
38T	Hourly	18.10	18.55	19.00	19.49	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.87
	Appx. Bi-wkly	1,448.00	1,484.00	1,520.00	1,559.20	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.00	1		

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
40A	Hourly	19.24	19.70	20.19	20.69	21.22	21.74	22.26	22.83	23.39	24.01	24.57	25.19	25.79	26.43
	Appx. Bi-wkly	1,539.20	1,576.00	1,615.20	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40
	Appx. Monthly	3,334.93	3,414.67	3,499.60	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20
	Appx. Annual	40,019.20	40,976.00	41,995.20	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40
40C	Hourly	19.32	19.79	20.30	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.68	25.32	25.92	26.56
	Appx. Bi-wkly	1,545.60	1,583.20	1,624.00	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80
	Appx. Monthly	3,348.80	3,430.27	3,518.67	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73
	Appx. Annual	40,185.60	41,163.20	42,224.00	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80
40T	Hourly	18.97	19.45	19.94	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.07
	Appx. Bi-wkly	1,517.60	1,556.00	1,595.20	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80
	Appx. Monthly	3,288.13	3,371.33	3,456.27	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47
	Appx. Annual	39,457.60	40,456.00	41,475.20	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60
41	Hourly	19.46	19.95	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.07	26.70
	Appx. Bi-wkly	1,556.80	1,596.00	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80
	Appx. Monthly	3,373.07	3,458.00	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,638.40
	Appx. Annual	40,476.80	41,496.00	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,660.80
41A	Hourly	19.71	20.20	20.69	21.22	21.74	22.26	22.83	23.39	24.01	24.57	25.19	25.79	26.43	27.09
	Appx. Bi-wkly	1,576.80	1,616.00	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,167.20
	Appx. Monthly	3,416.40	3,501.33	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,695.60
	Appx. Annual	40,996.80	42,016.00	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,347.20
41C	Hourly	19.80	20.31	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.68	25.32	25.92	26.56	27.22
	Appx. Bi-wkly	1,584.00	1,624.80	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,177.60
	Appx. Monthly	3,432.00	3,520.40	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,718.13
	Appx. Annual	41,184.00	42,244.80	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,617.60
41T	Hourly	19.46	19.95	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.07	26.70
	Appx. Bi-wkly	1,556.80	1,596.00	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80
	Appx. Monthly	3,373.07	3,458.00	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,638.40
	Appx. Annual	40,476.80	41,496.00	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,660.80
42	Hourly	19.95	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.07	26.70	27.42
	Appx. Bi-wkly	1,596.00	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80	2,193.60
	Appx. Monthly	3,458.00	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,752.80
	Appx. Annual	41,496.00	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,033.60
42A	Hourly	20.20	20.69	21.22	21.74	22.26	22.83	23.39	24.01	24.57	25.19	25.79	26.43	27.08	27.77
	Appx. Bi-wkly	1,616.00	1,655.20	1,697.60	1,739.20	1,780.80	1,826.40	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,221.60
	Appx. Monthly	3,501.33	3,586.27	3,678.13	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,813.47
	Appx. Annual	42,016.00	43,035.20	44,137.60	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,761.60
42C	Hourly	20.31	20.81	21.34	21.86	22.40	22.94	23.52	24.13	24.68	25.32	25.92	26.56	27.21	27.90
	Appx. Bi-wkly	1,624.80	1,664.80	1,707.20	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,232.00
	Appx. Monthly	3,520.40	3,607.07	3,698.93	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,836.00
	Appx. Annual	42,244.80	43,284.80	44,387.20	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,032.00
42T	Hourly	19.95	20.45	20.96	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.07	26.70	27.42
	Appx. Bi-wkly	1,596.00	1,636.00	1,676.80	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80	2,193.60
	Appx. Monthly	3,458.00	3,544.67	3,633.07	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,752.80
	Appx. Annual	41,496.00	42,536.00	43,596.80	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,033.60
43	Hourly	20.44	20.95	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.07	26.70	27.44	28.13
	Appx. Bi-wkly	1,635.20	1,676.00	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80	2,140.80	2,195.20	2,250.40
	Appx. Monthly	3,542.93	3,631.33	3,723.20	3,815.07	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,875.87
	Appx. Annual	42,515.20	43,576.00	44,678.40	45,780.80	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,510.40
43A	Hourly	20.68	21.21	21.74	22.26	22.83	23.39	24.01	24.57	25.19	25.79	26.43	27.08	27.79	28.47
	Appx. Bi-wkly	1,654.40	1,696.80	1,739.20	1,780.80	1,826.40	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,223.20	2,277.60
	Appx. Monthly	3,584.53	3,676.40	3,768.27	3,858.40	3,957.20	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,816.93	4,934.80
	Appx. Annual	43,014.40	44,116.80	45,219.20	46,300.80	47,486.40	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,803.20	59,217.60
43C	Hourly	20.80	21.33	21.86	22.40	22.94	23.52	24.13	24.68	25.32	25.92	26.56	27.21	27.92	28.61
	Appx. Bi-wkly	1,664.00	1,706.40	1,748.80	1,792.00	1,835.20	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,288.80
	Appx. Monthly	3,605.33	3,697.20	3,789.07	3,882.67	3,976.27	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,959.07
	Appx. Annual	43,264.00	44,366.40	45,468.80	46,592.00	47,715.20	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,508.80
43T	Hourly	20.44	20.95	21.48	22.01	22.55	23.11	23.71	24.25	24.89	25.46	26.07	26.70	27.44	28.13
	Appx. Bi-wkly	1,635.20	1,676.00	1,718.40	1,760.80	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,086.80			

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
45A	Hourly	21.72	22.25	22.83	23.39	24.01	24.57	25.19	25.79	26.43	27.08	27.79	28.43	29.15	29.87
	Appx. Bi-wkly	1,737.60	1,780.00	1,826.40	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,332.00	2,389.60
	Appx. Monthly	3,764.80	3,856.67	3,957.20	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47
	Appx. Annual	45,177.60	46,280.00	47,486.40	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60
45C	Hourly	21.84	22.39	22.94	23.52	24.13	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02
	Appx. Bi-wkly	1,747.20	1,791.20	1,835.20	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60
	Appx. Monthly	3,785.60	3,880.93	3,976.27	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47
	Appx. Annual	45,427.20	46,571.20	47,715.20	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60
45T	Hourly	21.46	21.99	22.55	23.11	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51
	Appx. Bi-wkly	1,716.80	1,759.20	1,804.00	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80
	Appx. Monthly	3,719.73	3,811.60	3,908.67	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07
	Appx. Annual	44,636.80	45,739.20	46,904.00	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80
46	Hourly	22.01	22.56	23.11	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.25
	Appx. Bi-wkly	1,760.80	1,804.80	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,420.00
	Appx. Monthly	3,815.07	3,910.40	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,243.33
	Appx. Annual	45,780.80	46,924.80	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,920.00
46A	Hourly	22.26	22.84	23.39	24.01	24.57	25.19	25.79	26.43	27.08	27.79	28.43	29.15	29.87	30.62
	Appx. Bi-wkly	1,780.80	1,827.20	1,871.20	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,332.00	2,389.60	2,449.60
	Appx. Monthly	3,858.40	3,958.93	4,054.27	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,307.47
	Appx. Annual	46,300.80	47,507.20	48,651.20	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,689.60
46C	Hourly	22.40	22.95	23.52	24.13	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.77
	Appx. Bi-wkly	1,792.00	1,836.00	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,461.60
	Appx. Monthly	3,882.67	3,978.00	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,333.47
	Appx. Annual	46,592.00	47,736.00	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	64,001.60
46F	Hourly	22.40	22.95	23.52	24.13	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.77
	Appx. Bi-wkly	1,792.00	1,836.00	1,881.60	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,461.60
	Appx. Monthly	3,882.67	3,978.00	4,076.80	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,333.47
	Appx. Annual	46,592.00	47,736.00	48,921.60	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	64,001.60
46T	Hourly	22.01	22.56	23.11	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.25
	Appx. Bi-wkly	1,760.80	1,804.80	1,848.80	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,420.00
	Appx. Monthly	3,815.07	3,910.40	4,005.73	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,243.33
	Appx. Annual	45,780.80	46,924.80	48,068.80	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,920.00
47	Hourly	22.57	23.12	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.97
	Appx. Bi-wkly	1,805.60	1,849.60	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,420.00	2,477.60
	Appx. Monthly	3,912.13	4,007.47	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,368.13
	Appx. Annual	46,945.60	48,089.60	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,417.60
47A	Hourly	22.85	23.41	24.01	24.57	25.19	25.79	26.43	27.08	27.79	28.43	29.15	29.87	30.59	31.35
	Appx. Bi-wkly	1,828.00	1,872.80	1,920.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,332.00	2,389.60	2,447.20	2,508.00
	Appx. Monthly	3,960.67	4,057.73	4,161.73	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,434.00
	Appx. Annual	47,528.00	48,692.80	49,940.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,208.00
47C	Hourly	22.96	23.53	24.13	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.74	31.52
	Appx. Bi-wkly	1,836.80	1,882.40	1,930.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,521.60
	Appx. Monthly	3,979.73	4,078.53	4,182.53	4,277.87	4,388.80	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,463.47
	Appx. Annual	47,756.80	48,942.40	50,190.40	51,334.40	52,665.60	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,561.60
47T	Hourly	22.57	23.12	23.71	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.97
	Appx. Bi-wkly	1,805.60	1,849.60	1,896.80	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,477.60
	Appx. Monthly	3,912.13	4,007.47	4,109.73	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,368.13
	Appx. Annual	46,945.60	48,089.60	49,316.80	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,417.60
48	Hourly	23.08	23.67	24.25	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.76
	Appx. Bi-wkly	1,846.40	1,893.60	1,940.00	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,540.80
	Appx. Monthly	4,000.53	4,102.80	4,203.33	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,505.07
	Appx. Annual	48,006.40	49,233.60	50,440.00	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	66,060.80
48A	Hourly	23.35	23.96	24.57	25.19	25.79	26.43	27.08	27.79	28.43	29.15	29.87	30.59	31.38	32.16
	Appx. Bi-wkly	1,868.00	1,916.80	1,965.60	2,015.20	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,332.00	2,389.60	2,447.20	2,510.40	2,572.80
	Appx. Monthly	4,047.33	4,153.07	4,258.80	4,366.27	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,574.40
	Appx. Annual	48,568.00	49,836.80	51,105.60	52,395.20	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,892.80
48C	Hourly	23.49	24.08	24.68	25.32	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.74	31.54	32.33
	Appx. Bi-wkly	1,879.20	1,926.40	1,974.40	2,025.60	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2		

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
49T	Hourly	23.69	24.27	24.89	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50
	Appx. Bi-wkly	1,895.20	1,941.60	1,991.20	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,597.60
	Appx. Monthly	4,106.27	4,206.80	4,314.27	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33
	Appx. Annual	49,275.20	50,481.60	51,771.20	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00
50	Hourly	24.24	24.86	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.32
	Appx. Bi-wkly	1,939.20	1,988.80	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,665.60
	Appx. Monthly	4,201.60	4,309.07	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,775.47
	Appx. Annual	50,419.20	51,708.80	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,305.60
50A	Hourly	24.56	25.15	25.79	26.43	27.08	27.79	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.74
	Appx. Bi-wkly	1,964.80	2,012.00	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,330.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,699.20
	Appx. Monthly	4,257.07	4,359.33	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,567.47	5,704.40	5,848.27
	Appx. Annual	51,084.80	52,312.00	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,809.60	68,452.80	70,179.20
50C	Hourly	24.67	25.29	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.90
	Appx. Bi-wkly	1,973.60	2,023.20	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,712.00
	Appx. Monthly	4,276.13	4,383.60	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,876.00
	Appx. Annual	51,313.60	52,603.20	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,512.00
50T	Hourly	24.24	24.86	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.32
	Appx. Bi-wkly	1,939.20	1,988.80	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,665.60
	Appx. Monthly	4,201.60	4,309.07	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,775.47
	Appx. Annual	50,419.20	51,708.80	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,305.60
51	Hourly	24.86	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.12
	Appx. Bi-wkly	1,988.80	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,729.60
	Appx. Monthly	4,309.07	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,914.13
	Appx. Annual	51,708.80	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,969.60
51A	Hourly	25.15	25.79	26.43	27.08	27.79	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.72	34.55
	Appx. Bi-wkly	2,012.00	2,063.20	2,114.40	2,166.40	2,223.20	2,274.40	2,330.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,699.20	2,764.00
	Appx. Monthly	4,359.33	4,470.27	4,581.20	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,988.67
	Appx. Annual	52,312.00	53,643.20	54,974.40	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,864.00
51C	Hourly	25.29	25.92	26.56	27.21	27.92	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.88	34.74
	Appx. Bi-wkly	2,023.20	2,073.60	2,124.80	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,779.20
	Appx. Monthly	4,383.60	4,492.80	4,603.73	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,021.60
	Appx. Annual	52,603.20	53,913.60	55,244.80	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,259.20
51T	Hourly	24.86	25.46	26.12	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.12
	Appx. Bi-wkly	1,988.80	2,036.80	2,089.60	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,729.60
	Appx. Monthly	4,309.07	4,413.07	4,527.47	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,914.13
	Appx. Annual	51,708.80	52,956.80	54,329.60	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,969.60
52	Hourly	25.45	26.10	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.99
	Appx. Bi-wkly	2,036.00	2,088.00	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,799.20
	Appx. Monthly	4,411.33	4,524.00	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,064.93
	Appx. Annual	52,936.00	54,288.00	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,779.20
52A	Hourly	25.78	26.42	27.08	27.79	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.72	34.56	35.44
	Appx. Bi-wkly	2,062.40	2,113.60	2,166.40	2,223.20	2,274.40	2,330.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,699.20	2,764.00	2,835.20
	Appx. Monthly	4,468.53	4,579.47	4,693.87	4,816.93	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,990.40	6,142.93
	Appx. Annual	53,622.40	54,953.60	56,326.40	57,803.20	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,884.80	73,715.20
52C	Hourly	25.91	26.55	27.21	27.92	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.88	34.75	35.61
	Appx. Bi-wkly	2,072.80	2,124.00	2,176.80	2,233.60	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,780.00	2,848.80
	Appx. Monthly	4,491.07	4,602.00	4,716.40	4,839.47	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,023.33	6,172.40
	Appx. Annual	53,892.80	55,224.00	56,596.80	58,073.60	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,280.00	74,068.80
52T	Hourly	25.45	26.10	26.75	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.99
	Appx. Bi-wkly	2,036.00	2,088.00	2,140.00	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,799.20
	Appx. Monthly	4,411.33	4,524.00	4,636.67	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,064.93
	Appx. Annual	52,936.00	54,288.00	55,640.00	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,779.20
53	Hourly	26.13	26.77	27.44	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.88
	Appx. Bi-wkly	2,090.40	2,141.60	2,195.20	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,870.40
	Appx. Monthly	4,529.20	4,640.13	4,756.27	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,219.20
	Appx. Annual	54,350.40	55,681.60	57,075.20	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,630.40
53A	Hourly	26.45	27.10	27.79	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.72	34.56	35.43	36.31
	Appx. Bi-wkly	2,116.00	2,168.00	2,223.20	2,274.40	2,330.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,699.20	2,		

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
54T	Hourly	26.73	27.40	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	
	Appx. Bi-wkly	2,138.40	2,192.00	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	
	Appx. Monthly	4,633.20	4,749.33	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	
	Appx. Annual	55,598.40	56,992.00	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	
55	Hourly	27.40	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.67
	Appx. Bi-wkly	2,192.00	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,013.60
	Appx. Monthly	4,749.33	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,529.47
	Appx. Annual	56,992.00	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,353.60
55A	Hourly	27.75	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.72	34.56	35.43	36.30	37.21	38.14
	Appx. Bi-wkly	2,220.00	2,274.40	2,332.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,051.20
	Appx. Monthly	4,810.00	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,990.40	6,141.20	6,292.00	6,449.73	6,610.93
	Appx. Annual	57,720.00	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,884.80	73,694.40	75,504.00	77,396.80	79,331.20
55C	Hourly	27.88	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.88	34.75	35.60	36.50	37.37	38.32
	Appx. Bi-wkly	2,230.40	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,780.00	2,848.00	2,920.00	2,989.60	3,065.60
	Appx. Monthly	4,832.53	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,023.33	6,170.67	6,326.67	6,477.47	6,642.13
	Appx. Annual	57,990.40	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,280.00	74,048.00	75,920.00	77,729.60	79,705.60
55T	Hourly	27.40	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.67
	Appx. Bi-wkly	2,192.00	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,013.60
	Appx. Monthly	4,749.33	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,529.47
	Appx. Annual	56,992.00	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,353.60
56	Hourly	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.60
	Appx. Bi-wkly	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,088.00
	Appx. Monthly	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,690.67
	Appx. Annual	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,288.00
56A	Hourly	28.43	29.15	29.87	30.59	31.38	32.12	32.91	33.72	34.56	35.43	36.30	37.21	38.13	39.09
	Appx. Bi-wkly	2,274.40	2,332.00	2,389.60	2,447.20	2,510.40	2,569.60	2,632.80	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,127.20
	Appx. Monthly	4,927.87	5,052.67	5,177.47	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,775.60
	Appx. Annual	59,134.40	60,632.00	62,129.60	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,307.20
56C	Hourly	28.57	29.27	30.02	30.74	31.54	32.29	33.07	33.88	34.75	35.60	36.50	37.37	38.31	39.28
	Appx. Bi-wkly	2,285.60	2,341.60	2,401.60	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,142.40
	Appx. Monthly	4,952.13	5,073.47	5,203.47	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,808.53
	Appx. Annual	59,425.60	60,881.60	62,441.60	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,280.00	74,048.00	75,920.00	77,729.60	79,684.80	81,702.40
56T	Hourly	28.09	28.77	29.51	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.60
	Appx. Bi-wkly	2,247.20	2,301.60	2,360.80	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,088.00
	Appx. Monthly	4,868.93	4,986.80	5,115.07	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20
	Appx. Annual	58,427.20	59,841.60	61,380.80	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,288.00
57	Hourly	28.75	29.48	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.53
	Appx. Bi-wkly	2,300.00	2,358.40	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,162.40
	Appx. Monthly	4,983.33	5,109.87	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,851.87
	Appx. Annual	59,800.00	61,318.40	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,222.40
57A	Hourly	29.13	29.84	30.59	31.38	32.12	32.91	33.72	34.56	35.43	36.30	37.21	38.13	39.07	40.04
	Appx. Bi-wkly	2,330.40	2,387.20	2,447.20	2,510.40	2,569.60	2,632.80	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,203.20
	Appx. Monthly	5,049.20	5,172.27	5,302.27	5,439.20	5,567.47	5,704.40	5,844.80	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,772.13	6,940.27
	Appx. Annual	60,590.40	62,067.20	63,627.20	65,270.40	66,809.60	68,452.80	70,137.60	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,265.60	83,283.20
57C	Hourly	29.25	29.99	30.74	31.54	32.29	33.07	33.88	34.75	35.60	36.50	37.37	38.31	39.26	40.24
	Appx. Bi-wkly	2,340.00	2,399.20	2,459.20	2,523.20	2,583.20	2,645.60	2,710.40	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,140.80	3,219.20
	Appx. Monthly	5,070.00	5,198.27	5,328.27	5,466.93	5,596.93	5,732.13	5,872.53	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,805.07	6,974.93
	Appx. Annual	60,840.00	62,379.20	63,939.20	65,603.20	67,163.20	68,785.60	70,470.40	72,280.00	74,048.00	75,920.00	77,729.60	79,684.80	81,660.80	83,699.20
57T	Hourly	28.75	29.48	30.22	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.53
	Appx. Bi-wkly	2,300.00	2,358.40	2,417.60	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,162.40
	Appx. Monthly	4,983.33	5,109.87	5,238.13	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,851.87
	Appx. Annual	59,800.00	61,318.40	62,857.60	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,222.40
58	Hourly	29.50	30.24	30.99	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.55
	Appx. Bi-wkly	2,360.00	2,419.20	2,479.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,244.00
	Appx. Monthly	5,113.33	5,241.60	5,371.60	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,028.67
	Appx. Annual	61,360.00	62,899.20	64,459.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,344.00
58A	Hourly	29.86	30.61	31.38	32.12	32.91	33.72	34.56	35.43	36.30	37.21	38.13	39.07	40.06	41.06
	Appx. Bi-wkly	2,388.80	2,448.80	2,510.40	2,569.60	2,632.80	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,284.80

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
59T	Hourly	30.20	30.94	31.72	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	
	Appx. Bi-wkly	2,416.00	2,475.20	2,537.60	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	
	Appx. Monthly	5,234.67	5,362.93	5,498.13	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	
	Appx. Annual	62,816.00	64,355.20	65,977.60	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	
60	Hourly	30.93	31.71	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.61
	Appx. Bi-wkly	2,474.40	2,536.80	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,408.80
	Appx. Monthly	5,361.20	5,496.40	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,385.73
	Appx. Annual	64,334.40	65,956.80	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,628.80
60A	Hourly	31.33	32.11	32.91	33.72	34.56	35.43	36.30	37.21	38.13	39.07	40.06	41.03	42.09	43.14
	Appx. Bi-wkly	2,506.40	2,568.80	2,632.80	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,451.20
	Appx. Monthly	5,430.53	5,565.73	5,704.40	5,844.80	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,477.60
	Appx. Annual	65,166.40	66,788.80	68,452.80	70,137.60	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,265.60	83,324.80	85,342.40	87,547.20	89,731.20
60C	Hourly	31.48	32.28	33.07	33.88	34.75	35.60	36.50	37.37	38.31	39.26	40.26	41.24	42.30	43.37
	Appx. Bi-wkly	2,518.40	2,582.40	2,645.60	2,710.40	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,469.60
	Appx. Monthly	5,456.53	5,595.20	5,732.13	5,872.53	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,805.07	6,978.40	7,148.27	7,332.00	7,517.47
	Appx. Annual	65,478.40	67,142.40	68,785.60	70,470.40	72,280.00	74,048.00	75,920.00	77,729.60	79,684.80	81,660.80	83,740.80	85,779.20	87,984.00	90,209.60
60T	Hourly	30.93	31.71	32.50	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.61
	Appx. Bi-wkly	2,474.40	2,536.80	2,600.00	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,408.80
	Appx. Monthly	5,361.20	5,496.40	5,633.33	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,385.73
	Appx. Annual	64,334.40	65,956.80	67,600.00	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	
61	Hourly	31.69	32.48	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.62
	Appx. Bi-wkly	2,535.20	2,598.40	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,489.60
	Appx. Monthly	5,492.93	5,629.87	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,560.80
	Appx. Annual	65,915.20	67,558.40	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,729.60
61A	Hourly	32.09	32.88	33.72	34.56	35.43	36.30	37.21	38.13	39.07	40.06	41.03	42.09	43.08	44.18
	Appx. Bi-wkly	2,567.20	2,630.40	2,697.60	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,534.40
	Appx. Monthly	5,562.27	5,699.20	5,844.80	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,657.87
	Appx. Annual	66,747.20	68,390.40	70,137.60	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,265.60	83,324.80	85,342.40	87,547.20	89,606.40	91,894.40
61C	Hourly	32.26	33.05	33.88	34.75	35.60	36.50	37.37	38.31	39.26	40.26	41.24	42.30	43.30	44.38
	Appx. Bi-wkly	2,580.80	2,644.00	2,710.40	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,550.40
	Appx. Monthly	5,591.73	5,728.67	5,872.53	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,805.07	6,978.40	7,148.27	7,332.00	7,505.33	7,692.53
	Appx. Annual	67,100.80	68,744.00	70,470.40	72,280.00	74,048.00	75,920.00	77,729.60	79,684.80	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,310.40
61T	Hourly	31.69	32.48	33.30	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.62
	Appx. Bi-wkly	2,535.20	2,598.40	2,664.00	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,489.60
	Appx. Monthly	5,492.93	5,629.87	5,772.00	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,560.80
	Appx. Annual	65,915.20	67,558.40	69,264.00	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,729.60
62	Hourly	32.49	33.31	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.74
	Appx. Bi-wkly	2,599.20	2,664.80	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,579.20
	Appx. Monthly	5,531.60	5,773.73	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,754.93
	Appx. Annual	67,579.20	69,284.80	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	93,059.20
62A	Hourly	32.89	33.73	34.56	35.43	36.30	37.21	38.13	39.07	40.06	41.03	42.09	43.08	44.21	45.31
	Appx. Bi-wkly	2,631.20	2,698.40	2,764.80	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,624.80
	Appx. Monthly	5,700.93	5,846.53	5,990.40	6,141.20	6,292.00	6,449.73	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,853.73
	Appx. Annual	68,411.20	70,158.40	71,884.80	73,694.40	75,504.00	77,396.80	79,310.40	81,265.60	83,324.80	85,342.40	87,547.20	89,606.40	91,956.80	94,244.80
62C	Hourly	33.06	33.89	34.75	35.60	36.50	37.37	38.31	39.26	40.26	41.24	42.30	43.30	44.42	45.53
	Appx. Bi-wkly	2,644.80	2,711.20	2,780.00	2,848.00	2,920.00	2,989.60	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60	3,642.40
	Appx. Monthly	5,730.40	5,874.27	6,023.33	6,170.67	6,326.67	6,477.47	6,640.40	6,805.07	6,978.40	7,148.27	7,332.00	7,505.33	7,699.47	7,891.87
	Appx. Annual	68,764.80	70,491.20	72,280.00	74,048.00	75,920.00	77,729.60	79,684.80	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,393.60	94,702.40
62T	Hourly	32.49	33.31	34.13	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.74
	Appx. Bi-wkly	2,599.20	2,664.80	2,730.40	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,579.20
	Appx. Monthly	5,631.60	5,773.73	5,915.87	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,754.93
	Appx. Annual	67,579.20	69,284.80	70,990.40	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	93,059.20
63	Hourly	33.30	34.12	34.98	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.82
	Appx. Bi-wkly	2,664.00	2,729.60	2,798.40	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,665.60
	Appx. Monthly	5,772.00	5,914.13	6,063.20	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,942.13
	Appx. Annual	69,264.00	70,969.60	72,758.40	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,305.60
63A	Hourly	33.72	34.55	35.43	36.30	37.21	38.13	39.07	40.06	41.03	42.09	43.08	44.21	45.26	46.39
	Appx. Bi-wkly	2,697.60	2,764.00	2,834.40	2,904.00	2,976.80	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,711.20

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
64T	Hourly	34.11	34.97	35.86	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	
	Appx. Bi-wkly	2,728.80	2,797.60	2,868.80	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	
	Appx. Monthly	5,912.40	6,061.47	6,215.73	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	
	Appx. Annual	70,948.80	72,737.60	74,588.80	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	
65	Hourly	34.96	35.85	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13
	Appx. Bi-wkly	2,796.80	2,868.00	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40
	Appx. Monthly	6,059.73	6,214.00	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53
	Appx. Annual	72,716.80	74,568.00	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40
65A	Hourly	35.41	36.29	37.21	38.13	39.07	40.06	41.03	42.09	43.08	44.21	45.26	46.35	47.54	48.75
	Appx. Bi-wkly	2,832.80	2,903.20	2,976.80	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,803.20	3,900.00
	Appx. Monthly	6,137.73	6,290.27	6,449.73	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00
	Appx. Annual	73,652.80	75,483.20	77,396.80	79,310.40	81,265.60	83,324.80	85,342.40	87,547.20	89,606.40	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00
65C	Hourly	35.58	36.49	37.37	38.31	39.26	40.26	41.24	42.30	43.30	44.42	45.48	46.59	47.80	48.97
	Appx. Bi-wkly	2,846.40	2,919.20	2,989.60	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60
	Appx. Monthly	6,167.20	6,324.93	6,477.47	6,640.40	6,805.07	6,978.40	7,148.27	7,332.00	7,505.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13
	Appx. Annual	74,006.40	75,899.20	77,729.60	79,684.80	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,393.60	94,958.40	96,907.20	99,424.00	101,857.60
65T	Hourly	34.96	35.85	36.74	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13
	Appx. Bi-wkly	2,796.80	2,868.00	2,939.20	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40
	Appx. Monthly	6,059.73	6,214.00	6,368.27	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53
	Appx. Annual	72,716.80	74,568.00	76,419.20	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40
66	Hourly	35.84	36.73	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.34
	Appx. Bi-wkly	2,867.20	2,938.40	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,947.20
	Appx. Monthly	6,212.27	6,366.53	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,552.27
	Appx. Annual	74,547.20	76,398.40	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,627.20
66A	Hourly	36.27	37.20	38.13	39.07	40.06	41.03	42.09	43.08	44.21	45.26	46.35	47.54	48.75	49.96
	Appx. Bi-wkly	2,901.60	2,976.00	3,050.40	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,803.20	3,900.00	3,996.80
	Appx. Monthly	6,286.80	6,448.00	6,609.20	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00	8,659.73
	Appx. Annual	75,441.60	77,376.00	79,310.40	81,265.60	83,324.80	85,342.40	87,547.20	89,606.40	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,916.80
66C	Hourly	36.48	37.36	38.31	39.26	40.26	41.24	42.30	43.30	44.42	45.48	46.59	47.80	48.97	50.20
	Appx. Bi-wkly	2,918.40	2,988.80	3,064.80	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,016.00
	Appx. Monthly	6,323.20	6,475.73	6,640.40	6,805.07	6,978.40	7,148.27	7,332.00	7,505.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,701.33
	Appx. Annual	75,878.40	77,708.80	79,684.80	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,393.60	94,958.40	96,907.20	99,424.00	101,857.60	104,416.00
66T	Hourly	35.84	36.73	37.66	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.34
	Appx. Bi-wkly	2,867.20	2,938.40	3,012.80	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,947.20
	Appx. Monthly	6,212.27	6,366.53	6,527.73	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,552.27
	Appx. Annual	74,547.20	76,398.40	78,332.80	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,627.20
67	Hourly	36.71	37.64	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.55
	Appx. Bi-wkly	2,936.80	3,011.20	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.00
	Appx. Monthly	6,363.07	6,524.27	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,762.00
	Appx. Annual	76,356.80	78,291.20	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,144.00
67A	Hourly	37.18	38.11	39.07	40.06	41.03	42.09	43.08	44.21	45.26	46.35	47.54	48.75	49.94	51.19
	Appx. Bi-wkly	2,974.40	3,048.80	3,125.60	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,803.20	3,900.00	3,995.20	4,095.20
	Appx. Monthly	6,444.53	6,605.73	6,772.13	6,943.73	7,111.87	7,295.60	7,467.20	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00	8,656.27	8,872.93
	Appx. Annual	77,334.40	79,268.80	81,265.60	83,324.80	85,342.40	87,547.20	89,606.40	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,875.20	106,475.20
67C	Hourly	37.34	38.29	39.26	40.26	41.24	42.30	43.30	44.42	45.48	46.59	47.80	48.97	50.18	51.43
	Appx. Bi-wkly	2,987.20	3,063.20	3,140.80	3,220.80	3,299.20	3,384.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.40	4,114.40
	Appx. Monthly	6,472.27	6,636.93	6,805.07	6,978.40	7,148.27	7,332.00	7,505.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,914.53
	Appx. Annual	77,667.20	79,643.20	81,660.80	83,740.80	85,779.20	87,984.00	90,064.00	92,393.60	94,958.40	96,907.20	99,424.00	101,857.60	104,374.40	106,974.40
67T	Hourly	36.71	37.64	38.58	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.55
	Appx. Bi-wkly	2,936.80	3,011.20	3,086.40	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.00
	Appx. Monthly	6,363.07	6,524.27	6,687.20	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,762.00
	Appx. Annual	76,356.80	78,291.20	80,246.40	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,144.00
68	Hourly	37.66	38.60	39.55	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.82
	Appx. Bi-wkly	3,012.80	3,088.00	3,164.00	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.00	4,145.60
	Appx. Monthly	6,527.73	6,690.67	6,855.33	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,982.13
	Appx. Annual	78,332.80	80,288.00	82,264.00	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,785.60
68A	Hourly	38.13	39.09	40.06	41.03	42.09	43.08	44.21	45.26	46.35	47.54	48.75	49.94	51.21	52.47
	Appx. Bi-wkly	3,050.40	3,127.20	3,204.80	3,282.40	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,803.20	3,900.00	3,995.20		

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
69T	Hourly	38.57	39.52	40.52	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	
	Appx. Bi-wkly	3,085.60	3,161.60	3,241.60	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	
	Appx. Monthly	6,685.47	6,850.13	7,023.47	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	
	Appx. Annual	80,225.60	82,201.60	84,281.60	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	
70	Hourly	39.55	40.55	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.49
	Appx. Bi-wkly	3,164.00	3,244.00	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,359.20
	Appx. Monthly	6,855.33	7,028.67	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,444.93
	Appx. Annual	82,264.00	84,344.00	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,339.20
70A	Hourly	40.06	41.06	42.09	43.08	44.21	45.26	46.35	47.54	48.75	49.94	51.21	52.48	53.81	55.17
	Appx. Bi-wkly	3,204.80	3,284.80	3,367.20	3,446.40	3,536.80	3,620.80	3,708.00	3,803.20	3,900.00	3,995.20	4,096.80	4,198.40	4,304.80	4,413.60
	Appx. Monthly	6,943.73	7,117.07	7,295.60	7,467.20	7,643.07	7,823.07	8,004.00	8,240.27	8,450.00	8,656.27	8,876.40	9,096.53	9,327.07	9,562.80
	Appx. Annual	83,324.80	85,404.80	87,547.20	89,606.40	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,875.20	106,516.80	109,158.40	111,924.80	114,753.60
70C	Hourly	40.26	41.27	42.30	43.30	44.42	45.48	46.59	47.80	48.97	50.18	51.44	52.74	54.09	55.45
	Appx. Bi-wkly	3,220.80	3,301.60	3,384.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.40	4,115.20	4,219.20	4,327.20	4,436.00
	Appx. Monthly	6,978.40	7,153.47	7,332.00	7,505.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,375.60	9,611.33
	Appx. Annual	83,740.80	85,841.60	87,984.00	90,064.00	92,393.60	94,598.40	96,907.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,507.20	115,336.00
70T	Hourly	39.55	40.55	41.56	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	
	Appx. Bi-wkly	3,164.00	3,244.00	3,324.80	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	
	Appx. Monthly	6,855.33	7,028.67	7,203.73	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	
	Appx. Annual	82,264.00	84,344.00	86,444.80	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	
71	Hourly	40.51	41.52	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82
	Appx. Bi-wkly	3,240.80	3,321.60	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60
	Appx. Monthly	7,021.73	7,196.80	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47
	Appx. Annual	84,260.80	86,361.60	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,105.60
71A	Hourly	41.02	42.04	43.08	44.21	45.26	46.35	47.54	48.75	49.94	51.21	52.48	53.81	55.13	56.52
	Appx. Bi-wkly	3,281.60	3,363.20	3,446.40	3,536.80	3,620.80	3,708.00	3,803.20	3,900.00	3,995.20	4,096.80	4,198.40	4,304.80	4,410.40	4,521.60
	Appx. Monthly	7,110.13	7,286.93	7,467.20	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00	8,656.27	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80
	Appx. Annual	85,321.60	87,443.20	89,606.40	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,875.20	106,516.80	109,158.40	111,924.80	114,753.60	117,561.60
71C	Hourly	41.23	42.25	43.30	44.42	45.48	46.59	47.80	48.97	50.18	51.44	52.74	54.09	55.41	56.79
	Appx. Bi-wkly	3,298.40	3,380.00	3,464.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.40	4,115.20	4,219.20	4,327.20	4,432.80	4,543.20
	Appx. Monthly	7,146.53	7,323.33	7,505.33	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60
	Appx. Annual	85,758.40	87,880.00	90,064.00	92,393.60	94,598.40	96,907.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20
71T	Hourly	40.51	41.52	42.56	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	
	Appx. Bi-wkly	3,240.80	3,321.60	3,404.80	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	
	Appx. Monthly	7,021.73	7,196.80	7,377.07	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	
	Appx. Annual	84,260.80	86,361.60	88,524.80	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	
72	Hourly	41.54	42.59	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.22
	Appx. Bi-wkly	3,323.20	3,407.20	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,577.60
	Appx. Monthly	7,200.27	7,382.27	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,918.13
	Appx. Annual	86,403.20	88,587.20	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,105.60	119,017.60
72A	Hourly	42.07	43.12	44.21	45.26	46.35	47.54	48.75	49.94	51.21	52.48	53.81	55.13	56.52	57.93
	Appx. Bi-wkly	3,365.60	3,449.60	3,536.80	3,620.80	3,708.00	3,803.20	3,900.00	3,995.20	4,096.80	4,198.40	4,304.80	4,410.40	4,521.60	4,634.40
	Appx. Monthly	7,292.13	7,474.13	7,663.07	7,845.07	8,034.00	8,240.27	8,450.00	8,656.27	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80	10,041.20
	Appx. Annual	87,505.60	89,689.60	91,956.80	94,140.80	96,408.00	98,883.20	101,400.00	103,875.20	106,516.80	109,158.40	111,924.80	114,753.60	117,561.60	120,494.40
72C	Hourly	42.28	43.35	44.42	45.48	46.59	47.80	48.97	50.18	51.44	52.74	54.09	55.41	56.79	58.21
	Appx. Bi-wkly	3,382.40	3,468.00	3,553.60	3,638.40	3,727.20	3,824.00	3,917.60	4,014.40	4,115.20	4,219.20	4,327.20	4,432.80	4,543.20	4,656.80
	Appx. Monthly	7,328.53	7,514.00	7,699.47	7,883.20	8,075.60	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60	10,089.73
	Appx. Annual	87,942.40	90,168.00	92,393.60	94,598.40	96,907.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20	121,076.80
72T	Hourly	41.54	42.59	43.65	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	
	Appx. Bi-wkly	3,323.20	3,407.20	3,492.00	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	
	Appx. Monthly	7,200.27	7,382.27	7,566.00	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	
	Appx. Annual	86,403.20	88,587.20	90,792.00	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,105.60	119,017.60
73	Hourly	42.55	43.61	44.70	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.63
	Appx. Bi-wkly	3,404.00	3,488.80	3,576.00	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,690.40
	Appx. Monthly	7,375.33	7,559.07	7,748.00	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,162.53
	Appx. Annual	88,504.00	90,708.80	92,976.00	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,572.80	113,276.80	116,105.60	118,996.80	121,950.40
73A	Hourly	43.07	44.16	45.26	46.35	47.54	48.75	49.94	51.21	52.48	53.81	55.13	56.52	57.92	59.37
	Appx. Bi-wkly	3,445.60	3,532.80	3,620.80	3,708.00	3,803.20	3,900.00	3,995.20	4,096.80	4,198.40	4,304.80	4,410.40	4,521.60	4,633.60	

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	
74T	Hourly	43.57	44.66	45.78	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.58
	Appx. Bi-wkly	3,485.60	3,572.80	3,662.40	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,802.20	4,924.20
	Appx. Monthly	7,552.13	7,741.07	7,935.20	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,673.87
	Appx. Annual	90,625.60	92,892.80	95,222.40	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,527.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,086.40
75	Hourly	44.70	45.82	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.58	
	Appx. Bi-wkly	3,576.00	3,665.60	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,802.20	4,924.20	
	Appx. Monthly	7,748.00	7,942.13	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,673.87	
	Appx. Annual	92,976.00	95,305.60	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,527.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,086.40	
75A	Hourly	45.26	46.39	47.54	48.75	49.94	51.21	52.48	53.81	55.13	56.52	57.92	59.35	60.82	62.35	
	Appx. Bi-wkly	3,620.80	3,711.20	3,803.20	3,900.00	3,995.20	4,096.80	4,198.40	4,304.80	4,410.40	4,521.60	4,633.60	4,748.00	4,865.60	4,988.00	
	Appx. Monthly	7,845.07	8,040.93	8,240.27	8,450.00	8,656.27	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,807.33	
	Appx. Annual	94,140.80	96,491.20	98,883.20	101,400.00	103,875.20	106,516.80	109,158.40	111,924.80	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,688.00	
75C	Hourly	45.48	46.64	47.80	48.97	50.18	51.44	52.74	54.09	55.41	56.79	58.20	59.62	61.14	62.66	
	Appx. Bi-wkly	3,638.40	3,731.20	3,824.00	3,917.60	4,014.40	4,115.20	4,219.20	4,327.20	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,012.80	
	Appx. Monthly	7,883.20	8,084.27	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,861.07	
	Appx. Annual	94,598.40	97,011.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,332.80	
75T	Hourly	44.70	45.82	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.58	
	Appx. Bi-wkly	3,576.00	3,665.60	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,802.20	4,924.20	
	Appx. Monthly	7,748.00	7,942.13	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,673.87	
	Appx. Annual	92,976.00	95,305.60	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,527.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,086.40	
76	Hourly	45.82	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.12	
	Appx. Bi-wkly	3,665.60	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,802.20	4,927.20	5,049.60	
	Appx. Monthly	7,942.13	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,940.80	
	Appx. Annual	95,305.60	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,527.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,289.60	
76A	Hourly	46.39	47.54	48.75	49.94	51.21	52.48	53.81	55.13	56.52	57.92	59.35	60.82	62.36	63.93	
	Appx. Bi-wkly	3,711.20	3,803.20	3,900.00	3,995.20	4,096.80	4,198.40	4,304.80	4,410.40	4,521.60	4,633.60	4,748.00	4,865.60	4,988.80	5,114.40	
	Appx. Monthly	8,040.93	8,240.27	8,450.00	8,656.27	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,809.07	11,081.20	
	Appx. Annual	96,491.20	98,883.20	101,400.00	103,875.20	106,516.80	109,158.40	111,924.80	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,708.80	132,974.40	
76C	Hourly	46.64	47.80	48.97	50.18	51.44	52.74	54.09	55.41	56.79	58.20	59.62	61.14	62.67	64.24	
	Appx. Bi-wkly	3,731.20	3,824.00	3,917.60	4,014.40	4,115.20	4,219.20	4,327.20	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,013.60	5,139.20	
	Appx. Monthly	8,084.27	8,285.33	8,488.13	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,862.80	11,134.93	
	Appx. Annual	97,011.20	99,424.00	101,857.60	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,353.60	133,619.20	
76T	Hourly	45.82	46.96	48.13	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.12	
	Appx. Bi-wkly	3,665.60	3,756.80	3,850.40	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,802.20	4,927.20	5,049.60	
	Appx. Monthly	7,942.13	8,139.73	8,342.53	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,940.80	
	Appx. Annual	95,305.60	97,676.80	100,110.40	102,585.60	105,164.80	107,806.40	110,527.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,289.60	
77	Hourly	46.93	48.11	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.74	
	Appx. Bi-wkly	3,754.40	3,848.80	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,802.20	4,927.20	5,051.20	5,179.20	
	Appx. Monthly	8,134.53	8,339.07	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,221.60	
	Appx. Annual	97,614.40	100,068.80	102,585.60	105,164.80	107,806.40	110,527.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,659.20	
77A	Hourly	47.52	48.71	49.94	51.21	52.48	53.81	55.13	56.52	57.92	59.35	60.82	62.36	63.95	65.55	
	Appx. Bi-wkly	3,801.60	3,896.80	3,995.20	4,096.80	4,198.40	4,304.80	4,410.40	4,521.60	4,633.60	4,748.00	4,865.60	4,988.80	5,116.00	5,244.00	
	Appx. Monthly	8,236.80	8,443.07	8,656.27	8,876.40	9,096.53	9,327.07	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,809.07	11,084.67	11,362.00	
	Appx. Annual	98,841.60	101,316.80	103,875.20	106,516.80	109,158.40	111,924.80	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,708.80	133,016.00	136,344.00	
77C	Hourly	47.78	48.95	50.18	51.44	52.74	54.09	55.41	56.79	58.20	59.62	61.14	62.67	64.26	65.87	
	Appx. Bi-wkly	3,822.40	3,916.00	4,014.40	4,115.20	4,219.20	4,327.20	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,013.60	5,140.80	5,269.60	
	Appx. Monthly	8,281.87	8,484.67	8,697.87	8,916.27	9,141.60	9,375.60	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,862.80	11,138.40	11,417.47	
	Appx. Annual	99,382.40	101,816.00	104,374.40	106,995.20	109,699.20	112,507.20	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,353.60	133,660.80	137,009.60	
77T	Hourly	46.93	48.11	49.32	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.74	
	Appx. Bi-wkly	3,754.40	3,848.80	3,945.60	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,802.20	4,927.20	5,051.20	5,179.20	
	Appx. Monthly	8,134.53	8,339.07	8,548.80	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,221.60	
	Appx. Annual	97,614.40	100,068.80	102,585.60	105,164.80	107,806.40	110,527.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,659.20	
78	Hourly	48.12	49.33	50.56	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.32	
	Appx. Bi-wkly	3,849.60	3,946.40	4,044.80	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,802.20	4,927.20	5,051.20	5,177.60	5,305.60	
	Appx. Monthly	8,340.80	8,550.53	8,763.73	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,495.47	
	Appx. Annual	100,089.60	102,606.40	105,164.80	107,806.40	110,527.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	137,945.60	
78A	Hourly	48.73	49.95	51.21	52.48											

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
79T	Hourly	49.34	50.58	51.83	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.35	
	Appx. Bi-wkly	3,947.20	4,046.40	4,146.40	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	
	Appx. Monthly	8,552.27	8,767.20	8,983.87	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	
	Appx. Annual	102,627.20	105,206.40	107,806.40	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	
80	Hourly	50.60	51.85	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.70
	Appx. Bi-wkly	4,048.00	4,148.00	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,576.00
	Appx. Monthly	8,770.67	8,987.33	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,081.33
	Appx. Annual	105,248.00	107,848.00	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,976.00
80A	Hourly	51.24	52.51	53.81	55.13	56.52	57.92	59.35	60.82	62.36	63.95	65.53	67.19	68.86	70.58
	Appx. Bi-wkly	4,099.20	4,200.80	4,304.80	4,410.40	4,521.60	4,633.60	4,748.00	4,865.60	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80	5,646.40
	Appx. Monthly	8,881.60	9,101.73	9,327.07	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73	12,233.87
	Appx. Annual	106,579.20	109,220.80	111,924.80	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,708.80	133,016.00	136,302.40	139,755.20	143,228.80	146,806.40
80C	Hourly	51.48	52.77	54.09	55.41	56.79	58.20	59.62	61.14	62.67	64.26	65.85	67.51	69.21	70.93
	Appx. Bi-wkly	4,118.40	4,221.60	4,327.20	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,013.60	5,140.80	5,268.00	5,400.80	5,536.80	5,674.40
	Appx. Monthly	8,923.20	9,146.80	9,375.60	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,862.80	11,138.40	11,414.00	11,701.73	11,996.40	12,294.53
	Appx. Annual	107,078.40	109,761.60	112,507.20	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,353.60	133,660.80	136,968.00	140,420.80	143,956.80	147,534.40
80T	Hourly	50.60	51.85	53.16	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.70
	Appx. Bi-wkly	4,048.00	4,148.00	4,252.80	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,576.00
	Appx. Monthly	8,770.67	8,987.33	9,214.40	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,081.33
	Appx. Annual	105,248.00	107,848.00	110,572.80	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,976.00
81	Hourly	51.82	53.13	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44
	Appx. Bi-wkly	4,145.60	4,250.40	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20
	Appx. Monthly	8,982.13	9,209.20	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93
	Appx. Annual	107,785.60	110,510.40	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20
81A	Hourly	52.47	53.78	55.13	56.52	57.92	59.35	60.82	62.36	63.95	65.53	67.19	68.86	70.55	72.33
	Appx. Bi-wkly	4,197.60	4,302.40	4,410.40	4,521.60	4,633.60	4,748.00	4,865.60	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40
	Appx. Monthly	9,094.80	9,321.87	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20
	Appx. Annual	109,137.60	111,862.40	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,708.80	133,016.00	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40
81C	Hourly	52.73	54.05	55.41	56.79	58.20	59.62	61.14	62.67	64.26	65.85	67.51	69.21	70.90	72.69
	Appx. Bi-wkly	4,218.40	4,324.00	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,013.60	5,140.80	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20
	Appx. Monthly	9,139.87	9,368.67	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,862.80	11,138.40	11,414.00	11,701.73	11,996.40	12,289.33	12,599.60
	Appx. Annual	109,678.40	112,424.00	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,353.60	133,660.80	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20
81T	Hourly	51.82	53.13	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44
	Appx. Bi-wkly	4,145.60	4,250.40	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20
	Appx. Monthly	8,982.13	9,209.20	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93
	Appx. Annual	107,785.60	110,510.40	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20
82	Hourly	53.13	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.23
	Appx. Bi-wkly	4,250.40	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,858.40
	Appx. Monthly	9,209.20	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,693.20
	Appx. Annual	110,510.40	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,318.40
82A	Hourly	53.78	55.13	56.52	57.92	59.35	60.82	62.36	63.95	65.53	67.19	68.86	70.55	72.33	74.14
	Appx. Bi-wkly	4,302.40	4,410.40	4,521.60	4,633.60	4,748.00	4,865.60	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40	5,931.20
	Appx. Monthly	9,321.87	9,555.87	9,796.80	10,039.47	10,287.33	10,542.13	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20	12,850.93
	Appx. Annual	111,862.40	114,670.40	117,561.60	120,473.60	123,448.00	126,505.60	129,708.80	133,016.00	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40	154,211.20
82C	Hourly	54.05	55.41	56.79	58.20	59.62	61.14	62.67	64.26	65.85	67.51	69.21	70.90	72.69	74.52
	Appx. Bi-wkly	4,324.00	4,432.80	4,543.20	4,656.00	4,769.60	4,891.20	5,013.60	5,140.80	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20	5,961.60
	Appx. Monthly	9,368.67	9,604.40	9,843.60	10,088.00	10,334.13	10,597.60	10,862.80	11,138.40	11,414.00	11,701.73	11,996.40	12,289.33	12,599.60	12,916.80
	Appx. Annual	112,424.00	115,252.80	118,123.20	121,056.00	124,009.60	127,171.20	130,353.60	133,660.80	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20	155,001.60
82T	Hourly	53.13	54.46	55.82	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.23
	Appx. Bi-wkly	4,250.40	4,356.80	4,465.60	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,858.40
	Appx. Monthly	9,209.20	9,439.73	9,675.47	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,693.20
	Appx. Annual	110,510.40	113,276.80	116,105.60	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,318.40
83	Hourly	54.45	55.81	57.21	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.06
	Appx. Bi-wkly	4,356.00	4,464.80	4,576.80	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.80
	Appx. Monthly	9,438.00	9,673.73	9,916.40	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,010.40
	Appx. Annual	113,256.00	116,084.80	118,996.80	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,124.80

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
84T	Hourly	55.79	57.17	58.61	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	
	Appx. Bi-wkly	4,463.20	4,573.60	4,688.80	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	
	Appx. Monthly	9,670.27	9,909.47	10,159.07	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	
	Appx. Annual	116,043.20	118,913.60	121,908.80	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	
85	Hourly	57.20	58.62	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.85
	Appx. Bi-wkly	4,576.00	4,689.60	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,308.00
	Appx. Monthly	9,914.67	10,160.80	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,667.33
	Appx. Annual	118,976.00	121,929.60	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	164,008.00
85A	Hourly	57.91	59.36	60.82	62.36	63.95	65.53	67.19	68.86	70.55	72.33	74.16	75.99	77.90	79.84
	Appx. Bi-wkly	4,632.80	4,748.80	4,865.60	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,232.00	6,387.20
	Appx. Monthly	10,037.73	10,289.07	10,542.13	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,838.93
	Appx. Annual	120,452.80	123,468.80	126,505.60	129,708.80	133,016.00	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,067.20
85C	Hourly	58.19	59.63	61.14	62.67	64.26	65.85	67.51	69.21	70.90	72.69	74.53	76.37	78.27	80.24
	Appx. Bi-wkly	4,655.20	4,770.40	4,891.20	5,013.60	5,140.80	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20	5,964.00	6,109.60	6,261.60	6,419.20
	Appx. Monthly	10,086.27	10,335.87	10,597.60	10,862.80	11,138.40	11,414.00	11,701.73	11,996.40	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,908.27
	Appx. Annual	121,035.20	124,030.40	127,171.20	130,353.60	133,660.80	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,899.20
85T	Hourly	57.20	58.62	60.09	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.85
	Appx. Bi-wkly	4,576.00	4,689.60	4,807.20	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,308.00
	Appx. Monthly	9,914.67	10,160.80	10,415.60	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,667.33
	Appx. Annual	118,976.00	121,929.60	124,987.20	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	
86	Hourly	58.63	60.10	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.81
	Appx. Bi-wkly	4,690.40	4,808.00	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,464.80
	Appx. Monthly	10,162.53	10,417.33	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,668.87	14,007.07
	Appx. Annual	121,950.40	125,008.00	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,084.80
86A	Hourly	59.37	60.83	62.36	63.95	65.53	67.19	68.86	70.55	72.33	74.16	75.99	77.90	79.83	81.81
	Appx. Bi-wkly	4,749.60	4,866.40	4,988.80	5,116.00	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,232.00	6,386.40	6,544.80
	Appx. Monthly	10,290.80	10,543.87	10,809.07	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,837.20	14,180.40
	Appx. Annual	123,489.60	126,526.40	129,708.80	133,016.00	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,046.40	170,164.80
86C	Hourly	59.66	61.15	62.67	64.26	65.85	67.51	69.21	70.90	72.69	74.53	76.37	78.27	80.23	82.24
	Appx. Bi-wkly	4,772.80	4,892.00	5,013.60	5,140.80	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20	5,964.00	6,109.60	6,261.60	6,418.40	6,579.20
	Appx. Monthly	10,341.07	10,599.33	10,862.80	11,138.40	11,414.00	11,701.73	11,996.40	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,254.93
	Appx. Annual	124,092.80	127,192.00	130,353.60	133,660.80	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,059.20
86T	Hourly	58.63	60.10	61.59	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.81
	Appx. Bi-wkly	4,690.40	4,808.00	4,927.20	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,464.80
	Appx. Monthly	10,162.53	10,417.33	10,675.60	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,668.87	14,007.07
	Appx. Annual	121,950.40	125,008.00	128,107.20	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,084.80
87	Hourly	60.12	61.61	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85
	Appx. Bi-wkly	4,809.60	4,928.80	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00
	Appx. Monthly	10,420.80	10,679.07	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,668.87	14,012.27	14,360.67
	Appx. Annual	125,049.60	128,148.80	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00
87A	Hourly	60.85	62.38	63.95	65.53	67.19	68.86	70.55	72.33	74.16	75.99	77.90	79.83	81.86	83.89
	Appx. Bi-wkly	4,868.00	4,990.40	5,116.00	5,242.40	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,232.00	6,386.40	6,548.80	6,711.20
	Appx. Monthly	10,547.33	10,812.53	11,084.67	11,358.53	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93
	Appx. Annual	126,568.00	129,755.20	133,016.00	136,302.40	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20
87C	Hourly	61.17	62.69	64.26	65.85	67.51	69.21	70.90	72.69	74.53	76.37	78.27	80.23	82.27	84.32
	Appx. Bi-wkly	4,893.60	5,015.20	5,140.80	5,268.00	5,400.80	5,536.80	5,672.00	5,815.20	5,964.00	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60
	Appx. Monthly	10,602.80	10,866.27	11,138.40	11,414.00	11,701.73	11,996.40	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47
	Appx. Annual	127,233.60	130,395.20	133,660.80	136,968.00	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60
87T	Hourly	60.12	61.61	63.14	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85
	Appx. Bi-wkly	4,809.60	4,928.80	5,051.20	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00
	Appx. Monthly	10,420.80	10,679.07	10,944.27	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,668.87	14,012.27	14,360.67
	Appx. Annual	125,049.60	128,148.80	131,331.20	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00
88	Hourly	61.59	63.12	64.72	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.93
	Appx. Bi-wkly	4,927.20	5,049.60	5,177.60	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,794.40
	Appx. Monthly	10,675.60	10,940.80	11,218.13	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,668.87	14,012.27	14,360.67	14,721.20
	Appx. Annual	128,107.20	131,289.60	134,617.60	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.		

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
89T	Hourly	63.14	64.74	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	
	Appx. Bi-wkly	5,051.20	5,179.20	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	
	Appx. Monthly	10,944.27	11,221.60	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	
	Appx. Annual	131,331.20	134,659.20	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	
90	Hourly	64.74	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24
	Appx. Bi-wkly	5,179.20	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20
	Appx. Monthly	11,221.60	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27
	Appx. Annual	134,659.20	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20
90A	Hourly	65.55	67.19	68.86	70.55	72.33	74.16	75.99	77.90	79.83	81.86	83.89	85.97	88.14	90.35
	Appx. Bi-wkly	5,244.00	5,375.20	5,508.80	5,644.00	5,786.40	5,932.80	6,079.20	6,230.00	6,386.40	6,548.80	6,711.20	6,877.60	7,051.20	7,228.00
	Appx. Monthly	11,362.00	11,646.27	11,935.73	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93	14,901.47	15,277.60	15,660.67
	Appx. Annual	136,344.00	139,755.20	143,228.80	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00
90C	Hourly	65.87	67.51	69.21	70.90	72.69	74.53	76.37	78.27	80.23	82.27	84.32	86.38	88.58	90.79
	Appx. Bi-wkly	5,269.60	5,400.80	5,536.80	5,672.00	5,815.20	5,962.40	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,080.40	7,263.20
	Appx. Monthly	11,417.47	11,701.73	11,996.40	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93
	Appx. Annual	137,009.60	140,420.80	143,956.80	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20
90T	Hourly	64.74	66.35	68.01	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24
	Appx. Bi-wkly	5,179.20	5,308.00	5,440.80	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20
	Appx. Monthly	11,221.60	11,500.67	11,788.40	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27
	Appx. Annual	134,659.20	138,008.00	141,460.80	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20
91	Hourly	66.32	67.99	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.46
	Appx. Bi-wkly	5,305.60	5,439.20	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.80
	Appx. Monthly	11,495.47	11,784.93	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,853.07
	Appx. Annual	137,945.60	141,419.20	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,236.80
91A	Hourly	67.16	68.84	70.55	72.33	74.16	75.99	77.90	79.83	81.86	83.89	85.97	88.14	90.35	92.60
	Appx. Bi-wkly	5,372.80	5,507.20	5,644.00	5,786.40	5,932.80	6,079.20	6,230.00	6,386.40	6,548.80	6,711.20	6,877.60	7,051.20	7,228.00	7,408.00
	Appx. Monthly	11,641.07	11,932.27	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93	14,901.47	15,277.60	15,660.67	16,050.67
	Appx. Annual	139,692.80	143,187.20	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00	192,608.00
91C	Hourly	67.49	69.18	70.90	72.69	74.53	76.37	78.27	80.23	82.27	84.32	86.38	88.58	90.79	93.06
	Appx. Bi-wkly	5,399.20	5,534.40	5,672.00	5,815.20	5,962.40	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,080.40	7,263.20	7,444.80
	Appx. Monthly	11,698.27	11,991.20	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,130.40
	Appx. Annual	140,379.20	143,894.40	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,564.80
91T	Hourly	66.32	67.99	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.46
	Appx. Bi-wkly	5,305.60	5,439.20	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.80
	Appx. Monthly	11,495.47	11,784.93	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,853.07
	Appx. Annual	137,945.60	141,419.20	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,236.80
92	Hourly	67.99	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73
	Appx. Bi-wkly	5,439.20	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40
	Appx. Monthly	11,784.93	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53
	Appx. Annual	141,419.20	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40
92A	Hourly	68.84	70.55	72.33	74.16	75.99	77.90	79.83	81.86	83.89	85.97	88.14	90.35	92.59	94.90
	Appx. Bi-wkly	5,507.20	5,644.00	5,786.40	5,932.80	6,079.20	6,230.00	6,386.40	6,548.80	6,711.20	6,877.60	7,051.20	7,228.00	7,407.20	7,592.00
	Appx. Monthly	11,932.27	12,228.67	12,537.20	12,854.40	13,171.60	13,502.67	13,837.20	14,189.07	14,540.93	14,901.47	15,277.60	15,660.67	16,048.93	16,449.33
	Appx. Annual	143,187.20	146,744.00	150,446.40	154,252.80	158,059.20	162,032.00	166,046.40	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00	192,587.20	197,392.00
92C	Hourly	69.18	70.90	72.69	74.53	76.37	78.27	80.23	82.27	84.32	86.38	88.58	90.79	93.05	95.38
	Appx. Bi-wkly	5,534.40	5,672.00	5,815.20	5,962.40	6,109.60	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,080.40	7,263.20	7,444.00	7,630.40
	Appx. Monthly	11,991.20	12,289.33	12,599.60	12,918.53	13,237.47	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53
	Appx. Annual	143,894.40	147,472.00	151,195.20	155,022.40	158,849.60	162,801.60	166,878.40	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40
92T	Hourly	67.99	69.68	71.44	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73
	Appx. Bi-wkly	5,439.20	5,574.40	5,715.20	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40
	Appx. Monthly	11,784.93	12,077.87	12,382.93	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53
	Appx. Annual	141,419.20	144,934.40	148,595.20	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40
93	Hourly	69.69	71.45	73.24	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06
	Appx. Bi-wkly	5,575.20	5,716.00	5,859.20	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80
	Appx. Monthly	12,079.60	12,384.67	12,694.93	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40
	Appx. Annual	144,955.20	148,616.00	152,339.20	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80

GENERAL SALARY SCHEDULE

Effective 01/01/2020		\$13 Minimum Wage Adjustment													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
94T	Hourly	71.44	73.23	75.05	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	
	Appx. Bi-wkly	5,715.20	5,858.40	6,004.00	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	
	Appx. Monthly	12,382.93	12,693.20	13,008.67	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	
	Appx. Annual	148,595.20	152,318.40	156,104.00	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	
95	Hourly	73.22	75.04	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92
	Appx. Bi-wkly	5,857.60	6,003.20	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60
	Appx. Monthly	12,691.47	13,006.93	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80
	Appx. Annual	152,297.60	156,083.20	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60
95A	Hourly	74.13	75.98	77.90	79.83	81.86	83.89	85.97	88.14	90.35	92.59	94.90	97.27	99.69	102.18
	Appx. Bi-wkly	5,930.40	6,078.40	6,232.00	6,386.40	6,548.80	6,711.20	6,877.60	7,052.00	7,228.00	7,407.20	7,592.00	7,781.60	7,975.20	8,174.40
	Appx. Monthly	12,849.20	13,169.87	13,502.67	13,837.20	14,189.07	14,549.93	14,901.47	15,277.60	15,660.67	16,048.93	16,443.33	16,860.13	17,279.60	17,711.20
	Appx. Annual	154,190.40	158,038.40	162,032.00	166,046.40	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00	192,587.20	197,392.00	202,321.60	207,355.20	212,534.40
95C	Hourly	74.51	76.36	78.27	80.23	82.27	84.32	86.38	88.58	90.79	93.05	95.38	97.76	100.18	102.68
	Appx. Bi-wkly	5,960.80	6,108.80	6,261.60	6,418.40	6,581.60	6,745.60	6,910.40	7,086.40	7,263.20	7,444.00	7,630.40	7,820.80	8,014.40	8,214.40
	Appx. Monthly	12,915.07	13,235.73	13,566.80	13,906.53	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53	16,945.07	17,364.53	17,797.87
	Appx. Annual	154,980.80	158,828.80	162,801.60	166,878.40	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40	203,340.80	208,374.40	213,574.40
95T	Hourly	73.22	75.04	76.94	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92
	Appx. Bi-wkly	5,857.60	6,003.20	6,155.20	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60
	Appx. Monthly	12,691.47	13,006.93	13,336.27	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80
	Appx. Annual	152,297.60	156,083.20	160,035.20	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60
96	Hourly	75.03	76.93	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.44
	Appx. Bi-wkly	6,002.40	6,154.40	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,275.20
	Appx. Monthly	13,005.20	13,334.53	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,929.60
	Appx. Annual	156,062.40	160,014.40	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,155.20
96A	Hourly	75.97	77.89	79.83	81.86	83.89	85.97	88.14	90.35	92.59	94.90	97.27	99.69	102.18	104.74
	Appx. Bi-wkly	6,077.60	6,231.20	6,386.40	6,548.80	6,711.20	6,877.60	7,052.00	7,228.00	7,407.20	7,592.00	7,781.60	7,975.20	8,174.40	8,379.20
	Appx. Monthly	13,168.13	13,500.93	13,837.20	14,189.07	14,549.93	14,901.47	15,277.60	15,660.67	16,048.93	16,443.33	16,860.13	17,279.60	17,711.20	18,154.93
	Appx. Annual	158,017.60	162,011.20	166,046.40	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00	192,587.20	197,392.00	202,321.60	207,355.20	212,534.40	217,859.20
96C	Hourly	76.35	78.26	80.23	82.27	84.32	86.38	88.58	90.79	93.05	95.38	97.76	100.18	102.68	105.25
	Appx. Bi-wkly	6,108.00	6,260.80	6,418.40	6,581.60	6,745.60	6,910.40	7,086.40	7,263.20	7,444.00	7,630.40	7,820.80	8,014.40	8,214.40	8,420.00
	Appx. Monthly	13,234.00	13,565.07	13,906.53	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53	16,945.07	17,364.53	17,797.87	18,243.33
	Appx. Annual	158,808.00	162,780.80	166,878.40	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40	203,340.80	208,374.40	213,574.40	218,920.00
96T	Hourly	75.03	76.93	78.83	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.44
	Appx. Bi-wkly	6,002.40	6,154.40	6,306.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,275.20
	Appx. Monthly	13,005.20	13,334.53	13,663.87	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,929.60
	Appx. Annual	156,062.40	160,014.40	163,966.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,155.20
97	Hourly	76.96	78.88	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.45	106.05
	Appx. Bi-wkly	6,156.80	6,310.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,276.00	8,484.00
	Appx. Monthly	13,339.73	13,672.53	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,931.33	18,382.00
	Appx. Annual	160,076.80	164,070.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,176.00	220,584.00
97A	Hourly	77.92	79.86	81.86	83.89	85.97	88.14	90.35	92.59	94.90	97.27	99.69	102.18	104.76	107.37
	Appx. Bi-wkly	6,233.60	6,388.80	6,548.80	6,711.20	6,877.60	7,052.00	7,228.00	7,407.20	7,592.00	7,781.60	7,975.20	8,174.40	8,380.80	8,599.60
	Appx. Monthly	13,506.13	13,842.40	14,189.07	14,549.93	14,901.47	15,277.60	15,660.67	16,048.93	16,443.33	16,860.13	17,279.60	17,711.20	18,158.40	18,610.80
	Appx. Annual	162,073.60	166,108.80	170,268.80	174,491.20	178,817.60	183,331.20	187,928.00	192,587.20	197,392.00	202,321.60	207,355.20	212,534.40	217,900.80	223,329.60
97C	Hourly	78.29	80.26	82.27	84.32	86.38	88.58	90.79	93.05	95.38	97.76	100.18	102.68	105.27	107.90
	Appx. Bi-wkly	6,263.20	6,420.80	6,581.60	6,745.60	6,910.40	7,086.40	7,263.20	7,444.00	7,630.40	7,820.80	8,014.40	8,214.40	8,421.60	8,632.00
	Appx. Monthly	13,570.27	13,911.73	14,260.13	14,615.47	14,972.53	15,353.87	15,736.93	16,128.67	16,532.53	16,945.07	17,364.53	17,797.87	18,246.80	18,702.67
	Appx. Annual	162,843.20	166,940.80	171,121.60	175,385.60	179,670.40	184,246.40	188,843.20	193,544.00	198,390.40	203,340.80	208,374.40	213,574.40	218,961.60	224,432.00
97T	Hourly	76.96	78.88	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.45	106.05
	Appx. Bi-wkly	6,156.80	6,310.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,276.00	8,484.00
	Appx. Monthly	13,339.73	13,672.53	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,931.33	18,382.00
	Appx. Annual	160,076.80	164,070.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,176.00	220,584.00
98	Hourly	78.88	80.84	82.85	84.90	87.05	89.24	91.45	93.73	96.06	98.47	100.92	103.45	106.07	108.71
	Appx. Bi-wkly	6,310.40	6,467.20	6,628.00	6,792.00	6,964.00	7,139.20	7,316.00	7,498.40	7,684.80	7,877.60	8,073.60	8,276.00	8,485.60	8,696.80
	Appx. Monthly	13,672.53	14,012.27	14,360.67	14,716.00	15,088.67	15,468.27	15,851.33	16,246.53	16,650.40	17,068.13	17,492.80	17,931.33	18,385.47	18,843.07
	Appx. Annual	164,070.40	168,147.20	172,328.00	176,592.00	181,064.00	185,619.20	190,216.00	194,958.40	199,804.80	204,817.60	209,913.60	215,176.00	22	

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
M	Hourly	13.33													
	Appx. Bi-wkly	1,066.40													
	Appx. Monthly	2,310.53													
	Appx. Annual	27,726.40													
1M	Hourly	13.33	13.43	13.77	14.11	14.46	14.82	15.19	15.57						
	Appx. Bi-wkly	1,066.40	1,074.40	1,101.60	1,128.80	1,156.80	1,185.60	1,215.20	1,245.60						
	Appx. Monthly	2,310.53	2,327.87	2,386.80	2,445.73	2,506.40	2,568.80	2,632.93	2,698.80						
	Appx. Annual	27,726.40	27,934.40	28,641.60	29,348.80	30,076.80	30,825.60	31,595.20	32,385.60						
2M	Hourly	13.66	13.77	14.11	14.46	14.82	15.19	15.57	15.96	16.36					
	Appx. Bi-wkly	1,092.80	1,101.60	1,128.80	1,156.80	1,185.60	1,215.20	1,245.60	1,276.80	1,308.80					
	Appx. Monthly	2,367.73	2,386.80	2,445.73	2,506.40	2,568.80	2,632.93	2,698.80	2,766.40	2,835.73					
	Appx. Annual	28,412.80	28,641.60	29,348.80	30,076.80	30,825.60	31,595.20	32,385.60	33,196.80	34,028.80					
3M	Hourly	13.83	14.19	14.54	14.90	15.27	15.65	16.04	16.44	16.85	17.27	17.70			
	Appx. Bi-wkly	1,106.40	1,135.20	1,163.20	1,192.00	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60	1,416.00			
	Appx. Monthly	2,397.20	2,459.60	2,520.27	2,582.67	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47	3,068.00			
	Appx. Annual	28,766.40	29,515.20	30,243.20	30,992.00	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60	36,816.00			
3M-T	Hourly	13.83	14.19	14.54	14.90	15.27	15.65	16.04	16.44	16.85	17.27				
	Appx. Bi-wkly	1,106.40	1,135.20	1,163.20	1,192.00	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60				
	Appx. Monthly	2,397.20	2,459.60	2,520.27	2,582.67	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47				
	Appx. Annual	28,766.40	29,515.20	30,243.20	30,992.00	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60				
4M	Hourly	14.00	14.35	14.71	15.08	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86	19.33
	Appx. Bi-wkly	1,120.00	1,148.00	1,176.80	1,206.40	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80	1,546.40
	Appx. Monthly	2,426.67	2,487.33	2,549.73	2,613.87	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07	3,350.53
	Appx. Annual	29,120.00	29,848.00	30,596.80	31,366.40	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80	40,206.40
4M-T	Hourly	14.00	14.35	14.71	15.08	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86	
	Appx. Bi-wkly	1,120.00	1,148.00	1,176.80	1,206.40	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80	
	Appx. Monthly	2,426.67	2,487.33	2,549.73	2,613.87	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07	
	Appx. Annual	29,120.00	29,848.00	30,596.80	31,366.40	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80	
27	Hourly	14.21	14.56	14.90	15.28	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48
	Appx. Bi-wkly	1,136.80	1,164.80	1,192.00	1,222.40	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40
	Appx. Monthly	2,463.07	2,523.73	2,582.67	2,648.53	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53
	Appx. Annual	29,556.80	30,284.80	30,992.00	31,782.40	32,468.80	33,280.00	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40
27A	Hourly	14.38	14.74	15.11	15.48	15.82	16.22	16.65	17.05	17.48	17.87	18.34	18.82	19.25	19.75
	Appx. Bi-wkly	1,150.40	1,179.20	1,208.80	1,238.40	1,265.60	1,297.60	1,332.00	1,364.00	1,398.40	1,429.60	1,467.20	1,505.60	1,540.00	1,580.00
	Appx. Monthly	2,492.53	2,554.93	2,619.07	2,683.20	2,742.13	2,811.47	2,886.00	2,955.33	3,029.87	3,097.47	3,178.93	3,262.13	3,336.67	3,423.33
	Appx. Annual	29,910.40	30,659.20	31,428.80	32,198.40	32,905.60	33,737.60	34,632.00	35,464.00	36,358.40	37,169.60	38,147.20	39,145.60	40,040.00	41,080.00
27C	Hourly	14.44	14.81	15.18	15.55	15.90	16.30	16.73	17.12	17.56	17.96	18.43	18.90	19.35	19.83
	Appx. Bi-wkly	1,155.20	1,184.80	1,214.40	1,244.00	1,272.00	1,304.00	1,338.40	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40
	Appx. Monthly	2,502.93	2,567.07	2,631.20	2,695.33	2,756.00	2,825.33	2,899.87	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20
	Appx. Annual	30,035.20	30,804.80	31,574.40	32,344.00	33,072.00	33,904.00	34,798.40	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40
27T	Hourly	14.21	14.56	14.90	15.28	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	
	Appx. Bi-wkly	1,136.80	1,164.80	1,192.00	1,222.40	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	
	Appx. Monthly	2,463.07	2,523.73	2,582.67	2,648.53	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	
	Appx. Annual	29,556.80	30,284.80	30,992.00	31,782.40	32,468.80	33,280.00	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	
28	Hourly	14.54	14.89	15.28	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98
	Appx. Bi-wkly	1,163.20	1,191.20	1,222.40	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40
	Appx. Monthly	2,520.27	2,580.93	2,648.53	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20
	Appx. Annual	30,243.20	30,971.20	31,782.40	32,468.80	33,280.00	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40
28A	Hourly	14.73	15.10	15.48	15.82	16.22	16.65	17.05	17.48	17.87	18.34	18.82	19.25	19.75	20.22
	Appx. Bi-wkly	1,178.40	1,208.00	1,238.40	1,265.60	1,297.60	1,332.00	1,364.00	1,398.40	1,429.60	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60
	Appx. Monthly	2,553.20	2,617.33	2,683.20	2,742.13	2,811.47	2,886.00	2,955.33	3,029.87	3,097.47	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80
	Appx. Annual	30,638.40	31,408.00	32,198.40	32,905.60	33,737.60	34,632.00	35,464.00	36,358.40	37,169.60	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60
28C	Hourly	14.80	15.16	15.55	15.90	16.30	16.73	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32
	Appx. Bi-wkly	1,184.00	1,212.80	1,244.00	1,272.00	1,304.00	1,338.40	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60
	Appx. Monthly	2,565.33	2,627.73	2,695.33	2,756.00	2,825.33	2,899.87	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13
	Appx. Annual	30,784.00	31,532.80	32,344.00	33,072.00	33,904.00	34,798.40	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60
28T	Hourly	14.54	14.89	15.28	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	
	Appx. Bi-wkly	1,163.20	1,191.20	1,222.40	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	
	Appx. Monthly	2,520.27	2,580.93	2,648.53	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	
	Appx. Annual	30,243.20	30,971.20	31,782.40	32,468.80	33,280.00	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	
29	Hourly	14.85	15.24	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.47
	Appx. Bi-wkly	1,188.00	1,219.20	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,637.60
	Appx. Monthly	2,574.00	2,641.60	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,548.13

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
30A	Hourly	15.44	15.82	16.22	16.65	17.05	17.48	17.87	18.34	18.82	19.25	19.75	20.22	20.69	21.20
	Appx. Bi-wkly	1,235.20	1,265.60	1,297.60	1,332.00	1,364.00	1,398.40	1,429.60	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.00
	Appx. Monthly	2,676.27	2,742.13	2,811.47	2,886.00	2,955.33	3,029.87	3,097.47	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,674.67
	Appx. Annual	32,115.20	32,905.60	33,737.60	34,632.00	35,464.00	36,358.40	37,169.60	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,096.00
30C	Hourly	15.51	15.90	16.30	16.73	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32	20.81	21.32
	Appx. Bi-wkly	1,240.80	1,272.00	1,304.00	1,338.40	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,705.60
	Appx. Monthly	2,688.40	2,756.00	2,825.33	2,899.87	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,695.47
	Appx. Annual	32,260.80	33,072.00	33,904.00	34,798.40	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,345.60
30T	Hourly	15.24	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96
	Appx. Bi-wkly	1,219.20	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80
	Appx. Monthly	2,641.60	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,542.93	3,624.93
	Appx. Annual	31,699.20	32,468.80	33,280.00	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	
31	Hourly	15.63	16.02	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48
	Appx. Bi-wkly	1,250.40	1,281.60	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40
	Appx. Monthly	2,709.20	2,776.80	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,542.93	3,633.07	3,723.20
	Appx. Annual	32,510.40	33,321.60	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40
31A	Hourly	15.84	16.24	16.65	17.05	17.48	17.87	18.34	18.82	19.25	19.75	20.22	20.69	21.21	21.75
	Appx. Bi-wkly	1,267.20	1,299.20	1,332.00	1,364.00	1,398.40	1,429.60	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00
	Appx. Monthly	2,745.60	2,814.93	2,886.00	2,955.33	3,029.87	3,097.47	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00
	Appx. Annual	32,947.20	33,779.20	34,632.00	35,464.00	36,358.40	37,169.60	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00
31C	Hourly	15.92	16.32	16.73	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32	20.81	21.33	21.87
	Appx. Bi-wkly	1,273.60	1,305.60	1,338.40	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60
	Appx. Monthly	2,759.47	2,828.80	2,899.87	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80
	Appx. Annual	33,113.60	33,945.60	34,798.40	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60
31T	Hourly	15.63	16.02	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48
	Appx. Bi-wkly	1,250.40	1,281.60	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40
	Appx. Monthly	2,709.20	2,776.80	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,542.93	3,633.07	3,723.20
	Appx. Annual	32,510.40	33,321.60	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40
32	Hourly	16.01	16.44	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.03
	Appx. Bi-wkly	1,280.80	1,315.20	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,762.40
	Appx. Monthly	2,775.07	2,849.60	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,542.93	3,633.07	3,723.20	3,818.53
	Appx. Annual	33,300.80	34,195.20	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,822.40
32A	Hourly	16.23	16.64	17.05	17.48	17.87	18.34	18.82	19.25	19.75	20.22	20.69	21.21	21.75	22.29
	Appx. Bi-wkly	1,298.40	1,331.20	1,364.00	1,398.40	1,429.60	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,783.20
	Appx. Monthly	2,813.20	2,884.27	2,955.33	3,029.87	3,097.47	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,863.60
	Appx. Annual	33,758.40	34,611.20	35,464.00	36,358.40	37,169.60	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,363.20
32C	Hourly	16.31	16.72	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32	20.81	21.33	21.87	22.42
	Appx. Bi-wkly	1,304.80	1,337.60	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,793.60
	Appx. Monthly	2,827.07	2,898.13	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,886.13
	Appx. Annual	33,924.80	34,777.60	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,633.60
32T	Hourly	16.01	16.44	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.03
	Appx. Bi-wkly	1,280.80	1,315.20	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,762.40
	Appx. Monthly	2,775.07	2,849.60	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,542.93	3,633.07	3,723.20	3,818.53
	Appx. Annual	33,300.80	34,195.20	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,822.40
33	Hourly	16.44	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.57
	Appx. Bi-wkly	1,315.20	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,805.60
	Appx. Monthly	2,849.60	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,542.93	3,633.07	3,723.20	3,816.80	3,912.13
	Appx. Annual	34,195.20	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,945.60
33A	Hourly	16.64	17.05	17.48	17.87	18.34	18.82	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.83
	Appx. Bi-wkly	1,331.20	1,364.00	1,398.40	1,429.60	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,826.40
	Appx. Monthly	2,884.27	2,955.33	3,029.87	3,097.47	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,957.20
	Appx. Annual	34,611.20	35,464.00	36,358.40	37,169.60	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,486.40
33C	Hourly	16.72	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.97
	Appx. Bi-wkly	1,337.60	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,837.60
	Appx. Monthly	2,898.13	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,981.47
	Appx. Annual	34,777.60	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,777.60
33T	Hourly	16.44	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.57
	Appx. Bi-wkly	1,315.20	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,						

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
35A	Hourly	17.48	17.91	18.34	18.82	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.82	23.40	23.96
	Appx. Bi-wkly	1,398.40	1,432.80	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,916.80
	Appx. Monthly	3,029.87	3,104.40	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,153.07
	Appx. Annual	36,358.40	37,252.80	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,836.80
35C	Hourly	17.56	18.00	18.43	18.90	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.96	23.51	24.10
	Appx. Bi-wkly	1,404.80	1,440.00	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.00
	Appx. Monthly	3,043.73	3,120.00	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,177.33
	Appx. Annual	36,524.80	37,440.00	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,128.00
35T	Hourly	17.24	17.68	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69
	Appx. Bi-wkly	1,379.20	1,414.40	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,892.00
	Appx. Monthly	2,988.27	3,064.53	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,549.33	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,102.27
	Appx. Annual	35,859.20	36,774.40	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20
36	Hourly	17.69	18.12	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.29
	Appx. Bi-wkly	1,415.20	1,449.60	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,892.00	1,943.20
	Appx. Monthly	3,066.27	3,140.80	3,222.27	3,295.07	3,376.53	3,463.20	3,549.33	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,210.27
	Appx. Annual	36,795.20	37,689.60	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,523.20
36A	Hourly	17.92	18.35	18.82	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.82	23.40	23.97	24.60
	Appx. Bi-wkly	1,433.60	1,468.00	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.00
	Appx. Monthly	3,106.13	3,180.67	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,264.00
	Appx. Annual	37,273.60	38,168.00	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,168.00
36C	Hourly	18.01	18.44	18.90	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.96	23.51	24.11	24.72
	Appx. Bi-wkly	1,440.80	1,475.20	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.80	1,977.60
	Appx. Monthly	3,121.73	3,196.27	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,179.07	4,284.80
	Appx. Annual	37,460.80	38,355.20	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,148.80	51,417.60
36T	Hourly	17.69	18.12	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.29
	Appx. Bi-wkly	1,415.20	1,449.60	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,892.00	1,943.20
	Appx. Monthly	3,066.27	3,140.80	3,222.27	3,295.07	3,376.53	3,463.20	3,549.33	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,210.27
	Appx. Annual	36,795.20	37,689.60	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,523.20
37	Hourly	18.10	18.55	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.90
	Appx. Bi-wkly	1,448.00	1,484.00	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,892.00	1,944.00	1,992.00
	Appx. Monthly	3,137.33	3,215.33	3,295.07	3,376.53	3,463.20	3,549.33	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,316.00
	Appx. Annual	37,648.00	38,584.00	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,792.00
37A	Hourly	18.33	18.80	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.82	23.40	23.97	24.61	25.23
	Appx. Bi-wkly	1,466.40	1,504.00	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.00	2,018.40
	Appx. Monthly	3,177.20	3,258.67	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,373.20
	Appx. Annual	38,126.40	39,104.00	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,478.40
37C	Hourly	18.42	18.87	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.96	23.51	24.11	24.73	25.34
	Appx. Bi-wkly	1,473.60	1,509.60	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,027.20
	Appx. Monthly	3,192.80	3,270.80	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,392.27
	Appx. Annual	38,313.60	39,249.60	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,707.20
37T	Hourly	18.10	18.55	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.90
	Appx. Bi-wkly	1,448.00	1,484.00	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,892.00	1,944.00	1,992.00
	Appx. Monthly	3,137.33	3,215.33	3,295.07	3,376.53	3,463.20	3,549.33	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,316.00
	Appx. Annual	37,648.00	38,584.00	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,892.00
38	Hourly	18.55	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.49
	Appx. Bi-wkly	1,484.00	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,892.00	1,944.00	1,988.80	2,039.20
	Appx. Monthly	3,215.33	3,295.07	3,376.53	3,463.20	3,549.33	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,418.27
	Appx. Annual	38,584.00	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,019.20
38A	Hourly	18.80	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.82	23.40	23.97	24.61	25.18	25.80
	Appx. Bi-wkly	1,504.00	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.00	2,014.40	2,064.00
	Appx. Monthly	3,258.67	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,472.00
	Appx. Annual	39,104.00	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,664.00
38C	Hourly	18.87	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.96	23.51	24.11	24.73	25.30	25.93
	Appx. Bi-wkly	1,509.60	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,074.40
	Appx. Monthly	3,270.80	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,494.53
	Appx. Annual	39,249.60	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,934.40
38T	Hourly	18.55	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.49
	Appx. Bi-wkly	1,484.00	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,892.00			

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
40A	Hourly	19.72	20.19	20.69	21.21	21.75	22.28	22.82	23.40	23.97	24.61	25.18	25.82	26.43	27.09
	Appx. Bi-wkly	1,577.60	1,615.20	1,655.20	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20
	Appx. Monthly	3,418.13	3,499.60	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60
	Appx. Annual	41,017.60	41,995.20	43,035.20	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20
40C	Hourly	19.80	20.28	20.81	21.33	21.87	22.41	22.96	23.51	24.11	24.73	25.30	25.95	26.57	27.22
	Appx. Bi-wkly	1,584.00	1,622.40	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60
	Appx. Monthly	3,432.00	3,515.20	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13
	Appx. Annual	41,184.00	42,182.40	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60
40T	Hourly	19.44	19.94	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77
	Appx. Bi-wkly	1,555.20	1,595.20	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,140.40
	Appx. Monthly	3,369.60	3,456.27	3,542.93	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13
	Appx. Annual	40,435.20	41,475.20	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,617.60
41	Hourly	19.95	20.45	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.43
	Appx. Bi-wkly	1,596.00	1,636.00	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,194.40
	Appx. Monthly	3,458.00	3,544.67	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,754.53
	Appx. Annual	41,496.00	42,536.00	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,054.40
41A	Hourly	20.20	20.71	21.21	21.75	22.28	22.82	23.40	23.97	24.61	25.18	25.82	26.43	27.09	27.77
	Appx. Bi-wkly	1,616.00	1,656.80	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,221.60
	Appx. Monthly	3,501.33	3,589.73	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,813.47
	Appx. Annual	42,016.00	43,076.80	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,761.60
41C	Hourly	20.30	20.82	21.33	21.87	22.41	22.96	23.51	24.11	24.73	25.30	25.95	26.57	27.22	27.90
	Appx. Bi-wkly	1,624.00	1,665.60	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,232.00
	Appx. Monthly	3,518.67	3,608.80	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,836.00
	Appx. Annual	42,224.00	43,305.60	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,032.00
41T	Hourly	19.95	20.45	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.43
	Appx. Bi-wkly	1,596.00	1,636.00	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,194.40
	Appx. Monthly	3,458.00	3,544.67	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,754.53
	Appx. Annual	41,496.00	42,536.00	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,054.40
42	Hourly	20.45	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.11
	Appx. Bi-wkly	1,636.00	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,248.80
	Appx. Monthly	3,544.67	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,872.40
	Appx. Annual	42,536.00	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,468.80
42A	Hourly	20.71	21.21	21.75	22.28	22.82	23.40	23.97	24.61	25.18	25.82	26.43	27.09	27.76	28.46
	Appx. Bi-wkly	1,656.80	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,220.80	2,276.80
	Appx. Monthly	3,589.73	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,811.73	4,933.07
	Appx. Annual	43,076.80	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,740.80	59,196.80
42C	Hourly	20.82	21.33	21.87	22.41	22.96	23.51	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.60
	Appx. Bi-wkly	1,665.60	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,288.00
	Appx. Monthly	3,608.80	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,957.33
	Appx. Annual	43,305.60	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,488.00
42T	Hourly	20.45	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.11
	Appx. Bi-wkly	1,636.00	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,248.80
	Appx. Monthly	3,544.67	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,872.40
	Appx. Annual	42,536.00	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,468.80
43	Hourly	20.95	21.47	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.83
	Appx. Bi-wkly	1,676.00	1,717.60	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,306.40
	Appx. Monthly	3,631.33	3,721.47	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,997.20
	Appx. Annual	43,576.00	44,657.60	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,966.40
43A	Hourly	21.20	21.74	22.28	22.82	23.40	23.97	24.61	25.18	25.82	26.43	27.09	27.76	28.48	29.18
	Appx. Bi-wkly	1,696.00	1,739.20	1,782.40	1,825.60	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,220.80	2,278.40	2,334.40
	Appx. Monthly	3,674.67	3,768.27	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,811.73	4,936.53	5,057.87
	Appx. Annual	44,096.00	45,219.20	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,740.80	59,238.40	60,694.40
43C	Hourly	21.32	21.86	22.41	22.96	23.51	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.33
	Appx. Bi-wkly	1,705.60	1,748.80	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,346.40
	Appx. Monthly	3,695.47	3,789.07	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,083.87
	Appx. Annual	44,345.60	45,468.80	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	61,006.40
43T	Hourly	20.95	21.47	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.83
	Appx. Bi-wkly	1,676.00	1,717.60	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60			

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
45A	Hourly	22.26	22.81	23.40	23.97	24.61	25.18	25.82	26.43	27.09	27.76	28.48	29.14	29.88	30.62
	Appx. Bi-wkly	1,780.80	1,824.80	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60
	Appx. Monthly	3,858.40	3,953.73	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47
	Appx. Annual	46,300.80	47,444.80	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60
45C	Hourly	22.39	22.95	23.51	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77
	Appx. Bi-wkly	1,791.20	1,836.00	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60
	Appx. Monthly	3,880.93	3,978.00	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47
	Appx. Annual	46,571.20	47,736.00	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60
45T	Hourly	22.00	22.54	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	29.49
	Appx. Bi-wkly	1,760.00	1,803.20	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,359.20
	Appx. Monthly	3,813.33	3,906.93	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,111.60
	Appx. Annual	45,760.00	46,883.20	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	61,339.20
46	Hourly	22.56	23.12	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	31.01
	Appx. Bi-wkly	1,804.80	1,849.60	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,480.80
	Appx. Monthly	3,910.40	4,007.47	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,375.07
	Appx. Annual	46,924.80	48,089.60	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,500.80
46A	Hourly	22.82	23.41	23.97	24.61	25.18	25.82	26.43	27.09	27.76	28.48	29.14	29.88	30.62	31.39
	Appx. Bi-wkly	1,825.60	1,872.80	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,511.20
	Appx. Monthly	3,955.47	4,057.73	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,440.93
	Appx. Annual	47,465.60	48,692.80	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,291.20
46C	Hourly	22.96	23.52	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.54
	Appx. Bi-wkly	1,836.80	1,881.60	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,523.20
	Appx. Monthly	3,979.73	4,076.80	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,466.93
	Appx. Annual	47,756.80	48,921.60	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,603.20
46F	Hourly	22.96	23.52	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.54
	Appx. Bi-wkly	1,836.80	1,881.60	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,523.20
	Appx. Monthly	3,979.73	4,076.80	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,466.93
	Appx. Annual	47,756.80	48,921.60	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,603.20
46T	Hourly	22.56	23.12	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	31.01
	Appx. Bi-wkly	1,804.80	1,849.60	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,480.80
	Appx. Monthly	3,910.40	4,007.47	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,375.07
	Appx. Annual	46,924.80	48,089.60	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,500.80
47	Hourly	23.13	23.70	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.74
	Appx. Bi-wkly	1,850.40	1,896.00	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,539.20
	Appx. Monthly	4,009.20	4,108.00	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,501.60
	Appx. Annual	48,110.40	49,296.00	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,019.20
47A	Hourly	23.42	24.00	24.61	25.18	25.82	26.43	27.09	27.76	28.48	29.14	29.88	30.62	31.35	32.13
	Appx. Bi-wkly	1,873.60	1,920.00	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,508.00	2,570.40
	Appx. Monthly	4,059.47	4,160.00	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,434.00	5,569.20
	Appx. Annual	48,713.60	49,920.00	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,208.00	66,830.40
47C	Hourly	23.53	24.12	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.51	32.31
	Appx. Bi-wkly	1,882.40	1,929.60	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,520.80	2,584.80
	Appx. Monthly	4,078.53	4,180.80	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,461.73	5,600.40
	Appx. Annual	48,942.40	50,169.60	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,540.80	67,204.80
47T	Hourly	23.13	23.70	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.74
	Appx. Bi-wkly	1,850.40	1,896.00	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,539.20
	Appx. Monthly	4,009.20	4,108.00	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,501.60
	Appx. Annual	48,110.40	49,296.00	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,019.20
48	Hourly	23.66	24.26	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.55
	Appx. Bi-wkly	1,892.80	1,940.80	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,604.00
	Appx. Monthly	4,101.07	4,205.07	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,642.00
	Appx. Annual	49,212.80	50,460.80	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,704.00
48A	Hourly	23.93	24.56	25.18	25.82	26.43	27.09	27.76	28.48	29.14	29.88	30.62	31.35	32.16	32.96
	Appx. Bi-wkly	1,914.40	1,964.80	2,014.40	2,065.60	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,636.80
	Appx. Monthly	4,147.87	4,257.07	4,364.53	4,475.47	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,713.07
	Appx. Annual	49,774.40	51,084.80	52,374.40	53,705.60	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,556.80
48C	Hourly	24.08	24.68	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.51	32.33	33.14
	Appx. Bi-wkly	1,926.40	1,974.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60			

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
49T	Hourly	24.28	24.88	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31
	Appx. Bi-wkly	1,942.40	1,990.40	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,660.80
	Appx. Monthly	4,208.53	4,312.53	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73
	Appx. Annual	50,502.40	51,750.40	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,280.80
50	Hourly	24.85	25.48	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.15
	Appx. Bi-wkly	1,988.00	2,038.40	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,732.00
	Appx. Monthly	4,307.33	4,416.53	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,919.33
	Appx. Annual	51,688.00	52,998.40	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,280.80	71,032.00
50A	Hourly	25.17	25.78	26.43	27.09	27.76	28.48	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.58
	Appx. Bi-wkly	2,013.60	2,062.40	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,766.40
	Appx. Monthly	4,362.80	4,468.53	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,993.87
	Appx. Annual	52,353.60	53,622.40	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,926.40
50C	Hourly	25.29	25.92	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.75
	Appx. Bi-wkly	2,023.20	2,073.60	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,780.00
	Appx. Monthly	4,383.60	4,492.80	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,023.33
	Appx. Annual	52,603.20	53,913.60	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,280.00
50T	Hourly	24.85	25.48	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.15
	Appx. Bi-wkly	1,988.00	2,038.40	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,732.00
	Appx. Monthly	4,307.33	4,416.53	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,919.33
	Appx. Annual	51,688.00	52,998.40	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,280.80	71,032.00
51	Hourly	25.48	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.97
	Appx. Bi-wkly	2,038.40	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,797.60
	Appx. Monthly	4,416.53	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,061.47
	Appx. Annual	52,998.40	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,280.80	70,990.40	72,737.60
51A	Hourly	25.78	26.43	27.09	27.76	28.48	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.56	35.41
	Appx. Bi-wkly	2,062.40	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,832.80
	Appx. Monthly	4,468.53	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,137.73
	Appx. Annual	53,622.40	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,652.80
51C	Hourly	25.92	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.73	35.61
	Appx. Bi-wkly	2,073.60	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,778.40	2,848.00
	Appx. Monthly	4,492.80	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,019.87	6,172.40
	Appx. Annual	53,913.60	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,238.40	74,068.80
51T	Hourly	25.48	26.10	26.77	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.97
	Appx. Bi-wkly	2,038.40	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,797.60
	Appx. Monthly	4,416.53	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,061.47
	Appx. Annual	52,998.40	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,280.80	70,990.40	72,737.60
52	Hourly	26.09	26.75	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.86
	Appx. Bi-wkly	2,087.20	2,140.00	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.80
	Appx. Monthly	4,522.27	4,636.67	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,215.73
	Appx. Annual	54,267.20	55,640.00	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,280.80	70,990.40	72,758.40	74,588.80
52A	Hourly	26.42	27.08	27.76	28.48	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.56	35.42	36.33
	Appx. Bi-wkly	2,113.60	2,166.40	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,833.60	2,904.00
	Appx. Monthly	4,579.47	4,693.87	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,139.47	6,297.20
	Appx. Annual	54,953.60	56,326.40	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,673.60	75,566.40
52C	Hourly	26.56	27.21	27.89	28.62	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.73	35.62	36.50
	Appx. Bi-wkly	2,124.80	2,176.80	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,778.40	2,849.60	2,920.00
	Appx. Monthly	4,603.73	4,716.40	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,019.87	6,174.13	6,326.67
	Appx. Annual	55,244.80	56,596.80	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,238.40	74,089.60	75,920.00
52T	Hourly	26.09	26.75	27.42	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.86
	Appx. Bi-wkly	2,087.20	2,140.00	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.80
	Appx. Monthly	4,522.27	4,636.67	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,215.73
	Appx. Annual	54,267.20	55,640.00	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,280.80	70,990.40	72,758.40	74,588.80
53	Hourly	26.78	27.44	28.13	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.78
	Appx. Bi-wkly	2,142.40	2,195.20	2,250.40	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,942.40
	Appx. Monthly	4,641.87	4,756.27	4,875.87	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,375.20
	Appx. Annual	55,702.40	57,075.20	58,510.40	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,280.80	70,990.40	72,758.40	74,568.00	76,502.40
53A	Hourly	27.11	27.78	28.48	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.56	35.42	36.32	37.22
	Appx. Bi-wkly	2,168.80	2,222.40	2,278.40	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80			

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
54T	Hourly	27.40	28.09	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	
	Appx. Bi-wkly	2,192.00	2,247.20	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	2,940.80
	Appx. Monthly	4,749.33	4,868.93	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,371.73
	Appx. Annual	56,992.00	58,427.20	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	76,460.80
55	Hourly	28.09	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.61
	Appx. Bi-wkly	2,247.20	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.80
	Appx. Monthly	4,868.93	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,692.40
	Appx. Annual	58,427.20	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,308.80
55A	Hourly	28.44	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.56	35.42	36.32	37.21	38.14	39.09
	Appx. Bi-wkly	2,275.20	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,127.20
	Appx. Monthly	4,929.60	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,775.60
	Appx. Annual	59,155.20	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,307.20
55C	Hourly	28.58	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.73	35.62	36.49	37.41	38.30	39.28
	Appx. Bi-wkly	2,286.40	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,778.40	2,849.60	2,919.20	2,992.80	3,064.00	3,142.40
	Appx. Monthly	4,953.87	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,808.53
	Appx. Annual	59,446.40	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,238.40	74,089.60	75,899.20	77,812.80	79,664.00	81,702.40
55T	Hourly	28.09	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.61
	Appx. Bi-wkly	2,247.20	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.80
	Appx. Monthly	4,868.93	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,692.40
	Appx. Annual	58,427.20	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,308.80
56	Hourly	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.57
	Appx. Bi-wkly	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,165.60
	Appx. Monthly	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,858.80
	Appx. Annual	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,305.60
56A	Hourly	29.14	29.88	30.62	31.35	32.16	32.92	33.73	34.56	35.42	36.32	37.21	38.14	39.08	40.07
	Appx. Bi-wkly	2,331.20	2,390.40	2,449.60	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,205.60
	Appx. Monthly	5,050.93	5,179.20	5,307.47	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,945.47
	Appx. Annual	60,611.20	62,150.40	63,689.60	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,345.60
56C	Hourly	29.28	30.00	30.77	31.51	32.33	33.10	33.90	34.73	35.62	36.49	37.41	38.30	39.27	40.26
	Appx. Bi-wkly	2,342.40	2,400.00	2,461.60	2,520.80	2,586.40	2,648.00	2,712.00	2,778.40	2,849.60	2,919.20	2,992.80	3,064.00	3,141.60	3,220.80
	Appx. Monthly	5,075.20	5,200.00	5,333.47	5,461.73	5,603.87	5,737.33	5,876.00	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,978.40
	Appx. Annual	60,902.40	62,400.00	64,001.60	65,540.80	67,246.40	68,848.00	70,512.00	72,238.40	74,089.60	75,899.20	77,812.80	79,664.00	81,681.60	83,740.80
56T	Hourly	28.79	29.49	30.25	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54
	Appx. Bi-wkly	2,303.20	2,359.20	2,420.00	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,165.60
	Appx. Monthly	4,990.27	5,111.60	5,243.33	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,858.80
	Appx. Annual	59,883.20	61,339.20	62,920.00	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,305.60
57	Hourly	29.47	30.22	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.52
	Appx. Bi-wkly	2,357.60	2,417.60	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,241.60
	Appx. Monthly	5,108.13	5,238.13	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,023.47
	Appx. Annual	61,297.60	62,857.60	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,281.60
57A	Hourly	29.86	30.59	31.35	32.16	32.92	33.73	34.56	35.42	36.32	37.21	38.14	39.08	40.05	41.04
	Appx. Bi-wkly	2,388.80	2,447.20	2,508.00	2,572.80	2,633.60	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,204.00	3,283.20
	Appx. Monthly	5,175.73	5,302.27	5,434.00	5,574.40	5,706.13	5,846.53	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,942.00	7,113.60
	Appx. Annual	62,108.80	63,627.20	65,208.00	66,892.80	68,473.60	70,158.40	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,304.00	85,363.20
57C	Hourly	29.98	30.74	31.51	32.33	33.10	33.90	34.73	35.62	36.49	37.41	38.30	39.27	40.24	41.25
	Appx. Bi-wkly	2,398.40	2,459.20	2,520.80	2,586.40	2,648.00	2,712.00	2,778.40	2,849.60	2,919.20	2,992.80	3,064.00	3,141.60	3,219.20	3,300.00
	Appx. Monthly	5,196.53	5,328.27	5,461.73	5,603.87	5,737.33	5,876.00	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,974.93	7,150.00
	Appx. Annual	62,358.40	63,939.20	65,540.80	67,246.40	68,848.00	70,512.00	72,238.40	74,089.60	75,899.20	77,812.80	79,664.00	81,681.60	83,699.20	85,800.00
57T	Hourly	29.47	30.22	30.98	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.52
	Appx. Bi-wkly	2,357.60	2,417.60	2,478.40	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,241.60
	Appx. Monthly	5,108.13	5,238.13	5,369.87	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,023.47
	Appx. Annual	61,297.60	62,857.60	64,438.40	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,281.60
58	Hourly	30.24	31.00	31.76	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.56
	Appx. Bi-wkly	2,419.20	2,480.00	2,540.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,324.80
	Appx. Monthly	5,241.60	5,373.33	5,505.07	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,203.73
	Appx. Annual	62,899.20	64,480.00	66,060.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,444.80
58A	Hourly	30.61	31.38	32.16	32.92	33.73	34.56	35.42	36.32	37.21	38.14	39.08	40.05	41.06	42.09
	Appx. Bi-wkly	2,448.80	2,510.40	2,572.80	2,633.60	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,204		

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
59T	Hourly	30.96	31.71	32.51	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	
	Appx. Bi-wkly	2,476.80	2,536.80	2,600.80	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,404.00
	Appx. Monthly	5,366.40	5,496.40	5,635.07	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00
	Appx. Annual	64,396.80	65,956.80	67,620.80	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	
60	Hourly	31.70	32.50	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.68
	Appx. Bi-wkly	2,536.00	2,600.00	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,494.40
	Appx. Monthly	5,494.67	5,633.33	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,571.20
	Appx. Annual	65,936.00	67,600.00	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,854.40
60A	Hourly	32.11	32.91	33.73	34.56	35.42	36.32	37.21	38.14	39.08	40.05	41.06	42.06	43.14	44.22
	Appx. Bi-wkly	2,568.80	2,632.80	2,698.40	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,537.60
	Appx. Monthly	5,565.73	5,704.40	5,846.53	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,664.80
	Appx. Annual	66,788.80	68,452.80	70,158.40	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,977.60
60C	Hourly	32.27	33.09	33.90	34.73	35.62	36.49	37.41	38.30	39.27	40.24	41.27	42.27	43.36	44.45
	Appx. Bi-wkly	2,581.60	2,647.20	2,712.00	2,778.40	2,849.60	2,919.20	2,992.80	3,064.00	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,556.00
	Appx. Monthly	5,593.47	5,735.60	5,876.00	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,974.93	7,153.47	7,326.80	7,515.73	7,704.67
	Appx. Annual	67,121.60	68,827.20	70,512.00	72,238.40	74,089.60	75,899.20	77,812.80	79,664.00	81,681.60	83,699.20	85,841.60	87,921.60	90,188.80	92,456.00
60T	Hourly	31.70	32.50	33.31	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	
	Appx. Bi-wkly	2,536.00	2,600.00	2,664.80	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	
	Appx. Monthly	5,494.67	5,633.33	5,773.73	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	
	Appx. Annual	65,936.00	67,600.00	69,284.80	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	
61	Hourly	32.48	33.29	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.71
	Appx. Bi-wkly	2,598.40	2,663.20	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,576.80
	Appx. Monthly	5,629.87	5,770.27	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,568.00	7,749.73
	Appx. Annual	67,558.40	69,243.20	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	92,996.80
61A	Hourly	32.89	33.70	34.56	35.42	36.32	37.21	38.14	39.08	40.05	41.06	42.06	43.14	44.16	45.28
	Appx. Bi-wkly	2,631.20	2,696.00	2,764.80	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,538.00	3,622.40
	Appx. Monthly	5,700.93	5,841.33	5,990.40	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,844.00
	Appx. Annual	68,411.20	70,096.00	71,884.80	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,182.40
61C	Hourly	33.07	33.88	34.73	35.62	36.49	37.41	38.30	39.27	40.24	41.27	42.27	43.36	44.38	45.49
	Appx. Bi-wkly	2,645.60	2,710.40	2,778.40	2,849.60	2,919.20	2,992.80	3,064.00	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,554.00	3,639.20
	Appx. Monthly	5,732.13	5,872.53	6,019.87	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,974.93	7,153.47	7,326.80	7,515.73	7,692.53	7,884.93
	Appx. Annual	68,785.60	70,470.40	72,238.40	74,089.60	75,899.20	77,812.80	79,664.00	81,681.60	83,699.20	85,841.60	87,921.60	90,188.80	92,310.40	94,619.20
61T	Hourly	32.48	33.29	34.13	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.62	
	Appx. Bi-wkly	2,598.40	2,663.20	2,730.40	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	
	Appx. Monthly	5,629.87	5,770.27	5,915.87	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,568.00	
	Appx. Annual	67,558.40	69,243.20	70,990.40	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	
62	Hourly	33.30	34.14	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.86
	Appx. Bi-wkly	2,664.00	2,731.20	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,668.80
	Appx. Monthly	5,772.00	5,917.60	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,568.00	7,754.93	7,949.07
	Appx. Annual	69,264.00	71,011.20	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,388.80
62A	Hourly	33.71	34.57	35.42	36.32	37.21	38.14	39.08	40.05	41.06	42.06	43.14	44.16	45.32	46.44
	Appx. Bi-wkly	2,696.80	2,765.60	2,833.60	2,905.60	2,976.80	3,051.20	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,538.00	3,625.60	3,715.20
	Appx. Monthly	5,843.07	5,992.13	6,139.47	6,295.47	6,449.73	6,610.93	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,855.47	8,049.60
	Appx. Annual	70,116.80	71,905.60	73,673.60	75,545.60	77,396.80	79,331.20	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,265.60	96,959.20
62C	Hourly	33.89	34.74	35.62	36.49	37.41	38.30	39.27	40.24	41.27	42.27	43.36	44.38	45.53	46.67
	Appx. Bi-wkly	2,711.20	2,779.20	2,849.60	2,919.20	2,992.80	3,064.00	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,554.00	3,642.40	3,733.60
	Appx. Monthly	5,874.27	6,021.60	6,174.13	6,324.93	6,484.40	6,638.67	6,806.80	6,974.93	7,153.47	7,326.80	7,515.73	7,692.53	7,891.87	8,089.47
	Appx. Annual	70,491.20	72,259.20	74,089.60	75,899.20	77,812.80	79,664.00	81,681.60	83,699.20	85,841.60	87,921.60	90,188.80	92,310.40	94,702.40	97,073.60
62T	Hourly	33.30	34.14	34.98	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	
	Appx. Bi-wkly	2,664.00	2,731.20	2,798.40	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	
	Appx. Monthly	5,772.00	5,917.60	6,063.20	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,568.00	7,754.93	
	Appx. Annual	69,264.00	71,011.20	72,758.40	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	
63	Hourly	34.13	34.97	35.85	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.97
	Appx. Bi-wkly	2,730.40	2,797.60	2,868.00	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,757.60
	Appx. Monthly	5,915.87	6,061.47	6,214.00	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,568.00	7,754.93	7,942.13	8,141.47
	Appx. Annual	70,990.40	72,737.60	74,568.00	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,697.60
63A	Hourly	34.56	35.41	36.32	37.21	38.14	39.08	40.05	41.06	42.06	43.14	44.16	45.32	46.39	47.55
	Appx. Bi-wkly	2,764.80	2,832.80	2,905.60	2,976.80	3,051.20	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,538.00	3,625.60	3,711.20	3,804.00
	Appx. Monthly	5,990.40	6,137.73	6,295.47	6,449.73										

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
64T	Hourly	34.96	35.84	36.76	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	
	Appx. Bi-wkly	2,796.80	2,867.20	2,940.80	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,753.60
	Appx. Monthly	6,059.73	6,212.27	6,371.73	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,132.80
	Appx. Annual	72,716.80	74,547.20	76,460.80	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	97,593.60
65	Hourly	35.83	36.75	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33
	Appx. Bi-wkly	2,866.40	2,940.00	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40
	Appx. Monthly	6,210.53	6,370.00	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53
	Appx. Annual	74,526.40	76,440.00	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40
65A	Hourly	36.30	37.20	38.14	39.08	40.05	41.06	42.06	43.14	44.16	45.32	46.39	47.51	48.73	49.97
	Appx. Bi-wkly	2,904.00	2,976.00	3,051.20	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60
	Appx. Monthly	6,292.00	6,448.00	6,610.93	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,855.47	8,040.93	8,235.07	8,446.53	8,661.47
	Appx. Annual	75,504.00	77,376.00	79,331.20	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60
65C	Hourly	36.47	37.40	38.30	39.27	40.24	41.27	42.27	43.36	44.38	45.53	46.62	47.75	49.00	50.19
	Appx. Bi-wkly	2,917.60	2,992.00	3,064.00	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20
	Appx. Monthly	6,321.47	6,482.67	6,638.67	6,806.80	6,974.93	7,153.47	7,326.80	7,515.73	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60
	Appx. Annual	75,857.60	77,792.00	79,664.00	81,681.60	83,699.20	85,841.60	87,921.60	90,188.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20
65T	Hourly	35.83	36.75	37.66	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33
	Appx. Bi-wkly	2,866.40	2,940.00	3,012.80	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40
	Appx. Monthly	6,210.53	6,370.00	6,527.73	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53
	Appx. Annual	74,526.40	76,440.00	78,332.80	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40
66	Hourly	36.74	37.65	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.57
	Appx. Bi-wkly	2,939.20	3,012.00	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,045.60
	Appx. Monthly	6,368.27	6,526.00	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,765.47
	Appx. Annual	76,419.20	78,312.00	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,185.60
66A	Hourly	37.18	38.13	39.08	40.05	41.06	42.06	43.14	44.16	45.32	46.39	47.51	48.73	49.97	51.21
	Appx. Bi-wkly	2,974.40	3,050.40	3,126.40	3,204.00	3,284.80	3,364.80	3,451.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,096.80
	Appx. Monthly	6,444.53	6,609.20	6,773.87	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,855.47	8,040.93	8,235.07	8,446.53	8,661.47	8,876.40
	Appx. Annual	77,334.40	79,310.40	81,286.40	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,516.80
66C	Hourly	37.39	38.29	39.27	40.24	41.27	42.27	43.36	44.38	45.53	46.62	47.75	49.00	50.19	51.46
	Appx. Bi-wkly	2,991.20	3,063.20	3,141.60	3,219.20	3,301.60	3,381.60	3,468.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,116.80
	Appx. Monthly	6,480.93	6,636.93	6,806.80	6,974.93	7,153.47	7,326.80	7,515.73	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,919.73
	Appx. Annual	77,771.20	79,643.20	81,681.60	83,699.20	85,841.60	87,921.60	90,188.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	107,036.80
66T	Hourly	36.74	37.65	38.60	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.57
	Appx. Bi-wkly	2,939.20	3,012.00	3,088.00	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,045.60
	Appx. Monthly	6,368.27	6,526.00	6,690.67	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,765.47
	Appx. Annual	76,419.20	78,312.00	80,288.00	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,185.60
67	Hourly	37.63	38.58	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.81
	Appx. Bi-wkly	3,010.40	3,086.40	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,144.80
	Appx. Monthly	6,522.53	6,687.20	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,980.40
	Appx. Annual	78,270.40	80,246.40	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,764.80
67A	Hourly	38.11	39.06	40.05	41.06	42.06	43.14	44.16	45.32	46.39	47.51	48.73	49.97	51.19	52.47
	Appx. Bi-wkly	3,048.80	3,124.80	3,204.00	3,284.80	3,364.80	3,451.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,095.20	4,197.60
	Appx. Monthly	6,605.73	6,770.40	6,942.00	7,117.07	7,290.40	7,477.60	7,654.40	7,855.47	8,040.93	8,235.07	8,446.53	8,661.47	8,872.93	9,094.80
	Appx. Annual	79,268.80	81,244.80	83,304.00	85,404.80	87,484.80	89,731.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,475.20	109,137.60
67C	Hourly	38.27	39.25	40.24	41.27	42.27	43.36	44.38	45.53	46.62	47.75	49.00	50.19	51.43	52.72
	Appx. Bi-wkly	3,061.60	3,140.00	3,219.20	3,301.60	3,381.60	3,468.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,114.40	4,217.60
	Appx. Monthly	6,633.47	6,803.33	6,974.93	7,153.47	7,326.80	7,515.73	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,914.53	9,138.13
	Appx. Annual	79,601.60	81,640.00	83,699.20	85,841.60	87,921.60	90,188.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	106,974.40	109,657.60
67T	Hourly	37.63	38.58	39.54	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.81
	Appx. Bi-wkly	3,010.40	3,086.40	3,163.20	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,144.80
	Appx. Monthly	6,522.53	6,687.20	6,853.60	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,980.40
	Appx. Annual	78,270.40	80,246.40	82,243.20	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,764.80
68	Hourly	38.60	39.57	40.54	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.12
	Appx. Bi-wkly	3,088.00	3,165.60	3,243.20	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,249.60
	Appx. Monthly	6,690.67	6,858.80	7,026.93	7,198.53	7,384.00	7,560.80	7,754.93	7,942.13	8,132.80	8,342.53	8,550.53	8,762.00	8,982.13	9,207.47
	Appx. Annual	80,288.00	82,305.60	84,323.20	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,489.60
68A	Hourly	39.08	40.07	41.06	42.06	43.14	44.16	45.32	46.39	47.51	48.73	49.97	51.19	52.49	53.78
	Appx. Bi-wkly	3,126.40	3,205.60	3,284.80	3,364.80	3,451.20	3,532.80	3,625.60	3,711.20	3,800.					

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
69T	Hourly	39.53	40.51	41.53	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	
	Appx. Bi-wkly	3,162.40	3,240.80	3,322.40	3,408.00	3,489.60	3,579.20	3,665.60	3,753.60	3,842.00	3,940.00	4,040.00	4,145.60	4,250.40	4,352.00
	Appx. Monthly	6,851.87	7,021.73	7,198.53	7,384.00	7,568.00	7,754.93	7,942.13	8,132.80	8,324.53	8,517.00	8,712.00	8,908.13	9,104.93	9,303.20
	Appx. Annual	82,222.40	84,260.80	86,382.40	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20
70	Hourly	40.54	41.56	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.85
	Appx. Bi-wkly	3,243.20	3,324.80	3,408.00	3,493.60	3,579.20	3,665.60	3,753.60	3,842.00	3,940.00	4,040.00	4,145.60	4,250.40	4,352.00	4,458.40
	Appx. Monthly	7,026.93	7,203.73	7,384.00	7,568.00	7,754.93	7,942.13	8,132.80	8,324.53	8,517.00	8,712.00	8,908.13	9,104.93	9,303.20	9,502.00
	Appx. Annual	84,323.20	86,444.80	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,168.00
70A	Hourly	41.06	42.09	43.14	44.16	45.22	46.39	47.51	48.73	49.97	51.19	52.49	53.79	55.16	56.55
	Appx. Bi-wkly	3,284.80	3,367.20	3,451.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,095.20	4,199.20	4,303.20	4,412.80	4,524.00
	Appx. Monthly	7,117.07	7,295.60	7,477.60	7,654.40	7,835.47	8,019.87	8,207.67	8,398.53	8,592.60	8,789.93	8,989.60	9,191.60	9,395.60	9,600.00
	Appx. Annual	85,404.80	87,547.20	89,731.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,475.20	109,179.20	111,883.20	114,732.80	117,624.00
70C	Hourly	41.27	42.30	43.36	44.38	45.53	46.62	47.75	49.00	50.19	51.43	52.73	54.06	55.44	56.84
	Appx. Bi-wkly	3,301.60	3,384.00	3,468.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,432.00	4,540.00
	Appx. Monthly	7,153.47	7,332.00	7,515.73	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,852.27
	Appx. Annual	85,841.60	87,984.00	90,188.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,227.20
70T	Hourly	40.54	41.56	42.60	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	
	Appx. Bi-wkly	3,243.20	3,324.80	3,408.00	3,493.60	3,579.20	3,665.60	3,753.60	3,842.00	3,940.00	4,040.00	4,145.60	4,250.40	4,352.00	4,458.40
	Appx. Monthly	7,026.93	7,203.73	7,384.00	7,568.00	7,754.93	7,942.13	8,132.80	8,324.53	8,517.00	8,712.00	8,908.13	9,104.93	9,303.20	9,502.00
	Appx. Annual	84,323.20	86,444.80	88,608.00	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,168.00
71	Hourly	41.52	42.56	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22
	Appx. Bi-wkly	3,321.60	3,404.80	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60
	Appx. Monthly	7,196.80	7,377.07	7,560.80	7,754.93	7,942.13	8,132.80	8,324.53	8,517.00	8,712.00	8,908.13	9,104.93	9,303.20	9,502.00	9,701.60
	Appx. Annual	86,361.60	88,524.80	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,168.00	119,017.60
71A	Hourly	42.05	43.09	44.16	45.22	46.39	47.51	48.73	49.97	51.19	52.49	53.79	55.16	56.51	57.93
	Appx. Bi-wkly	3,364.00	3,447.20	3,532.80	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,095.20	4,199.20	4,303.20	4,412.80	4,524.00	4,634.40
	Appx. Monthly	7,288.67	7,468.93	7,654.40	7,835.47	8,040.93	8,235.07	8,446.53	8,661.47	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20
	Appx. Annual	87,464.00	89,627.20	91,852.80	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40
71C	Hourly	42.26	43.31	44.38	45.53	46.62	47.75	49.00	50.19	51.43	52.73	54.06	55.44	56.84	58.21
	Appx. Bi-wkly	3,380.80	3,464.80	3,550.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,432.00	4,540.00	4,656.80
	Appx. Monthly	7,325.07	7,507.07	7,692.53	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73
	Appx. Annual	87,900.80	90,084.80	92,310.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,144.00	121,076.80
71T	Hourly	41.52	42.56	43.62	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	
	Appx. Bi-wkly	3,321.60	3,404.80	3,489.60	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60
	Appx. Monthly	7,196.80	7,377.07	7,560.80	7,754.93	7,942.13	8,132.80	8,324.53	8,517.00	8,712.00	8,908.13	9,104.93	9,303.20	9,502.00	9,701.60
	Appx. Annual	86,361.60	88,524.80	90,729.60	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,168.00	119,017.60
72	Hourly	42.58	43.65	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.65
	Appx. Bi-wkly	3,406.40	3,492.00	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,692.00
	Appx. Monthly	7,380.53	7,566.00	7,754.93	7,942.13	8,132.80	8,324.53	8,517.00	8,712.00	8,908.13	9,104.93	9,303.20	9,502.00	9,701.60	9,901.60
	Appx. Annual	88,566.40	90,792.00	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,168.00	119,017.60	121,992.00
72A	Hourly	43.12	44.20	45.32	46.39	47.51	48.73	49.97	51.19	52.49	53.79	55.16	56.51	57.93	59.38
	Appx. Bi-wkly	3,449.60	3,536.00	3,625.60	3,711.20	3,800.80	3,898.40	3,997.60	4,095.20	4,199.20	4,303.20	4,412.80	4,524.00	4,634.40	4,750.40
	Appx. Monthly	7,474.13	7,661.33	7,855.47	8,040.93	8,235.07	8,446.53	8,661.47	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,292.53
	Appx. Annual	89,689.60	91,936.00	94,265.60	96,491.20	98,820.80	101,358.40	103,937.60	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,510.40
72C	Hourly	43.34	44.43	45.53	46.62	47.75	49.00	50.19	51.43	52.73	54.06	55.44	56.84	58.21	59.67
	Appx. Bi-wkly	3,467.20	3,554.40	3,642.40	3,729.60	3,820.00	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,432.00	4,540.00	4,656.80	4,773.60
	Appx. Monthly	7,512.27	7,701.20	7,891.87	8,080.80	8,276.67	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,342.80
	Appx. Annual	90,147.20	92,414.40	94,702.40	96,969.60	99,320.00	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,144.00	121,076.80	124,113.60
72T	Hourly	42.58	43.65	44.74	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	
	Appx. Bi-wkly	3,406.40	3,492.00	3,579.20	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,692.00
	Appx. Monthly	7,380.53	7,566.00	7,754.93	7,942.13	8,132.80	8,324.53	8,517.00	8,712.00	8,908.13	9,104.93	9,303.20	9,502.00	9,701.60	9,901.60
	Appx. Annual	88,566.40	90,792.00	93,059.20	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,168.00	119,017.60	121,992.00
73	Hourly	43.61	44.70	45.82	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.10
	Appx. Bi-wkly	3,488.80	3,576.00	3,665.60	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,692.00	4,808.00
	Appx. Monthly	7,559.07	7,748.00	7,942.13	8,132.80	8,324.53	8,517.00	8,712.00	8,908.13	9,104.93	9,303.20	9,502.00	9,701.60	9,901.60	10,102.00
	Appx. Annual	90,708.80	92,976.00	95,305.60	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,168.00	119,017.60	121,971.20	125,008.00
73A	Hourly	44.15	45.26	46.39	47.51	48.73	49.97	51.19	52.49	53.79	55.16	56.51	57.93	59.37	60.85
	Appx. Bi-wkly	3,532.00	3,620.80	3,711.20	3,800.80										

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
74T	Hourly	44.66	45.78	46.92	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	
	Appx. Bi-wkly	3,572.80	3,662.40	3,753.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,922.80
	Appx. Monthly	7,741.07	7,935.20	8,132.80	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,666.40
	Appx. Annual	92,892.80	95,222.40	97,593.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	
75	Hourly	45.82	46.97	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.12
	Appx. Bi-wkly	3,665.60	3,757.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,922.80	5,049.60
	Appx. Monthly	7,942.13	8,141.47	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,940.80
	Appx. Annual	95,305.60	97,697.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,289.60
75A	Hourly	46.39	47.55	48.73	49.97	51.19	52.49	53.79	55.16	56.51	57.93	59.37	60.83	62.34	63.91
	Appx. Bi-wkly	3,711.20	3,804.00	3,898.40	3,997.60	4,095.20	4,199.20	4,303.20	4,412.80	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,112.80
	Appx. Monthly	8,040.93	8,242.00	8,446.53	8,661.47	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,077.73
	Appx. Annual	96,491.20	98,904.00	101,358.40	103,937.60	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,932.80
75C	Hourly	46.62	47.81	49.00	50.19	51.43	52.73	54.06	55.44	56.80	58.21	59.66	61.11	62.67	64.23
	Appx. Bi-wkly	3,729.60	3,824.80	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,435.20	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,138.40
	Appx. Monthly	8,080.80	8,287.07	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,133.20
	Appx. Annual	96,969.60	99,444.80	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,144.00	121,076.80	124,092.80	127,108.80	130,353.60	133,598.40
75T	Hourly	45.82	46.97	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.12
	Appx. Bi-wkly	3,665.60	3,757.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,922.80	5,049.60
	Appx. Monthly	7,942.13	8,141.47	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,940.80
	Appx. Annual	95,305.60	97,697.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,289.60
76	Hourly	46.97	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.12	64.70
	Appx. Bi-wkly	3,757.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,922.80	5,050.40	5,176.00
	Appx. Monthly	8,141.47	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,214.67
	Appx. Annual	97,697.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,576.00
76A	Hourly	47.55	48.73	49.97	51.19	52.49	53.79	55.16	56.51	57.93	59.37	60.83	62.34	63.92	65.53
	Appx. Bi-wkly	3,804.00	3,898.40	3,997.60	4,095.20	4,199.20	4,303.20	4,412.80	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,240.40
	Appx. Monthly	8,242.00	8,446.53	8,661.47	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,358.53
	Appx. Annual	98,904.00	101,358.40	103,937.60	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,953.60	136,302.40
76C	Hourly	47.81	49.00	50.19	51.43	52.73	54.06	55.44	56.80	58.21	59.66	61.11	62.67	64.23	65.85
	Appx. Bi-wkly	3,824.80	3,920.00	4,015.20	4,114.40	4,218.40	4,324.80	4,435.20	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,268.00
	Appx. Monthly	8,287.07	8,493.33	8,699.60	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,414.00
	Appx. Annual	99,444.80	101,920.00	104,395.20	106,974.40	109,678.40	112,444.80	115,315.20	118,144.00	121,076.80	124,092.80	127,108.80	130,353.60	133,619.20	136,968.00
76T	Hourly	46.97	48.13	49.33	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.12	64.70
	Appx. Bi-wkly	3,757.60	3,850.40	3,946.40	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,922.80	5,050.40	5,176.00
	Appx. Monthly	8,141.47	8,342.53	8,550.53	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,214.67
	Appx. Annual	97,697.60	100,110.40	102,606.40	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,576.00
77	Hourly	48.10	49.31	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.12	64.72	66.36
	Appx. Bi-wkly	3,848.00	3,944.80	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,922.80	5,050.40	5,177.60	5,308.80
	Appx. Monthly	8,337.33	8,547.07	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,502.40
	Appx. Annual	100,048.00	102,564.80	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	138,028.80
77A	Hourly	48.71	49.93	51.19	52.49	53.79	55.16	56.51	57.93	59.37	60.83	62.34	63.92	65.55	67.19
	Appx. Bi-wkly	3,896.80	3,994.40	4,095.20	4,199.20	4,303.20	4,412.80	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,244.00	5,375.20
	Appx. Monthly	8,443.07	8,654.53	8,872.93	9,098.27	9,323.60	9,561.07	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,362.00	11,646.27
	Appx. Annual	101,316.80	103,854.40	106,475.20	109,179.20	111,883.20	114,732.80	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,953.60	136,344.00	139,755.20
77C	Hourly	48.97	50.17	51.43	52.73	54.06	55.44	56.80	58.21	59.66	61.11	62.67	64.23	65.87	67.52
	Appx. Bi-wkly	3,917.60	4,013.60	4,114.40	4,218.40	4,324.80	4,435.20	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,269.60	5,401.60
	Appx. Monthly	8,488.13	8,696.13	8,914.53	9,139.87	9,370.40	9,609.60	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,417.47	11,703.47
	Appx. Annual	101,857.60	104,353.60	106,974.40	109,678.40	112,444.80	115,315.20	118,144.00	121,076.80	124,092.80	127,108.80	130,353.60	133,619.20	137,009.60	140,441.60
77T	Hourly	48.10	49.31	50.55	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.12	64.72	66.36
	Appx. Bi-wkly	3,848.00	3,944.80	4,044.00	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,922.80	5,050.40	5,177.60	5,308.80
	Appx. Monthly	8,337.33	8,547.07	8,762.00	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,502.40
	Appx. Annual	100,048.00	102,564.80	105,144.00	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	138,028.80
78	Hourly	49.32	50.56	51.82	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.12	64.72	66.34	67.98
	Appx. Bi-wkly	3,945.60	4,044.80	4,145.60	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,922.80	5,050.40	5,177.60	5,307.20	5,438.40
	Appx. Monthly	8,548.80	8,763.73	8,982.13	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,783.20
	Appx. Annual	102,585.60	105,164.80	107,785.60	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,398.40
78A	Hourly	49.95	51.20	52.49	53.79	55.16	56.51	57.93	59.37						

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
79T	Hourly	50.57	51.84	53.13	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	
	Appx. Bi-wkly	4,045.60	4,147.20	4,250.40	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80
	Appx. Monthly	8,765.47	8,985.60	9,209.20	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,073.93
	Appx. Annual	105,185.60	107,827.20	110,510.40	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	
80	Hourly	51.87	53.15	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.44
	Appx. Bi-wkly	4,149.60	4,252.00	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,715.20
	Appx. Monthly	8,990.80	9,212.67	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,382.93
	Appx. Annual	107,889.60	110,552.00	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,595.20
80A	Hourly	52.52	53.82	55.16	56.51	57.93	59.37	60.83	62.34	63.92	65.55	67.17	68.87	70.58	72.34
	Appx. Bi-wkly	4,201.60	4,305.60	4,412.80	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,244.00	5,373.60	5,509.60	5,646.40	5,787.20
	Appx. Monthly	9,103.47	9,328.80	9,561.07	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,362.00	11,642.80	11,937.47	12,233.87	12,538.93
	Appx. Annual	109,241.60	111,945.60	114,732.80	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,953.60	136,344.00	139,713.60	143,249.60	146,806.40	150,467.20
80C	Hourly	52.77	54.09	55.44	56.80	58.21	59.66	61.11	62.67	64.24	65.87	67.50	69.20	70.94	72.70
	Appx. Bi-wkly	4,221.60	4,327.20	4,435.20	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,269.60	5,400.00	5,536.00	5,675.20	5,816.00
	Appx. Monthly	9,146.80	9,375.60	9,609.60	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,417.47	11,700.00	11,994.67	12,296.27	12,601.33
	Appx. Annual	109,761.60	112,507.20	115,315.20	118,144.00	121,076.80	124,092.80	127,108.80	130,353.60	133,619.20	137,009.60	140,400.00	143,936.00	147,552.00	151,216.00
80T	Hourly	51.87	53.15	54.49	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.44
	Appx. Bi-wkly	4,149.60	4,252.00	4,359.20	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,715.20
	Appx. Monthly	8,990.80	9,212.67	9,444.93	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,382.93
	Appx. Annual	107,889.60	110,552.00	113,339.20	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,595.20
81	Hourly	53.12	54.46	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.23
	Appx. Bi-wkly	4,249.60	4,356.80	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40
	Appx. Monthly	9,207.47	9,439.73	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20
	Appx. Annual	110,489.60	113,276.80	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40
81A	Hourly	53.78	55.12	56.51	57.93	59.37	60.83	62.34	63.92	65.55	67.17	68.87	70.58	72.31	74.14
	Appx. Bi-wkly	4,302.40	4,409.60	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,244.00	5,373.60	5,509.60	5,646.40	5,784.80	5,932.00
	Appx. Monthly	9,321.87	9,554.13	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,362.00	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93
	Appx. Annual	111,862.40	114,649.60	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,953.60	136,344.00	139,713.60	143,249.60	146,806.40	150,404.80	154,211.20
81C	Hourly	54.05	55.40	56.80	58.21	59.66	61.11	62.67	64.24	65.87	67.50	69.20	70.94	72.67	74.51
	Appx. Bi-wkly	4,324.00	4,432.00	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80
	Appx. Monthly	9,368.67	9,602.67	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07
	Appx. Annual	112,424.00	115,232.00	118,144.00	121,076.80	124,092.80	127,108.80	130,353.60	133,619.20	137,009.60	140,400.00	143,936.00	147,552.00	151,153.60	154,980.80
81T	Hourly	53.12	54.46	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.23
	Appx. Bi-wkly	4,249.60	4,356.80	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40
	Appx. Monthly	9,207.47	9,439.73	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20
	Appx. Annual	110,489.60	113,276.80	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40
82	Hourly	54.46	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.23	75.06
	Appx. Bi-wkly	4,356.80	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,004.80
	Appx. Monthly	9,439.73	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,010.40
	Appx. Annual	113,276.80	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,124.80
82A	Hourly	55.12	56.51	57.93	59.37	60.83	62.34	63.92	65.55	67.17	68.87	70.58	72.31	74.14	75.99
	Appx. Bi-wkly	4,409.60	4,520.80	4,634.40	4,749.60	4,866.40	4,987.20	5,113.60	5,244.00	5,373.60	5,509.60	5,646.40	5,784.80	5,932.00	6,079.20
	Appx. Monthly	9,554.13	9,795.07	10,041.20	10,290.80	10,543.87	10,805.60	11,079.47	11,362.00	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93	13,171.60
	Appx. Annual	114,649.60	117,540.80	120,494.40	123,489.60	126,526.40	129,667.20	132,953.60	136,344.00	139,713.60	143,249.60	146,806.40	150,404.80	154,211.20	158,059.20
82C	Hourly	55.40	56.80	58.21	59.66	61.11	62.67	64.24	65.87	67.50	69.20	70.94	72.67	74.51	76.38
	Appx. Bi-wkly	4,432.00	4,544.00	4,656.80	4,772.80	4,888.80	5,013.60	5,139.20	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	6,110.40
	Appx. Monthly	9,602.67	9,845.33	10,089.73	10,341.07	10,592.40	10,862.80	11,134.93	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	13,239.20
	Appx. Annual	115,232.00	118,144.00	121,076.80	124,092.80	127,108.80	130,353.60	133,619.20	137,009.60	140,400.00	143,936.00	147,552.00	151,153.60	154,980.80	158,870.40
82T	Hourly	54.46	55.82	57.22	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.23	75.06
	Appx. Bi-wkly	4,356.80	4,465.60	4,577.60	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,004.80
	Appx. Monthly	9,439.73	9,675.47	9,918.13	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,010.40
	Appx. Annual	113,276.80	116,105.60	119,017.60	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,124.80
83	Hourly	55.81	57.21	58.64	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.94
	Appx. Bi-wkly	4,464.80	4,576.80	4,691.20	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,155.20
	Appx. Monthly	9,673.73	9,916.40	10,164.27	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,336.27
	Appx. Annual	116,084.80	118,996.80	121,971.20	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,035.20
83A	Hourly														

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
84T	Hourly	57.18	58.60	60.08	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.93	
	Appx. Bi-wkly	4,574.40	4,688.00	4,806.40	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,304.00
	Appx. Monthly	9,911.20	10,157.33	10,413.87	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,659.07
	Appx. Annual	118,934.40	121,888.00	124,966.40	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	
85	Hourly	58.63	60.09	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.82
	Appx. Bi-wkly	4,690.40	4,807.20	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,465.60
	Appx. Monthly	10,162.53	10,415.60	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,008.80
	Appx. Annual	121,950.40	124,987.20	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,105.60
85A	Hourly	59.36	60.84	62.34	63.92	65.55	67.17	68.87	70.58	72.31	74.14	76.01	77.89	79.85	81.84
	Appx. Bi-wkly	4,748.80	4,867.20	4,987.20	5,113.60	5,244.00	5,373.60	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,547.20
	Appx. Monthly	10,289.07	10,545.60	10,805.60	11,079.47	11,362.00	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,185.60
	Appx. Annual	123,468.80	126,547.20	129,667.20	132,953.60	136,344.00	139,713.60	143,249.60	146,806.40	150,404.80	154,211.20	158,100.80	162,112.00	166,088.00	170,227.20
85C	Hourly	59.64	61.12	62.67	64.24	65.87	67.50	69.20	70.94	72.67	74.51	76.39	78.28	80.23	82.25
	Appx. Bi-wkly	4,771.20	4,889.60	5,013.60	5,139.20	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,580.00
	Appx. Monthly	10,337.60	10,594.13	10,862.80	11,134.93	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,256.67
	Appx. Annual	124,051.20	127,129.60	130,353.60	133,619.20	137,009.60	140,400.00	143,936.00	147,552.00	151,153.60	154,980.80	158,912.00	162,822.40	166,878.40	171,080.00
85T	Hourly	58.63	60.09	61.59	63.13	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.82
	Appx. Bi-wkly	4,690.40	4,807.20	4,927.20	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,465.60
	Appx. Monthly	10,162.53	10,415.60	10,675.60	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,008.80
	Appx. Annual	121,950.40	124,987.20	128,107.20	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	
86	Hourly	60.10	61.60	63.13	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.83
	Appx. Bi-wkly	4,808.00	4,928.00	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,626.40
	Appx. Monthly	10,417.33	10,677.33	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,357.20
	Appx. Annual	125,008.00	128,128.00	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,286.40
86A	Hourly	60.85	62.35	63.92	65.55	67.17	68.87	70.58	72.31	74.14	76.01	77.89	79.85	81.83	83.86
	Appx. Bi-wkly	4,868.00	4,988.00	5,113.60	5,244.00	5,373.60	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,546.40	6,708.80
	Appx. Monthly	10,547.33	10,807.33	11,079.47	11,362.00	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,183.87	14,535.73
	Appx. Annual	126,568.00	129,688.00	132,953.60	136,344.00	139,713.60	143,249.60	146,806.40	150,404.80	154,211.20	158,100.80	162,112.00	166,088.00	170,206.40	174,428.80
86C	Hourly	61.15	62.68	64.24	65.87	67.50	69.20	70.94	72.67	74.51	76.39	78.28	80.23	82.24	84.30
	Appx. Bi-wkly	4,892.00	5,014.40	5,139.20	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,579.20	6,744.00
	Appx. Monthly	10,599.33	10,864.53	11,134.93	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,254.93	14,612.00
	Appx. Annual	127,192.00	130,374.40	133,619.20	137,009.60	140,400.00	143,936.00	147,552.00	151,153.60	154,980.80	158,912.00	162,822.40	166,878.40	171,059.20	175,344.00
86T	Hourly	60.10	61.60	63.13	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.83
	Appx. Bi-wkly	4,808.00	4,928.00	5,050.40	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,626.40
	Appx. Monthly	10,417.33	10,677.33	10,942.53	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,357.20
	Appx. Annual	125,008.00	128,128.00	131,310.40	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,286.40
87	Hourly	61.62	63.15	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92
	Appx. Bi-wkly	4,929.60	5,052.00	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60
	Appx. Monthly	10,680.80	10,946.00	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47
	Appx. Annual	128,169.60	131,352.00	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,636.00
87A	Hourly	62.37	63.94	65.55	67.17	68.87	70.58	72.31	74.14	76.01	77.89	79.85	81.83	83.91	85.99
	Appx. Bi-wkly	4,989.60	5,115.20	5,244.00	5,373.60	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20
	Appx. Monthly	10,810.80	11,082.93	11,362.00	11,642.80	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93
	Appx. Annual	129,729.60	132,995.20	136,344.00	139,713.60	143,249.60	146,806.40	150,404.80	154,211.20	158,100.80	162,112.00	166,088.00	170,206.40	174,532.80	178,859.20
87C	Hourly	62.70	64.26	65.87	67.50	69.20	70.94	72.67	74.51	76.39	78.28	80.23	82.24	84.33	86.43
	Appx. Bi-wkly	5,016.00	5,140.80	5,269.60	5,400.00	5,536.00	5,675.20	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40
	Appx. Monthly	10,868.00	11,138.40	11,417.47	11,700.00	11,994.67	12,296.27	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20
	Appx. Annual	130,416.00	133,660.80	137,009.60	140,400.00	143,936.00	147,552.00	151,153.60	154,980.80	158,912.00	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40
87T	Hourly	61.62	63.15	64.72	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92
	Appx. Bi-wkly	4,929.60	5,052.00	5,177.60	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60
	Appx. Monthly	10,680.80	10,946.00	11,218.13	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47
	Appx. Annual	128,169.60	131,352.00	134,617.60	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,636.00
88	Hourly	63.13	64.70	66.34	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.05
	Appx. Bi-wkly	5,050.40	5,176.00	5,307.20	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,964.00
	Appx. Monthly	10,942.53	11,214.67	11,498.93	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,088.67
	Appx. Annual	131,310.40	134,576.00	137,987.20	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80				

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
89T	Hourly	64.72	66.36	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	
	Appx. Bi-wkly	5,177.60	5,308.80	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,131.60
	Appx. Monthly	11,218.13	11,502.40	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,453.47
	Appx. Annual	134,617.60	138,028.80	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40
90	Hourly	66.36	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47
	Appx. Bi-wkly	5,308.80	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,131.60	7,316.00
	Appx. Monthly	11,502.40	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80
	Appx. Annual	138,028.80	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60
90A	Hourly	67.19	68.87	70.58	72.31	74.14	76.01	77.89	79.85	81.83	83.91	85.99	88.12	90.34	92.61
	Appx. Bi-wkly	5,375.20	5,509.60	5,646.40	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80
	Appx. Monthly	11,646.27	11,937.47	12,233.87	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40
	Appx. Annual	139,755.20	143,249.60	146,806.40	150,404.80	154,211.20	158,100.80	162,011.20	166,088.00	170,206.40	174,532.80	178,952.00	183,289.60	187,907.20	192,628.80
90C	Hourly	67.52	69.20	70.94	72.77	74.51	76.39	78.28	80.23	82.24	84.33	86.43	88.54	90.79	93.06
	Appx. Bi-wkly	5,401.60	5,536.00	5,675.20	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80
	Appx. Monthly	11,703.47	11,994.67	12,296.27	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40
	Appx. Annual	140,441.60	143,936.00	147,555.20	151,153.60	154,980.80	158,891.20	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80
90T	Hourly	66.36	68.01	69.71	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47
	Appx. Bi-wkly	5,308.80	5,440.80	5,576.80	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,131.60	7,316.00
	Appx. Monthly	11,502.40	11,788.40	12,083.07	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80
	Appx. Annual	138,028.80	141,460.80	144,996.80	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60
91	Hourly	67.98	69.69	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.75
	Appx. Bi-wkly	5,438.40	5,575.20	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,316.00	7,500.00
	Appx. Monthly	11,783.20	12,079.60	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,250.00
	Appx. Annual	141,398.40	144,955.20	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	195,000.00
91A	Hourly	68.84	70.56	72.31	74.14	76.01	77.89	79.85	81.83	83.91	85.99	88.12	90.34	92.61	94.92
	Appx. Bi-wkly	5,507.20	5,644.80	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	7,593.60
	Appx. Monthly	11,932.27	12,230.40	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40	16,452.80
	Appx. Annual	143,187.20	146,764.80	150,404.80	154,211.20	158,100.80	162,011.20	166,088.00	170,206.40	174,532.80	178,952.00	183,289.60	187,907.20	192,628.80	197,433.60
91C	Hourly	69.18	70.91	72.67	74.51	76.39	78.28	80.23	82.24	84.33	86.43	88.54	90.79	93.06	95.39
	Appx. Bi-wkly	5,534.40	5,672.80	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,631.20
	Appx. Monthly	11,991.20	12,291.07	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,534.27
	Appx. Annual	143,894.40	147,492.80	151,153.60	154,980.80	158,891.20	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,411.20
91T	Hourly	67.98	69.69	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.75
	Appx. Bi-wkly	5,438.40	5,575.20	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,316.00	7,500.00
	Appx. Monthly	11,783.20	12,079.60	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,250.00
	Appx. Annual	141,398.40	144,955.20	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	195,000.00
92	Hourly	69.69	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07
	Appx. Bi-wkly	5,575.20	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,316.00	7,499.20	7,685.60
	Appx. Monthly	12,079.60	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13
	Appx. Annual	144,955.20	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60
92A	Hourly	70.56	72.31	74.14	76.01	77.89	79.85	81.83	83.91	85.99	88.12	90.34	92.61	94.90	97.27
	Appx. Bi-wkly	5,644.80	5,784.80	5,931.20	6,080.80	6,231.20	6,388.00	6,546.40	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	7,593.60	7,781.60
	Appx. Monthly	12,230.40	12,533.73	12,850.93	13,175.07	13,500.93	13,840.67	14,183.87	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40	16,449.33	16,860.13
	Appx. Annual	146,764.80	150,404.80	154,211.20	158,100.80	162,011.20	166,088.00	170,206.40	174,532.80	178,952.00	183,289.60	187,907.20	192,628.80	197,392.00	202,321.60
92C	Hourly	70.91	72.67	74.51	76.39	78.28	80.23	82.24	84.33	86.43	88.54	90.79	93.06	95.38	97.76
	Appx. Bi-wkly	5,672.80	5,813.60	5,960.80	6,111.20	6,262.40	6,418.40	6,579.20	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.80
	Appx. Monthly	12,291.07	12,596.13	12,915.07	13,240.93	13,568.53	13,906.53	14,254.93	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07
	Appx. Annual	147,492.80	151,153.60	154,980.80	158,891.20	162,822.40	166,878.40	171,059.20	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80
92T	Hourly	69.69	71.42	73.23	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07
	Appx. Bi-wkly	5,575.20	5,713.60	5,858.40	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,316.00	7,499.20	7,685.60
	Appx. Monthly	12,079.60	12,379.47	12,693.20	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13
	Appx. Annual	144,955.20	148,553.60	152,318.40	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60
93	Hourly	71.43	73.24	75.07	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46
	Appx. Bi-wkly	5,714.40	5,859.20	6,005.60	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,316.00	7,499.20	7,685.60	7,876.80
	Appx. Monthly	12,381.20	12,694.93	13,012.13	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40
	Appx. Annual	148,574.40	152,339.20	156,145.60	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,00					

GENERAL SALARY SCHEDULE

Effective 07/18/2020		2.5% Across the Board Increase													
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
94T	Hourly	73.23	75.06	76.93	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	
	Appx. Bi-wkly	5,858.40	6,004.80	6,154.40	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	
	Appx. Monthly	12,693.20	13,010.40	13,334.53	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	
	Appx. Annual	152,318.40	156,124.80	160,014.40	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	
95	Hourly	75.05	76.92	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44
	Appx. Bi-wkly	6,004.00	6,153.60	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20
	Appx. Monthly	13,008.67	13,332.80	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60
	Appx. Annual	156,104.00	159,993.60	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20
95A	Hourly	75.98	77.88	79.85	81.83	83.91	85.99	88.12	90.34	92.61	94.90	97.27	99.70	102.18	104.73
	Appx. Bi-wkly	6,078.40	6,230.40	6,388.00	6,546.40	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	7,592.00	7,781.60	7,976.00	8,174.40	8,378.40
	Appx. Monthly	13,169.87	13,499.20	13,840.67	14,183.87	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40	16,449.33	16,860.13	17,281.33	17,711.20	18,153.20
	Appx. Annual	158,038.40	161,990.40	166,088.00	170,206.40	174,532.80	178,859.20	183,289.60	187,907.20	192,628.80	197,392.00	202,321.60	207,376.00	212,534.40	217,838.40
95C	Hourly	76.37	78.27	80.23	82.24	84.33	86.43	88.54	90.79	93.06	95.38	97.76	100.20	102.68	105.25
	Appx. Bi-wkly	6,109.60	6,261.60	6,418.40	6,579.20	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.80	8,016.00	8,214.40	8,420.00
	Appx. Monthly	13,237.47	13,566.80	13,906.53	14,254.93	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07	17,368.00	17,797.87	18,243.33
	Appx. Annual	158,849.60	162,801.60	166,878.40	171,059.20	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80	208,416.00	213,574.40	218,920.00
95T	Hourly	75.05	76.92	78.86	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	
	Appx. Bi-wkly	6,004.00	6,153.60	6,308.80	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	
	Appx. Monthly	13,008.67	13,332.80	13,669.07	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	
	Appx. Annual	156,104.00	159,993.60	164,028.80	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	
96	Hourly	76.91	78.85	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	106.03
	Appx. Bi-wkly	6,152.80	6,308.00	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20	8,482.40
	Appx. Monthly	13,331.07	13,667.33	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	18,378.53
	Appx. Annual	159,972.80	164,008.00	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	220,542.40
96A	Hourly	77.87	79.84	81.83	83.91	85.99	88.12	90.34	92.61	94.90	97.27	99.70	102.18	104.73	107.36
	Appx. Bi-wkly	6,229.60	6,387.20	6,546.40	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	7,592.00	7,781.60	7,976.00	8,174.40	8,378.40	8,588.80
	Appx. Monthly	13,497.47	13,838.93	14,183.87	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40	16,449.33	16,860.13	17,281.33	17,711.20	18,153.20	18,609.07
	Appx. Annual	161,969.60	166,067.20	170,206.40	174,532.80	178,859.20	183,289.60	187,907.20	192,628.80	197,392.00	202,321.60	207,376.00	212,534.40	217,838.40	223,308.80
96C	Hourly	78.26	80.22	82.24	84.33	86.43	88.54	90.79	93.06	95.38	97.76	100.20	102.68	105.25	107.88
	Appx. Bi-wkly	6,260.80	6,417.60	6,579.20	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.80	8,016.00	8,214.40	8,420.00	8,630.40
	Appx. Monthly	13,565.07	13,904.80	14,254.93	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07	17,368.00	17,797.87	18,243.33	18,699.20
	Appx. Annual	162,780.80	166,857.60	171,059.20	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80	208,416.00	213,574.40	218,920.00	224,390.40
96T	Hourly	76.91	78.85	80.80	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	
	Appx. Bi-wkly	6,152.80	6,308.00	6,464.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20	
	Appx. Monthly	13,331.07	13,667.33	14,005.33	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	
	Appx. Annual	159,972.80	164,008.00	168,064.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	
97	Hourly	78.88	80.85	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	106.04	108.70
	Appx. Bi-wkly	6,310.40	6,468.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20	8,483.20	8,696.00
	Appx. Monthly	13,672.53	14,014.00	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	18,380.27	18,841.33
	Appx. Annual	164,070.40	168,168.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	220,563.20	226,096.00
97A	Hourly	79.87	81.86	83.91	85.99	88.12	90.34	92.61	94.90	97.27	99.70	102.18	104.73	107.38	110.05
	Appx. Bi-wkly	6,389.60	6,548.80	6,712.80	6,879.20	7,049.60	7,227.20	7,408.80	7,592.00	7,781.60	7,976.00	8,174.40	8,378.40	8,590.40	8,804.00
	Appx. Monthly	13,844.13	14,189.07	14,544.40	14,904.93	15,274.13	15,658.93	16,052.40	16,449.33	16,860.13	17,281.33	17,711.20	18,153.20	18,612.53	19,075.33
	Appx. Annual	166,129.60	170,268.80	174,532.80	178,859.20	183,289.60	187,907.20	192,628.80	197,392.00	202,321.60	207,376.00	212,534.40	217,838.40	223,350.40	228,904.00
97C	Hourly	80.25	82.27	84.33	86.43	88.54	90.79	93.06	95.38	97.76	100.20	102.68	105.25	107.90	110.60
	Appx. Bi-wkly	6,420.00	6,581.60	6,746.40	6,914.40	7,083.20	7,263.20	7,444.80	7,630.40	7,820.80	8,016.00	8,214.40	8,420.00	8,632.00	8,848.00
	Appx. Monthly	13,910.00	14,260.13	14,617.20	14,981.20	15,346.93	15,736.93	16,130.40	16,532.53	16,945.07	17,368.00	17,797.87	18,243.33	18,702.67	19,170.67
	Appx. Annual	166,920.00	171,121.60	175,406.40	179,774.40	184,163.20	188,843.20	193,564.80	198,390.40	203,340.80	208,416.00	213,574.40	218,920.00	224,342.00	230,048.00
97T	Hourly	78.88	80.85	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	106.04	
	Appx. Bi-wkly	6,310.40	6,468.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20	8,483.20	
	Appx. Monthly	13,672.53	14,014.00	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	18,380.27	
	Appx. Annual	164,070.40	168,168.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	220,563.20	
98	Hourly	80.85	82.86	84.92	87.02	89.23	91.47	93.74	96.07	98.46	100.93	103.44	106.04	108.72	111.43
	Appx. Bi-wkly	6,468.00	6,628.80	6,793.60	6,961.60	7,138.40	7,317.60	7,499.20	7,685.60	7,876.80	8,074.40	8,275.20	8,483.20	8,697.60	8,914.40
	Appx. Monthly	14,014.00	14,362.40	14,719.47	15,083.47	15,466.53	15,854.80	16,248.27	16,652.13	17,066.40	17,494.53	17,929.60	18,380.27	18,844.80	19,314.53
	Appx. Annual	168,168.00	172,348.80	176,633.60	181,001.60	185,598.40	190,257.60	194,979.20	199,825.60	204,796.80	209,934.40	215,155.20	220,563.20	226,137.60	231,774.40
98A	Hourly	81.86	83.91	85.99	88.										

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
M	Hourly	14.00														
	Appx. Bi-wkly	1,120.00														
	Appx. Monthly	2,426.67														
	Appx. Annual	29,120.00														
1M	Hourly	14.00	14.11	14.46	14.82	15.19	15.57									
	Appx. Bi-wkly	1,120.00	1,128.80	1,156.80	1,185.60	1,215.20	1,245.60									
	Appx. Monthly	2,426.67	2,445.73	2,506.40	2,568.80	2,632.93	2,698.80									
	Appx. Annual	29,120.00	29,348.80	30,076.80	30,825.60	31,595.20	32,385.60									
2M	Hourly	14.11	14.46	14.82	15.19	15.57	15.96	16.36								
	Appx. Bi-wkly	1,128.80	1,156.80	1,185.60	1,215.20	1,245.60	1,276.80	1,308.80								
	Appx. Monthly	2,445.73	2,506.40	2,568.80	2,632.93	2,698.80	2,766.40	2,835.73								
	Appx. Annual	29,348.80	30,076.80	30,825.60	31,595.20	32,385.60	33,196.80	34,028.80								
3M	Hourly	14.11	14.19	14.54	14.90	15.27	15.65	16.04	16.44	16.85	17.27	17.70				
	Appx. Bi-wkly	1,128.80	1,135.20	1,163.20	1,192.00	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60	1,416.00				
	Appx. Monthly	2,445.73	2,459.60	2,520.27	2,582.67	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47	3,068.00				
	Appx. Annual	29,348.80	29,515.20	30,243.20	30,992.00	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60	36,816.00				
3M-T	Hourly	14.11	14.19	14.54	14.90	15.27	15.65	16.04	16.44	16.85	17.27					
	Appx. Bi-wkly	1,128.80	1,135.20	1,163.20	1,192.00	1,221.60	1,252.00	1,283.20	1,315.20	1,348.00	1,381.60					
	Appx. Monthly	2,445.73	2,459.60	2,520.27	2,582.67	2,646.80	2,712.67	2,780.27	2,849.60	2,920.67	2,993.47					
	Appx. Annual	29,348.80	29,515.20	30,243.20	30,992.00	31,761.60	32,552.00	33,363.20	34,195.20	35,048.00	35,921.60					
4M	Hourly	14.19	14.35	14.71	15.08	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86	19.33	
	Appx. Bi-wkly	1,135.20	1,148.00	1,176.80	1,206.40	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80	1,546.40	
	Appx. Monthly	2,459.60	2,487.33	2,549.73	2,613.87	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07	3,350.53	
	Appx. Annual	29,515.20	29,848.00	30,596.80	31,366.40	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80	40,206.40	
4M-T	Hourly	14.19	14.35	14.71	15.08	15.46	15.85	16.25	16.66	17.08	17.51	17.95	18.40	18.86	19.33	
	Appx. Bi-wkly	1,135.20	1,148.00	1,176.80	1,206.40	1,236.80	1,268.00	1,300.00	1,332.80	1,366.40	1,400.80	1,436.00	1,472.00	1,508.80	1,546.40	
	Appx. Monthly	2,459.60	2,487.33	2,549.73	2,613.87	2,679.73	2,747.33	2,816.67	2,887.73	2,960.53	3,035.07	3,111.33	3,189.33	3,269.07	3,350.53	
	Appx. Annual	29,515.20	29,848.00	30,596.80	31,366.40	32,156.80	32,968.00	33,800.00	34,652.80	35,526.40	36,420.80	37,336.00	38,272.00	39,228.80	40,206.40	
5M	Hourly	14.35	14.56	14.90	15.28	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98
	Appx. Bi-wkly	1,148.00	1,164.80	1,192.00	1,222.40	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40
	Appx. Monthly	2,487.33	2,523.73	2,582.67	2,648.53	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20
	Appx. Annual	29,848.00	30,284.80	30,992.00	31,782.40	32,468.80	33,280.00	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40
5M-T	Hourly	14.35	14.56	14.90	15.28	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98
	Appx. Bi-wkly	1,148.00	1,164.80	1,192.00	1,222.40	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40
	Appx. Monthly	2,487.33	2,523.73	2,582.67	2,648.53	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20
	Appx. Annual	29,848.00	30,284.80	30,992.00	31,782.40	32,468.80	33,280.00	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40
6M	Hourly	14.89	15.28	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.48	
	Appx. Bi-wkly	1,191.20	1,222.40	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,638.40	
	Appx. Monthly	2,580.93	2,648.53	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,549.87	
	Appx. Annual	30,971.20	31,782.40	32,468.80	33,280.00	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,598.40	
7M	Hourly	15.16	15.55	15.90	16.30	16.73	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32	20.84	
	Appx. Bi-wkly	1,212.80	1,244.00	1,272.00	1,304.00	1,338.40	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,667.20	
	Appx. Monthly	2,627.73	2,695.33	2,756.00	2,825.33	2,899.87	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,612.27	
	Appx. Annual	31,532.80	32,344.00	33,072.00	33,904.00	34,798.40	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,347.20	
7M-T	Hourly	15.16	15.55	15.90	16.30	16.73	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32	20.84	
	Appx. Bi-wkly	1,212.80	1,244.00	1,272.00	1,304.00	1,338.40	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,667.20	
	Appx. Monthly	2,627.73	2,695.33	2,756.00	2,825.33	2,899.87	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,612.27	
	Appx. Annual	31,532.80	32,344.00	33,072.00	33,904.00	34,798.40	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,347.20	
30	Hourly	15.24	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.95	
	Appx. Bi-wkly	1,219.20	1,248.80	1,280.00	1,316.00	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.00	
	Appx. Monthly	2,641.60	2,705.73	2,773.33	2,851.33	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,542.93	3,631.33	
	Appx. Annual	31,699.20	32,468.80	33,280.00	34,216.00	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,576.00	
30A	Hourly	15.44	15.82	16.22	16.65	17.05	17.48	17.87	18.34	18.82	19.25	19.75	20.22	20.69	21.20	
	Appx. Bi-wkly	1,235.20	1,265.60	1,297.60	1,332.00	1,364.00	1,398.40	1,429.60	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.00	
	Appx. Monthly	2,676.27	2,742.13	2,811.47	2,886.00	2,955.33	3,029.87	3,097.47	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,674.67	
	Appx. Annual	32,115.20	32,905.60	33,737.60	34,632.00	35,464.00	36,358.40	37,169.60	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,096.00	
30C	Hourly	15.51	15.90	16.30	16.73	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32	20.81	21.32	
	Appx. Bi-wkly	1,240.80	1,272.00	1,304.00	1,338.40	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,705.60	
	Appx. Monthly	2,688.40	2,756.00	2,825.33	2,899.87	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,695.47	
	Appx. Annual	32,260.80	33,072.00	33,904.00	34,798.40	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,345.60	
30T	Hourly	15.24	15.61	16.00	16.45	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.95	
	Appx. Bi-wkly	1,219.20	1,248.80	1,280.00	1,316.00	1,347.20										

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
32C	Hourly	16.31	16.72	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32	20.81	21.33	21.87	22.42	
	Appx. Bi-wkly	1,304.80	1,337.60	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,793.60	
	Appx. Monthly	2,827.07	2,898.13	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,886.13	
	Appx. Annual	33,924.80	34,777.60	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,633.60	
32T	Hourly	16.01	16.44	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	21.96	
	Appx. Bi-wkly	1,280.80	1,315.20	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	
	Appx. Monthly	2,775.07	2,849.60	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,549.93	3,633.07	3,723.20	3,813.60	
	Appx. Annual	33,300.80	34,195.20	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	
33	Hourly	16.44	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.57	
	Appx. Bi-wkly	1,315.20	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,805.60	
	Appx. Monthly	2,849.60	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,549.93	3,633.07	3,723.20	3,816.80	3,912.13	
	Appx. Annual	34,195.20	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,945.60	
33A	Hourly	16.64	17.05	17.48	17.87	18.34	18.82	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.83	
	Appx. Bi-wkly	1,331.20	1,364.00	1,398.40	1,429.60	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,826.40	
	Appx. Monthly	2,884.27	2,955.33	3,029.87	3,097.47	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,957.20	
	Appx. Annual	34,611.20	35,464.00	36,358.40	37,169.60	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,486.40	
33C	Hourly	16.72	17.12	17.56	17.96	18.43	18.90	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.97	
	Appx. Bi-wkly	1,337.60	1,369.60	1,404.80	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,837.60	
	Appx. Monthly	2,898.13	2,967.47	3,043.73	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,981.47	
	Appx. Annual	34,777.60	35,609.60	36,524.80	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,777.60	
33T	Hourly	16.44	16.84	17.24	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	
	Appx. Bi-wkly	1,315.20	1,347.20	1,379.20	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	
	Appx. Monthly	2,849.60	2,918.93	2,988.27	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,549.93	3,633.07	3,723.20	3,816.80	3,910.40	
	Appx. Annual	34,195.20	35,027.20	35,859.20	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	
34	Hourly	16.79	17.20	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.12	
	Appx. Bi-wkly	1,343.20	1,376.00	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,849.60	
	Appx. Monthly	2,910.27	2,981.33	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,549.93	3,633.07	3,723.20	3,816.80	3,910.40	4,007.47	
	Appx. Annual	34,923.20	35,776.00	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,089.60	
34A	Hourly	16.99	17.41	17.87	18.34	18.82	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.82	23.41	
	Appx. Bi-wkly	1,359.20	1,392.80	1,429.60	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,826.40	1,872.80	
	Appx. Monthly	2,944.93	3,017.73	3,097.47	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,057.73	
	Appx. Annual	35,339.20	36,212.80	37,169.60	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,466.40	48,692.80	
34C	Hourly	17.08	17.52	17.96	18.43	18.90	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.96	23.52	
	Appx. Bi-wkly	1,366.40	1,401.60	1,436.80	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,881.60	
	Appx. Monthly	2,960.53	3,036.80	3,113.07	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,076.80	
	Appx. Annual	35,526.40	36,441.60	37,356.80	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,921.60	
34T	Hourly	16.79	17.20	17.64	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.12	
	Appx. Bi-wkly	1,343.20	1,376.00	1,411.20	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,849.60	
	Appx. Monthly	2,910.27	2,981.33	3,057.60	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,549.93	3,633.07	3,723.20	3,816.80	3,910.40	4,007.47	
	Appx. Annual	34,923.20	35,776.00	36,691.20	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,089.60	
35	Hourly	17.24	17.68	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.68	
	Appx. Bi-wkly	1,379.20	1,414.40	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,894.40	
	Appx. Monthly	2,988.27	3,064.53	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,549.93	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,104.53	
	Appx. Annual	35,859.20	36,774.40	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,254.40	
35A	Hourly	17.48	17.91	18.34	18.82	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.82	23.40	23.96	
	Appx. Bi-wkly	1,398.40	1,432.80	1,467.20	1,505.60	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,826.40	1,872.00	1,916.80	
	Appx. Monthly	3,029.87	3,104.40	3,178.93	3,262.13	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,153.07	
	Appx. Annual	36,358.40	37,252.80	38,147.20	39,145.60	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,466.40	48,612.80	49,836.80	
35C	Hourly	17.56	18.00	18.43	18.90	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.96	23.51	24.10	
	Appx. Bi-wkly	1,404.80	1,440.00	1,474.40	1,512.00	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.00	
	Appx. Monthly	3,043.73	3,120.00	3,194.53	3,276.00	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,177.33	
	Appx. Annual	36,524.80	37,440.00	38,334.40	39,312.00	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,128.00	
35T	Hourly	17.24	17.68	18.11	18.59	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.68	
	Appx. Bi-wkly	1,379.20	1,414.40	1,448.80	1,487.20	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,894.40	
	Appx. Monthly	2,988.27	3,064.53	3,139.07	3,222.27	3,295.07	3,376.53	3,463.20	3,549.93	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,104.53	
	Appx. Annual	35,859.20	36,774.40	37,668.80	38,667.20	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,254.40	
36	Hourly	17.69	18.12	18.59	19.01</											

GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
38	Hourly	18.55	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.49	
	Appx. Bi-wkly	1,484.00	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,039.20	
	Appx. Monthly	3,215.33	3,295.07	3,376.53	3,463.20	3,542.93	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,418.27	
	Appx. Annual	38,584.00	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,019.20	
38A	Hourly	18.80	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.82	23.40	23.97	24.61	25.18	25.80	
	Appx. Bi-wkly	1,504.00	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.80	2,014.40	2,064.00	
	Appx. Monthly	3,258.67	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,472.00	
	Appx. Annual	39,104.00	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,664.00	
38C	Hourly	18.87	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.96	23.51	24.11	24.73	25.30	25.93	
	Appx. Bi-wkly	1,509.60	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,074.40	
	Appx. Monthly	3,270.80	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,494.53	
	Appx. Annual	39,249.60	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,934.40	
38T	Hourly	18.55	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86		
	Appx. Bi-wkly	1,484.00	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80		
	Appx. Monthly	3,215.33	3,295.07	3,376.53	3,463.20	3,542.93	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07		
	Appx. Annual	38,584.00	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80		
39	Hourly	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.13	
	Appx. Bi-wkly	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,090.40	
	Appx. Monthly	3,295.07	3,376.53	3,463.20	3,542.93	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,529.20	
	Appx. Annual	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,350.40	
39A	Hourly	19.25	19.75	20.22	20.69	21.21	21.75	22.28	22.82	23.40	23.97	24.61	25.18	25.82	26.48	
	Appx. Bi-wkly	1,540.00	1,580.00	1,617.60	1,655.20	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,118.40	
	Appx. Monthly	3,336.67	3,423.33	3,504.80	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,589.87	
	Appx. Annual	40,040.00	41,080.00	42,057.60	43,035.20	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	55,078.40	
39C	Hourly	19.35	19.83	20.32	20.81	21.33	21.87	22.41	22.96	23.51	24.11	24.73	25.30	25.95	26.60	
	Appx. Bi-wkly	1,548.00	1,586.40	1,625.60	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,128.00	
	Appx. Monthly	3,354.00	3,437.20	3,522.13	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,610.67	
	Appx. Annual	40,248.00	41,246.40	42,265.60	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,328.00	
39T	Hourly	19.01	19.48	19.98	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51		
	Appx. Bi-wkly	1,520.80	1,558.40	1,598.40	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80		
	Appx. Monthly	3,295.07	3,376.53	3,463.20	3,542.93	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73		
	Appx. Annual	39,540.80	40,518.40	41,558.40	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80		
40	Hourly	19.44	19.94	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	
	Appx. Bi-wkly	1,555.20	1,595.20	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	
	Appx. Monthly	3,369.60	3,456.27	3,542.93	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	
	Appx. Annual	40,435.20	41,475.20	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	
40A	Hourly	19.72	20.19	20.69	21.21	21.75	22.28	22.82	23.40	23.97	24.61	25.18	25.82	26.43	27.09	
	Appx. Bi-wkly	1,577.60	1,615.20	1,655.20	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	
	Appx. Monthly	3,418.13	3,499.60	3,586.27	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	
	Appx. Annual	41,017.60	41,995.20	43,035.20	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	
40C	Hourly	19.80	20.28	20.81	21.33	21.87	22.41	22.96	23.51	24.11	24.73	25.30	25.95	26.57	27.22	
	Appx. Bi-wkly	1,584.00	1,622.40	1,664.80	1,706.40	1,749.60	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	
	Appx. Monthly	3,432.00	3,515.20	3,607.07	3,697.20	3,790.80	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	
	Appx. Annual	41,184.00	42,182.40	43,284.80	44,366.40	45,489.60	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	
40T	Hourly	19.44	19.94	20.44	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10		
	Appx. Bi-wkly	1,555.20	1,595.20	1,635.20	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00		
	Appx. Monthly	3,369.60	3,456.27	3,542.93	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	
	Appx. Annual	40,435.20	41,475.20	42,515.20	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00		
41	Hourly	19.95	20.45	20.96	21.48	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.43	
	Appx. Bi-wkly	1,596.00	1,636.00	1,676.80	1,718.40	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,194.40	
	Appx. Monthly	3,458.00	3,544.67	3,633.07	3,723.20	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,754.53	
	Appx. Annual	41,496.00	42,536.00	43,596.80	44,678.40	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,054.40	
41A	Hourly	20.20	20.71	21.21	21.75	22.28	22.82	23.40	23.97	24.61	25.18	25.82	26.43	27.09	27.77	
	Appx. Bi-wkly	1,616.00	1,656.80	1,696.80	1,740.00	1,782.40	1,825.60	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,221.60	
	Appx. Monthly	3,501.33	3,589.73	3,676.40	3,770.00	3,861.87	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,813.47	
	Appx. Annual	42,016.00	43,076.80	44,116.80	45,240.00	46,342.40	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,761.60	
41C	Hourly	20.30	20.82	21.33	21.87	22.41	22.96	23.51	24.11	24.73	25.30	25.95	26.57			

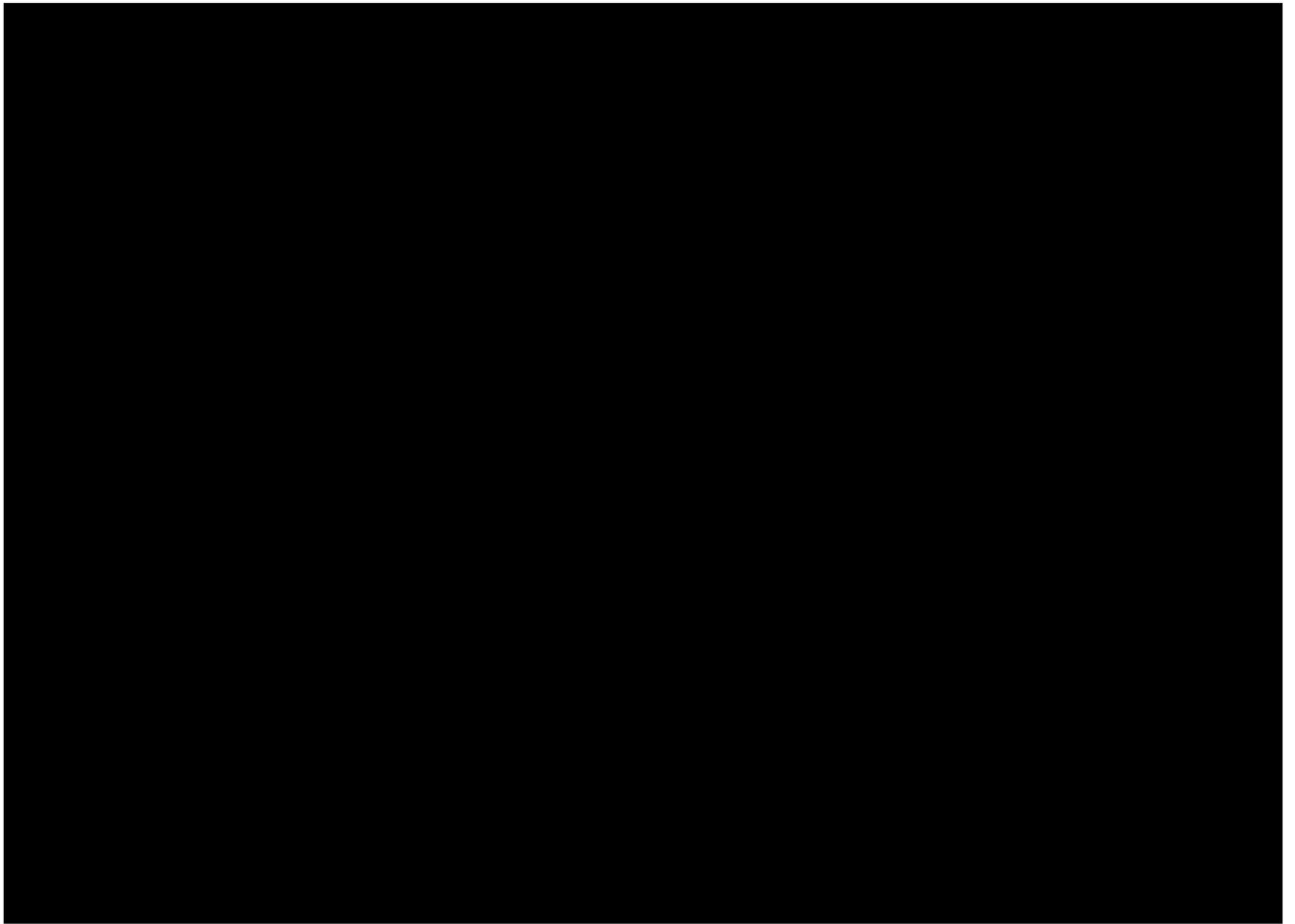
GENERAL SALARY SCHEDULE

Effective 01/01/2021		\$14 Minimum Wage Adjustment														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
43C	Hourly	21.32	21.86	22.41	22.96	23.51	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.33	
	Appx. Bi-wkly	1,705.60	1,748.80	1,792.80	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,346.40	
	Appx. Monthly	3,695.47	3,789.07	3,884.40	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,083.87	
	Appx. Annual	44,345.60	45,468.80	46,612.80	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	61,006.40	
43T	Hourly	20.95	21.47	22.02	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13		
	Appx. Bi-wkly	1,676.00	1,717.60	1,761.60	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40		
	Appx. Monthly	3,631.33	3,721.47	3,816.80	3,910.40	4,005.73	4,106.27	4,212.00	4,321.00	4,430.07	4,524.00	4,640.13	4,752.80	4,875.87		
	Appx. Annual	43,576.00	44,657.60	45,801.60	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40		
44	Hourly	21.45	22.01	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	
	Appx. Bi-wkly	1,716.00	1,760.80	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	
	Appx. Monthly	3,718.00	3,815.07	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	
	Appx. Annual	44,616.00	45,780.80	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	
44A	Hourly	21.72	22.27	22.82	23.40	23.97	24.61	25.18	25.82	26.43	27.09	27.76	28.48	29.14	29.88	
	Appx. Bi-wkly	1,737.60	1,781.60	1,825.60	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	
	Appx. Monthly	3,764.80	3,860.13	3,955.47	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	
	Appx. Annual	45,177.60	46,321.60	47,465.60	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	
44C	Hourly	21.85	22.40	22.96	23.51	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	
	Appx. Bi-wkly	1,748.00	1,792.00	1,836.80	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	
	Appx. Monthly	3,787.33	3,882.67	3,979.73	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	
	Appx. Annual	45,448.00	46,592.00	47,756.80	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	
44T	Hourly	21.45	22.01	22.56	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	
	Appx. Bi-wkly	1,716.00	1,760.80	1,804.80	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	
	Appx. Monthly	3,718.00	3,815.07	3,910.40	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	
	Appx. Annual	44,616.00	45,780.80	46,924.80	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	
45	Hourly	22.00	22.54	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	
	Appx. Bi-wkly	1,760.00	1,803.20	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	
	Appx. Monthly	3,813.33	3,906.93	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	
	Appx. Annual	45,760.00	46,883.20	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	
45A	Hourly	22.26	22.81	23.40	23.97	24.61	25.18	25.82	26.43	27.09	27.76	28.48	29.14	29.88	30.62	
	Appx. Bi-wkly	1,780.80	1,824.80	1,872.00	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	
	Appx. Monthly	3,858.40	3,953.73	4,056.00	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	
	Appx. Annual	46,300.80	47,444.80	48,672.00	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	
45C	Hourly	22.39	22.95	23.51	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77	
	Appx. Bi-wkly	1,791.20	1,836.00	1,880.80	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	
	Appx. Monthly	3,880.93	3,978.00	4,075.07	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	
	Appx. Annual	46,571.20	47,736.00	48,900.80	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	
45T	Hourly	22.00	22.54	23.11	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	
	Appx. Bi-wkly	1,760.00	1,803.20	1,848.80	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	
	Appx. Monthly	3,813.33	3,906.93	4,005.73	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	
	Appx. Annual	45,760.00	46,883.20	48,068.80	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	
46	Hourly	22.56	23.12	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13	28.79	29.49	30.25	31.01	
	Appx. Bi-wkly	1,804.80	1,849.60	1,895.20	1,944.00	1,988.80	2,040.80	2,088.00	2,141.60	2,193.60	2,250.40	2,303.20	2,359.20	2,420.00	2,480.80	
	Appx. Monthly	3,910.40	4,007.47	4,106.27	4,212.00	4,309.07	4,421.73	4,524.00	4,640.13	4,752.80	4,875.87	4,990.27	5,111.60	5,243.33	5,375.07	
	Appx. Annual	46,924.80	48,089.60	49,275.20	50,544.00	51,708.80	53,060.80	54,288.00	55,681.60	57,033.60	58,510.40	59,883.20	61,339.20	62,920.00	64,500.80	
46A	Hourly	22.82	23.41	23.97	24.61	25.18	25.82	26.43	27.09	27.76	28.48	29.14	29.88	30.62	31.39	
	Appx. Bi-wkly	1,825.60	1,872.80	1,917.60	1,968.80	2,014.40	2,065.60	2,114.40	2,167.20	2,220.80	2,278.40	2,331.20	2,390.40	2,449.60	2,511.20	
	Appx. Monthly	3,955.47	4,057.73	4,154.80	4,265.73	4,364.53	4,475.47	4,581.20	4,695.60	4,811.73	4,936.53	5,050.93	5,179.20	5,307.47	5,440.93	
	Appx. Annual	47,465.60	48,692.80	49,857.60	51,188.80	52,374.40	53,705.60	54,974.40	56,347.20	57,740.80	59,238.40	60,611.20	62,150.40	63,689.60	65,291.20	
46C	Hourly	22.96	23.52	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77	31.54	
	Appx. Bi-wkly	1,836.80	1,881.60	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60	2,523.20	
	Appx. Monthly	3,979.73	4,076.80	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47	5,466.93	
	Appx. Annual	47,756.80	48,921.60	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60	65,603.20	
46F	Hourly	22.96	23.52	24.11	24.73	25.30	25.95	26.57	27.22	27.89	28.62	29.28	30.00	30.77		
	Appx. Bi-wkly	1,836.80	1,881.60	1,928.80	1,978.40	2,024.00	2,076.00	2,125.60	2,177.60	2,231.20	2,289.60	2,342.40	2,400.00	2,461.60		
	Appx. Monthly	3,979.73	4,076.80	4,179.07	4,286.53	4,385.33	4,498.00	4,605.47	4,718.13	4,834.27	4,960.80	5,075.20	5,200.00	5,333.47		
	Appx. Annual	47,756.80	48,921.60	50,148.80	51,438.40	52,624.00	53,976.00	55,265.60	56,617.60	58,011.20	59,529.60	60,902.40	62,400.00	64,001.60		
46T	Hourly	22.56	23.12	23.69	24.30	24.86	25.51	26.10	26.77	27.42	28.13					

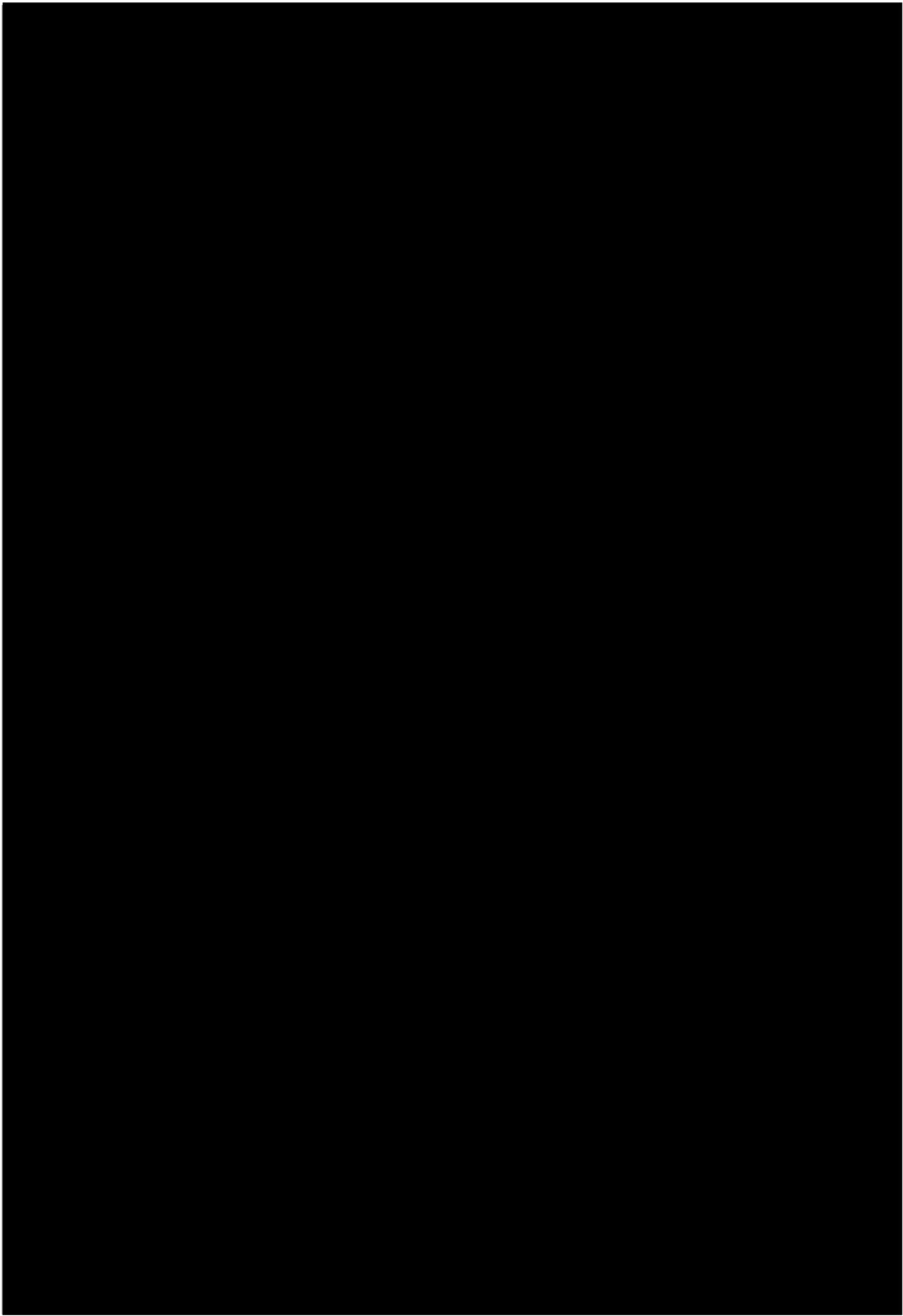
Equipment Sign Out Sheet.pdf

Hate Crime Checklist.pdf

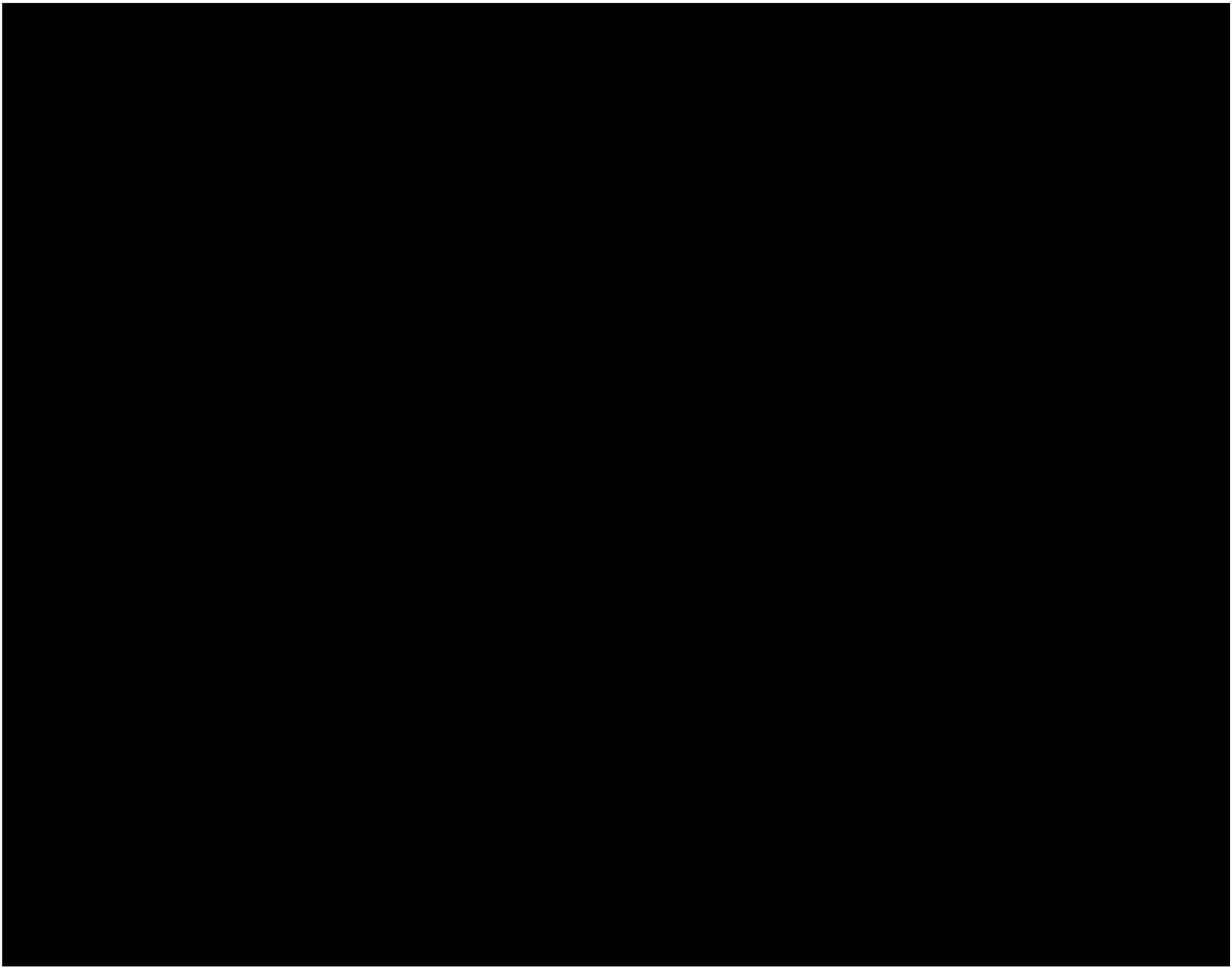












form_202-fillable-Incident_Objectives.pdf

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period:	Date From: Date Time From: HHMM	Date To: Date Time To: HHMM											
3. Objective(s):														
4. Operational Period Command Emphasis:														
General Situational Awareness														
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at: _____														
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table border="0"><tr><td><input type="checkbox"/> ICS 203</td><td><input type="checkbox"/> ICS 207</td><td rowspan="5"><u>Other Attachments:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 204</td><td><input type="checkbox"/> ICS 208</td></tr><tr><td><input type="checkbox"/> ICS 205</td><td><input type="checkbox"/> Map/Chart</td></tr><tr><td><input type="checkbox"/> ICS 205A</td><td><input type="checkbox"/> Weather Forecast/Tides/Currents</td></tr><tr><td><input type="checkbox"/> ICS 206</td><td><input type="checkbox"/> _____</td></tr></table>				<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> ICS 206	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____												
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208													
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart													
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents													
<input type="checkbox"/> ICS 206	<input type="checkbox"/> _____													
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____														

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM
8. Approved by Incident Commander:	Name:	Signature: _____	
ICS 202	IAP Page	Date/Time: Date	

ICS 202 Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: <u>S</u>pecific – Is the wording precise and unambiguous? <u>M</u>easurable – How will achievements be measured? <u>A</u>ction-oriented – Is an action verb used to describe expected accomplishments? <u>R</u>ealistic – Is the outcome achievable with given available resources? <u>T</u>ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	<p>Incident Action Plan (the items checked below are included in this Incident Action Plan):</p> <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/ Tides/Currents <u>Other Attachments:</u>	<p>Check appropriate forms and list other relevant documents that are included in the IAP.</p> <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	<p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>
8	<p>Approved by Incident Commander</p> <ul style="list-style-type: none"> • Name • Signature • Date/Time 	<p>In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.</p>

form_214-fillable.pdf

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM
ICS 214, Page 1	Date/Time: Date		

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM
ICS 214, Page 2	Date/Time: Date		

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

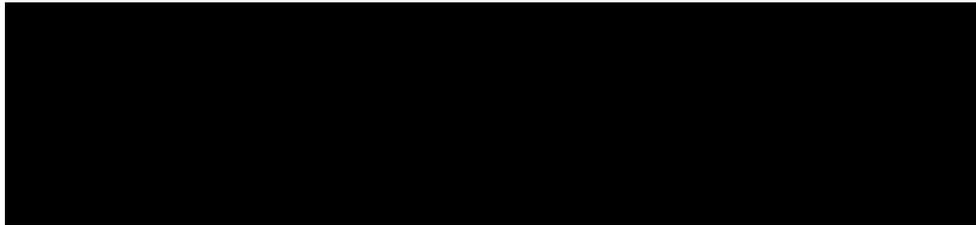
Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).



Investigator/Unit Supervisor

Date

SRT Commander or Designee /A/C

Date

**Code of Safe Work Practices-Medical
Facilities-Acknowledgement.pdf**

APPENDIX "A"

Bloodborne Pathogens Program Code of Safe Work Practices

1. San Bernardino County employees whose employment may result in personal contact with human body fluids, unfixed tissue/organs, cell or tissue cultures, are to unequivocally assume that all such agents are infectious for Human Immunodeficiency Virus (HIV) and/or Hepatitis B Virus (HBV) and/or other bloodborne pathogens.
 - b. Protective eyewear or face shields where splash or mist exposure may be reasonably anticipated;
 - c. Protective gloves designed to be impervious to cuts or punctures where contact with contaminated metal, broken glass, or other sharp objects may be reasonably anticipated (vehicle accidents or disaster / emergency situations);
 - d. Protective long sleeve gowns and protective shoe coverings where personal clothing / shoes or arms may be reasonably anticipated to become soaked or splashed with infectious agents.
2. County employees whose work activity may reasonably be anticipated to have the potential for personal contact (eyes, mouth, mucous membrane, skin, open wound) with the agents described in 1 above, shall follow established work rules and engage in work practices to avoid such personal contact.
3. All personal contact with infectious agents as defined in 1 and 2 above shall be reported immediately to the employee's supervisor as an "Exposure Incident".
4. Employees shall use protective clothing and/or equipment, which is provided by the County of San Bernardino, when any personal contacts as described in 1 and 2 above may be reasonably anticipated during the course of employment.
5. Minimum protective equipment / clothing where contact with infectious agents may be reasonably anticipated is as follows:
 - a. Appropriate protective gloves by employees who may come into contact with any source of exposure as described in 1 above;
6. A law enforcement employee should use great caution in searching the clothing of suspects. Individual discretion, based upon the current circumstances, should determine if a suspect or prisoner should empty their own pockets, or if the law enforcement employee's skills should be used in determining the contents of a suspect's clothing.
7. A flashlight should be used to search hidden areas. Whenever possible, use long handled mirrors and flashlights to search such areas.
8. If searching a purse, contents should be emptied from the purse by turning it upside down over a surface on which the contents can be examined before touching them.
9. Employees shall promptly wash hands and exposed skin upon removal of protective clothing / equipment.

- Employees shall immediately wash exposed areas following an "exposure incident".
10. Protective clothing / equipment as well as contaminated personal clothing shall be removed prior to leaving a contaminated area and proceeding to a non-contaminated area.
 11. Infectious waste, used protective clothing / equipment, contaminated personal clothing / equipment and the products of contaminated spills clean-up shall be processed as described in the San Bernardino County Bloodborne Pathogens Program.
 12. Broken contaminated glass or other objects are not to be cleaned up by hand, gloved or otherwise. Brooms, dustpans, pieces of wood, cardboard or other such items are to be used in a way so as to avoid the possibility of a cut or other wound.
 13. Sharps, syringes, and all other contaminated items presenting the potential of a cut or puncture wound, are to be disposed of or placed for transport into a hard container designated and identified for such disposal or transport to the requirements of the San Bernardino County Bloodborne Pathogens Program.
 14. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses while wearing contaminated protective clothing / equipment or working in an environment where contact with infectious agents may be reasonably anticipated is strictly prohibited.
 15. Food, drink, or condiments shall not be kept in refrigerators, freezers, shelves, cabinets, on counter or bench tops, or in work areas where contact with infectious agents may be reasonably anticipated.
 16. Used needles and other used sharps shall not be bent, recapped, or removed except as indicated below. Shearing or breaking of used needles is prohibited.
 - a. Used needles and sharps shall not be recapped or removed unless it can be demonstrated that no alternative is feasible or that such is required by a specific medical procedure;
 - b. If recapping or removal is demonstrated to be necessary, the task must be accomplished through the use of mechanical device or one-handed technique.
 17. Employees are prohibited from reaching into or manually compacting any container which may be reasonably anticipated to contain used needles, sharps, or other contaminated waste.
 18. County employees shall review the County of San Bernardino Bloodborne Pathogens Programs at the time of assignment, following changes or revisions to the program, and ~~at least~~ annually.
 19. Without exception, protective gloves are to be put on prior to providing any first aid or emergency medical treatment.

20. Without exception, protective eyewear is to be put on prior to providing any first aid or emergency medical treatment
21. Without exception, pocket masks or other such barrier devices are to be used whenever CPR is rendered.

APPENDIX "B"

**BLOODBORNE PATHOGEN PROGRAM
APPROVED MEDICAL FACILITIES**

Revised April 21, 2005

The County of San Bernardino, through Risk Management Safety, provides funding and administration of Hepatitis B immunization for at risk employees, and post incident medical evaluation/follow-up for exposure incidents involving bloodborne pathogens. Costs of the above referenced medical treatment or services will be paid by Risk Management Safety as long as such treatment is provided by and at the medical facilities listed below.

► **Such treatment provided by any other medical facility will either be paid by the employee (if he or she selected the facility) or by the Department involved if the employee was referred by a person in authority within the Department.**

The costs of this treatment are not compensable under San Bernardino County's Workers' Compensation Program. It is therefore important that employees be referred to the correct medical facilities listed below:

<u>Hepatitis B Vaccinations</u>	<u>Bloodborne Pathogen Exposure Treatment</u>
<p>COLTON Center for Employee Health at ARMC 400 N. Pepper Ave Colton (909) 580-1701 M-Fri 8-5</p> <p>HIGH DESERT & MORONGO BASIN Contact <u>Center for Employee Health</u> for special on-location arrangements (909) 580-1701</p> <p>SHERIFF'S ACADEMY Contact <u>Center for Employee Health</u> for current time and date schedule (909) 580-1701</p>	<p>COLTON Center for Employee Health at ARMC 400 N. Pepper Ave Colton (909) 580-1701 M-Fri 8-5 use ARMC emergency room after hours</p> <p>VICTORVILLE Desert Valley Primecare Medical Group 12401 Hesperia Rd., Suite #9 & #10 (760) 245-2474 Hours 8-5 (closed 12-1:30 lunch) Closed Sat & Sun</p> <p>ADELANTO Desert Valley Primecare Medical Group 11499 Bartlett Ave. (760) 246-8000 Hours: 8-5, Mon, Tues, Thur (closed 12-1:30 lunch) Wed, Fri 8 -12:00 Closed Sat &Sun</p> <p>NEEDLES Province Needles Desert Hospital 1401 Bailey Ave. (760) 326-7272 24/7</p>

If you have further questions, contact Risk Management Safety at (909) 386-8625

**EMPLOYEE ACKNOWLEDGEMENT OF
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

I have read and understand the proceeding safe work practices. I am aware that in addition to increasing risk and possibility of serious illness, a serious and willful failure to comply with these work rules could result in a significant reduction in my benefits, per California Labor Code Section 4551, should an occupational illness result from such failure.

Date: _____

Signature: _____

Print Name: _____

Employee ID: _____

**County Substance Abuse-Reasonable Suspicion
Drug and Alcohol Testing policy 9-12-06.pdf**



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 07-17

ISSUE

PAGE 1 OF 4

By

EFFECTIVE 9/12/06

**SUBJECT
SUBSTANCE ABUSE/REASONABLE SUSPICION
DRUG AND ALCOHOL TESTING**

APPROVED

Chair, Board of Supervisors

POLICY

The County of San Bernardino is committed to providing a safe work environment. This commitment is placed in jeopardy when any employee participates in the illegal use or abuse of drugs or alcohol on or off the job. Substance abuse is a serious problem that can endanger County operations and the safety of employees and those who seek services from the County. Employees who abuse drugs and/or alcohol, on or off duty, tend to be less productive and have substandard performance, be less reliable and prove to have greater absenteeism, accidents, injury to themselves and others resulting in the potential for increased loss, delay, risk, and liability.

It is the policy of the County to strictly prohibit the possession, consumption, sale, purchase, distribution, manufacture, or being under the influence of alcohol and/or illegal drugs (or prescription drugs, if use adversely affects the employee's ability to perform County employment safely and effectively) during employee's work hours, in County vehicles, personal vehicles used for County business, while in County uniform, or on County property. It is the intent and goal of this policy to provide a supportive process for intervention and rehabilitation while also protecting the working environment. Moreover, this policy authorizes the County to require an employee to immediately submit to substance abuse screening based on reasonable suspicion. No Department policy shall be less restrictive than the County's policy.

POLICY AMPLIFICATION

When the employee exhibits on-duty behavior indicative of substance abuse, the appointing authority or designee shall have the right to direct the employee to submit to substance abuse testing based on reasonable suspicion.

DEFINITION

Reasonable suspicion is a belief based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, and/or body odors of the employee and reasonable inferences drawn from those facts related specifically to job performance, a threat to themselves or the safety of others.

Alcohol is any beverage containing alcohol. Although the purchase and consumption of alcohol is legal, the use of alcohol as outlined in this policy is in direct violation of this policy.

Drugs are any controlled or illegal substance (subject to regulation by the state or federal government) capable of altering the mood, perception, or judgment of the individual consuming it.

Prescription drugs are any drug or medication prescribed by a licensed physician for a medical condition. Use of prescribed drugs are not in direct violation of this policy, however, inappropriate use or prescribed use that may cause significant impairment, thus creating a safety hazard on the job, is in direct violation of this policy.

RESPONSIBILITY

Employee Responsibilities

1. It is the responsibility of all employees to abide by and cooperate in the implementation, administration, and enforcement of this policy.
2. Employees shall notify their supervisor when there is a reasonable suspicion that a co-worker is under the influence of drugs or alcohol or in possession of drugs or alcohol.
3. No employee shall report to work or be subject to duty while under the influence of alcohol, illegal drugs and/or other mind-altering chemicals. Any employee who has alcohol or illegal drugs in their system when they report to work or during working hours that leads to a reasonable belief the employee may be under the influence, is in violation of this policy, regardless of when or where the substance entered the employee's system (this includes during off-duty hours).
4. No employee shall possess or use alcohol and/or drugs (including prescription drugs without a prescription) during working hours or while subject to duty, on breaks, during meal periods, while in uniform (including before, during, or after work), in a County vehicle, or at any time while on County property.
5. No employee shall manufacture, sell, distribute or otherwise provide, directly or through a third party, alcohol or drugs to any person, including any other County employee, while either employee or both employees are on duty or subject to being called for duty, nor shall an employee store any alcohol or illegal drugs in County vehicles or on County property.
6. Prescription drugs could adversely affect the employee's ability to perform County employment safely and effectively. Prior to beginning work, an employee must notify his supervisor if he is taking any medication or drugs, prescription or non-prescription, which could be foreseen as interfering with the safe and effective performance of duties. (If there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medication or drugs, clearance from The Center for Employee Health and Wellness or a qualified physician may be required.)
7. An employee must report any alcohol and/or drug-related criminal arrests for possible violations no later than five (5) days after such arrest so that the County may determine whether the conduct that led to the arrest is reasonably related to and/or may affect the employee's ability to perform the duties of his/her position. Such reporting shall be made to the Human Resources Officer assigned to the employee's department. Access to information pertaining to the employee's arrest shall be limited to the Human Resources Officer and Director of Human Resources or authorized representatives. Any report filed by the employee that is not found to be job-related shall not become part of the employee's personnel file.
8. An employee is required to submit to a drug and/or alcohol test when their supervisor is exercising their discretion under this policy.

Supervisor's Responsibilities

When there is reasonable suspicion that an employee may have illegal drugs and/or alcohol in his/her possession or the employee is under the influence of drugs and/or alcohol, the supervisor shall follow the procedures outlined in this policy as appropriate.

Procedure

1. A supervisor or County official must witness the conduct which constitutes reasonable suspicion. Hearsay or secondhand information is not sufficient cause to require an employee to submit to a drug and/or alcohol test. Once the supervisor has observed the behavior, or if the suspect employee has been reported to the supervisor and, the supervisor has observed the behavior, the supervisor or County official should complete the *Observed Behavior – Reasonable Suspicion Record* form to record the behavior. If possible, a second person should be present to corroborate the behavior. A separate form should be completed for each witness observing the behavior. Supervisor or County official will notify the department Human Resources Officer or the Employee Relations office to notify another Human Resources Officer.
2. Once the observation is made, the supervisor or County official will discuss the conduct with the employee. If, after the observation and questioning the employee, it is reasonable to suspect substance abuse, the supervisor or County official will direct the employee to submit to an alcohol and/or drug test for reasonable suspicion.
3. If the employee refuses to submit to the tests, the supervisor or County official will inform the employee that this is a directive and failure to follow the directive will be considered insubordination and result in an assumption they are under the influence and appropriate disciplinary action will be taken. The employee should be immediately relieved of duties and transported to his/her home by a responsible party. If an employee attempts to leave work site unescorted, the supervisor should inform the employee that law enforcement will be notified. If an employee leaves unescorted, supervisor should contact proper law enforcement indicating an employee is leaving the premises driving a vehicle and it is believed they are under the influence.
4. If the employee complies with the directive for drug and/or alcohol screening, the supervisor or County official will arrange transport of the employee by a responsible party to the location from the list of authorized collection sites with the appropriate forms, both available from the department Human Resources Officer.
5. A urinalysis test will be given when testing for drugs or alcohol, unless a department has their own approved policy. A 10-panel drug screen will test for the following drugs:
 - Cannabinoids as Carboxy-(THC)
 - Cocaine Metabolites as Benzoyllecgonine
 - Phencyclidine (PCP)
 - Opiates (codeine/morphine)
 - Amphetamines (amphetamine/methamphetamine)
 - Barbiturates
 - Benzodiazepines
 - Methadone

- Methaqualone
- Propoxyphene

Other tests not listed above may be requested by department if the observed behavior warrants such test.

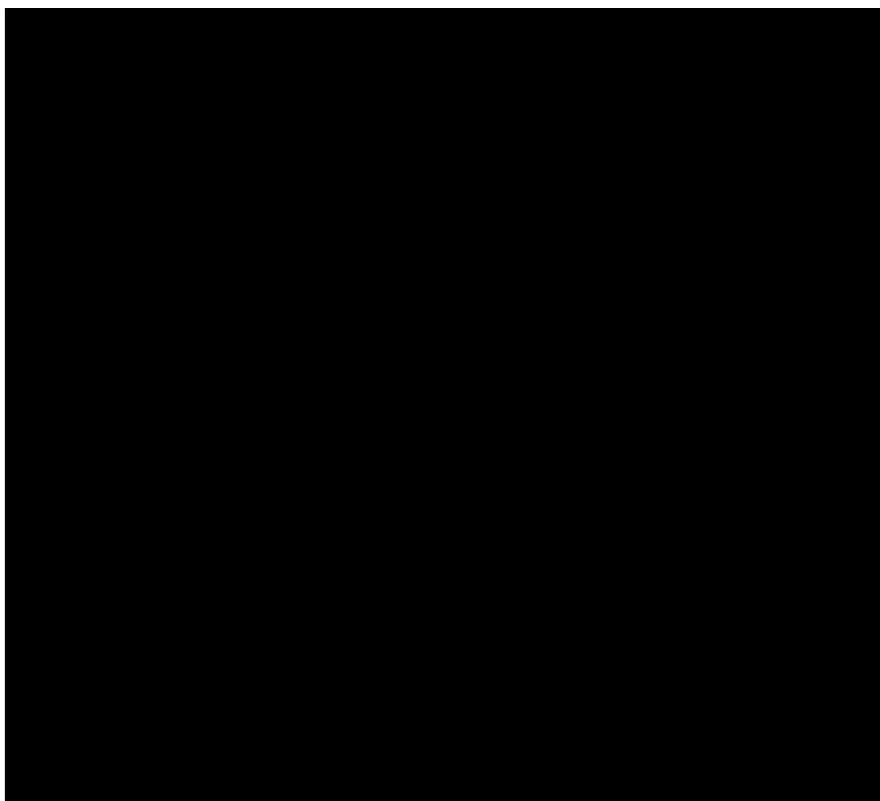
6. The supervisor or a responsible party must wait with the employee until the drug and/or alcohol screen has been conducted and transport the employee after the test to his/her home.
7. If the employee complies with the directive for drug and/or alcohol screening, but provides a specimen that is diluted or altered, or the temperature is out of the normal range (normal range is 32-38 degrees Centigrade or 90-100 degrees Fahrenheit) the test will be considered a verified positive test, and disciplinary action may be taken for providing a diluted or altered specimen.
8. Drug testing is performed by an independent laboratory certified to perform the given test. The laboratory will contact the Employee Relations Division with the results of the drug test. Positive test for alcohol shall be .02 alcohol concentration, and positive drug test shall be in accordance with the threshold levels ("screening cutoff" and "confirmation cutoff") under the Department of Transportation (DOT) procedures for Transportation Workplace Drug Testing Programs.
9. Departments should also refer employees to the Employee Assistance Program to provide for remedial treatment as appropriate.
10. The County of San Bernardino may, in its sole discretion, impose administrative/disciplinary measures, up to and including termination, upon employees for violation of any County policy, rule, Personnel Rule, and/or work-related problems on a case-by-case basis.

Attachments

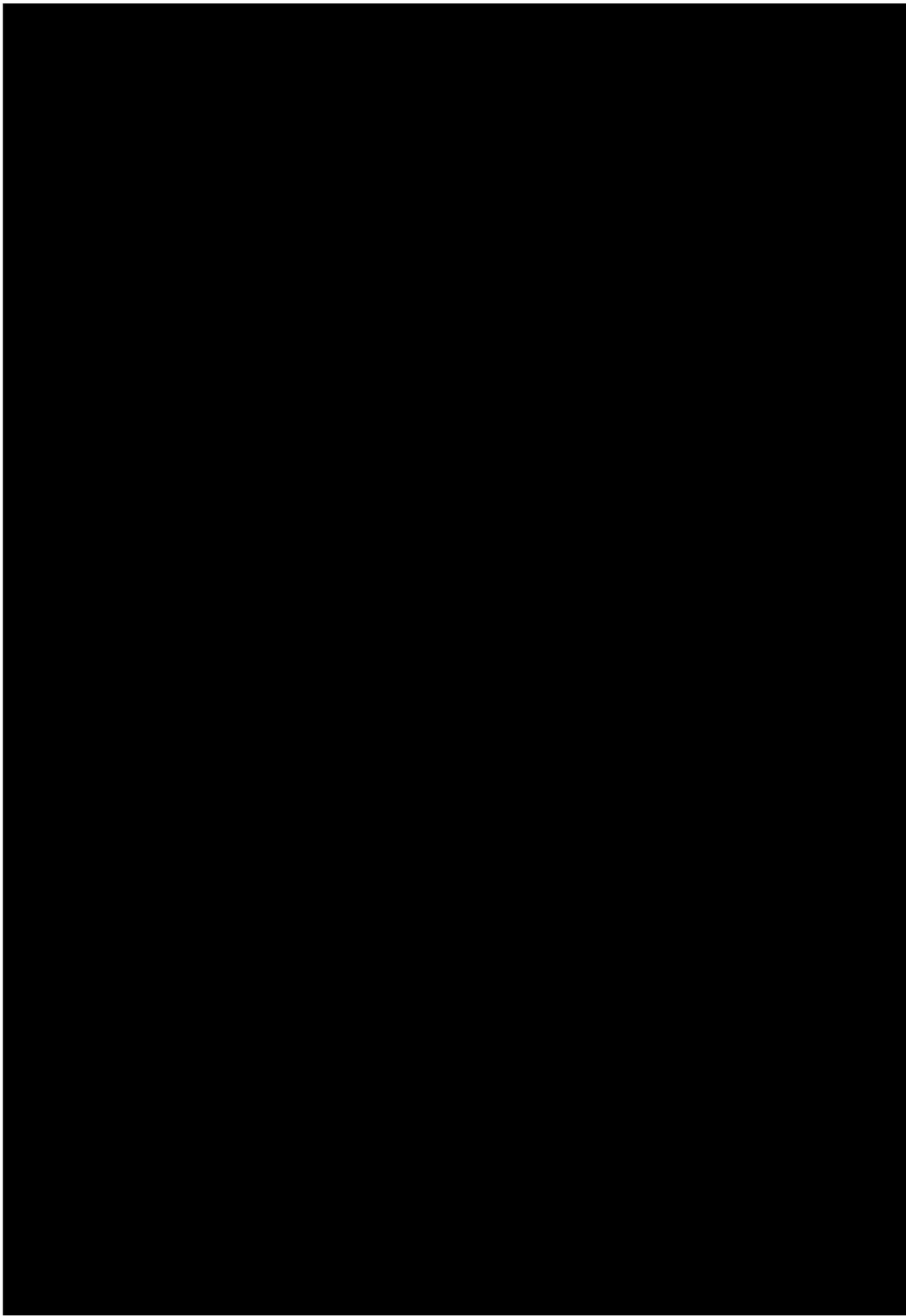
[Observed Behavior – Reasonable Suspicion Record](#)

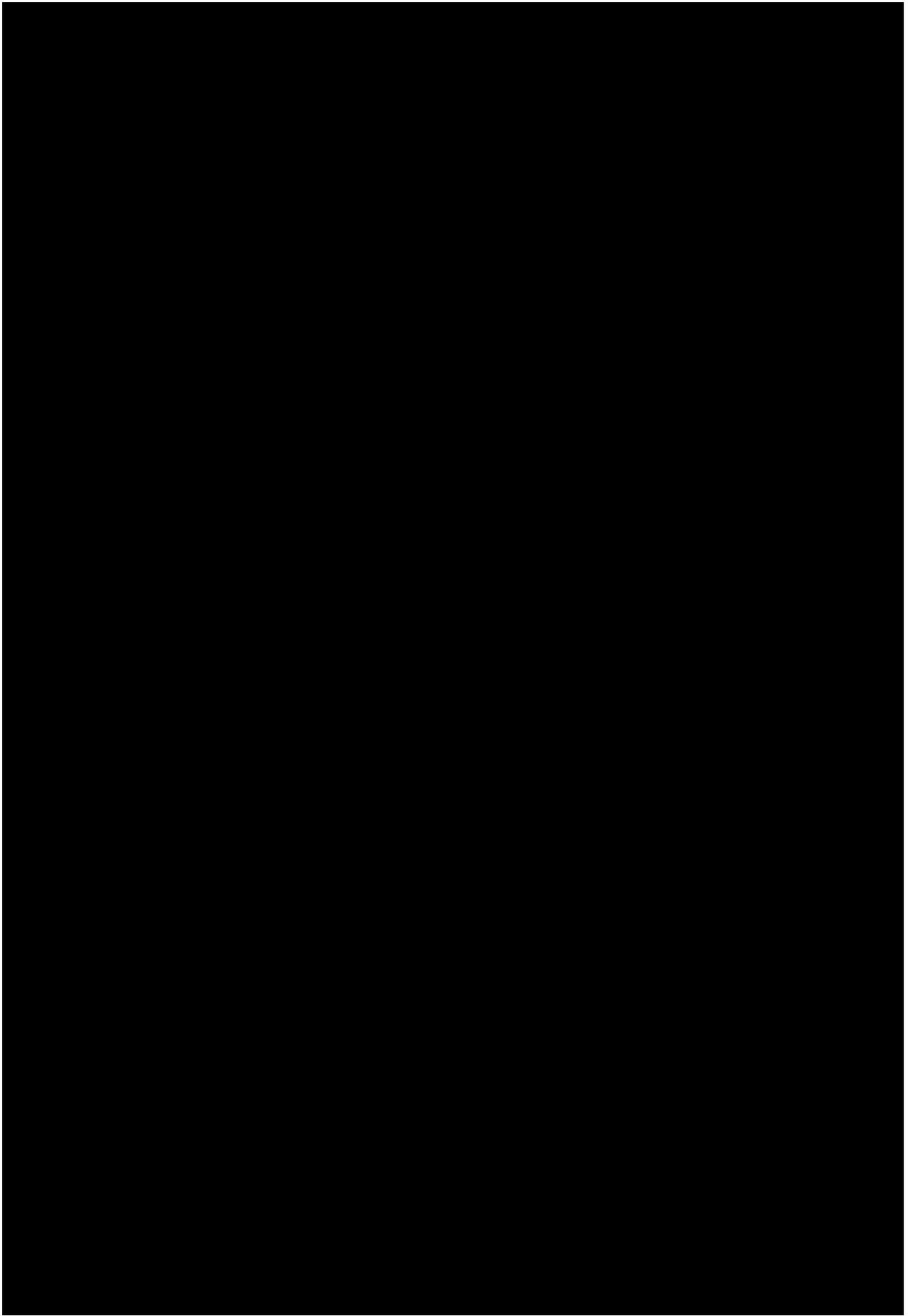
Last updated 8/23/06

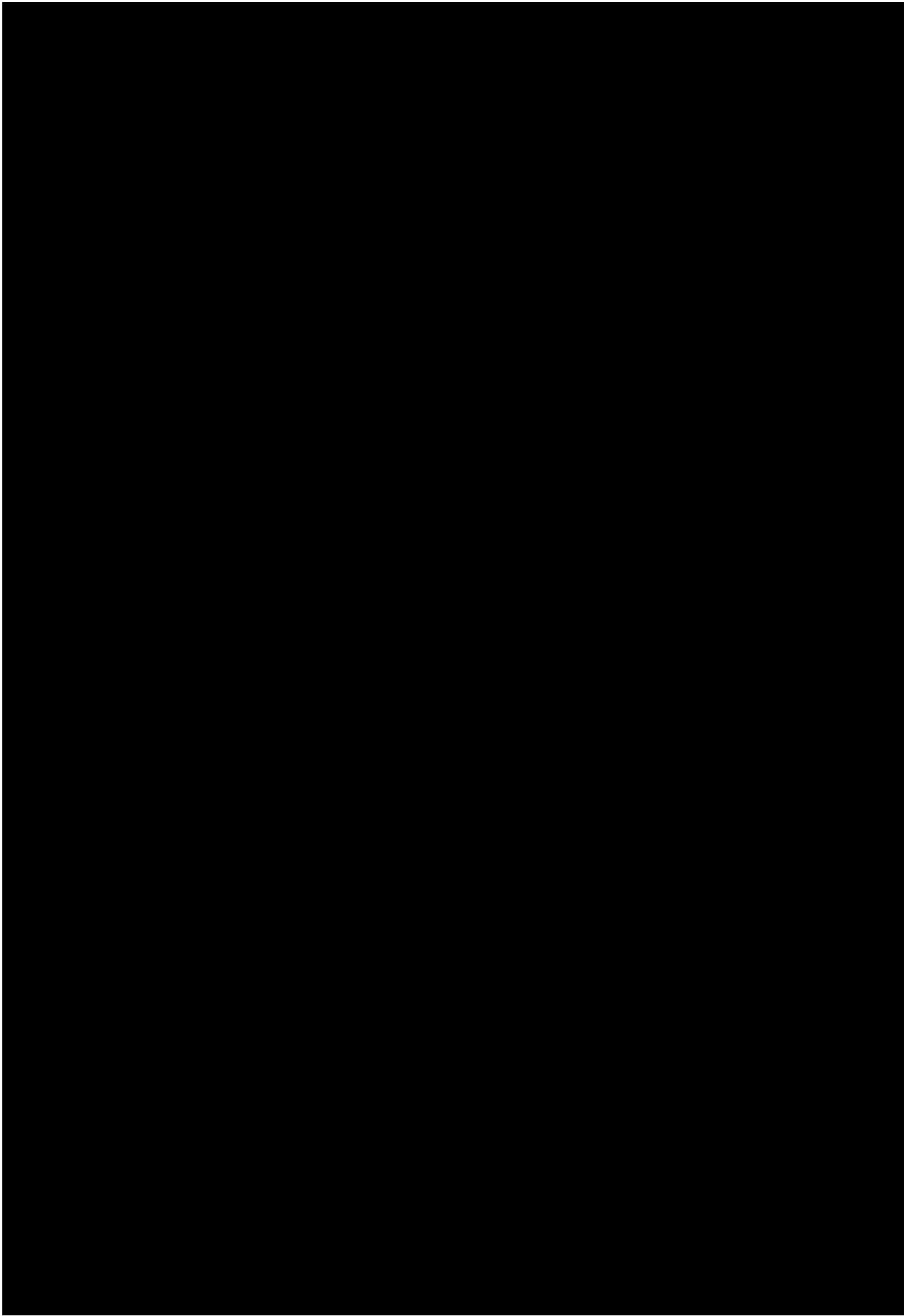




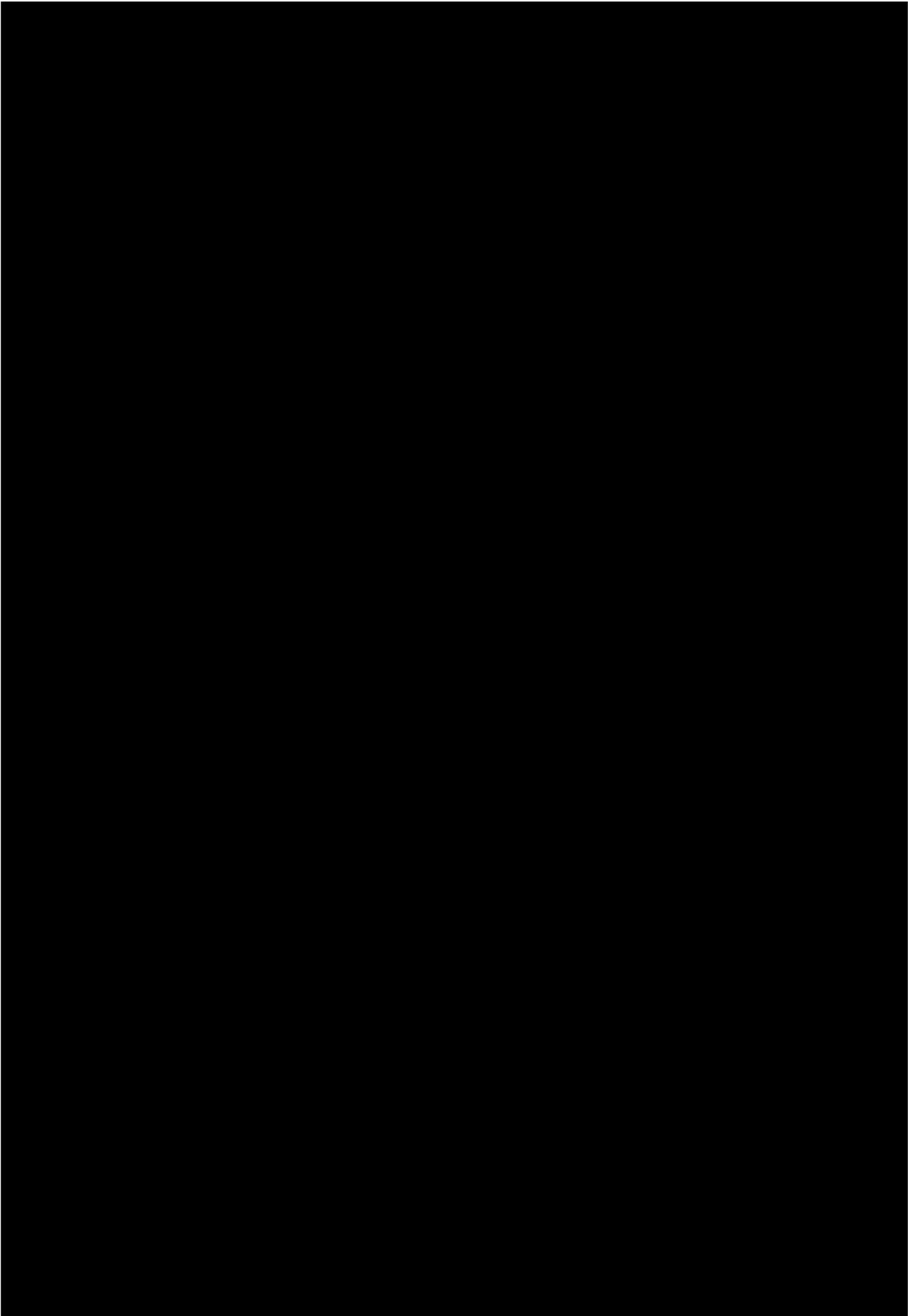


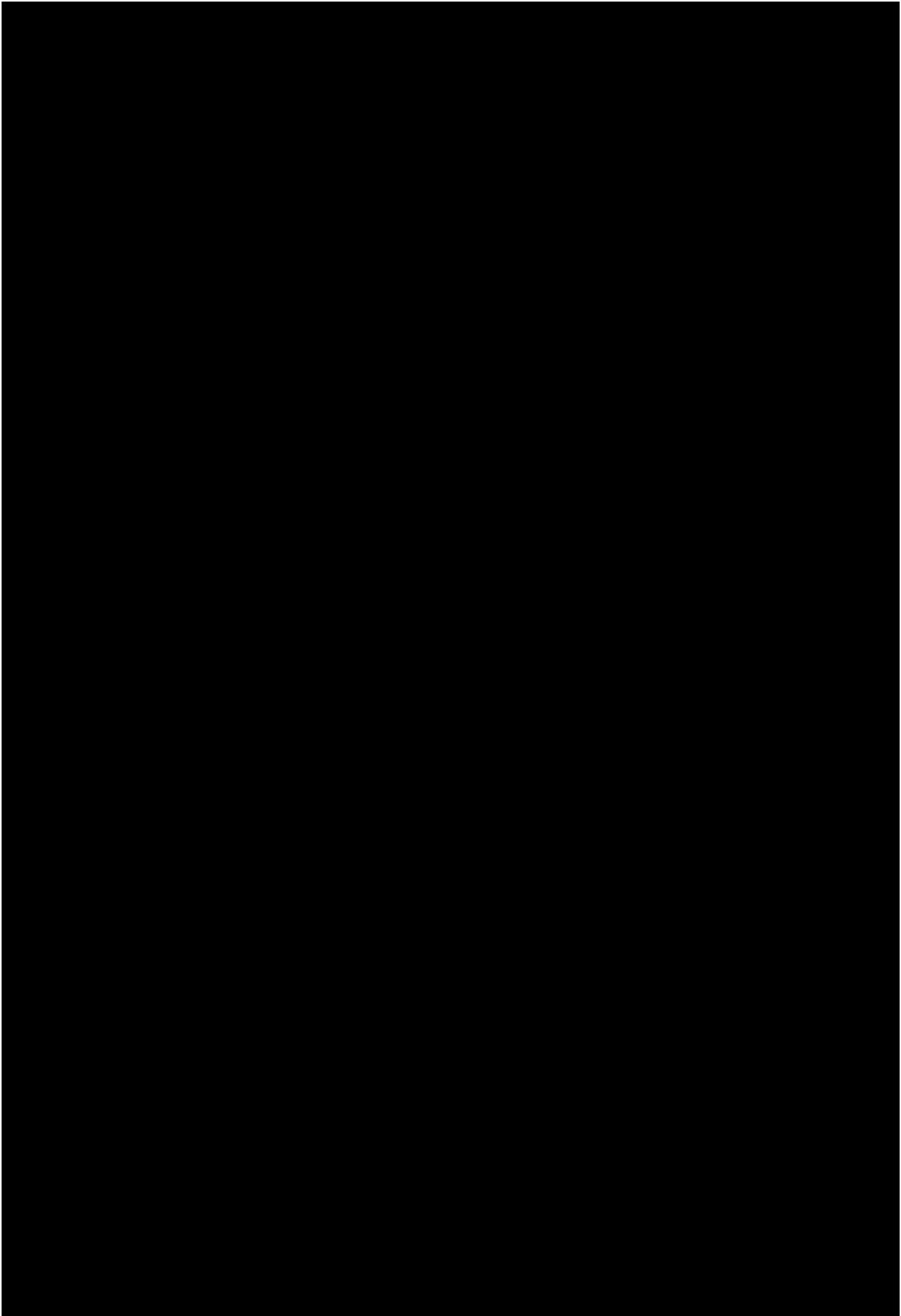












form_201-fillable_ICS_Briefing.pdf

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: HHMM
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4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):



5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: _____	Position/Title: _____	Signature: _____
------------------------------------	-----------------------	------------------

ICS 201, Page 1	Date/Time: _____
-----------------	------------------

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM
7. Current and Planned Objectives:		
ICS 201, Page 2	Date/Time: Date	

INCIDENT BRIEFING (ICS 201)

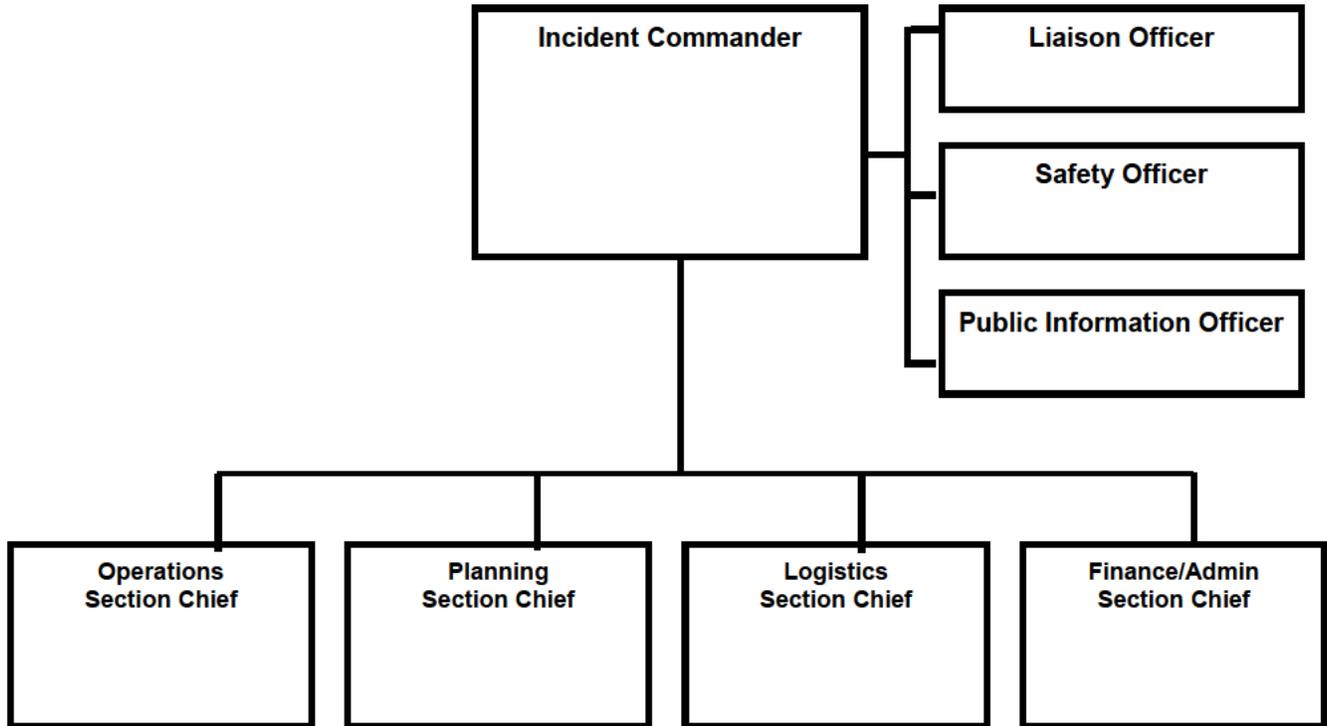
1. Incident Name:

2. Incident Number:

3. Date/Time Initiated:

Date: Date Time: HHMM

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name:

Position/Title:

Signature:

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

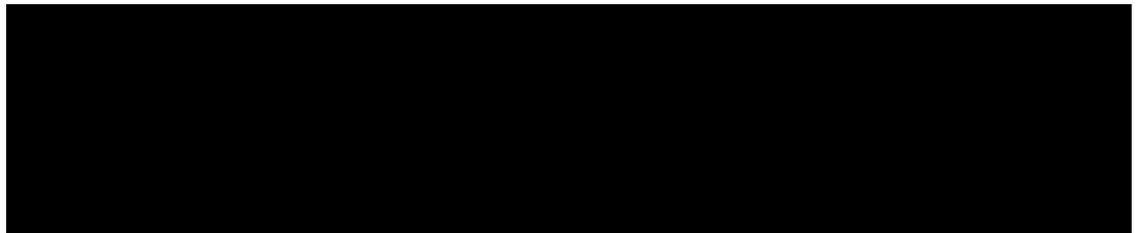
Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

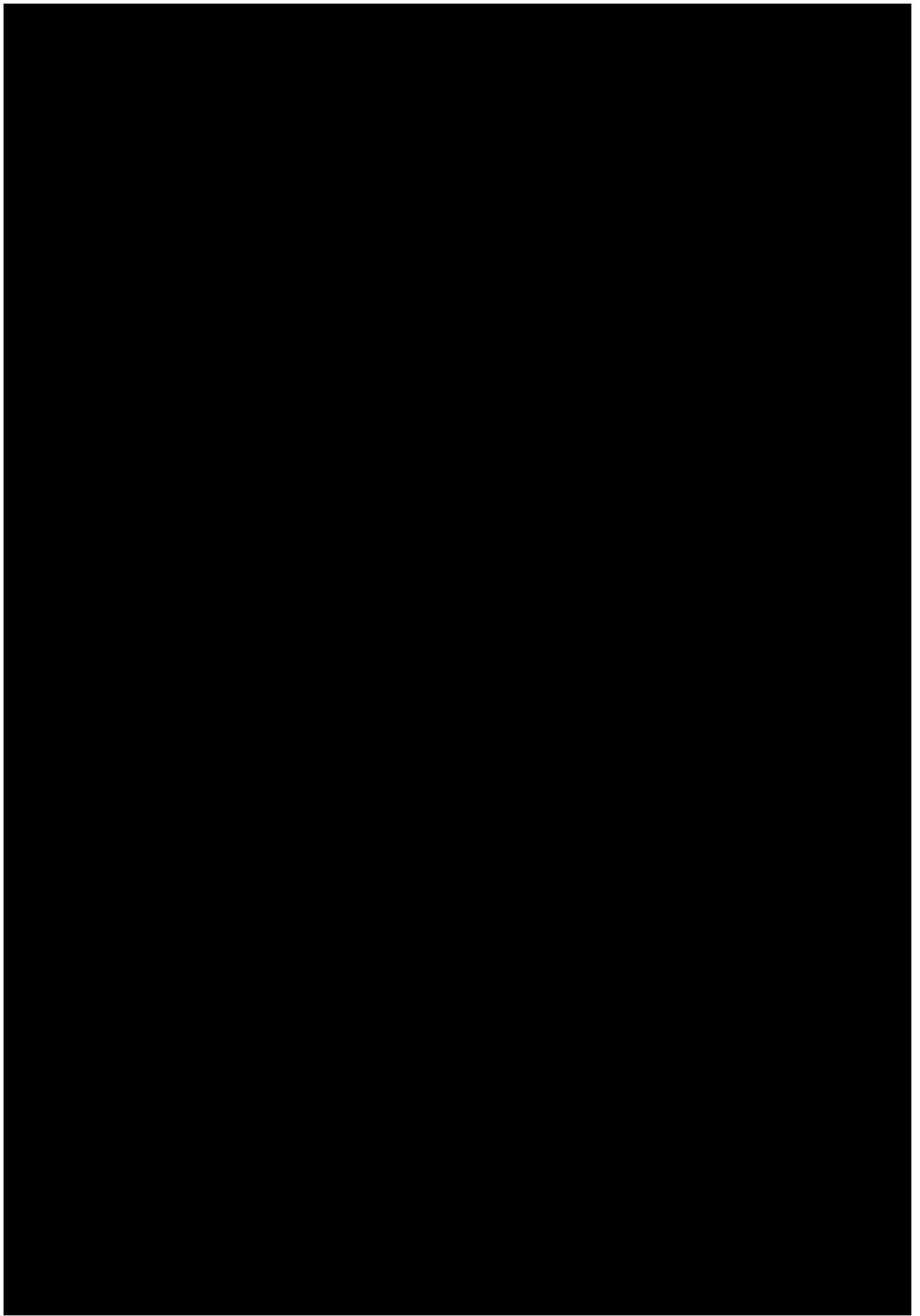
Notes:

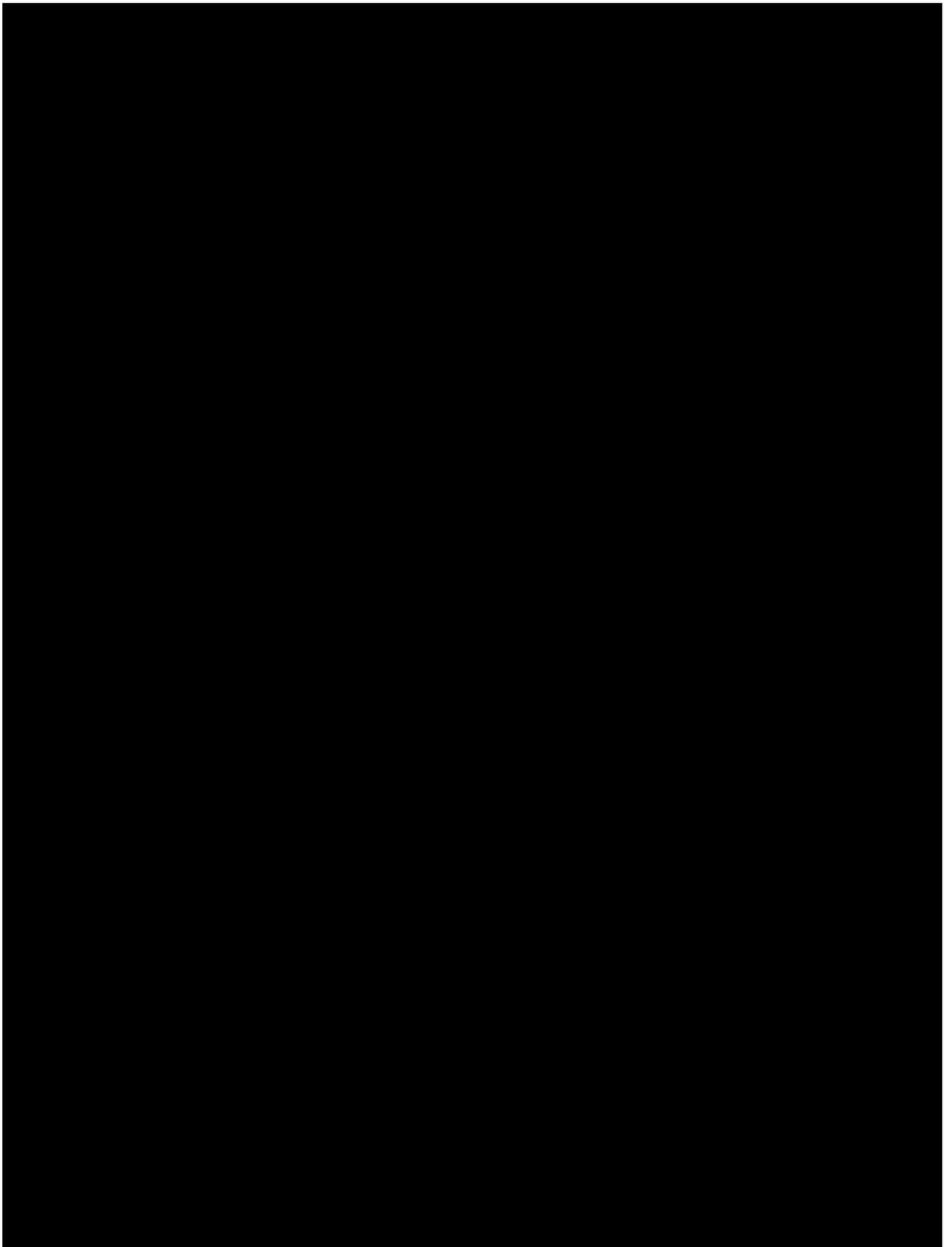
- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

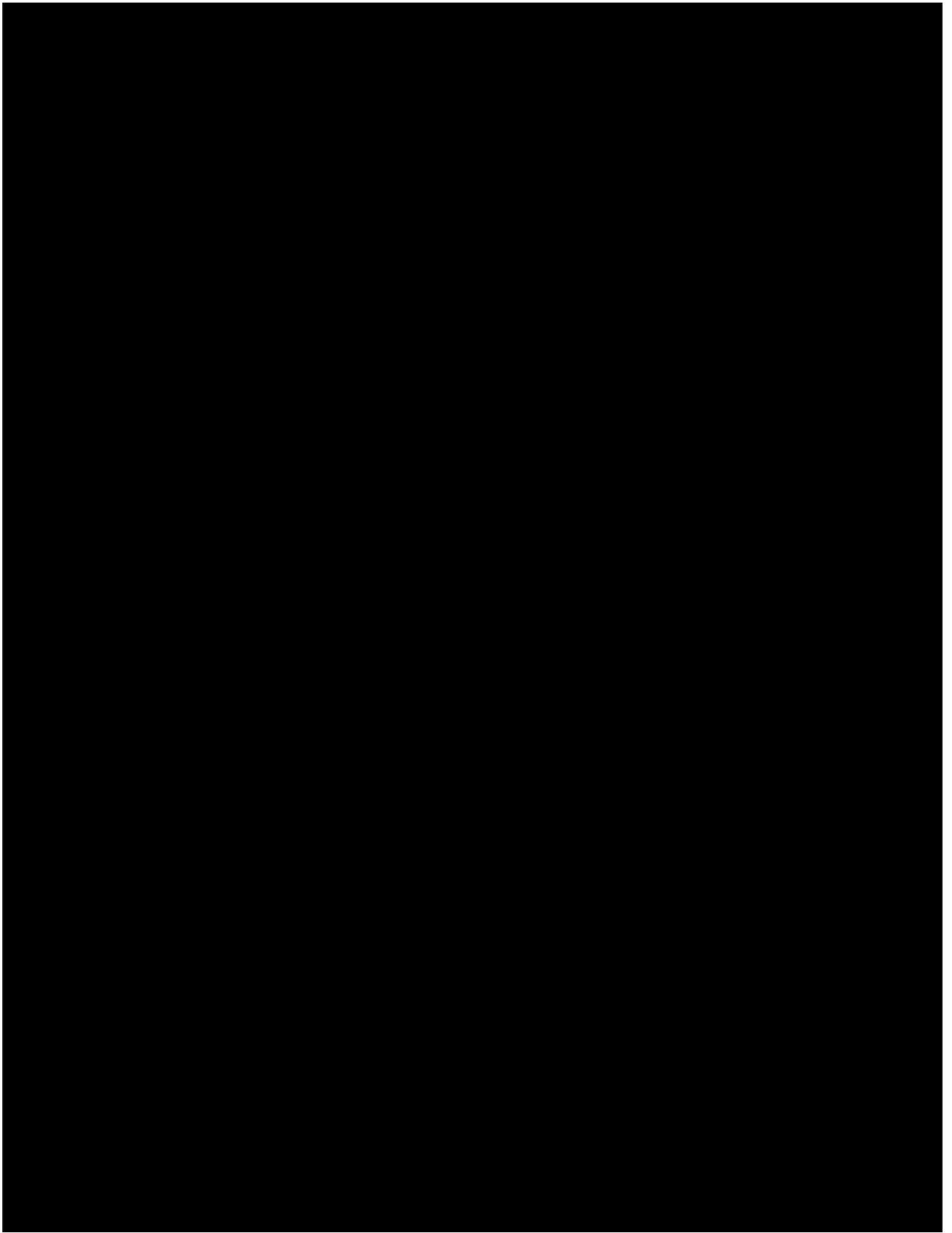
Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary <ul style="list-style-type: none"> • Resource • Resource Identifier • Date/Time Ordered • ETA • Arrived • Notes (location/assignment/status) 	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly. <ul style="list-style-type: none"> • Enter the number and appropriate category, kind, or type of resource ordered. • Enter the relevant agency designator and/or resource designator (if any). • Enter the date (month/day/year) and time (24-hour clock) the resource was ordered. • Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock). • Enter an "X" or a checkmark upon arrival to the incident. • Enter notes such as the assigned location of the resource and/or the actual assignment and status.









CRITICAL INCIDENT DEBRIEFING PROTOCOL.pdf

CRITICAL INCIDENT DEBRIEFING PROTOCOL

1. Following the incident, the Assistant Chief of Operations, or designee, shall preside over a debriefing unless reasonable justification exists for not doing so. In making this determination, the following shall be considered:
 - a. The type and seriousness of the incident.
 - b. The potential to activate, or the actual activation of, the Incident Command System (ICS).
 - c. The utilization of other County departments or other law enforcement agencies.
 - d. The potential to derive information from the incident which may be of value in providing training for future incidents.

2. The debriefing shall be conducted as soon as practical after the event, with input from the following components of the incident:
 - a. All B of I personnel who were involved in the incident.
 - b. Representatives from all components of the ICS, if activated.
 - c. Representatives from any County departments that were utilized.
 - d. Representatives from any outside law enforcement agencies that were utilized.
 - e. Others deemed appropriate and relevant to the debriefing.

3. The purpose of the debriefing shall be to identify ways in which the B of I's response to incidents may be improved and to identify potentially relevant training. The debriefing shall not supersede, or substitute for, any other investigation or report required by law or policy.

The debriefing shall include discussion of:

- a. Initial Response Factors:
 1. Contingency plan(s)
 2. Staffing levels at the outset of the incident
 3. Communications preparedness
 4. Call-out protocol
 5. Cooperation

- b. Incident Management:
 1. Incident Command System (ICS)

2. Call-outs
3. Notifications
4. Press Information
5. B of I Services – non-incident related
6. Relief
7. Other B of I resources
8. Return to normal services

c. Tactics:

1. Perimeters
2. Office Security
3. Evacuation

d. Communications:

1. Quality
2. Timeliness

e. Equipment:

1. Utilized
2. Missing
3. Malfunctioning
4. Needed for future incidents

5. The Assistant Chief of Operations or designee presiding over the debriefing of a critical incident must consider that personal liability and/or discipline may result from a criminal and/or administrative investigation of the incident, and may excuse personnel from the debriefing on this basis. Having in mind that a criminal and/or administrative investigation may occur, discussion of B of I policy as it relates to the particular action(s) of participants should be avoided.
6. Within fifteen (15) calendar days, the Assistant Chief of Operations shall ensure an after-action report is prepared and submitted to the Chief Investigator via the chain of command. This report shall summarize the information received in the debriefing, identify the relevant response, management, tactical, equipment, communications or training issues, and recommended improvements for response to future incidents. The report shall not supersede nor substitute for any other investigation or report mandated by law or policy. The report shall be in interoffice memorandum format.
7. The Chief Investigator shall cause the after-action report to be reviewed by Assistant Chiefs for the purpose of analyzing the strategy utilized and identifying relevant training and/or equipment needs.
8. The Assistant Chief of Administration will determine when and how best to disseminate the relevant training information.
9. The Assistant Chief of Administration will ensure identified equipment needs are sufficiently addressed.

10. This evaluative and deliberative process is intended to foster freedom of expression among B of I personnel involved in incidents for the purpose of enhancing future B of I responses, decision making and policy formulation. Consequently, all personnel involved in debriefings shall treat the information as *confidential* and not subject to disclosure except by order of the Chief Investigator.

11. RETENTION OF REPORTS AND TRAINING DOCUMENTS

- a. All reports and training documents developed pursuant to this section shall be retained by the Assistant Chief of Administration, in compliance with law and/or policy.

2019 - 2024 Safety MOU.pdf

MEMORANDUM OF UNDERSTANDING

SAFETY UNIT

2019 – 2024



**County of San Bernardino
and
San Bernardino County
Sheriff's Employees' Benefit Association**

Table of Contents

PREAMBLE.....	1
RECOGNITION.....	1
ACCESS TO WORK LOCATIONS.....	1
ASSIGNMENT TO HIGHER POSITION.....	2
COUNTY MANAGEMENT RIGHTS.....	3
DEFERRED COMPENSATION.....	3
DEFINITIONS.....	4
DEMOTIONS.....	5
DEPENDENT CARE ASSISTANCE PLAN.....	5
DIRECT DEPOSIT.....	5
DISPUTE RESOLUTION PROCEDURE.....	6
DOWNGRADINGS.....	11
DUAL APPOINTMENTS.....	11
DUES DEDUCTIONS.....	11
EMPLOYEE RIGHTS.....	12
EMPLOYEES AND AUTHORIZED EMPLOYEE REPRESENTATIVES.....	13
EXPENSE REIMBURSEMENT.....	14
EXTRA HELP AND PUBLIC GATHERINGS.....	17
FLEXIBLE SPENDING ACCOUNT.....	17
FULL UNDERSTANDING, MODIFICATION AND WAIVER.....	18
IMPLEMENTATION.....	18
LAYOFF.....	18
LEAVE PROVISIONS.....	19
LIFE INSURANCE.....	27
LONG TERM DISABILITY (LTD) INSURANCE.....	27
MEDICAL AND DENTAL COVERAGE.....	28
MEDICAL EMERGENCY LEAVE.....	31
MEDICAL TRUST.....	33
MERIT ADVANCEMENTS.....	33
NON-DISCRIMINATION.....	34
NOTIFICATION OF ASSAULTS.....	34
OBLIGATION TO SUPPORT.....	34
ON-CALL PAY.....	34
OVERTIME.....	35
PAY PERIOD.....	37
PAYROLL DEDUCTIONS.....	37
PAYROLL ERRORS.....	38
PEACE OFFICER STANDARDS AND TRAINING (POST) PAY.....	38
PHYSICAL FITNESS AND APPEARANCE.....	39
PROBATIONARY PERIOD.....	40
PROMOTIONS.....	41
PROSPECTIVE LAWSUITS.....	41

PROVISIONS OF LAW.....	41
REASSIGNMENTS.....	41
REEMPLOYMENT.....	42
RENEGOTIATION.....	42
RETIREMENT MEDICAL TRUST FUND.....	42
RETIREMENT SYSTEM CONTRIBUTIONS.....	44
SAFETY EQUIPMENT.....	44
SALARY ADJUSTMENTS.....	45
SALARY RATES AND STEP ADVANCEMENTS.....	46
SECTION 125 PREMIUM CONVERSION PLAN.....	47
SENIORITY WATCH PREFERENCE AND ROTATION.....	48
SHERIFF'S PROMOTIONAL EVALUATIONS.....	49
TERM.....	50
TRANSFER.....	50
TUITION REIMBURSEMENT.....	50
UNIFORM ALLOWANCE.....	51
UPGRADINGS.....	51
USE OF BULLETIN BOARDS.....	51
USE OF COUNTY RESOURCES.....	52
VISION CARE INSURANCE.....	52
WAGE DIFFERENTIALS.....	52
WORK DISRUPTION.....	54
APPENDIX A – Approval by Board of Supervisors.....	55
APPENDIX B – Salary Schedule.....	56
APPENDIX C - 4/10 Schedules.....	66
APPENDIX D - 12-Hour Shifts on Corrections Outlying Stations.....	67
APPENDIX E - Office of the District Attorney 9/80 Schedule.....	68
APPENDIX F - Office of the District Attorney 4/10 Schedule.....	69

2019-2024
MEMORANDUM OF UNDERSTANDING
SAFETY UNIT
County of San Bernardino
and
San Bernardino County
Sheriff's Employees' Benefit Association

PREAMBLE

This Memorandum of Understanding for the Safety Unit contains the complete results of negotiations concerning wages, hours and other terms and conditions of employment for employees in the Safety Unit. The parties hereto have met and conferred in good faith exchanging various proposals in an attempt to reach agreement.

NOW, THEREFORE, the County of San Bernardino (hereinafter referred to as County) and the San Bernardino County Sheriff's Employees' Benefit Association (hereinafter referred to as SEBA) hereby agree as follows.

RECOGNITION

Pursuant to the provisions of the Employee Relations Code of the County of San Bernardino and applicable State law, the San Bernardino County Sheriff's Employees' Benefit Association (SEBA) has been certified by the County's Employee Relations Panel as the exclusive recognized employee organization for County employees in the Safety Unit (hereinafter the "Unit") previously found to be appropriate by said Employee Relations Panel. The County hereby recognizes SEBA as the exclusive recognized employee organization for the employees in the employee classifications comprising said Unit as listed in the Appendix B – Salary Schedule hereof, as well as employees in such classes as may be added to this Unit hereafter by the County.

Employees in this Unit shall retain all rights, benefits and protection provided in this Memorandum of Understanding and the Personnel Rules when assigned to court services.

ACCESS TO WORK LOCATIONS

The parties recognize and agree that in order to maintain good employee relations, it is necessary for Field Representatives of SEBA to confer with County employees during working hours.

Therefore, SEBA Field Representatives will be granted access to work locations during regular working hours to investigate and process grievances or appeals or examine working conditions. SEBA Field Representatives shall be granted access with reasonable advance notice to the appointing authority or designated management representative prior to entering a work location and after advising of the general nature of the business. However, the appointing authority or designated management representative may deny access or terminate access to work locations if, in their judgment, it is deemed that the visit would interfere with the efficiency, safety, or security of County operations. The appointing authority shall not unreasonably withhold timely access to work locations. The appointing authority shall ensure that there is at all times someone designated who shall have full authority to approve access. If a request is denied, the appointing authority or designated management representative shall establish a mutually agreeable time and location for access to the employee, and/or facilities.

SEBA Field Representatives granted access to work locations shall limit such visits to a reasonable period of time, taking into consideration the nature of the grievance or appeal or visit.

The appointing authority or designated management representative may mutually establish with the SEBA Field Representatives reasonable limits as to the number of visits authorized with the same employee on the same issue, and reasonable limits as to the number of employees who may participate in a visit when several employees are affected by a specific issue. The County shall not unduly interfere with SEBA's access right to work locations.

ASSIGNMENT TO HIGHER POSITION

Employees directed to continuously perform duties in a vacant higher level position for which funds have been appropriated shall be entitled to compensation on the higher level for the time actually worked in excess of sixty (60) work days in a one hundred twenty (120) work day corridor, unless specifically waived by the employee; provided, however:

- (a) The appointing authority certifies to the County Executive Officer in writing at the time of appointment that the employee is assigned and held responsible to fully perform all of the duties normally associated with the higher-level classification without limitation as to difficulty or complexity of assignments or consequence of action and that the employee shall be required to meet standards for satisfactory performance normally required at the higher-level classification.
- (b) A written request of compensation at the higher-level classification is directed to the County Executive Officer through the Human Resources Department for approval. It shall be the responsibility of the appointing authority to initiate such requests and whenever possible to anticipate need for reassignment to a higher-level classification. Written requests may also be made by the employee or the exclusive recognized employee organization in the same manner. A copy of the written request for compensation at the higher-level classification and the certification of the assignment of duties shall be provided to the employee. The employee shall be advised of the date compensation at the higher level is to be effective.

No employee shall be required to accept assignments to continuously perform the duties of a vacant higher-level position for which funds have been appropriated unless directed in writing by the appointing authority or supervisor with the delegated authority.

Employees may be temporarily assigned higher or lower duties without a change in pay and such action not be deemed as a basis for transfer, demotion, promotion, or reclassification. In all cases where periodic or regular variations in assignments occur because of seasonal needs or because of the nature of the duties or the work schedule, such variations shall be considered as incidental to the position.

Appointments to regular positions from an appropriate eligible list of a lower classification as a Trainee are exempt from provisions of this Article and are governed by the provisions of the Personnel Rule on Appointments.

Approval of compensation at the higher-level classification shall not circumvent the principle of the competitive process for appointments to positions in the classified service. Approval of the higher salary may not be retroactive unless approved by the Director of Human Resources and unless a request for compensation at the higher-level classification is made within twenty (20) work days following the sixty (60) working day period. In no event shall additional compensation be paid for the first sixty (60) days worked. Requests approved for compensation at the higher-level classification shall be governed by the Personnel Rule on Provisional Appointments as to the duration of approval and eligibility requirements for compensation at the higher-level classification and as to continuation of the appointment.

This Article does not apply to a situation in which there is no vacant higher-level position for which funds have been appropriated. Addition of duties of a higher-level classification to an employee's budgeted position shall be governed by Personnel Rule on Classifications.

It is the responsibility of all parties including department heads and other supervisory personnel to follow the procedures set forth in this Article and promptly report unauthorized situations covered by this Article to the County Executive Officer.

For purposes of this Article, a vacant position is defined as an authorized position for which funds have been appropriated and allocated to an existing job classification based upon the duties and responsibilities currently assigned to the position and which may be:

- (1) An unoccupied position due to attrition and for which the Civil Service appointment process has been initiated.
- (2) A new position authorization by Board of Supervisors budgetary action for which the Civil Service appointment process has been initiated.
- (3) A position from which the incumbent is on extended authorized leave of absence.

COUNTY MANAGEMENT RIGHTS

All management rights and functions shall remain vested exclusively with the County except those which are clearly and expressly limited in this Agreement. It is recognized merely by way of illustration that such management rights and functions include but are not limited to:

- (a) The right to determine the mission of each of its agencies, departments, institutions, boards, and commissions.
- (b) The right of full and exclusive control of the management of the County; supervision of all operations; determination of the methods and means of performing any and all work; and composition, assignment, direction, location, and determination of the size and mission of the work force.
- (c) The right to determine the work to be done by the employees, including establishment of levels of service and staffing patterns.
- (d) The right to change or introduce new or improved operations, methods, means or facilities; or, to contract for work to be done.
- (e) Subject to the Personnel Rules where applicable, the right to prescribe qualifications for employment and determine whether they are met; to hire, set and enforce performance standards, and promote employees; to establish, revise and enforce work rules; to schedule work time and time off; to transfer, reassign, furlough and lay off employees; to suspend, reduce in step, demote, discharge or otherwise discipline employees for cause; and to otherwise maintain orderly, effective, and efficient operations.

DEFERRED COMPENSATION

Effective August 3, 2019, all employees newly hired in the bargaining unit shall automatically be enrolled in the County's 457 Deferred Compensation Plan and contribute 1.00% of base salary to the plan, subject to all legal requirements and constraints. Prior to the first salary deferral deduction employees shall be provided a 30-day opt-out period during which no salary deferral deduction shall be taken. Thereafter, employees may opt-out at any time.

The Human Resources Employee Benefits and Services Division shall establish the forms and guidelines for the salary deferral opt-out and administer the deduction according to the applicable Plan Document(s) and/or Human Resources Benefits procedures.

DEFINITIONS

Listed below are definitions of terms commonly used in this Agreement.

Appointing Authority – Refers to the department head of the employee's department. It includes any person who is designated as acting department head, employees acting for the department head during absence, and/or employees delegated all authority to act on behalf of the appointing authority on a regular basis.

Base Rate of Pay or Base Hourly Rate – The employee's base hourly wage (including POST Pay), excluding differentials and other pay above the base hourly wage (See Appendix B).

Base Biweekly Salary – Employee's base hourly rate (including POST Pay), excluding any differentials or other pay above the base hourly rate, multiplied by the base hours paid (e.g., REG, SCK, ANN, etc.) each pay period. Base hours paid does not include time without pay or disability payments such as workers' compensation.

Calendar Year – Refers to pay period 1 through 26 (or 27 when applicable) consecutively.

County Service or Continuous Service – Refers to the total length of service from an employee's beginning (hire) date in a regular position with no separation from County employment.

Director of Human Resources – Refers to the incumbent in the Director of Human Resources' position. It also includes any person who has been designated as acting Director of Human Resources, employees acting for the Director during absence, and/or employees delegated authority approval on a regular basis by the Director of Human Resources.

Fiscal Year – Ordinarily refers to pay period 15 of one year through pay period 14 of the following year.

Hire Date or Date of Hire – Refers to the effective date of the most recent start date in a regular position.

Paid Hours – Shall mean hours actually worked or the use of accrued leave time such as annual, sick, or compensatory time. It does not include unpaid hours or disability payments (excluding 4850 time) such as workers' compensation.

Paid Status – Refers to any pay period in which an employee codes paid hours.

Regular Position – Refers to a position authorized by the Board of Supervisors that may be budgeted at either a full-time or part-time level, and may be in either the Classified or Unclassified Service. Regular positions do not include recurrent, extra-help, ordinance, contract and other contingent positions.

Regular Status - Refers to the completion of a required probationary period in a regular classified position in the employee's current or prior position, as applicable.

Service Hours – Refers to paid hours during an employee's regular tour of duty, up to eighty (80) hours per pay period. Time without pay, absences while receiving disability payments (excluding 4850 time), Medical Emergency Leave, and overtime hours do not count as service hours.

Working Days – Refers to the days that the County is normally open to conduct business, i.e., Monday through Friday, excluding County holidays.

DEMOTIONS

A demotion is the appointment of an employee from an incumbent position to a position in a different classification for which the maximum rate of pay is lower. An employee demoted for disciplinary reasons shall be placed on the step within the base salary range of the class to which demoted as provided in the Order of Demotion; provided, however that the employee shall not be placed lower than two (2) step increments, approximately five percent (5%) below employee's current step.

An employee demoted for disciplinary reasons cannot be placed higher than the top step in the range for the class to which the employee is demoted.

An employee demoted for non-disciplinary reasons shall be retained at the same salary rate, provided, that the salary rate does not exceed the top step of the salary range of the demoted class, except that such an employee may be placed on an "X" step in accordance with the provisions of the Article on Downgradings, with the approval of the appointing authority and the Director of Human Resources.

A promoted employee who is returned to former classification during the probationary period shall be placed on the same step within the base salary range for the former classification that the employee was on at time of promotion. No credit shall be granted for time spent at the promoted level for next step advance due date.

DEPENDENT CARE ASSISTANCE PLAN

The purpose of this Section 125 Dependent Care Assistance Plan (DCAP) is to permit eligible employees to make an election to pay for qualifying dependent care expenses on a pre-tax basis by salary reductions. DCAP exclusions from gross income do not affect compensation for retirement purposes.

DCAP is administered by the Employee Benefits and Services Division in accordance with the County's Dependent Care Assistance Plan Document and IRS regulations.

- (a) To be eligible for this benefit, an employee must be in a regular position.
- (b) Enrollment in the Plan is required every Plan Year and is limited to the annual open enrollment period or no later than sixty (60) calendar days following the date of becoming eligible due to a mid-year Change in Status Event. Failure to submit participation agreement within the time frame shall result in an election to not participate in the Plan.
- (c) An employee election to participate shall be irrevocable for the remainder of the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Dependent Care Assistance Plan Document.
- (d) Any unused amounts remaining in an employee's account at the end of a Plan Year must be forfeited except as permitted by the IRC and the County's Dependent Care Assistance Plan Document. The County will use any forfeited amounts to defray the Plan's administrative expenses.

DIRECT DEPOSIT

All employees must make arrangements for the direct deposit of paychecks and expense reimbursements into the financial institution of their choice via electronic fund transfer.

Employees who fail to make arrangements for direct deposit shall receive paychecks and/or expense reimbursements via pay card.

DISPUTE RESOLUTION PROCEDURE

Section 1 – Purpose

The County and SEBA fully realize the importance of viable procedures to aid in the resolution of disputes among employees, supervisors, and management. It is recognized that conditions may arise which can create employee dissatisfaction, and that to maintain high employee morale and harmonious relations, an orderly method of processing disputes is necessary. The Board of Supervisors and SEBA have pledged that their representatives at all levels will extend active, aggressive, and continuing efforts to secure prompt disposition of issues. The initiation of a complaint in good faith by an employee shall not cause any adverse reflection on the employee's standing with immediate supervisors or loyalty as a County employee.

Section 2 – Definitions and Exclusions

There are three (3) types of dispute procedures in this Article: grievances, disciplinary appeals, and unfair labor practices.

- (a) A grievance is a disagreement between County management and an employee, or group of employees concerning the interpretation, application, or violation of this Memorandum of Understanding. Formal grievances must be filed by SEBA on behalf of any employee or group of employees. SEBA shall have sole discretion to determine whether to file, advance and settle any formal grievances. Group grievances are defined as, and limited to, those grievances that allege more than one (1) employee suffered harm under similar facts and circumstances within the grievance filing period. A group grievance does not need to identify, by name, the specific individuals alleged to have suffered harm provided the affected employees (i.e., grievants) are readily ascertainable (e.g., all deputies assigned to the Rancho Cucamonga Station on the night shift). However, where only some employees in a larger group of employees are alleged to have suffered harm or where back pay or monetary relief is sought, SEBA shall be required to name the grievants so as to enable the County to determine and evaluate the scope and potential liability and also attempt settlement.
- (b) A disciplinary appeal is an appeal of discipline as defined by the Personnel Rules.
- (c) Unfair labor practice charges are defined by Section 13.0211 of the Employee Relations Ordinance.

Any dispute which may arise between parties involving application, meaning, or interpretation of the Personnel Rules is excluded from this Article and shall be settled in accordance with the appropriate appeal procedure established by the Personnel Rules except as provided in Section 4 of this Article.

All matters are excluded from this procedure which deal with the Non-Discrimination Article, County Management Rights Article, federal or state statutes, rules or regulations; or matters that are preempted by County Charter. However, SEBA retains the right to process a grievance based upon a claim of discrimination because of labor organization affiliation as an alleged violation of the Article entitled Employee Rights.

Except as otherwise provided by this Agreement or state or federal statute, this grievance procedure shall be the sole and exclusive procedure for seeking recourse for any grievance, as defined herein.

Section 3 – Grievance Procedure

(a) Jurisdiction

The Director of Human Resources or designee, in consultation with the County Labor Relations Chief, shall have the sole authority within the County structure to provide the official management interpretation or application to any and all provisions of this Agreement. The arbitrator has the final

authority within the County structure to adjudicate all grievances, as defined or otherwise provided herein.

(b) Representation

Aggrieved employee(s) shall be represented by an authorized SEBA representative. This representation may commence at any step in the Grievance Procedure. A representative of the Human Resources Department may be in attendance at any step in the Grievance Procedure. The County agrees within reasonable limits to compensate the aggrieved employee(s) for time spent during regularly scheduled hours in the handling of real and prospective grievances.

(c) Consolidation of Grievances

In order to avoid the necessity of processing numerous similar grievances at one time, similar grievances must be consolidated.

(d) Time Limitations and Notification

Time limitations are established to settle a grievance quickly. Time limits may be modified only by agreement of the parties. If at any step of this Grievance Procedure SEBA is dissatisfied with the decision rendered, it shall be SEBA's responsibility to initiate the action which submits the grievance to the next level of review within the time limits specified. Failure to submit the grievance within the time limits imposed shall terminate the grievance process and the matter shall be considered resolved. If a reviewing official does not respond within the time limits specified, the grievance shall be deemed to have been denied on the last day upon which the response could have been made.

SEBA shall then proceed to the next step of the Grievance Procedure within the specified time limits. A formal grievance may be entertained in or advanced to any step if the parties jointly so agree, except as limited by Section 2 of this Grievance Procedure. A copy of such agreements bearing the signatures of the parties shall be filed with the Employee Relations Division of the Human Resources Department.

For purposes of this Grievance Procedure, notification to a party may be given either personally or by mail. When notice is mailed to an employee, it shall be sent to the employee's current address of record. For the purpose of this procedure, notice by mail shall be deemed to have been completed on the third calendar day following deposit of notice with the United States Postal Service, unless the party can establish that notice was not actually received as a result of circumstances beyond the party's control.

(e) Steps in the Grievance Procedure

The procedures outlined herein constitute the informal and formal steps necessary to resolve an employee's grievance. The attempt of settlement of grievances filed on behalf of an individual employee(s) in the informal step at the employee-supervisor level is required. The presentation of the informal grievance is an absolute prerequisite to the institution of a formal grievance. The grievance must be submitted within fifteen (15) work days after the employee is aware of the conditions precipitating the grievance.

Step 1 – Informal. Initially, the employee having a grievance shall on a personal face-to-face basis discuss the complaint with the immediate supervisor informally.

Within three (3) work days the immediate supervisor shall give the decision to the employee orally.

If a mutually acceptable solution has not been reached in the informal step, SEBA shall submit the grievance in writing on appropriate forms prepared and supplied by the Employee Relations Division which shall provide a detailed statement of the grievance, including dates, names, and places,

applicable MOU articles, and the specific remedy or action requested. The written grievance shall be filed in duplicate with the Employee Relations Division within five (5) work days of oral notification of the immediate supervisor's decision.

Step 2 – Formal. The Employee Relations Division shall make a determination of whether the grievance is a matter for which the formal Grievance Procedure is appropriate. In making such determination, the Employee Relations Division shall determine if: (1) the grievance has been filed in a timely manner; (2) the initial step has been followed; (3) if the grievance alleges that a specific Memorandum of Understanding Article(s) has been misinterpreted, misapplied, or violated; and (4) the matter complained of in the grievance is covered by a specific provision of the MOU. The determination and notification to SEBA will be made within five (5) work days of receipt of the grievance.

If the Employee Relations Division has determined that the formal Grievance Procedure is appropriate, SEBA, on behalf of the grievant shall submit the written grievance to the Division/Section Head within three (3) work days of the receipt of written response of the Employee Relations Division.

If objection is made to the procedural and/or substantive grievability of a grievance at any step of the grievance procedure, it is expressly agreed that such defenses are preserved in any arbitration hearing and that no waiver will result from the subsequent processing and discussion of the grievance on the merits.

Step 3. The Division/Section Head shall meet with SEBA and thoroughly discuss the grievance within five (5) work days of receipt of the written grievance of the employee.

In the Sheriff's Department, it may be necessary to involve intermediate supervisors in the discussions with SEBA. The time limits established normally allow for this, but if an extension of time is needed, it should be mutually agreed upon in writing by both the appointing authority and the grievant or designated representative. A copy of the written agreement will be furnished to the Employee Relations Division of the Human Resources Department.

The Division/Section Head shall give a written decision to SEBA and the Employee Relations Division within five (5) work days after discussion with SEBA. If the grievance has not been satisfactorily resolved at this level, it may be appealed by SEBA to the appointing authority within five (5) work days following notification to SEBA.

Step 4. The appointing authority shall review the matter and shall render a decision within five (5) work days after receiving the grievance. If the grievance has not been satisfactorily resolved by the appointing authority, appeal may be made by SEBA within five (5) work days to the next step.

Step 5 – Arbitration. If the grievance has not been satisfactorily resolved, a written appeal for arbitration must be filed by SEBA with the Employee Relations Division within five (5) work days of notification of the decision by the appointing authority. The appeal must be presented on the aforementioned grievance form supplied by the Employee Relations Division of the Human Resources Department along with a copy of any pertinent documents. Grievances shall only be advanced to arbitration by SEBA.

In reaching a decision and award the arbitrator shall limit himself to the allegations contained in the grievance presented in relation to the express provisions of the MOU alleged to have been violated. Further, the arbitrator shall have no authority to amend, change, add to, subtract from, or ignore any provisions of this MOU. Lastly, the arbitrator shall not substitute his judgment for that of the County on matters pertaining to the exercise of managerial discretion except where it can be shown by the grievant/SEBA that the County abused its discretion.

The decision of the arbitrator will be in writing and transmitted to the parties within thirty (30) calendar days after the close of the hearing. The arbitrator's decision may require an appointing authority or a

subordinate to cease and desist from the action which is the subject of the grievance. The arbitrator may also require the appointing authority to take whatever action is necessary, within the control of the appointing authority, to remedy the grievance, or take other action to relieve the loss, if any, to the employee. Under no conditions can the arbitrator order relief that exceeds the relief requested by the grievant, and shall be limited to making the grievant whole. In the event the arbitrator determines that monetary relief is an appropriate remedy, he/she shall limit any retroactive award, including interest, to a date that is no earlier than fifteen (15) working days from the date the grievance was filed. The decision by the arbitrator shall be final and binding on all parties unless there is a financial impact of greater than fifteen thousand dollars (\$15,000), in which case it shall be subject to approval of the Board of Supervisors. For grievance decisions with financial impact greater than fifteen thousand dollars (\$15,000), the Employee Relations Division will submit the grievance decision at the next practicable meeting of the Board of Supervisors. If the Board of Supervisors fails to act within thirty (30) days following receipt of formal notice of the decision of the arbitrator, the decision shall become final and binding. A copy of the arbitration decision shall be filed with the Employee Relations Division of the Human Resources Department and SEBA.

All grievances shall be treated as confidential, and no publicity will be given until the final resolution of the grievance.

Section 4 – Disciplinary Appeals

Disciplinary appeals are governed by the Personnel Rules, except where the provisions in the MOU differ from those in the Personnel Rules the provisions of the MOU take precedent.

Disciplinary appeals shall be heard by a hearing officer. In instances where an employee is not represented by SEBA, the employee may elect to have the appeal heard by the Civil Service Commission at no cost to the employee. If the employee elects to have the appeal heard by a hearing officer, the employee must assume one-half (1/2) of the costs of the appeal process, including any arbitrator's costs. If the County does not elect to have the appeal heard by the Civil Service Commission the County shall pay the entire cost of the appeal process, including any arbitrator costs, but not expenses, incurred by the employee. Except as provided herein, the hearing officer's findings and recommendations shall be final and binding on both parties but shall be subject to review by the Civil Service Commission on its own initiative only as described below. The Civil Service Commission shall either accept or reject the hearing officer's findings and recommendations within sixty (60) days of receipt by the Commission. In the event the Civil Service Commission does not accept the hearing officer's decision in its entirety, the Commission shall conduct and complete a full and fair evidentiary hearing on the disciplinary appeal. Such hearing shall commence within thirty (30) days of rejecting the hearing officer's findings and recommendations unless the hearing cannot for good cause be commenced within thirty (30) days. Both the County of San Bernardino and SEBA reserve the right to seek judicial review of the final administrative decision pursuant to Section 1094.5 of the California Code of Civil Procedure. Failure by either party to formally request a rehearing by the Commission will not be deemed a waiver or bar of the right to seek judicial review as set forth above.

The hearing officer shall conduct the hearing and issue its decision in accordance with provisions of this MOU and the rules and procedures of the Civil Service Commission.

The cost of the hearing officer's services, and court reporter if applicable, shall be borne equally by the parties. Any cancellation fee will be paid by the party responsible for canceling the hearing, or divided between the parties if both parties are responsible.

Section 5 – Unfair Labor Practices

Unfair labor practice charges as well as unit modification and unit determinations shall be heard by a Hearing Officer in accordance with Section 7 of this Article.

Section 6 – Mediation

The parties (Director of Human Resources or designee and SEBA) may by mutual agreement utilize mediation for grievances filed under the provisions of this Agreement. The mediator has no authority to compel resolution of the matter mediated.

No reference to a matter mediated may be utilized in a subsequent arbitration or hearing unless stated in writing at a step prior to the mediation. The penalty for disclosure shall be forfeiture of the hearing or appeal by the party violating the same. When possible the parties shall utilize the mediation services provided by the State or Federal Mediation and Conciliation Service. In the event that the mediation process would result in fees for service rendered by the State or by use of a private mediator officer, such costs shall be equally divided between the employee's department and SEBA.

No person serving in the capacity as a mediator may serve as the hearing officer/arbitrator for the same case should the same be forwarded to arbitration or a Personnel Rules disciplinary hearing unless the parties agree otherwise.

Section 7 – Procedures Governing Disciplinary Appeals, Unfair Labor Practice Charges, and Grievance Arbitrations Before the Arbitrator/Hearing Officer

- (a) For Disciplinary Appeals, the established Hearing Officer list shall have a minimum of five (5) names. Hearing officers shall be selected from the established Hearing Officer list as soon as possible, but in no event later than ten (10) working days after acceptance of appeal by the Civil Service Commission. If the parties mutually agree to a Hearing Officer, the parties shall advise the Civil Service Commission of the selection of hearing officer and request that the hearing officer be appointed. Otherwise, the Hearing Officer in each case will be determined following a striking process. The determination as to which party strikes first shall be based on a coin flip. If the last remaining person is not available, the previously stricken person(s) shall be contacted in reverse order until one is available. In the event that there are fewer than five (5) Arbitrators/Hearing Officers on the established Hearing Officer list the parties can mutually agree to use the list, and if there is no mutual agreement, the appellant's representative may request a list of Hearing Officers from the State Mediation and Conciliation Service, within ten (10) working days from the date the parties were unable to agree from the established hearing officer list, but in no event later than twenty (20) days from the date the appeal was accepted by the Civil Service Commission.
- (b) For Grievance Arbitrations and Unfair Labor Practice Charges, Arbitrators may be selected from the established Hearing Officer list by mutual agreement of the Human Resources Department and SEBA as soon as possible, but in no event later than ten (10) working days after receipt of a written notice by SEBA of its appeal to arbitration. The parties may request a list of arbitrators from the State Mediation and Conciliation Service. The arbitrator in each case shall be determined following a striking process. The determination as to which party strikes first shall be based on a coin flip. If the last remaining person is not available, the previously stricken person(s) shall be contacted in reverse order until one is available.
- (c) The hearing officer's daily rate shall be no greater than one thousand five hundred (\$1,500). The cost of the hearing officer's services, and court reporter if applicable, shall be split equally between the County Department of the complainant(s) and SEBA, or the complainant if not represented by SEBA. Any cancellation fee will be paid by the party responsible for canceling the hearing, or divided between the parties if both parties are responsible.
- (d) Prehearing conferences are to be mandatory. Within twenty (20) work days, both parties are required to meet in such conference to jointly or individually declare stipulations, identify witnesses and exchange exhibits that will be carried forward to the hearing, the intent being full disclosure by both sides prior to the arbitration process.

- (e) The decision of the arbitrator shall be made in writing and transmitted to the parties within thirty (30) calendar days after the conclusion of the hearing.

DOWNGRADINGS

When a position is downgraded because of decreased responsibility or difficulty, the Director of Human Resources may authorize continuation of the same salary rate payment to the incumbent employee that the employee received prior to the downgrading of the position by placing the employee on an "X" step, provided that the employee shall receive no future salary rate increases until the salary rate of the position held exceeds the "X" step.

DUAL APPOINTMENTS

The appointment of two (2) full-time employees to the same budgeted position may be authorized by the Director of Human Resources to facilitate training, to make assignments to a position vacant due to extended authorized leave of absence, or in an emergency.

DUES DEDUCTIONS

All employees who are in a job classification within the representation Unit covered by this MOU may choose to become a member of SEBA. The employee member shall authorize payroll deduction for membership dues.

Employee requests to cancel membership in SEBA and attendant dues deductions shall be made in writing directed to SEBA, not the County. Upon receipt of such request, SEBA shall immediately certify to the County to terminate dues deductions for any such employees, consistent with applicable law. SEBA shall indemnify the County for any claims made by the employee for dues deductions made in reliance on that information.

The County shall turn over to SEBA any authorizations to deduct dues for SEBA membership in its possession. Such authorizations shall continue to be recognized as effective by the County for all Unit employees.

Further, any employee who 1) is in the Safety Unit and has chosen to be a member of SEBA, 2) then separates from a SEBA-represented Unit (e.g., leaves County employment, promotes to another non-SEBA represented unit, etc.), 3) then later returns to a SEBA-represented Unit and again chooses to become a member of SEBA, shall be required to sign a new payroll deduction card.

Dues withheld by the County shall be transmitted to the SEBA officer designated in writing by SEBA as the person authorized to receive such funds, at the address specified.

The County shall not be obligated to put into effect any new dues deduction until a dues deduction card is submitted by SEBA to the County in sufficient time to permit normal processing of dues deduction. Dues deduction cards must continue to clearly state that the employee is affirmatively consenting to the membership dues deduction.

SEBA shall be fully responsible for expending funds received under this Article consistent with all legal requirements for expenditures of employee dues which are applicable to public sector labor organizations.

The County shall not involuntarily deduct from non-members monies specifically earmarked for a Political Action Committee or other political activities.

SEBA shall keep an adequate itemized record of its financial transactions and shall make available annually to the County and, upon request to the employees who are members of SEBA within sixty (60) days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to its accuracy by its President and Treasurer or corresponding Principal Officer or by a Certified Public Accountant. A copy of financial reports required under or referred to in the Labor-Management Disclosure Act of 1959 or Government Code Section 3546.5 shall satisfy this requirement.

SEBA hereby agrees to defend, indemnify and hold harmless the County of San Bernardino and its officers and employees from any claim, loss, liability or cause of action of any nature whatsoever arising out of the operation of this Article. SEBA's indemnity and liability obligation is more fully set forth as follows:

SEBA shall defend, indemnify and hold harmless the County of San Bernardino and its officers and employees from any claim, loss, liability, cause of action or administrative proceeding arising out of the operation of this Article. Upon commencement of such legal action, administrative proceeding, or claim, SEBA shall have the right to decide and determine whether any claim, administrative proceeding, liability, suit or judgment made or brought against the County or its officers and employees because of any application of this Article shall or shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of SEBA shall not diminish SEBA's defense and indemnification obligations under this Agreement.

The County, immediately upon receipt of notice of such claim, proceeding or legal action shall inform SEBA of such action, provide SEBA with all information, documents, and assistance necessary for SEBA defense or settlement of such action and fully cooperate with SEBA in providing all necessary employee witnesses and assistance necessary for said defense. The cost of any such assistance shall be paid by SEBA.

SEBA upon its compromise or settlement of such action or matter shall timely pay the parties to such action all sums due under such settlement or compromise. SEBA, upon final order and judgment of a Court of competent jurisdiction awarding damages or costs to any employee, shall pay all sums owing under such order and judgment.

EMPLOYEE RIGHTS

All employees shall have the following rights which may be exercised in accordance with State Law, the County Charter, and applicable ordinances, rules and regulations.

- (a) The right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.
- (b) The right to refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the County, subject to the limitations contained in the Article entitled Dispute Resolution Procedure.
- (c) The right to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of an appointing authority, supervisor, other employees, or employee organizations as a result of their exercise of rights granted in this Article (a) and (b).

The provisions of Section 3300 et seq. of the Government Code are hereby incorporated as such provisions may apply to employees within the Safety Unit; provided, however, that these provisions or alleged violations thereof shall not be subject to the Grievance Procedure.

EMPLOYEES AND AUTHORIZED EMPLOYEE REPRESENTATIVES

Section 1 – Authorized Employee Representatives

SEBA may designate employees as authorized employee representatives to represent employees in the processing of grievances and for discipline protection subject to the following rules and procedures. It is recognized that SEBA employs professional representatives that have been designated in the place of employee representatives.

- (a) SEBA shall designate at least one (1) authorized employee representative in each major geographic location for which the Sheriff, or District Attorney maintains a substation, branch office or division. SEBA shall be entitled to designate two (2) alternates for each authorized employee representative; provided that these alternates shall be located at the same work station as their appropriate representative.
- (b) SEBA will designate only employees who have obtained regular status.
- (c) SEBA shall file with the affected Agency Administrator, Department Head, Human Resources Officer, and the Director of Human Resources a written list of all employees designated as authorized employee representatives and alternates, which list shall be kept current by SEBA by filing a notification of change of authorized employee representatives.

Section 2 – Handling of Grievances and Disciplinary Proceedings

- (a) At the request of an employee, an authorized employee representative may investigate a real or prospective grievance or disciplinary proceeding, and represent the employee during the resulting proceedings.
- (b) Prior to participating in a grievance or disciplinary proceeding, the authorized employee representative and affected employee shall first obtain authorization from their immediate supervisor(s). The immediate supervisor may deny such request if it is deemed that such a request would unduly interfere with the efficiency, safety, or security of County operations. If denied, the immediate supervisor will establish an alternative time convenient to the County and employees when the authorized employee representative and affected employee can reasonably expect to be released from their work assignment.
- (c) Employees must use the authorized SEBA representative(s) assigned to their geographic location to process a grievance or to be represented for the purpose of discipline protection; provided that if an employee chooses to be represented by any other employee for the purpose of handling a grievance or for discipline protection, such employee shall not be compensated by the County.
- (d) County vehicles may not be used and long distance calls may not be placed in implementing the provisions of this Article.

Section 3 – Authorized Employee Representative Leave Bank

The County will provide a leave bank to enable SEBA Executive Officers, SEBA Board of Directors or their alternates (if the Director is unavailable) to attend the annual SEBA conference. The leave bank will also be made available for up to thirty (30) Safety Unit employees who may use up to sixteen (16) hours on days the employee is otherwise scheduled to work, with prior approval from the appointing authority, for a maximum of 480 hours of County paid release time per calendar year to attend the SEBA annual conference or other similar activities. It is expressly understood that the County shall not be obligated or responsible for any of the expenses or costs of member attendance at such conferences. The release time for leave taken under this section shall not be counted as hours worked for purposes of calculating overtime, unless the employee was involuntarily held over on a shift.

Members who wish to utilize association leave shall notify their immediate supervisor as far in advance as possible prior to the date they wish to use such leave. The work schedules of members who use association leave shall not be adjusted to provide paid release time that would otherwise be off duty time. The use of association leave shall not unduly interfere with operations of County departments nor shall the County unreasonably deny any request for use of association leave. SEBA shall maintain records of the amount of association leave used by its members. These amounts shall be kept current by SEBA and shall be provided to the County upon request.

EXPENSE REIMBURSEMENT

Section 1 – General Provisions

The purpose of this Article is to define the policies and procedures by which employees shall report and be reimbursed for necessary expenses incurred on behalf of San Bernardino County, except as may be otherwise provided in this Agreement.

Section 2 – Responsibilities

It shall be the responsibility of each appointing authority or designee to investigate and approve each request for expense reimbursement. It shall be the responsibility of each employee to obtain prior approval from the appropriate appointing authority or designee to incur a business expense or to exceed maximum allowable amounts provided in Section 7 and Section 8 of this article. Prior approval may be in the form of standing orders issued by the appointing authority.

Section 3 – Travel Authorization

- (a) Travel outside the State of California must be approved by the Chief Executive Officer or designee except when the trip is within twenty (20) miles of the California border or travel through a location anywhere in the adjacent state as a means of arriving within California. Requests for such travel shall be submitted to the County Administrative Office through a travel request.
- (b) The appointing authority or designee shall initiate Travel Requests. The Chief Executive Officer and Auditor-Controller/Treasurer/Tax Collector shall be notified in writing of all such designees.
- (c) The appointing authority or designee is authorized to approve necessary travel within the State of California and use of a transportation mode consistent with this Article.

Section 4 – Authorization for Attendance at Meetings

- (a) Appointing authorities may authorize attendance at meetings at County expense when the program material is directly related to an important phase of County service and holds promise of benefit to the County as a result of such attendance.
- (b) Authorization for attendance at meetings without expense reimbursement, but on County time, may be granted when the employee is engaged on the County's behalf, but from which the gain will inure principally to the benefit of the employee and only incidentally to the County.

Section 5 – Records and Reimbursements

- (a) Requests for expense reimbursement should be submitted once each month and within one year of the date that expense was incurred.
- (b) Receipts or vouchers which verify the claimed expenditures will be required for all items of expense, except:
 - (1) Subsistence, except as otherwise provided in this Article.

- (2) Private mileage (e.g., mileage to the airport).
 - (3) Telephone and communication-related charges including Wi-Fi and internet access fees if need to conduct County business.
 - (4) Other authorized expenses of less than one dollar (\$1.00).
- (c) Claims for expense reimbursement totaling less than one dollar (\$1.00) in any fiscal year shall not be paid.
- (d) Reimbursement shall not be made for any personal expenses such as, but not limited to entertainment, barbering, tips, alcoholic beverages, etc., unless such personal expense is a necessary and integral part of an authorized investigation.
- (e) Except as otherwise provided in this Article, expense reimbursements shall be made on an actual cost basis.
- (f) If receipt is unavailable, the employee may submit a signed statement with an explanation of expenses (i.e., itemized list of expenses with location, date, dollar amount, and reason for expenses) and an explanation as why the receipt is unavailable.
- (g) Expense reimbursements will be made via Direct Deposit into the financial institution of the employee's choice. Employees who fail to make arrangements for direct deposit shall receive expense reimbursements via pay card.

Section 6 – Transportation Modes

- (a) The general rule for selection of a mode of transportation is that mode which represents the lowest expense to the County.
- (b) Travel Via Private Automobile
- (1) Reimbursement for use of privately owned automobiles to conduct County business shall be at the IRS allowable rate per mile for all miles driven per month. Reimbursements at this rate shall be considered as full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance, and all other transportation related costs. The County does not provide any insurance for private automobiles used on County business. The owner of an automobile is responsible for the personal liability and property damage insurance when the vehicle is used on County business.
 - (2) When employees, traveling on official County business, leave directly from their principal place of residence rather than from their assigned work location, mileage allowed to the first work contact point shall be equal to the actual mileage from the residence or the mileage computed from the assigned work location, whichever is less. Similarly, if the employee departs from the last work contact point directly to the residence, only such mileage shall be allowed as the lesser distance between it and the assigned work location.
- (c) Travel Via Rental Vehicles
- Reimbursement will be provided for the cost of a rental vehicle for business purposes if such use is approved by the appointing authority. Rental vehicles are covered for liability and vehicle physical damage under the County's self-insurance program. Reimbursement will not be provided for the additional costs incurred if any employee purchases additional insurance or signs a Collision Damage Waiver (CDW) when renting a vehicle for County business. Requests for reimbursement for gasoline for rental vehicles must be accompanied by a copy of the rental agreement or rental receipt and gasoline receipt.

(d) Travel Via Ride-Share Service, Taxi, or Public/Mass Transit

Reimbursement will be provided for the cost of using a ride-share service, (e.g., Uber or Lyft), taxi, or public/mass transit (e.g., bus, streetcar, and ferry) including bridge and road tolls if such expenses are incurred for County business and approved by the appointing authority.

(e) Parking Fees

Reimbursement will be provided for the cost of parking fees if such expenses are incurred for County business and approved by the appointing authority.

(f) Travel Via Air

Commercial Aircraft – Expense reimbursement for travel via commercial aircraft shall be compensated only for the cost of air coach rates, unless air coach or economy space is unavailable to meet emergency requirements.

Section 7 – Subsistence for Overnight Travel

Subsistence allowances for lodging and meals while traveling overnight on County business shall not be allowed without prior approval of the appointing authority or designee and only as deemed necessary for the purpose of conducting County business. As provided in Section 5(e), expense reimbursements shall be made on an actual cost basis except that the allowances listed below shall apply. Except as provided in paragraph (4) below, reimbursements for lodging and meal expenses shall be provided as follows:

- (1) An employee may be reimbursed for lodging expenses at actual cost generally not to exceed the standard lodging per diem rate as established by the General Services Administration (GSA). Receipts are mandatory to obtain reimbursement for all lodging.
- (2) With receipts, an employee may be reimbursed for meal expenses at actual cost not to exceed eleven dollars (\$11.00) for breakfast; fifteen dollars (\$15.00) for lunch; and twenty-four dollars (\$24.00) for dinner, all plus tax and up to 15% gratuity.
- (3) Without receipts, an employee may be reimbursed for meal expenses at actual cost not to exceed nine dollars (\$9.00) for breakfast; twelve dollars (\$12.00) for lunch; and twenty dollars (\$20.00) for dinner, plus tax and up to 15% gratuity.
- (4) Where the cost of a meal is included as part of a registration charge for an event (e.g., lunch at a conference or training seminar), an employee may not claim reimbursement for that meal.
- (5) Reasonable charges greater than the amounts listed above in paragraphs (2) and (3) may be authorized with receipts under special conditions, such as a convention or conference requirement (e.g., lodging at the hotel where the conference is held) or if County business requires lodging in an area of unusually high cost (i.e., Non-Standard Areas as established by the GSA). Employees may be reimbursed for expenses in high cost areas for the actual costs incurred, but generally not to exceed the per diem amounts established by the GSA for that area and month.

Section 8 – Meal Reimbursement

- (a) The parties agree that it is the basic responsibility of employees to anticipate and make provision for their own meals eaten during the employee's regularly scheduled tour of duty; however, reimbursement for meals may be approved by the appointing authority when an employee is twenty (20) miles or more distant from assigned work location for more than one-half (1/2) of the scheduled tour of duty or when an employee is required to work for two (2) hours or more in excess of the regularly scheduled tour of duty during an unplanned activity, or when an employee is assigned to attend POST training. Reimbursement for meals provided for in this subsection shall be made on an actual cost basis, with receipts, not to exceed eleven dollars (\$11.00) for breakfast; fifteen dollars (\$15.00) for lunch; and twenty-four dollars (\$24.00) for dinner, all plus tax and up to 15% gratuity. Without receipts, reimbursements for meals provided for in this subsection shall be made at actual

cost not to exceed nine dollars (\$9.00) for breakfast, twelve dollars (\$12.00) for lunch, and twenty (\$20.00) for dinner, plus tax and up to 15% gratuity. Reasonable charges greater than the amounts listed above may be authorized with receipts under special conditions, such as a convention or conference requirement or if County business requires employee to work or train in an area of unusually high cost (i.e., Non-Standard Areas as established by the GSA). Employees may be reimbursed for expenses in high cost areas for the actual costs incurred, but generally not to exceed the per diem amounts established by the GSA for that area and month.

- (b) Where the cost of a meal is included as part of a registration charge for an event (e.g., lunch at a conference or training seminar), an employee may not claim reimbursement for that meal.
- (c) In situations other than prisoner extradition, employees may be reimbursed for purchasing meals for prisoners, while being transported. Said meal expenses are not to exceed five dollars (\$5.00) per meal. Receipts are mandatory to obtain reimbursement for meals for prisoners.
- (d) In situations involving prisoner extradition, employees may be reimbursed for the actual costs, not to exceed eight dollars (\$8.00), for the purchase of meals for the prisoner, while being transported. Receipts are mandatory to obtain reimbursement for meals for prisoners.

Section 9 – Expense Advances

Advancement of funds for business expenses can be obtained from the Auditor/Controller's Office through submission of the appropriate form. Advancements shall not exceed the maximum allowances set forth herein. The minimum amount to be advanced is fifty dollars (\$50.00). Upon return from travel, the employee must submit an expense reimbursement form and all receipts documenting expenses incurred, if applicable. If the employee does not submit this accounting within fifteen (15) calendar days of return from travel, or prior to termination of County employment, the Auditor-Controller/Treasurer/Tax Collector may recover the amount advanced from the employee's pay.

EXTRA HELP AND PUBLIC GATHERINGS

Extra help employees shall be compensated on an hourly basis only for hours actually worked. Compensation shall be paid at an hourly rate as provided in the Salary Adjustment Article, Section 1. Under unusual circumstances and with the approval of the appropriate appointing authority(s) and the Director of Human Resources, an employee in a regular position may choose to work in an extra help capacity for the same or another appointing authority and be compensated as such pursuant to this Article. Employees who work public gatherings shall be compensated pursuant to the appropriate ordinance for public gatherings and such compensation shall not be governed by the provisions of this Agreement.

FLEXIBLE SPENDING ACCOUNT

The purpose of this Section 125 Medical Expense Reimbursement Flexible Spending Account (FSA) Plan is to permit eligible employees to make an election to pay for qualifying medical care expenses on a pre-tax basis by salary reduction FSA exclusions from gross income do not affect compensation for retirement purposes.

FSA will be administered by the Employee Benefits and Services Division, consistent with IRS regulations and the County's Medical Expense Reimbursement Plan Document.

- (a) To be eligible for this benefit, an employee must be in a regular position.
- (b) Eligible employees may contribute, on a pre-tax basis, a bi-weekly pay period amount not to exceed any established IRS annual maximum, to a flexible spending account. An employee election to

participate in the Plan shall be irrevocable for the remainder of the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Medical Expense Reimbursement Plan Document.

Employees who select the Blue Shield Access + HMO Plan or the Kaiser Choice HMO Plan and elect to enroll in the Flexible Spending Account shall be eligible for up to a \$10.00 per pay period match to the Flexible Spending Account, to be credited on a quarterly basis.

- (c) Enrollment in the Plan is required every Plan year and is limited to the annual open enrollment period or no later than sixty (60) days following the date of becoming eligible due to a mid-year Change in Status event. Failure to submit participation agreement within the time frame shall result in election to not participate in the plan.
- (d) Any unused amounts remaining in an employee's account at the end of the Plan year must be forfeited except as permitted by the IRC and the County's Medical Expense Reimbursement Plan Document. The County will use any forfeited amounts to defray the Plan's administrative expenses.

FULL UNDERSTANDING, MODIFICATION AND WAIVER

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of representation, and that the understandings arrived at after the exercise of that right are set forth in this Agreement. The express provisions of this Agreement for its duration, therefore constitute the complete and total contract between the County of San Bernardino and SEBA with respect to wages, hours and other terms and conditions of employment. Any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety. The County and SEBA for the life of this Agreement each voluntarily waives the right to meet and confer in good faith and waives the right to compel the other party to meet and confer in good faith with respect to any subject or matter whether or not specifically referred to or covered in this Agreement. This section shall not act as a waiver of any reserved County management rights or act as a waiver of SEBA's right to bargain the impact of the County's exercise of its management's rights.

IMPLEMENTATION

This MOU constitutes a mutual agreement by all parties to be jointly submitted to the Board of Supervisors for approval. It is agreed that this MOU shall not be binding upon the parties either in whole or in part unless and until approved by the Board of Supervisors.

Any changes to this MOU, which do not have specific effective dates, become effective on the date of Board of Supervisors approval. Any economic changes to this MOU, which do not have specific effective dates, become effective the beginning of the pay period following Board of Supervisors approval.

LAYOFF

Section 1 – Layoff Policy

Whenever possible, loss of employment for regular County employees shall be avoided by transfer, demotion, or temporary work. During the first year following a layoff, laid off employees shall have first consideration for any vacancies in a classification for which qualifications are deemed suitable by the Director of Human Resources.

After one (1) year on the layoff list, the names of employees shall be transferred to the appropriate open or promotional list. The duration of such placement shall not exceed two (2) years.

Section 2 – Definition of Layoff

Layoff is the involuntary separation or demotion of a regular employee without fault of the employee.

Section 3 – Notification

Whenever the appointing authority anticipates a surplus of employees in regular positions, immediate notification to the Director of Human Resources and SEBA shall be made. The notification shall include the anticipated number and classifications of employees to be laid off and a plan for conducting an orderly layoff to reduce adverse effect on employees to be laid off.

Section 4 – Order of Layoff

Layoffs shall be by classifications unless the appointing authority, with the approval of the Director of Human Resources, deems it for the best interests of the service to make reductions in classification first and thereby cause separation from the service only in the lower ranks. The services of all provisional, temporary, and probationary employees in the classification affected within the interested department shall be terminated in that order before any reduction in the regular force. Layoffs among regular employees shall be made on the basis of seniority determined by the employee's current beginning date of continuous service in a regular position with the County of San Bernardino. A regular employee who accepts demotion in lieu of layoff retains layoff rights to his former classification.

Section 5 – Short-Term Layoffs

Layoffs for periods not to exceed fifteen (15) consecutive work days may be made in any order for reasons approved by the Director of Human Resources.

Section 6 – Exception to Order of Layoff

Whenever the appointing authority believes that the best interests of the service require the retention of employees with special qualifications, characteristics, and fitness for the work, the appointing authority may request an exception to the order of layoff. Such requests must be in writing to the Director of Human Resources and must be supported by the appointing authority's reason. A copy of such request shall be submitted to SEBA at that time.

LEAVE PROVISIONS

Section 1 – Sick Leave

- (a) Definition – Sick leave with pay is an insurance or protection provided by the County to be granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off from work. Sick leave is defined to mean the authorized absence from duty of an employee because of illness, injury, pregnancy, exposure to contagious disease, attendance upon an ill member of the employee's family member, or for a medical, optical, or dental appointment, for certain purposes related to being a victim of domestic violence, sexual assault, or stalking, or other purpose authorized herein. Such authorized absence may include attendance upon the parent(s) of an employee, not to exceed a total of eighty (80) hours per calendar year. In addition, a maximum of forty (40) hours earned sick leave may be used for bereavement due to the death of an employee's family member, or any relative living with the employee.
- (b) Family Member – Family Member is defined by Labor Code section 245.5 as a parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. Child means a biological, foster, or

adopted child, a step child, a legal ward, a child of a domestic partner or a child of a person standing in loco parentis. Parent means a biological, foster, or adoptive parent, a stepparent, legal guardian, or a person who stood in loco parentis when the employee was a minor child. Domestic Partner is defined by California Family Code Section 297.

- (c) Accumulation – Employees in regular positions shall accrue sick leave for each payroll period completed, prorated on the basis of ninety-six (96) hours per year, or 3.69 hours per pay period. Earned sick leave shall be available for use the first day following the payroll period in which it is earned. There shall be no limit on sick leave accumulation. The minimum charge against accumulated sick leave shall be fifteen (15) minutes. Employees in regular positions budgeted less than eighty (80) hours per pay period shall receive sick leave accumulation on a pro-rata basis.
- (d) Compensation – Approved sick leave with pay shall be compensated at the employee's base rate of pay (including POST incentive pay).
- (e) Administration
 - (1) Investigation – It shall be the responsibility and duty of each appointing authority to investigate each request for sick leave and to allow sick leave with pay where the application is determined to be proper and fitting, subject to approval of the Director of Human Resources.
 - (2) Notice of Sickness – The appointing authority or designated representative must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence. For employees assigned to 24-hour institutions (e.g., correctional facilities) the appointing authority or designee should be notified at least two (2) hours prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence and must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty. It is the responsibility of the employee to keep the appointing authority informed as to continued absence beyond the first day for reasons due to sickness. Failure to make such notification may result in denial of sick leave with pay.
 - (3) Review – The Director of Human Resources may review and determine the justification of any request for sick leave with pay and may, in the interest of the County, require a medical report by a doctor to support a claim for sick leave pay.
 - (4) Proof – A doctor's certificate or other adequate proof of illness shall be provided by the employee in all cases of absence due to illness when requested by the appointing authority. Requests for proof of illness will be made in compliance with the California Labor Code.
 - (5) Improper Use – Evidence substantiating the use of sick leave for trivial indispositions, instances of misrepresentation, or violation of the rules defined herein shall be construed as grounds for dismissal or such other action as may be deemed proper and necessary by the appointing authority and/or the Board of Supervisors.
 - (6) Misconduct – Sick leave with pay may be denied if the absence is found to be due to willful injury, gross negligence, intemperance, improper conduct or willful absence without leave on the part of the employee.
- (f) Workers' Compensation – As provided in Section 4850 of the Labor Code, a Safety Unit employee who is injured in the line of duty is entitled to full salary in lieu of Workers' Compensation benefits and sick leave for a period not to exceed one (1) year. After the employee has used one (1) full year of such 4850 time, said employee may use accumulated sick leave with pay with the approval of the appointing authority to augment temporary disability payments if said employee is still temporarily disabled by order of an accepted physician under the Workers' Compensation sections or until said employee is retired.

- (g) Separation – Unused sick leave shall not be payable upon separation of the employee, except as provided in the Retirement Medical Trust Article.

Section 2 – Annual Leave

- (a) Definition – Annual leave is granted in lieu of any other vacation or holiday leave provisions. Annual leave is a right, earned as a condition of employment, to a leave of absence with pay for the recreation and well-being of the employee. Under unusual circumstances, annual leave may be used for sick leave purposes upon a special request of the employee and with the approval of the appointing authority.

- (b) Accumulation

All employees in regular positions shall accrue, on a pro-rata basis, annual leave time for completed service hours, up to eighty (80) hours per pay period. Such annual leave time shall be available for use on the first day following the pay period in which it is earned, provided an employee has completed 1,040 hours of continuous service from the employee's date of hire in a regular bargaining unit position. Employees in regular positions budgeted less than eighty (80) hours per pay period shall receive annual leave accumulation on a pro-rata basis.

Length of Service from Hire Date	Annual Leave Allowance	Maximum Allowed Unused Balance
After 1,040 and through 8,320 service hours	176 hours	336 hours
Over 8,320 service hours and Through 18,720 service hours	216 hours	416 hours
Over 18,720 service hours	256 hours	550 hours

- (c) Court Holidays

- (1) Employees assigned to the Court Service Bureau of the Sheriff's Department shall use annual leave for the following court holidays:

New Year's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

When a court holiday falls on a Sunday, the next day, Monday, shall be observed as the holiday.

- (2) Whenever an employee is required to work on a fixed holiday, the time will be coded as work time and not charged against the employee's annual leave bank.
- (3) If an employee does not have sufficient annual leave for the holiday, the employee will use compensatory time off. If the employee has no compensatory time off, the employee will use approved absence without pay. An employee who has been employed less than 1,040 hours and/or did not have the opportunity to accrue sufficient annual leave time will be given the option of working another assignment designated by the appointing authority, using compensatory time off, or taking approved leave without pay. An employee can work the holiday upon request of the employee only if work is available and upon approval by the appointing authority.
- (4) Other court holidays shall be considered regular work days.

- (d) County Fixed Holidays in the Office of the District Attorney

Any newly hired District Attorney Investigator shall be credited with 40 hours of leave to use on County Fixed Holidays during the first 1,040 hours of employment. Such hours will be offset against the amount of Annual Leave granted to the employee after the completion of the 1,040 service hours.

EXAMPLE: A DA investigator is hired February 1 and credited with 40 hours of leave. The employee codes 8 hours for each of the 3 County Fixed Holidays that fall within the period from hire date to 1,040 hours of continuous service. At 1,040 continuous service hours, the employee will be credited with 64 hours of Annual Leave computed as follows: 88 hours Annual Leave minus the 24 hours of leave previously coded on the County Fixed Holidays, leaving the employee with a balance of 64 hours Annual Leave.

(e) Administration

- (1) Annual leave shall be taken annually at the discretion of the appointing authority, and at such times as will not impair the work schedule or efficiency of the department. The parties recognize that it is the responsibility of the employee to keep track of their own leave balances and to endeavor to keep the leave balance within the maximum allowable unused balance. Every effort will be made to enable employees to take time off to remain below the maximum balance; however, to facilitate scheduling the employee should provide at least six (6) pay periods advance notice of reaching the maximum balance to the appointing authority or designee. No employee, however, shall lose earned annual leave time because of work urgency or during leave of absence under Section 4850 of the Labor Code. If an employee has reached the maximum allowed unused balance due to work urgency or leave of absence under Section 4850 of the Labor Code and is unable to take an annual leave, the appointing authority will notify the Auditor-Controller/Treasurer/Tax-Collector of the situation and approve one (1) waiver per calendar year of the maximum allowed unused balance for a period not to exceed thirteen (13) pay periods, or in the case of a 4850 leave, not to exceed thirteen (13) pay periods from date the employee returns to duty.
- (2) The minimum charge against accumulated annual leave shall be fifteen (15) minutes or multiples thereof. Annual leave shall be compensated at the employee's base rate of pay, including POST incentive pay.
- (3) Employees not planning to return to County employment at the expiration of an annual leave, except those retiring, shall be compensated at their base rate of pay (including POST incentive pay) in a lump sum payment for accrued annual leave and shall not be carried on the payroll. Retiring employees may elect to use annual leave to enhance retirement benefits or be compensated in a lump sum payment for accrued time, provided that each pay period the employee charges the number of hours in their regular scheduled tour of duty. Terminating employees not covered by the above provisions shall be compensated at their base rate of pay (including POST incentive pay) for accrued annual leave that they were entitled to use as of the date of termination.
- (4) On one (1) occasion during each calendar year, an employee who has utilized eighty (80) or more hours of annual leave during the previous calendar year may elect to convert into a cash payment, at the rate of pay (including Incentive Pay) then in effect, up to forty (40) hours of accrued annual leave.

In order to sell back annual leave prior to termination or retirement, an employee must make an irrevocable election (i.e., pre-designation) during the month of December, specifying the number of hours to be sold back from the next calendar year's annual leave time accrual. Such election must be made in a single block of not more than forty (40) hours. During the calendar year following the pre-designation, no more than three (3) requests may be made to cash out the annual leave in a single block of not less than eight (8) hours and no more than forty (40) hours. An employee shall be eligible to cash-out annual leave hours accrued up to the preceding period in which he/she requested the cash-out. For example, an employee who requests a cash-out in pay period 15 can only cash-out annual leave accrued through pay period 14. The number of hours requested for cash-out shall not exceed an amount equal to or less than the amount accrued. For example, an

employee in December 2017 makes a pre-designation to cash-out 25 hours. The employee accrues 4.61 hours of annual leave per pay period. At the end of pay period 2 the employee can request to cash-out the 8 hours of annual leave that she had accrued, but is not yet eligible to cash-out the entire 25 pre-designated hours because the employee has yet to accrue 25 hours of annual leave. Once an election is made, the employee must request that the designated number of hours actually be sold back by pay period 25 of the calendar year in which the election is effective, or the hours will be automatically converted into cash in pay period 26.

- (5) **Prior Service** – Effective August 3, 2019, employees newly hired into regular positions who have been employed in a public jurisdiction in a comparable position immediately prior to hire into this Unit may receive credit for up to four (4) years (full time equivalent) previous experience into the former agency(s) in determining their Annual Leave accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Such requests must be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee's hire date.
- (h) **Grandfather Bank** – Employees who have accrued annual leave (previously vacation and holiday leave) in excess of that allowed under this Article as of July 14, 1979, shall be allowed to maintain their total balance as of June 2, 1979, provided, however, that any payment of such total balance at the time of retirement or separation shall be based on the base rate of pay in effect immediately preceding June 2, 1979. The employee shall have the option to select whether any use of annual leave shall be charged against time accrued prior to June 2, 1979, or time accrued subsequent to June 2, 1979.

Section 3 – Compulsory Leave

If in the opinion of the appointing authority an employee could be incapacitated for work for physical or psychological reasons, an examination may be required by a physician or other competent authority designated or approved by the Director of Human Resources. If the examination report shows the employee to be in an unfit condition to perform the duties required of the position, the appointing authority shall have the right to compel such employee to take sufficient leave of absence with or without pay, or to transfer to another position without reduction in compensation and to follow a prescribed treatment regimen until medically qualified to return to unrestricted duty.

If an employee temporarily does not possess a job prerequisite, until such time as the deficiency disappears, the appointing authority shall compel the employee either (1) to take a leave of absence with or without pay or (2) to transfer to another position without a reduction in pay; provided that nothing herein shall inhibit the ability of the appointing authority to impose appropriate discipline.

Section 4 – Military Leave

As provided in the California Military and Veterans Code Section 395 et seq., and any amendment thereto, and the federal Uniformed Services Employment and Reemployment Rights Act of 1994, a County employee, regular, extra-help, or recurrent may be entitled to the following rights concerning military leave:

- (a) **Definition** – Military leave is defined as the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.
- (b) **Notice and Orders** – All employees shall provide advance notice of military service unless military necessity prevents the giving of notice or the giving of notice is impossible or unreasonable. Where available, copy of military orders must accompany the request for leave.
- (c) **Temporary Active Duty** – Any employee who is a member of the reserve corps of the Armed Forces, National Guard, or Naval Militia shall be entitled to temporary military leave of absence for the

purpose of active military training, encampment, naval cruises, special exercises or like activities provided that the period of ordered duty does not exceed one hundred eighty (180) calendar days, including time involved in going to and returning from such duty. While on paid status, an employee on temporary military leave shall receive the same annual, sick leave, step advances and benefits that would have been enjoyed had the employee not been absent, providing such employee has been employed by the County for at least one (1) year immediately prior to the date such leave begins. In determining the one (1) year employment requirement, all time spent in recognized military service, active or temporary, shall be counted. An exception to the above is that an uncompleted probationary period must be completed upon return to the job. Any employee meeting the above one (1) year employment requirement shall be entitled to receive their regular salary or compensation, pursuant to Section (e) of this Article.

- (d) Full-Time Active Duty – Employees who resign from their positions to serve in the Armed Forces for more than one hundred eighty (180) days, shall have a right to return to their former classification upon serving written notice to the appointing authority, no later than ninety (90) days after completion of such service. Returning employees are subject to a physical/psychological examination.

Should such employee's former classification have been abolished, then the employee shall be entitled to a classification of comparable functions, duties, and compensation if such classification exists, or to a comparable vacant position for which the employee is qualified.

The right to return to former classification shall include the right to be restored to such civil service status as the employee would have if the employee had not so resigned; and no other person shall acquire civil service status in the same position so as to deprive such employee of this right to restoration.

Eligible employees are also entitled to the reemployment and benefit rights as further described in the Uniformed Services and Employment and Reemployment Rights Act, 38 U.S.C. Sections 4301-4333. Specifically, a returning employee will receive restoration of original hire date, salary step, annual accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with provisions contained herein), the retirement plan contribution rate and retirement system contributions (provided the employee complies with any requirements established by the Retirement Board). However, such employee will not have accrued annual, sick leave, or other benefit while absent from County employment, except as provided in the temporary duty provision.

- (e) Compensation – This provision does not include an employee's attendance for inactive duty, commonly referred to as weekend reserve meetings, muster duty or drills. Employees must use their own time to attend such meetings. Should the meetings unavoidably conflict with an employee's regular working hours, the employee is required to use annual leave, leave without pay, or make up the time. Employees who are called in for a medical examination to determine physical fitness for military duty must also use annual leave, leave without pay, or make up the time. Employees cannot be required to use their accrued leave. Any employee meeting the requirements in (c) shall be entitled to receive their regular salary or compensation for the first thirty (30) calendar days of any such leave. Pay for such purposes shall not exceed thirty (30) days in any one fiscal year and shall be paid only for the employee's regularly scheduled workdays that fall within the thirty (30) calendar days.
- (f) Extension of Benefits – The County recognizes the increased requirements of the military due to the current threats facing the United States of America and, as such, has established a program under which employees may be eligible for an extension of benefits. Employees who are called to active duty as a result of the activation of military reservists beginning in September 2001, and who are eligible to receive the thirty (30) calendar day military leave compensation, and meet the requirements established by the Board, shall receive the difference between their base County salary and their military salary starting on the 31st calendar day of military leave. The difference in salary shall continue for the period approved by the Board of Supervisors. During this period, the County will continue to provide the employee the benefits and all leave accruals as was provided prior to such

active duty. Retirement contributions and credit will be granted if the employee had enough pay to cover the entire contribution. If the employee does not get enough pay to cover the retirement contribution, no contribution or credit will be given. Employees should note that the Accidental Death and Dismemberment (AD&D) plan contains a war exclusion.

If the employee becomes eligible for full County payment for the first thirty (30) days of military leave provided in (c) of this Article, the extended payments provided under this Section shall be suspended and shall be continued after the thirty (30) days compensation has been completed.

No compensation shall be paid beyond the thirty (30) day leave period, unless such compensation is expressly approved by the Board of Supervisors.

(g) Annual and Military Leave – Employees shall not be permitted to take annual or other accrued leave in lieu of the military leave provisions provided in Section (c) of the Article. Employees may elect to use accrued leave time, except sick leave, in lieu of the integrated pay in Section (f) of this Article under the following conditions:

- (1) The employee must decline in writing the benefits of Section (f) of this Article prior to the due date of the Time and Labor Report (TLR). The employee must include the dates for which he/she is declining the benefit.
- (2) The employee must use accrued leave time for the entire pay period (i.e., County pay will not be integrated with military pay for partial pay periods).
- (3) Such written declination cannot be revoked or amended at a later date for a pay period for which the TLR has already been submitted.
- (4) Benefits, leave accruals, and pay will be administered per normal procedures for annual leave pay; no additional benefits otherwise granted under this Article will be available.

Employees may elect to use accrued leave time, except sick leave, once all paid benefits have been exhausted.

Section 5 – Political Leave

Any employee who is a candidate for public office (i.e., a candidate who has filed the appropriate documents) shall have the right to a leave of absence without pay for a reasonable period to campaign for the election. Such leave is subject to the conditions governing Special Leaves of Absence Without Pay contained herein.

Section 6 – Special Leaves of Absence Without Pay

A special leave without pay for a period not exceeding one (1) year, unless extended, may be granted to an employee who :

- (a) Is medically incapacitated to perform the duties of the position.
- (b) Desires to engage in a relevant course of study which will enhance the employee's value to the County.
- (c) Takes a leave pursuant to the federal Family Medical Leave Act of 1993, the California Family Rights Act, and/or Pregnancy Disability Leave provisions under the Fair Employment and Housing Act (FEHA).
- (d) Is approved for any reason considered appropriate by the appointing authority and the Director of Human Resources.

Such request must be in writing and requires the approval of the appointing authority and the Director of Human Resources. The employee is responsible for providing appropriate documentation to justify the reasons for the special leave of absence (e.g. medical documentation from a qualified health practitioner) prior to approval. Upon request, the appointing authority and the Director of Human Resources may grant successive leaves of absence (e.g. employees who meet the eligibility requirements for a disability retirement) with appropriate documentation.

Leaves of absence without pay may be given to an employee with or without right to return to classification. At the expiration of leaves without right to return, the employees must contact the Director of Human Resources to have their names referred for a sixty (60) calendar day period to all job openings in their classification for reemployment without examination, such time to run concurrently with the one hundred and eighty (180) calendar day period provided in the Reemployment Article herein. The employee must be appointed to a position within this sixty (60) day period or be terminated. At the expiration of leaves with right to return, the employee will have the right to return to a vacant position within the department in their current classification.

An employee who is pregnant has the right to continue performing the regular duties of her position until a medical authority determines that she is unable to perform those duties. At that time, if requested by the employee, the appointing authority will make every effort to find other duties the employee can perform until she is disabled due to her pregnancy or childbirth.

A pregnant employee who is medically able to perform the duties of her position but who prefers to be reassigned to available duties that are less strenuous and/or less dangerous, may request a reassignment under the conditions listed above. If the appointing authority is unable to find other suitable duties, and the employee prefers a leave of absence to continuing to perform her regular duties, a leave of absence with right to return will be granted.

Section 7 – Relocation Leave

Employees in regular positions who are required by an appointing authority to change their principal place of residence because of a reassignment to meet the needs of the service shall be granted time off with pay at their base rate of pay not to exceed sixteen (16) work hours.

Section 8 – Jury Duty Leave

Employees in regular positions who are summoned to jury duty shall be entitled to base pay for those hours of absence from work, provided the employee deposits fees for service, other than mileage, with the County Treasurer. Such employees will further be required to deliver a "Jury Duty Certification" form at the end of the required jury duty to verify such service. Employees called for Grand Jury duty shall be granted a leave of absence without pay to perform the duties of a member of the Grand Jury.

Section 9 – Examination Time

Employees in regular positions shall be entitled to a reasonable amount of leave with pay for the purpose of applying for and taking County promotional examinations (e.g., selection interviews). Employees are responsible for notifying and obtaining approval from their immediate supervisor prior to taking such leave. Examination time shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. An employee is not entitled to compensation for any examination process that occurs outside their scheduled work shift or on a day that the employee is not scheduled to work. Further, an employee is not entitled to compensation for any examination process when promoting outside of a SEBA-represented bargaining unit that can ordinarily be completed outside their scheduled work shift or on his/her own non-working time (e.g., online exams), or on a day that the employee is not scheduled to work.

Section 10 – Witness Leave

Employees in regular positions shall be entitled to a leave of absence from work when subpoenaed to testify as a witness, such subpoena being properly issued by a court, agency, or commission legally empowered to subpoena witnesses. This benefit shall not apply in any case in which the subpoenaed employee is a party to the action, or the subpoena has arisen out of the employee's scope of employment. Witness leave shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. This benefit will be paid only if the employee has demanded witness fees at the time of service of the subpoena, and such fees are turned over to the County.

Section 11 – Blood Donations

Employees in regular positions who donate blood without receiving compensation for such donation may have up to four (4) hours off to recover with pay as necessary, provided the employee has received prior approval of the immediate supervisor to make the donation. This benefit shall not be charged to any accumulated leave; provided, however, that any time in excess of four (4) hours must be charged to accumulated sick leave or be taken as leave without pay. Evidence of each donation must be presented to the appointing authority to receive this benefit.

Section 12 – Failure to Return After Leave

Failure of an employee to report to work at the expiration of a leave of absence shall separate the employee from the service of the County and be considered, in effect, a resignation unless extenuating circumstances can be justified to the appointing authority who may approve additional leave.

LIFE INSURANCE

Section 1

The County agrees to make available to each employee a group term life insurance program wherein the employee may purchase, through payroll deductions, term life insurance in accordance with the amounts specified in the Certificate of Insurance. New employees shall become initially eligible to participate in these programs on the first day of the pay period following the pay period in which the employee is in paid status.

The County agrees to provide these benefits subject to carrier requirements as specified in the Certificate of Insurance. Selection of the insurance provider(s), the method of computing premiums and administration of the plan shall be within the sole discretion of the County.

Section 2

The County shall provide at County expense to all employees assigned in the normal course of their regular duties to the Arson/Bomb Squad, the Narcotics Division, the IRNET Division, the Specialized Enforcement Detail, the District Attorney Consumer and Environmental Protection Unit, to the position of Motorcycle Traffic Officer, and employees in the Scientific Investigations Division who regularly work with and/or are exposed to dangerous substances a sixty thousand dollar (\$60,000) face value occupational accidental death and dismemberment policy. Selection of the insurance provided shall be at the sole discretion of the County.

LONG TERM DISABILITY (LTD) INSURANCE

At the beginning of each month the County will pay to SEBA forty-three dollars (\$43.00) times the number of unit employees in regular positions at that particular time for the LTD plan administered by SEBA.

Participation is mandatory for all Safety Unit employees. SEBA shall have sole fiduciary and administrative responsibility for the LTD program for a minimum period of six (6) years. The transfer of responsibility for LTD from the County to SEBA shall occur on the first day of the month. These payments shall not be reported to the Retirement System as "Compensable Earnable."

The County shall establish a one-time Wellness fund of \$60,000 to be split between the Safety Unit and the Safety Management & Supervisory Unit, provided Blue Shield continues to provide Wellness funds. The parties agree to meet with Human Resources to develop a Wellness Program specific to Safety.

MEDICAL AND DENTAL COVERAGE

Section 1 – Medical and Dental Plan Coverage

- (a) All eligible employees scheduled to work forty one (41) hours or more per pay period in a regular position must enroll in a medical and dental plan offered by the County. Employees who fail to elect medical plan coverage will be automatically enrolled in the medical and dental plan with the lowest bi-weekly premium rates available in the geographical location of the employee's primary residence. Medical and dental plan coverage will become effective on the first day of the pay period following the pay period in which the employee is scheduled to work forty one (41) or more hours and received pay for at least forty one (41) hours.
- (b) To continue enrollment in a County-sponsored medical and dental plan, an employee must remain in a regular position scheduled to work a minimum of forty one (41) hours and have received pay for at least forty one (41) hours in a pay period or be on an approved leave pursuant for which continuation of medical and dental coverage is expressly provided, or be eligible for and have timely paid the premium for COBRA continuation coverage.
- (c) Eligible employees may elect to enroll their dependents upon initial eligibility for medical and dental insurance. Thereafter, newly eligible dependents may be enrolled within the specified time frame in accordance with the County Plan Documents and/or applicable IRS regulations of obtaining dependent status, such as birth, adoption or marriage.
- (d) Dependent(s) must be removed mid-Plan year when a dependent(s) becomes ineligible for coverage under the insurance plan eligibility rules (e.g., divorce, termination of domestic partnership, or over age dependent). Employees are responsible for notifying the County within sixty (60) days of a dependent's change in eligibility for the County plans.
- (e) Enrollment elections must remain in effect for the remainder of the Plan year to the extent permitted under IRS regulations.
- (f) Notification of a mid-year qualifying event must be submitted to the Employee Benefits and Services Division in accordance with procedures adopted by the County.
- (g) Premiums for coverage will be automatically deducted from the employee's pay warrant. If the employee does not have sufficient earnings to cover the deduction for premiums, the employee must make alternative payment arrangements that are acceptable to the Employee Benefits and Services Division. Failure to pay premiums will result in loss of coverage for the employee and/or the dependents.

Section 2 – Opt-out and Waive

- (a) Employees eligible for medical and dental plan coverage who are also enrolled in a comparable group medical and/or dental plan sponsored by another employer may elect to opt-out of County-sponsored medical and/or dental coverage (opt-out).

- (b) Employees eligible for medical and dental plan coverage who are covered by a spouse, domestic partner, or parent who is also employed by the County may elect to waive their County-sponsored medical and/or dental plan (waive).
- (c) To receive the opt-out or waive amounts of this Section the employee must be paid for a minimum of forty one (41) hours during a pay period.
- (d) Employees who completed more than eighteen (18) years of service with the County as of December 24, 2005, who previously elected to opt-out or waive to a spouse and continue to opt-out or waive will continue to receive one-hundred and thirty-eight dollars and forty-six cents (\$138.46) per pay period. All other unit employees who elect to opt-out of County-sponsored medical plan coverage or employees who waive to a spouse during the term of this MOU will receive twenty dollars (\$20.00) per pay period in lieu of the Medical Premium Subsidy described below.
- (e) The rules and procedures for electing to opt-out or waive of County-sponsored medical and dental plan coverage are established and administered by the Employee Benefits and Services Division.
 - (1) Employees may elect to opt-out or waive County medical and/or dental plan(s) within sixty (60) calendar days of the effective date of coverage of another employer-sponsored group plan. Proof of initial gain of other group coverage is required at the time that opt-out or waive is elected.
 - (2) Employees may also elect to opt-out or waive County-sponsored medical and/or dental plan(s) coverage during an annual open enrollment period. All employees who are newly opting-out or waiving during an open enrollment period must provide verification of other group coverage.
 - (3) Employees who opt-out or waive and who voluntarily or involuntarily lose their other group medical and/or dental plan coverage must enroll in a County-sponsored medical and/or dental plan within sixty (60) calendar days. Enrollment in the County-sponsored plan will be provided in accordance with the requirements of the applicable plan. If the employee elects not to enroll their eligible dependents, the dependents may only be added at a subsequent annual open enrollment period or during an eligible mid-year change.
 - (4) There must be no break in the employee's medical and/or dental plan coverage between the termination date of the other employer group coverage and enrollment in a County medical and/or dental plan. Terms and conditions of the applicable plan will determine the required retroactive enrollment period and premiums required to implement coverage. Failure to notify the County of loss of group coverage within sixty (60) calendar days will require the employee to pay their insurance premiums retroactively on an after-tax basis.

Section 3 – Medical Subsidies

- (a) The County has established a Medical Premium Subsidy (MPS) in an amount that would offset a portion of the cost of medical plan premiums charged to eligible employees. The MPS shall be applied to medical insurance premiums only and shall not be applicable to dental plan premiums. The applicable MPS amount shall be paid directly to the provider of the County-sponsored medical plan in which the eligible employee has enrolled. In no case shall the MPS exceed the total cost of the medical insurance premium for the coverage selected (e.g., when the MPS amounts below exceed the lowest cost HMO).

(b) Employees shall receive a Medical Premium Subsidy (MPS) in the amounts per pay period as set forth below:

Effective 8/3/2019	
EE Only – Low Cost HMO	\$194.00
EE Only – High Cost HMO	\$213.73
EE + 1 – Low Cost HMO	\$388.00
EE + 1 – High Cost HMO	\$439.53
EE + 2 – Low Cost HMO	\$550.71
EE + 2 – High Cost HMO	\$623.65
Effective 7/18/2020	
EE Only – Low Cost HMO	\$197.88
EE Only – High Cost HMO	\$217.61
EE + 1 – Low Cost HMO	\$395.76
EE + 1 – High Cost HMO	\$447.29
EE + 2 – Low Cost HMO	\$561.72
EE + 2 – High Cost HMO	\$634.66
Effective 7/31/2021	
EE Only – Low Cost HMO	\$203.82
EE Only – High Cost HMO	\$223.55
EE + 1 – Low Cost HMO	\$407.63
EE + 1 – High Cost HMO	\$459.16
EE + 2 – Low Cost HMO	\$578.57
EE + 2 – High Cost HMO	\$651.51
Effective 7/30/2022	
EE Only – Low Cost HMO	\$210.25
EE Only – High Cost HMO	\$229.98
EE + 1 – Low Cost HMO	\$419.98
EE + 1 – High Cost HMO	\$471.51
EE + 2 – Low Cost HMO	\$594.94
EE + 2 – High Cost HMO	\$667.88
Effective 7/29/2023	
EE Only – Low Cost HMO	\$214.45
EE Only – High Cost HMO	\$234.18
EE + 1 – Low Cost HMO	\$428.38
EE + 1 – High Cost HMO	\$479.91
EE + 2 – Low Cost HMO	\$606.86
EE + 2 – High Cost HMO	\$679.80

- (c) Employees who elect Preferred Provider Organization (PPO) coverage shall receive the same MPS amounts as those who elect coverage with the highest cost HMO.
- (d) Eligibility: Employees in a regular position scheduled for a minimum of forty-one (41) hours per pay period are eligible to receive the benefits of this Section in the amounts described in (b) above. However, employees must be paid for at least forty-one (41) hours in order to receive the benefits of this Section. For instance, an employee scheduled to work eighty (80) hours per pay period must be paid at least forty-one (41) hours to actually receive the benefits of this Section.

Section 4 – Needles Medical Premium Subsidy

For employees assigned to work in the Needles, Trona, and Baker work locations, the County will establish a “Needles Subsidy.” To be eligible for the Needles Subsidy the employee must be enrolled in a medical plan and receive MPS. The Needles Subsidy will be paid by the employee’s Department and will be equal to the amount of the premium difference between the indemnity medical plan offered in these specific work locations and the lowest cost medical plan provided by the County. The applicable Subsidy amount shall be paid directly to the provider of the County-sponsored medical plan in which the eligible employee has enrolled. This Subsidy will be established each year when premiums change for the County-sponsored medical plans. The Subsidy will be discontinued when the lowest cost medical plan becomes available to the employees.

Section 5 – Eligibility for MPS While on Leave

- (a) FMLA/CFRA - Employees who are on an approved leave pursuant to FMLA/CFRA and whose paid hours in a pay period are less than forty-one (41) hours will continue to be enrolled in a County-sponsored medical plan and receive the MPS in accordance with applicable law.

An employee who does not otherwise meet the requirements for FMLA and/or CFRA (e.g., an employee who has not actually worked 1,250 hours during the applicable twelve (12) month rolling period) after the employee has received the MPS, shall not be eligible for continuation of the MPS in the subsequent year. For example, an employee who is off work continuously for two years, and has received the MPS for a total six (6) pay periods during his/her absence, shall not be eligible for the continuation of MPS in the next rolling year.

- (b) Per Episode of Illness or Injury - Employees who are on an approved medical leave of absence and whose paid hours are less than 41 hours will continue to receive MPS for up to six (6) pay periods per episode of illness or injury.
- (c) Pregnancy Disability Leave (PDL) – An employee on an approved Pregnancy Disability Leave is eligible for continuation of MPS in accordance with PDL law.

MEDICAL EMERGENCY LEAVE

The particulars of this Medical Emergency Leave policy are as follows:

- (a) The employee must have regular status with the County or one (1) year of continuous service in a regular position with the County.
- (b) The employee must meet all of the following criteria before he or she becomes eligible for Medical Emergency Leave donation: (1) Be on an approved medical leave of absence for at least thirty (30) calendar days (160 working hours) exclusive of an absence due to a work related injury/illness; (2) Submit a doctor's off work order verifying the medical requirement to be off work for a minimum of thirty (30) calendar days (160 working hours); (3) Have exhausted all available leave balances prior to initial

eligibility for Medical Emergency Leave donations; (4) Have also recorded at least eighty (80) hours of sick leave without pay.

- (c) An employee is not eligible for Medical Emergency Leave if he or she is receiving Workers' Compensation benefits. An employee eligible for State Disability Insurance and/or Long Term Disability must agree to integrate these benefits with Medical Emergency Leave.
- (d) Annual, vacation, holiday or administrative leave, as well as compensatory time, may be donated by employees only on a voluntary and confidential basis, in increments of eight (8) hours not to exceed a total of fifty percent (50%) of an employee's yearly vacation, holiday, annual, administrative leave or compensatory time accrual per employee. The donation may be made for a specific employee on the time frames established by the Human Resources Department. The employee (donee) using/coding the Medical Emergency Leave will be taxed accordingly.
- (e) The donation is to be for the employee's Medical Emergency Leave only; the donation to one (1) employee is limited to a total of one thousand forty (1,040) hours per fiscal year.
- (f) The definition of Medical Emergency Leave is an approved Leave of Absence due to a verifiable, long term illness or injury, either physical or mental impairment. Job and/or personal stress (not the result of a diagnosed mental disorder) is specifically excluded for receipt by the employee of Medical Emergency Leave. A statement from the employee's treating physician, subject to review by the County's Occupational Health Officer or medical designee, is required for initial and continued eligibility. An employee shall be eligible to utilize and receive Medical Emergency Leave during the period they are on the approved long term leave of absence.
- (g) The employee on an approved Medical Leave of Absence who is receiving Medical Emergency Leave can continue to earn benefit monies (i.e., MPS, Opt-out, and Waive amounts) per the minimum paid hours per pay period requirement (i.e., 41 hours) of the Medical and Dental Coverage Article, the requirement of the Federal and State Family Leave Acts, as applicable to the individual employee. An employee using/coding leave under this program is not eligible for receipt of any accruals such as vacation, administrative leave, annual leave, sick leave or retirement credit.
- (h) Donor hours shall be contributed at the donor's hourly base salary rate (which will include POST pay where applicable) and be converted to the donee's hourly base salary (which will include POST pay where applicable), exclusive in both instances of overtime, differentials and the like as the singular purpose of this program is to provide financial assistance.
- (i) Any donated time unused by the employee for the medical emergency shall remain in the donee's accruals or shall be returned to the donor employee(s) to be utilized as follows:
 - (1) An employee who resigns while on Medical Emergency Leave (i.e., an approved Leave of Absence due to a verifiable, long-term illness or injury, either physical or mental impairment of the employee) shall be paid at one hundred percent (100%) of his/her base hourly rate of pay for all unused Medical Emergency Leave up to 160 hours at time of resignation in accordance with payroll procedures established by the County Auditor/Controller. In the case of employees who die while on Medical Emergency Leave, the employees spouse or registered domestic partner, unless otherwise specified on the Beneficiary Designation For Last Will form on file with the ATC, shall be paid at one hundred percent (100%) of the deceased employee's base hourly rate of pay for all unused Medical Emergency Leave up to 160 hours at the time of the employee's death in accordance with payroll procedures established by the County Auditor/Controller. Any unused Medical Emergency Leave in excess of 160 hours shall be returned to the donor(s) in accordance with procedures established by the County.
 - (2) An employee on Medical Emergency Leave who has received the approval of his/her physician and the County's Occupational Health Officer to return to full time work shall be eligible to retain up to 160 hours unused Medical Emergency Leave. Such hours shall be used for the same purpose and

in the same manner as Sick Leave and in accordance with the applicable Sick Leave provision of the Memorandum of Understanding, however, such hours shall not be eligible for conversion (e.g., cash-out). Any unused Medical Emergency Leave in excess of 160 hours shall be returned to the donor(s) in accordance with procedures established by the County.

- (3) An employee on Medical Emergency Leave who has received the approval of his/her physician and the County's Occupational Health Officer to return to work on a part time basis (less than the employee's normally scheduled hours of work per pay period) may code MEL for those hours the employee was restricted from working pursuant to a physician's order. The combined total of work time and Medical Emergency Leave coded may not exceed each pay period the lesser of eighty (80) hours or the employee's normally scheduled hours of work.
- (j) The donation shall be administered on a specific basis where so designated with instances charged to the Medical Emergency Leave donation for the actual administrative costs.
- (k) Solicitation of donors shall be regulated by the Human Resources Department; names of donors are to be confidential; the privacy rights of the donee upheld per legal requirements.
- (l) All donors and donees shall sign release forms designed, retained and effected by the Human Resources Department.

MEDICAL TRUST

The parties agree that SEBA may be allowed to establish a medical trust (the "Trust") that offers medical coverage compliant with the Affordable Care Act (ACA) for active employees in the Safety Unit and Safety Management and Supervisory Unit (the "Bargaining Units") and Unit employees who retire subsequent to the effective date of the Trust, subject to agreement of the parties.

Active Bargaining Unit employees may choose to participate in medical and prescription drug coverage offered by either the County or by SEBA through the Trust.

The open enrollment period and plan year period for the Trust shall coincide with the County's open enrollment and plan year period. The parties shall utilize best efforts to negotiate pursuant to Government Code 3505 additional details of the Trust such that it is operational by June 1, 2020, and effective at the start of the County's 2020/21 benefit plan year which commences on July 18, 2020.

MERIT ADVANCEMENTS

Section 1

It is agreed that a work performance evaluation shall be completed by the employee's immediate supervisor within sixty (60) work days prior to the employee's step advance due date for all employees in this Unit who are below the top step of their salary range. If such employee is evaluated as having met job standards or better, the employee will be granted the step advancement effective on the employee's salary benefit date.

Section 2

If no work performance evaluation is filed, or if an employee receives an overall "Unsatisfactory" or "Below Job Standards" evaluation, the employee's step advance may not be granted on the date due.

Section 3

In cases where no work performance evaluation is filed and where no pending investigation is in process, an employee may contact the departmental Payroll Specialist who shall contact his/her the supervisor to complete and file the work performance evaluation within ten (10) work days. If the work performance evaluation is not completed and filed within this time frame, the employee shall submit a written request to the Human Resources Officer to direct completion of the evaluation. If the work performance evaluation is not completed and filed within fifteen (15) workdays after contacting the Human Resources Officer, the employee will be granted the step advancement. In all cases where an employee's work performance evaluation was not timely filed and is subsequently granted pursuant to this section, the step advancement shall be granted retroactive to the employee's step advance eligibility date.

Section 4

A denied step advancement can be granted following any sequence of a thirty (30) work day review period of the employee's performance.

Section 5

Any dispute arising out of the content of the work performance evaluation may be processed in accordance with the appeal procedure in the Personnel Rules.

NON-DISCRIMINATION

The parties agree that the provisions of this Agreement shall be applied equally to all employees covered hereby without favor or discrimination because of race, color, sex, age, physical or mental disability, national origin, political or religious opinions or labor organization affiliations.

The parties agree to actively support the objectives of the County's Equal Opportunity Program.

NOTIFICATION OF ASSAULTS

The Sheriff's Department will include the SEBA President as a recipient of all notifications sent out through the Department's existing A+ notification system.

This article will be excluded from the Grievance Procedure.

OBLIGATION TO SUPPORT

The parties agree that subsequent to the execution of this Memorandum of Understanding and during the period of time said Memorandum is pending before the Board of Supervisors for action, neither SEBA nor Management, nor their authorized representatives will appear before the Board of Supervisors individually or collectively to advocate any amendment, addition or deletion to the terms and conditions of this Memorandum of Understanding. It is further understood that this Article shall not preclude the parties from appearing before the Board of Supervisors nor meeting with individual members of the Board of Supervisors to advocate or urge the adoption and approval of this Memorandum of Understanding in its entirety.

ON-CALL PAY

Employees who are released from active duty but are required by the Sheriff's Department or District Attorney to leave notice where they can be reached and be able to return to active duty when required by

the department shall be assigned to on-call duty. While assigned to on-call duty, an employee shall be free to use the time for his or her own purposes.

On-call duty requires that employees so assigned shall: (1) leave a telephone number where they can be reached or wear a communicating device; and (2) be able to respond to duty within an hour.

Assignment of on-call duty and approval of compensation shall be made by the appointing authority based upon the needs of the department. On-call duty shall be compensated at the rate of one hundred eighty-five dollars (\$185.00) per week. Effective August 3, 2019, on-call duty shall be compensated at the rate of one hundred ninety-five dollars (\$195.00) per week. Said compensation is exclusive of any other compensation and shall not count as hours worked.

OVERTIME

The overtime provisions of this Unit shall be as follows:

- (a) Policy – It is the policy of the County to discourage overtime except when necessitated by abnormal or unanticipated workload situations. It is the responsibility of the appointing authorities to arrange for the accomplishment of workloads under their jurisdiction within the normal tours of duty of employees. The County has the right to require overtime to be worked as necessary.
- (a) 7(k) Exemption – The parties agree that employees in this Unit are covered by the partial overtime exemption set forth at 29 U.S.C. § 207(k) of the Fair Labor Standards Act. Although the County pays overtime compensation to employees in this Unit in excess of what is required by Section 207(k) or any other provision of the Fair Labor Standards Act, the parties agree that the Section 207(k) partial overtime exemption has been adopted and is applicable to FLSA overtime.
- (c) Definition – Overtime shall be defined as all hours actually worked in excess of a regularly scheduled daily work shift, forty (40) hours per week, or eighty (80) hours during a pay period. In designated work locations where the regular work schedule does not call for the employees to work forty (40) hours per week, although it causes the employees to work an average of forty (40) hours per week during a pay period, overtime shall be defined as all hours actually worked in excess of a regularly scheduled daily work shift or eighty (80) hours per pay period. In designated work locations where the regular work schedule does not call for the employees to work at least eighty (80) hours in each pay period, although it causes them to work an average of at least eighty (80) hours per pay period during two (2) consecutive pay periods, overtime shall be defined as actual hours worked in excess of the regularly scheduled daily work shift, or one hundred sixty (160) hours during two (2) consecutive pay periods.

For employees assigned to a twelve (12) hour shift schedule in the detentions and corrections bureau, employees will normally be scheduled to work seven (7) twelve (12) hour shifts in a fourteen (14) day pay period. Overtime for employees assigned to this schedule shall be defined as all hours actually worked in excess of a regularly scheduled daily work shift, or in excess of eighty-four (84) hours per pay period.

All work periods which define overtime based as other than time worked in excess of forty (40) hours are established pursuant to Section 207(k) of the Fair Labor Standards Act, 29 USC 201 et seq.

All forms of paid leave time as set forth in the Leave Provisions Article, excluding sick leave used by an employee on a sick leave restriction plan, and the Employees and Authorized Employee Representatives Article, plus leaves of absence pursuant to Section 4850 of the California Labor Code, and time spent in meeting and conferring sessions shall be considered as time actually worked for purposes of computing premium overtime compensation. Time spent while attending employee-initiated training shall not be considered as time worked for purposes of computing overtime compensation.

Unless specifically provided herein, "hours worked" for purposes of computing premium overtime shall be consistent with requirements established by the Fair Labor Standards Act and other applicable law.

Any time spent by an employee in a regular position who is required to appear in a court of law arising out of the employee's scope of employment during said employee's regularly scheduled off-duty hours shall be treated as time actually worked. Compensation for required time spent in court as described above shall be granted to an employee only when said employee has actually reported to court. Such employee shall receive a minimum of two (2) hours time worked or the actual amount of time, whichever is greater. To qualify for such compensation, the employee must contact the District Attorney's Office no later than 8:30 a.m. on the scheduled day for court appearance to insure that the case is still on the court's calendar. Any time spent traveling to and from court in excess of one (1) hour per occurrence shall be compensated at straight time rates, but shall not be credited as time worked for any other purposes. For example, if an employee lives in San Bernardino and is required to appear in court in Joshua Tree, and the total travel time from home to court is three (3) hours the employee would be paid for two (2) hours at straight time rates.

If an employee is authorized by the Appointing Authority and the employee chooses, for his/her convenience, to use a department vehicle for a court appearance, travel time in excess of one (1) hour commences when the employee has left the station.

When an employee in a regular position returns to active duty at the request of the appointing authority after said employee has been released from active duty and has left the work station, the employee shall be regarded as having worked for two (2) hours or for the amount of time actually worked, whichever is greater. Overtime scheduled in advance shall not be included. Further, employees called back to duty while assigned to on-call duty shall only be compensated for actual hours worked.

When an employee in a regular position reports for active duty at the request of the appointing authority while on Annual Leave or other discretionary leave time off, the employee shall be paid for hours worked in lieu of scheduled leave time.

All overtime shall be reported in increments of full fifteen (15) minutes and is non-accumulative and non-payable when incurred in units of less than fifteen (15) minutes.

- (d) Premium Overtime Compensation – Any employee in a regular position authorized by the appointing authority or authorized representative to work overtime shall be compensated at premium rates, i.e., one and one-half (1-1/2) times the employee's regular rate of pay. Payment for premium overtime compensation shall be made on the first regular payday following the pay period in which such overtime is worked, unless premium overtime compensation cannot be computed until some later date, in which case, premium overtime compensation will be paid on the next regular payday after such computation can be made. In lieu of cash payment, upon the request of an employee and approval of the appointing authority, an employee may accrue compensating time off at premium hours. Cash payment at employee's base rate of pay (including POST incentive pay) shall automatically be paid for any compensating time in excess of fifty (50) hours, or any hours on record immediately prior to promotion, demotion or termination of employment. Compensatory time off may be taken with approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well-being of the employee.

On one occasion each calendar year, during the pay period which includes April 15, an employee may elect to convert up to forty (40) hours of compensatory time into cash payment at the rate of pay then in effect.

In order to sell back compensatory time, an employee must make an irrevocable election (i.e., pre-designation) during the month of December, specifying the number of hours to be sold back from next year's accumulation of compensatory time. Such election must be made in a single block of not more than forty (40) hours. During the calendar year following the pre-designation, no more than three (3) requests may be made to cash out the compensatory time in a single block of not less than eight (8)

hours and no more than forty (40) hours. An employee shall be eligible to cash-out compensatory time hours accumulated up to the preceding period in which he/she requested the cash-out. For example, an employee who requests a cash-out in pay period 15 can only cash-out compensatory time accumulated through pay period 14. The number of hours requested for cash-out shall not exceed the amount accumulated. For example, an employee in December 2019 makes a pre-designation to cash-out 20 hours. At the end of pay period 2 the employee has accumulated 10 hours. He can request to cash-out the 10 hours of compensatory time that he has accumulated, but is not yet eligible to cash-out the entire 20 pre-designated hours because the employee has yet to accumulate 20 hours of compensatory time. Once an election is made, the employee must request that the designated number of hours actually be sold back by pay period 25 of the calendar year in which the election is effective, or the hours will be automatically converted into cash in pay period 26.

PAY PERIOD

A pay period shall be comprised of a fourteen (14) calendar day corridor. The first pay period under this Agreement shall commence at 12:01 a.m. Saturday, August 3, 2019, and shall end at 12:00 a.m. (midnight) on the second Friday thereafter. Each subsequent fourteen (14) day period shall commence on the succeeding Saturday at 12:01 a.m. and shall end at midnight on the second Friday thereafter. The pay period and work week may be adjusted in accordance with FLSA requirements. The intent of the County and SEBA is to allow for alternative shift scheduling without violating requirements of the FLSA. Under no circumstances shall the right to adjust in accordance with FLSA requirements entitle the County to make such adjustments for the primary purpose of avoiding overtime.

The County may reasonably establish, change, or modify standard days, tours of duty, or shifts for individual positions according to the needs of the service within the established period. Except in instances of law enforcement or staffing emergencies, employees shall be notified personally or by mail by a ranking officer of a shift change no later than forty-eight (48) hours prior to the time the shift change is to become effective. Projected work shift schedules will be posted two (2) months in advance, subject to change as a result of personnel shortages or emergencies.

Under those conditions where overtime is computed based upon actual hours worked in two (2) consecutive pay periods, as provided in subsection (b) of the Overtime Article, the pay period for such employees shall be comprised of a twenty-eight (28) calendar day corridor, commencing coincidentally with any fourteen (14) day pay period as described above and ending at midnight on the fourth Friday thereafter; provided, however, that the employees working such twenty-eight (28) day pay periods shall be paid on a bi-weekly basis in the same manner as those employees working a fourteen (14) day pay period.

It is recognized that during the term of this Agreement it may be necessary for Management to make changes in the number of hours in a standard day, tour of duty, or shift to meet the needs of the service. Where Management finds it necessary to make such changes, it shall notify SEBA indicating the proposed change prior to its implementation. Where such change would significantly affect the working conditions of a significantly large number of employees in the Unit as defined below; and where SEBA requests to meet with Management, the parties shall expeditiously undertake to meet as provided by Section 3500 et seq. of the California Government Code regarding the impact the change would have on the employees in the Unit.

The phrase "significantly large number" shall mean: (a) a majority of the employees in the Unit, (b) all employees within a division or substation in the Unit, or (c) all employees within a readily identifiable category such as Sergeants or Captains.

PAYROLL DEDUCTIONS

It is agreed that, in the absence of an unfair labor practice ruling, SEBA membership dues and insurance premiums for plans sponsored by SEBA shall be deducted by the County from the pay warrant of each employee covered hereby who files with the County a written authorization requesting that such deduction

be made. Remittance of the aggregate amount of all membership dues and insurance premiums deducted from the pay warrants of employees covered hereby shall be made to SEBA within thirty (30) days after the conclusion of the month in which said membership dues and insurance premiums were deducted.

The County shall not be liable to SEBA, employees, or any other persons by reason of the requirements of this Article for the remittance of any sum other than that constituting actual deductions made from employee wages earned. SEBA shall hold the County harmless for any and all claims, demands, suits, orders, judgments or other forms of liability that may arise out of or by reason of action taken by the County under this Article.

PAYROLL ERRORS

In situations involving overpayment to an employee by the County, said employee shall be obliged to repay the amount of overpayment within the time frame the overpayment was received by the employee in accordance with existing law. In the event of an overpayment totaling twenty-five dollars (\$25) or less, the overpayment will be recovered in one pay period. Documentation explaining the overpayment and calculations will be provided to the employee at his/her request. Extensions to the period for repayment of the overage may be requested by the employee, subject to the approval of the County's Auditor-Controller/Treasurer/Tax-Collector. Extensions will be approved only in the case of extreme hardship and the extended period for repayment will not be longer than one and one-half (1-1/2) times as long as the overpayment period (subject to statute limitations). If the employee leaves employment prior to repayment of overage, the Auditor-Controller/Treasurer/Tax-Collector's office shall recover the amount owed from the employee's final pay. If the amount owed is greater than the employee's final pay, the Auditor-Controller/Treasurer/Tax-Collector shall initiate the collections process against the employee.

In situations involving underpayment to an employee by the County, the employee shall receive the balance due within the next pay period following timely submission of appropriate documentation to the Auditor-Controller/Treasurer/Tax-Collector's office.

In those situations where employees have been underpaid by seven and one-half percent (7.5%) or more of their base pay in the immediately preceding pay period, through no fault of their own, the employee may request an on-demand payment to correct the error. The departmental payroll section shall complete the request for payroll adjustment and forward it and any necessary approval of the appointing authority to the Auditor-Controller/Treasurer/Tax-Collector within one (1) working day of receipt of the employee's request. The Auditor-Controller/Treasurer/Tax-Collector's office shall pay the employee the amount due within two (2) working days of receipt of the request for payroll adjustment from the department for a prior pay period. For this Section, base pay shall be determined by multiplying the employee's base rate of pay by the number or hours in their usual work schedule.

In those situations where there has been both an underpayment and overpayment to an employee and the underpayment amount is larger than the overpayment, the employee will receive the difference in one lump sum.

The Director of Human Resources or designee must authorize payroll adjustments to correct any payroll error or omission for instances arising more than thirteen (13) pay periods prior to the request for payroll adjustment.

PEACE OFFICER STANDARDS AND TRAINING (POST) PAY

A Safety Unit employee in a regular position who complies with the procedure below shall receive as compensation above the base rate of pay additional compensation for a Basic POST certificate, an Intermediate POST certificate, or an Advanced POST certificate, as indicated below.

Classification	Basic POST	Intermediate POST	Advanced POST
Deputy Sheriff	\$150.00/year (0.07/hour)	\$1.13/hour	\$2.18/hour
Sheriff's Detective/ Corporal	\$150.00/year (0.07/hour)	\$1.23/hour	\$2.38/hour
DA Investigator	\$150.00/year (0.07/hour)	\$1.23/hour	\$2.38/hour
DA Senior Investigator	\$150.00/year (0.07/hour)	\$1.34/hour	\$2.60/hour

Effective August 6, 2016, the County added the current Basic, Intermediate, and Advanced POST flat dollar amounts into the current base rate of pay to establish a new higher base rate of pay for the Basic, Intermediate, and Advanced POST levels. Concurrently, , the County established a new POST Pay of one percent (1.00%) for Basic POST, two percent (2.00%) for Intermediate POST, and three percent (3.00%) for Advanced POST, as provided in Appendix B. Effective January 16, 2021, Basic, Intermediate, and Advanced POST pay shall be as follows: Basic POST 2%, Intermediate POST 3%, and Advanced POST 4%.

Effective January 29, 2022, Basic, Intermediate, and Advanced POST pay shall be as follows: Basic POST 3%, Intermediate POST 4%, and Advanced POST 5%.

Effective January 28, 2023, Basic, Intermediate, and Advanced POST pay shall be as follows: Basic POST 4%, Intermediate POST 5%, and Advanced POST 6%.

Effective January 27, 2024, Basic, Intermediate, and Advanced POST pay shall be as follows: Basic POST 5%, Intermediate POST 6%, and Advanced POST 7%.

POST pay shall be considered as part of the base hourly rate, as part of the regular rate of pay for purposes of computing overtime compensation, and part of the base hourly rate when calculating the County contribution to the employee's Retirement Medical Trust (RMT) account and sick leave payoffs pursuant to the RMT Article and annual leave payoffs upon termination of employment pursuant to Section 2(e)(3) of the Article on Leave Provisions.

For employees who have not previously received a particular level of POST pay, the employee shall submit a written request for that POST pay to the department with an attached copy of the appropriate POST certificate or official transcript. The new level of POST pay shall start the first pay period following receipt by the County of a valid POST certificate or official transcript. Employees who submit official transcripts that are subsequently denied by POST shall cease receiving the POST pay requested pursuant to that transcript, and any POST pay paid to the employee in reliance on the transcript shall be subject to recovery for the amounts paid to the employee. The County shall submit to POST, in an expeditious manner, applications by affected employees for the certificates described above.

PHYSICAL FITNESS AND APPEARANCE

Section 1

The parties agree that the physical, medical, mental fitness and appearance of public safety officers are requirements to perform the duties of the job and instill public confidence in the law enforcement function. They agree that public safety members require special treatment and consideration for the stress, physical demands and appearance expectations of the County and the public. Recognizing these important factors, the parties agree that during the term of this Agreement, the County may require medical, physical ability, appearance and psychological assessments of safety employees, provided the County pays and provides time off without loss of pay for such assessments. Any remedial or treatment action shall be the full responsibility of the employee.

In the event that the qualified health care professional finds that the employee is not psychologically fit for duty, the employee may request to have a second opinion from a mutually agreed upon independent qualified health care professional. The employee shall notify the County of their request for a second opinion no later than five (5) working days of receipt of the result of the initial fitness for duty assessment. If the employee requests a second opinion, the employee will sign an authorization for the Center for Employee Health and Wellness to release the initial psychological report to the health care professional conducting the second assessment. The parties agree that the second assessment will be binding to determine if the employee is fit for duty.

If the employee does not seek a second opinion, or fails to sign the release, the County will use the information provided in the initial assessment.

All reports and communications shall be kept confidential in accordance with applicable law.

Both Parties shall meet to mutually agree upon a list of qualified professionals to conduct such examination within ninety (90) days of Board of Supervisors Approval of this Agreement.

Section 2

The County shall provide at County expense prescheduled annual toxicology tests performed by a County-selected physician for all employees assigned to the Arson/Bomb Squad, the Narcotics Division, the IRNET Division, District Attorney Consumer and Environment Protection Unit, Specialized Enforcement Detail, Range personnel who are regularly assigned to firearms training, and employees in the Scientific Investigations Bureau who regularly work with and/or are exposed to dangerous substances. Upon assignment to one of the aforementioned divisions the Department will schedule the employee for testing in order to establish the baseline and will be conducted annually thereafter.

Section 3

The County shall provide at County expense an annual Class II, Federal Aviation Administration-certified physical by a County-selected, certified physician for each employee who regularly operates aircraft in the Aviation Division of the Sheriff's Department.

Section 4

SEBA agrees that all unit members assigned to the Sheriff SWAT or District Attorney SRT are required to maintain an extraordinary level of physical fitness as demonstrated by passing annual physical fitness exams. As such, the County recognizes that the supervisor of said units may authorize up to one (1) hour per shift while on duty as workout time. If it is ordered in writing by the supervisor of said unit, said workout time shall be considered work time, but shall not extend beyond the employee's scheduled shift.

Section 5

Employees in this Unit, over age 40, may obtain body scan services provided by the Arrowhead Regional Medical Center once every two (2) years, provided that the employee pays for said services. The County agrees to charge employees in this Unit the same fees for these services as is charged to employees in the Exempt Group.

PROBATIONARY PERIOD

The probationary period for positions in the Safety Unit shall be 2,080 hours. The probationary period ends at the end of the day in which the employee has completed the required number of service hours.

The probationary period will be automatically extended for each hour during which the employee is on leave without pay, including absences while receiving disability payments, or on military leave. In situations where the employee is on continuous paid sick leave or is using annual leave in lieu of paid sick leave for eighty

(80) or more consecutive hours, or on modified duty for occupational or non-occupational reasons, the probationary period may be extended at the discretion of the appointing authority. Such extension is in addition to the fifteen (15) pay period extension allowed by the Personnel Rules.

PROMOTIONS

A promotion is the appointment of an employee from one classification to a classification having a higher base salary range. A promoted employee, including an individual promoted into this Unit, shall receive the entrance rate of the new range or approximately (i.e., mathematically closest to) five percent (5%) whichever is greater; provided that no employee is thereby advanced in step nor advanced above the top step of the higher base salary range. An employee promoted out of this Unit shall be governed by the Article on Salary Rates and Step Advancements in the Memorandum of Understanding or other applicable document pertaining to the appropriate unit.

PROSPECTIVE LAWSUITS

The parties agree that prior to filing lawsuits, the parties shall formally meet to attempt resolution of the matter in question with the intent of reaching a mutually acceptable solution.

PROVISIONS OF LAW

It is understood and agreed that this Memorandum of Understanding is subject to all current and future applicable Federal and State laws and regulations and the current provisions of the Charter of the County of San Bernardino. If any part or provision of this Memorandum of Understanding is in conflict or inconsistent with such applicable provisions of those Federal, State, or County enactments or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, such part or provisions shall be suspended and superseded by such applicable law or regulations, and the remainder of this Memorandum of Understanding shall not be affected thereby. If any substantive part or provision of this Memorandum of Understanding is suspended or superseded, the parties agree to reopen negotiations regarding the suspended or superseded part or provision with the understanding that total compensation and benefits to employees under this Memorandum of Understanding shall not be reduced or increased as a result of this Article. The parties hereto agree to refrain from initiating any legal action or taking individual or collective action that would invalidate Articles of this Memorandum of Understanding.

REASSIGNMENTS

Section 1 – General

Reassignments from the Detention and Corrections Bureau to the Field (i.e., patrol), shall be based upon seniority.

Section 2 – Administration

- (a) The criteria for seniority are length of service in rank and then continuous service with the County.
- (b) In the case of unresolved ties in seniority, the department shall exercise its discretion.
- (c) This section shall not apply where:
 - (1) A Deputy has been reassigned from the Field to the Detention and Corrections Bureau for any reason except those enumerated in subsections (2) and (3). Said deputies shall be ineligible for

reassignment to the Field for eighteen (18) months from their date of return to the Detention and Corrections Bureau. The Sheriff maintains the discretion to transfer these Deputies before eighteen (18) months has elapsed.

- (2) A Deputy has been reassigned to the Detention and Corrections Bureau for *Brady* concerns, unless and until the employee causes the District Attorney's Office to communicate to the Sheriff's Department that he/she can function effectively in a Field Assignment.
- (3) A Deputy has been reassigned to the Detention and Corrections Bureau as a term of his/her Order of Discipline, Last Chance Agreement, or Settlement Agreement.
- (4) A Deputy has not been issued an overall rating of "meets standards" or higher on his or her most recent work performance evaluation administered by the Detentions and Corrections Bureau.
- (5) A Deputy is under investigation for misconduct at the time he or she is eligible to transfer from the Detentions and Corrections Bureau.

REEMPLOYMENT

An employee who has separated from County employment, and who is subsequently rehired in the same classification in a regular position within a one hundred eighty (180) calendar day period, shall receive restoration of salary step, annual leave accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with the Retirement Medical Trust Article), subject to the approval and conditions of the appointing authority and the Administrative Office. The employee shall suffer loss of seniority and a new hire date shall be established for purposes of seniority.

RENEGOTIATION

In the event either party hereto desires to negotiate a successor Memorandum of Understanding, each party shall serve upon the other during a thirty-one (31) day period commencing 180 days prior to the expiration of this Agreement, its written request to commence negotiations, as well as its initial written proposals for such successor Memorandum of Understanding. Upon receipt of such written proposals, an initial meeting of the parties shall be held no later than thirty (30) days after such receipt.

RETIREMENT MEDICAL TRUST FUND

A Retirement Medical Trust Fund has been established for eligible employees of the Safety Unit. The Trust is administered by a Board of Trustees who manage the resources of the Trust Fund and determine appropriate investment options and administrative fees for managing the Trust Fund. The Trustees insure that payments of qualified medical expenses incurred by retirees or their eligible dependents are properly reimbursed. The Trust will establish individual accounts for each participant who will be credited with earnings/losses based upon the investment performance of the participant's individual account. All of the contributions to the Trust Fund will be treated for tax purposes as employer, non-elective contributions resulting in tax-free contributions for the County. All of the distributions from the Trust Fund made to retirees or their eligible dependents for the reimbursement of qualified medical expenses as defined by the Internal Revenue Codes (including medical and other eligible insurance premiums) will also be non-taxable to the retiree or the retiree's eligible dependent(s).

The Trust is a Voluntary Employees Benefit Association (VEBA) and will comply with all of the provisions of Section 501(c)(9) of the Internal Revenue Code.

Section 1 – Sick Leave Conversion Eligibility

Eligible employees are those employees with ten (10) or more years of participation in the San Bernardino County Employees' Retirement Association (SBCERA); or those individuals who contributed to a public sector retirement system or systems over a ten (10) year period and did not withdraw their contributions from the retirement system(s); or those who receive a disability retirement. Those eligible employees with ten (10) or more years of combined contributions to SBCERA and other public sector retirement system(s) must complete a Prior Service Credit Request form and submit it to the Retirement Medical Trust Plan Administrator for approval. A letter from the public sector retirement system(s) confirming that contributions have not been withdrawn must accompany the form.

Section 2 – Sick Leave Conversion Formula

At retirement, all eligible employees will be required to contribute the cash value of their unused sick leave balances to the Trust. Effective August 3, 2019, the County shall increase the cash formula value and the maximum sick leave hours eligible for conversion as follows:

<u>Amount of Remaining Sick Leave Hours</u>	<u>Cash Formula Value</u>
480 hours or less	30%
481 to 600 hours	40%
601 to 720 hours	45%
721 to 840 hours	50%
841 to 960 hours	55%
961 to 1,400 hours	65%

Section 3 – Death

Upon the death of an active employee with ten (10) or more years of continuous service from the most recent date of hire in a regular position, the estate of the deceased employee will be paid for unused sick leave balances according to the above formula.

Section 4 – County Contributions

The County shall contribute to the Trust an amount equal to a percentage of the base biweekly salary of eligible employees. Effective August 3, 2019, the County shall contribute to the Trust an amount equal to a percentage of the base biweekly salary of eligible employees as follows:

<u>Years of Completed Regular County Service</u>	<u>Percentage</u>
One year but less than ten years	.25%
Ten but less than sixteen years	2.00%
Sixteen but less than twenty years	3.00%
Twenty or more years	4.00%

Additionally, during the term of the MOU only, the County shall provide an additional 1.00% of the base biweekly salary for a total of 5.00% of the base biweekly salary to employees who have at least 25 years of continuous service with the County upon the effective date of the MOU. This additional 1% will sunset upon the expiration of the MOU.

Contributions to the Trust shall not be considered earnable compensation.

RETIREMENT SYSTEM CONTRIBUTIONS

Section 1 – Employee Contributions

Employees shall pay all required employee retirement system contributions to the San Bernardino County Employees' Retirement Association.

The Auditor-Controller/Treasurer/Tax Collector has implemented the pickup of such Retirement System contributions under Internal Revenue Code Section 414(h)(2). The County shall make member contributions under this Section on behalf of the employee which shall be in lieu of the employee's contributions, and such contributions shall be treated as employer contributions for purposes of reporting and wage withholding under the Internal Revenue Code and the Revenue and Taxation Code. The amounts picked up under this Section shall be recouped through offsets against the salary of each employee for whom the County picks up member contributions. These offsets are akin to a reduction in salary and shall be made solely for purposes of income tax reporting and withholding. The member contributions picked up by the County under this Section shall be treated as compensation paid to County employees for all other purposes, including calculation of retirement benefits. No employee shall have the option to receive the Retirement System contribution amounts directly instead of having them paid to the County Retirement System.

Section 2 – Special Provisions

Employees with at least 25 years of service as set forth in Government Code section 31625.3 as of September 25, 2012 and who either had or thereafter attain thirty (30) years of service credit as set forth in Government Code section 31625.3 and no longer make retirement contributions under the provisions of the County Employees' Retirement Law of 1937 shall have one opportunity during the employee's employment to receive cash payments of three hundred six dollars (\$306.00) per month for up to twenty-six (26) consecutive pay periods.

Section 3 – Retirement Formula

- (1) Tier I Retirement Formula: For Tier I safety members of SBCERA, the County adopted a resolution to make Section 31664.1 of the Government Code (3% at 50 Retirement Formula) applicable to eligible members of this Unit on October 1, 2003. The County also adopted a resolution pursuant to Section 31678.2 of the Government Code to make Section 31664.1 applicable to all prior safety retirement service credit for each eligible employee in this Unit.
- (2) Tier II Formula: For Tier II safety members of SBCERA, the applicable Retirement Formula shall be 2.7% at age 57 as provided by applicable law.

SAFETY EQUIPMENT

The County shall provide the following items of safety equipment upon request to each employee in a regular position required to have safety equipment: handgun, magazine pouch with two extra magazines, Baton and Baton holder, chemical agent and holder, uniform holster, uniform belt with keeper straps, handcuffs and handcuff case, ammunition, off-duty holster, helmet and face shield, protective vest, taser and holster and digital recorder and holder. The type and make of each item of equipment shall be designated by the County.

Such equipment shall remain the property of the County of San Bernardino and will be returned to the County upon the employee's termination. Employees shall be responsible for loss or damage to such equipment due to their negligence, excepting normal wear.

SALARY ADJUSTMENTS

Section 1

Across-the-Board Salary Increases:

- Effective August 3, 2019, the County shall provide a three percent (3%) across-the-board salary increase to the Safety Unit.
- Effective July 18, 2020, the County shall provide an additional three percent (3%) across-the-board salary increase to the Safety Unit, subject to the following:

If assessed property values are less than a two percent (2.00%) increase in the 2018/2019 fiscal year from the 2017/2018 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with SEBA over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent except the County's rights specified in this provision. If the parties are unable to reach an agreement by July 18, 2020, the increase due on that date may be deferred by the County, but in no event beyond January 18, 2021. The County may defer such increase but is obligated complete all post-impasse procedures including fact-finding, at which SEBA shall be entitled to argue that the County's deferral was improper and that Unit members should be entitled to retroactive payments to compensate for the deferral.

- Effective July 31, 2021, the County shall provide an additional three percent (3%) across-the-board salary increase to the Safety Unit, subject to the following:

If assessed property values are less than a two percent (2.00%) increase in the 2019/2020 fiscal year from the 2018/2019 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with SEBA over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent except the County's rights specified in this provision. If the parties are unable to reach an agreement by July 31, 2021, the increase due on that date may be deferred by the County, but in no event beyond January 31, 2022. The County may defer such increase but is obligated complete all post-impasse procedures including fact-finding, at which SEBA shall be entitled to argue that the County's deferral was improper and that Unit members should be entitled to retroactive payments to compensate for the deferral.

- Effective July 30, 2022, the County shall provide a three percent (3%) across-the-board salary increase to the Safety Unit, subject to the following:

If assessed property values are less than a two percent (2.00%) increase in the 2020/2021 fiscal year from the 2019/2020 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with SEBA over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent except the County's rights specified in this provision. If the parties are unable to reach an agreement by July 30, 2022, the increase due on that date may be deferred by the County, but in no event beyond January 30, 2023. The County may defer such increase but is obligated complete all post-impasse procedures including fact-finding, at which SEBA shall be entitled to argue that the County's

deferral was improper and that Unit members should be entitled to retroactive payments to compensate for the deferral.

- Effective July 29, 2023, the County shall provide an additional three percent (3%) across-the-board salary increase to the Safety Unit, subject to the following:

If assessed property values are less than a two percent (2.00%) increase in the 2021/2022 fiscal year from the 2020/2021 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County shall have the right to meet and confer with SEBA over its financial ability to fund this increase, provided that any modification of this agreement must be by mutual written consent except the County's rights specified in this provision. If the parties are unable to reach an agreement by July 29, 2023, the increase due on that date may be deferred by the County, but in no event beyond January 29, 2024. The County may defer such increase but is obligated complete all post-impasse procedures including fact-finding, at which SEBA shall be entitled to argue that the County's deferral was improper and that Unit members should be entitled to retroactive payments to compensate for the deferral.

Section 2

The parties, having jointly reviewed and considered all available factors, including those referred to in Section 13.0210(c)(1) of the San Bernardino County Code, further agree that the recommended salary ranges set forth herein are consistent with the requirements of Section 13.0210(c)(1) of the San Bernardino County Code.

SALARY RATES AND STEP ADVANCEMENTS

Section 1 – General

New employees shall be hired at step 1 of the established base salary range, except as otherwise provided in this agreement. Variable entrance steps may be established if justified by recruitment needs through step 7 with the approval of the appointing authority and through top step with the approval of the Director of Human Resources or designee.

Section 2 – Step Advancements

Within the base salary range, all step advancements will be made at the beginning of the pay period in which the employee completes the required number of service hours. However, when an employee reaches the required number of service hours with eighty (80) hours of service in each pay period, the step advance will be made at the beginning of the next pay period. Approval for advancement shall be based upon completion of required service hours in the classification, satisfactory work performance and appointing authority recommendation. An employee whose step advancement is denied shall not be eligible for reconsideration for step advancement except as provided in the Article, "Merit Advancements."

Completed service hours shall be defined as regularly scheduled hours in a paid status, up to eighty (80) hours per pay period. Overtime hours, absences while receiving disability payments (excluding 4850 time), Medical Emergency Leave, and time without pay shall not count toward step advancements. Step advancements within a base salary range shall be based upon one (1) step increments.

An employee shall be eligible for step advancements after completion of increments of 1,040 service hours.

Section 3 – Adjustment of Salary Steps or Salary Rates

An appointing authority may request in limited exceptional circumstances and with adequate justification, the adjustment of the salary step or salary rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, or to correct any salary inequity subject to the recommendation of the Director of Human Resources and the final approval of the Chief Executive Officer or his/her designee. The Director of Human Resources or designee may authorize the adjustment of the salary step or salary rate of an employee to correct any payroll error or omission, including any such action which may have arisen in any prior fiscal year.

Section 4 – Salary Step

- (1) Effective August 3, 2019, the County shall establish a new top step that is approximately 2.5% above the current top step for all ranges, except the no POST range. All Unit employees on all steps, including those who are at the existing top step on that date, shall be advanced one step on that date. Employee's hours for the purpose of their next step advancement, if applicable, shall not be reset.
- (2) Effective August 31, 2019, the County shall establish a new temporary top step "A" that is approximately 1.00% above the new top step for all ranges, except the no POST range.

This step shall be limited to employees in the Unit who will not be eligible for the Longevity Differential during the term of the MOU and who, as of August 2, 2019, meet the eligibility criteria indicated below:

Classification	Eligibility Criteria*
Deputy Sheriff	Employee must be at current top step, patrol certified, and assigned to the field (or, if not assigned to the field, 12 years of prior service in field assignments).
Sheriff's Detective/Corporal	Employee must be at current top step, and patrol certified.
District Attorney Investigator or District Attorney Senior Investigator	Employee must be at current top step and patrol certified by San Bernardino County Sheriff's Dept. or in an equivalent manner in another law enforcement agency as defined below.

*"Field" shall be defined as all assignments, except Court Services (excluding Civil Division field positions) and Corrections including Type I Jails. "Patrol certified" is defined as an employee having successfully completed the FTO Program and one year on patrol.

Temporary step "A" shall be limited to only those employees who meet the eligibility criteria. Further, temporary step "A" shall be eliminated once those employees separate from the Unit or the classification or begin receiving the longevity differential.

SECTION 125 PREMIUM CONVERSION PLAN

- (a) Eligible employees shall be provided with a Section 125 Premium Conversion Plan. The purpose of the Plan is to provide employees a choice between paying premiums with either pre-tax salary reductions or after-tax payroll deductions for medical insurance, dental insurance, vision insurance, voluntary life (to the IRS specified limit) and accidental death and dismemberment insurance premiums currently maintained for Unit employees or any other program(s) mutually agreed upon by the parties. The amount of the pre-tax salary reduction or after-tax payroll deduction must be equal to the required insurance premium in accordance with IRS regulations.

- (b) Benefit elections shall not reduce earnable compensation for purposes of calculating benefits or contributions for the San Bernardino County Employees' Retirement Association.
- (c) To be eligible for the Section 125 Premium Conversion Plan, an employee must be eligible to participate in medical, dental, vision, accidental death and dismemberment, and/or life insurance and have a premium deduction for any of these benefit plans.
- (d) Election of pre-tax and after-tax payroll deductions shall be made within sixty (60) days of the initial or subsequent eligibility period in a manner and on such forms designated by the Human Resources Employee Benefits and Services Division. Failure to timely submit appropriate paperwork will result in after-tax deductions for all eligible premiums for the remainder of the Plan year.
- (e) Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Plan Document.

SENIORITY WATCH PREFERENCE AND ROTATION

Section 1 – General

In those stations/divisions that currently have seniority scheduling in place, commanders shall permit employees to request watch rotation period based on seniority preference, subject to the requirements specified in Section 2 below, for up to fifty percent (50%) of the assigned positions, by shift, for a watch rotation period. In determining the frequency of rotation and watch assignments, commanders shall take into consideration workload demands and the needs of the station/division.

Section 2 – Administration

- (a) The criteria for seniority, as it relates to watch preference, are length of service in rank and then continuous service with the County.
- (b) Unresolved ties in seniority shall result in the employees rotating in the regular cycle or being assigned to a watch based on the needs of the station/division.
- (c) When a Deputy attains twenty (20) years of uninterrupted service as a Deputy Sheriff with the Sheriff's Department, he shall be given preference for days off and shift schedules, except for emergency work demands or employee performance concerns.
- (d) Request for watch preference based on seniority shall be made at least one (1) watch rotation period in advance of the requested assignment. Requests for watch preference based on seniority shall not be considered after the schedule is posted and approved.
- (e) Subject to the workload demands and the needs of the station/division, as determined by the commander, employees assigned to rotating watches six (6) pay periods in duration shall work each watch for at least one (1) rotation during an eighteen (18) month period. Employees assigned to rotating watches four (4) pay periods in duration, shall work each watch for at least one (1) rotation during a twelve (12) month period. Watch rotation periods shall not be more than six (6) pay periods in duration.
- (f) Seniority preference for watch assignment is not a right and may be denied based on the needs of the Department, including, but not limited to:
 - (1) Workload demands
 - (2) Emergency circumstances

(3) Current employee performance concerns

- (g) No more than fifty (50%) of schedule slots, with days off affixed, on each shift can be selected by deputies with seniority watch preference. Locations with lowered staffing levels may operate at a lowered percentage of deputies eligible for seniority preference.
- (h) Deputies with seniority watch preference shall choose from a blank schedule template with days off affixed that identifies which positions are designated as seniority scheduling positions and those which are not. Scheduled days off are to be distributed evenly among seniority and non-seniority positions to the extent possible.
- (i) An individual deputy may opt-out or decline to participate in the seniority watch preference scheduling process at the time of shift selection.
- (j) Deputies not eligible for seniority watch preference will rotate shifts every schedule rotation period for their station/facility/division except that special circumstances such as educational, child care, or other situations may be accommodated by management with proper justification and/or documentation. Commanders shall have the authority to grant shift exchange requests between deputies provided the request is submitted in writing.
- (k) Deputies will have no right to fill or bump to a schedule vacancy that occurs during the current schedule cycle. Schedule vacancies that occur during the current schedule cycle or after the schedule becomes final shall be filled by the station/division commander.
- (l) Detentions and Corrections facility assignments such as classification, core rover, etc. shall be considered management designated positions.
- (m) A shift is defined as a normal tour of duty period on the twenty-four hour clock (e.g. Day Shift, Swing Shift, Graveyard Shift, not days of the week).
- (n) Female Deputies assigned to correctional facilities may have segregated schedule selection to allow for even distribution of female personnel to facilitate minimum staffing requirements.
- (o) Seniority preference scheduling shall remain in effect, for the term of this agreement, at any station in which deputies have voted to implement seniority scheduling.
- (p) Patrol deputies assigned to Field Training Officer duties shall be scheduled based on training requirement needs.
- (q) An election to determine seniority scheduling preference at each patrol station or detention facility shall be conducted within ninety (90) days of Board of Supervisors' approval of this agreement. Such election shall not be valid unless at least fifty percent (50%) of the deputies at the station/facility vote. The ballots shall be reviewed by SEBA and the Sheriff's Department prior to mailing and will contain two choices (1) Yes (in favor of seniority scheduling) or (2) No (not in favor of seniority scheduling). The twenty (20) year deputy will always have seniority scheduling regardless of the outcome of the vote.

SHERIFF'S PROMOTIONAL EVALUATIONS

Candidates will receive a copy of their completed Promotional Evaluation from the Sheriff's Department as soon as all signatures have been obtained.

TERM

The term of this Memorandum of Understanding shall commence on Board of Supervisors approval, and this Memorandum of Understanding shall expire and otherwise be fully terminated at 12:00 a.m. (midnight) on July 31, 2024.

TRANSFER

Where a vacant position exists in the Sheriff's Department for patrol and correctional Deputy Sheriff positions, seniority will be treated as a factor of consideration by the appointing authority, but not the sole, decisive influence.

At the discretion of the appointing authority, new employees who have prior law enforcement experience in other jurisdictions (i.e., lateral entry staff) may be placed in any assignment deemed appropriate by the appointing authority.

TUITION REIMBURSEMENT

During each calendar year of this Agreement, there shall be an annual tuition fund of forty thousand dollars (\$40,000.00). The fund shall be used for purposes of reimbursing employees in this Unit for tuition and registration fees incurred in connection with job-related education or career development training, which shall include any courses that are either (a) job-related, (b) in the 100 series or above, or (c) necessary to satisfy a job-related or career development degree requirement. Prior to becoming eligible for reimbursement, the course must have been approved by the appointing authority or designee and the employee must have completed the course with a grade of "C" or better or "pass" when taken on a pass/fail basis. Such expenditures shall be authorized to employees in regular positions budgeted more than forty (40) hours per pay period. Specifically excluded from this provision are parking fees, book costs, travel and lodging charges.

Reimbursement will be calculated December 31 of each year of the agreement. Full reimbursement will be applied as long as the fund as described above, is not exceeded, provided that no employee shall be reimbursed more than two thousand dollars (\$2,000.00) per year, unless otherwise specified in this article. If the fund is exceeded, reimbursement will be pro-rated. The fund will be administered for all employees in the Unit by the Sheriff's Department.

In the event that claims against the Safety Unit Tuition Fund exceed the annual allowance and the Safety Management and Supervisory Unit Tuition Fund for that calendar year is not exhausted, excess funds from the Safety Management and Supervisory Unit Tuition Fund shall be made available to pay claims for Safety Unit members, provided that no employee shall be reimbursed more than a combined total of two thousand dollars (\$2,000.00) per year from both Unit's funds.

In the event that claims against the Safety Unit Tuition Fund do not exceed the annual allowance and all claims have been satisfied for the Safety Management Unit employees as provided for in the Tuition Reimbursement article in the Safety Management and Supervisory Unit MOU, any remaining Safety Unit Tuition Fund money will be divided equally among those Safety Unit employees whose previously submitted claims which exceeded the cap of two thousand dollars (\$2,000.00). Each Unit member will receive no more than five hundred dollars (\$500.00) in addition to the two thousand dollar (\$2,000.00) cap.

UNIFORM ALLOWANCE

The County agrees to provide an annual uniform and clothing allowance in the sum of one thousand two hundred dollars (\$1,200.00) to employees in this Unit in regular positions on payroll in a paid status as of pay period 24 to compensate for costs associated with uniform and clothing purchase, maintenance, cleaning and replacement.

Employees hired into the Unit prior to or after pay period 24 shall be eligible for the uniform allowance within two pay periods after hire; provided, however, that the employee shall not receive more than one uniform allowance payment within a 12-month period. For example, an employee entering the Unit in April 2020 shall be eligible for the allowance within the first two pay periods of hire. The employee shall not be eligible to receive the pay period 24, 2020 allowance payment but the employee shall be eligible to receive the pay period 24, 2021 allowance payment.

Employees on a leave of absence without pay in pay period 24 shall receive the uniform allowance upon return to paid status, provided, however, that an employee who is not in paid status during the entire year (i.e., not in paid status from pay period 24 of one year through pay period 23 of the following year) shall not receive the annual Uniform Allowance for the year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from October 2015 through January 2017, and then returns to paid status in February 2017, the employee shall receive the allowance payment for 2016 upon return to paid status but shall not receive the 2015 allowance because the employee was not in paid status from pay period 24/2015 through pay period 23/2016. Any employee separating from County employment at the conclusion of a leave of absence shall not receive the uniform allowance.

SEBA will appoint two members to serve on the Department's Uniform committee. The Uniform committee will proceed with making a presentation to the Board of Chiefs and will provide feedback and the decision to the assigned members.

UPGRADINGS

An upgrading is the reclassification of a position from one classification to another classification having a higher base salary range. Whenever an incumbent employee is upgraded as a result of such reclassification, pursuant to the Personnel Rules, such employee's step placement in the new salary range shall be governed by the Article on Promotions.

USE OF BULLETIN BOARDS

The County will furnish adequate bulletin board space where currently available. Only areas designated by the appointing authority may be used for posting of notices. Bulletin boards shall only be used for the following notices:

- (a) Scheduled SEBA meetings, agendas, and minutes.
- (b) Information on SEBA elections and the results.
- (c) Information regarding SEBA social, recreational, and related news bulletins.
- (d) Reports of official business of SEBA, including reports of committees or the Board of Directors.

Posted notices, notices sent through interoffice e-mail or placed in an employee's County mailbox shall not be obscene, defamatory, or of a political nature, nor shall they pertain to public issues which do not include the County or its relations with County employees. All notices to be posted must be dated and signed by an authorized representative of SEBA, and must have the prior written approval of the appointing authority or

authorized representative. County equipment, materials, supplies, or interdepartmental mail systems shall not be used for the preparation, reproduction, or distribution of notices, nor shall such notices be prepared by County employees during their regular work time. In cases where SEBA represents more than one (1) authorized employee representation unit at a work location, the space described above will become the bulletin board space for all employees represented by SEBA at that work location.

SEBA campaign posters may be posted on bulletin boards under the following conditions:

- (a) The maximum size of the poster will be 8-1/2" x 11".
- (b) The content of the poster will only include the candidate's name, picture, the position being sought and information relating to the candidate's qualifications and position on salient issues.
- (c) The poster must be approved by the SEBA Executive Committee and the Sheriff's Department before posting.

USE OF COUNTY RESOURCES

SEBA may be granted permission to use County facilities for the purpose of meeting with employees to conduct its internal affairs during non-work hours, provided space for such meetings can be made available without interfering with County needs. Permission to use County facilities must be obtained by SEBA from the appropriate appointing authority or designated representative. SEBA shall be held fully responsible for any damages to and the security of any County facilities that are used by SEBA.

No County vehicles may be used in connection with any activity of SEBA.

The printing of the consolidated Memorandum of Understanding shall be jointly paid for by the County and SEBA, using the County's Printing Services. The number of copies shall be jointly decided by the two parties.

VISION CARE INSURANCE

The County will pay the full premiums for vision care insurance for all employees in a paid status and eligible dependents. The County agrees to provide these benefits subject to carrier requirements as specified in the Certificate of Insurance. Employees and eligible dependents who are no longer eligible, will have the option of enrolling in COBRA continuation coverage provided they meet COBRA requirements.

WAGE DIFFERENTIALS

Section 1 – Special Circumstances Pay

Safety Unit employees in regular positions who are assigned to work and reside in the communities of Barton Flats, Baker, Parker Dam, Havasu Landing, and Trona shall receive a pay differential of one hundred forty-three dollars and seventy-five cents (\$143.75) per pay period above the base rate of pay as provided in the Salary Adjustments Article of this Agreement. The Sheriff shall designate the geographic boundaries of these communities for the purpose of defining residence requirements for eligibility for Special Circumstances Pay.

Section 2 – Flight Pay

Safety Unit employees officially assigned to the Sheriff's Emergency Services Bureau/Aviation Division and who are assigned to act as pilots or observers shall receive a wage differential for flight pay. The wage differential for pilots shall be fifteen percent (15%) above the base rate of pay as provided in the Article on Salary Adjustments of this Agreement. The wage differential for observers shall be ten percent (10%) above the base rate of pay as provided in the Article on Salary Adjustments of this Agreement.

Section 3 – Bilingual Pay

Employees who perform bilingual translation as part of their regular duties shall be entitled to bilingual compensation. Such compensation shall apply regardless of the total time required per day for such translation. Employees in such positions must be certified as competent in job-related translation skills by the Human Resources Department via examination to be eligible for such compensation. Compensation shall be fifty dollars (\$50.00) per pay period.

The number of employees receiving bilingual compensation shall not exceed twenty percent (20%) of the Unit's total number of employees. The Human Resources Department and the appointing authority shall jointly make the sole determination of specific language competencies to be compensated under this Article.

The Human Resources Department will have the sole authority to compose and administer the examination process and certify the employee's competency.

Section 4 – Arson/Bomb Hazard Pay

Safety Unit employees who are assigned to the Arson/Bomb Unit shall receive a pay differential of three dollars (\$3.00) per hour per pay period above the base rate of pay as provided in the Salary Adjustments Article of this Agreement. Employees not assigned to the Arson/Bomb Unit, but who are trained in and required to perform arson/bomb duties, shall receive \$3.00 per hour for any hours spent directly performing arson/bomb duties.

Section 5 – Coroner Duties Pay

Safety Unit employees in regular positions who have successfully completed the coroner operations training program and are assigned to perform coroner duties shall receive a pay differential of one dollar and fifty cents (\$1.50) per hour above the employee's base rate of pay for every hour of coroner duties actually performed by that employee. The Sheriff shall determine what Safety Unit employees shall perform coroner duties.

Section 6 – Motorcycle Officer Hazard Pay

Safety Unit employees who are assigned in the normal course of duty to perform as a full-time Motorcycle Traffic Officer shall receive a pay differential of one dollar and seventy-five cents (\$1.75) per actual hour worked per pay period above the base rate of pay as provided in the Salary Adjustments Article of this Agreement. Leave types (e.g. sick leave, annual leave, etc.), with the exception of Labor Code 4850 leave, shall not be considered hours worked for the purpose of this section.

Section 7 – Field Training Officer

Effective July 8, 2006, employees who are assigned to perform the full duties of a Field Training Officer (FTO) shall receive a pay differential of two and one-half percent (2.5%) above the employee's base rate of pay per pay period as provided in the Salary Adjustments Article of this Agreement. This differential shall only be paid while the employee is serving as an FTO. Leave types (e.g., sick leave, annual leave, etc.), with the exception of Labor Code 4850 leave for the period the employee would have been

assigned to perform Field Training Officer duties, shall not be considered hours worked for the purpose of this section.

Section 8 – Canine Officer Pay

Employees assigned by the Appointing Authority to care for a Department Canine will be compensated eight (8) hours of pay each pay period at the employee's base rate of pay in order to provide care, feeding and maintenance to the Canine for the Department. Such time will be considered hours worked for the purposes of calculating overtime. This compensation shall not be paid during any period of extended leave, e.g., more than 80 consecutive hours, during which the employee is no longer responsible for caring for the Canine.

Section 9 – Longevity Pay

Effective March 14, 2020, the County shall establish a two percent (2.0%) longevity pay for employees who have completed 20 years of continuous County service. Longevity pay will be paid above the base rate of pay and will be paid on all paid hours up to an employee's standard hours. Longevity Pay and shall not be considered when determining the appropriate rate of pay for a promotion or demotion. A year of completed continuous County service is defined as 2,080 continuous service hours with the County.

Section 10 – Field Incentive Pay

Effective July 18, 2020, the County shall establish a Field Incentive Pay for employees who are assigned to the "field" and are "patrol certified." "Field" shall be defined as all assignments, except Court Services (excluding Civil Division field positions) and Corrections including Type I Jails. "Patrol certified" is defined as an employee having successfully completed the FTO Program and one year on patrol with a "Meets Standards" or higher Work Performance Evaluation. The Incentive pay shall be two and one half percent (2.5%) above the employee's base rate of pay and will be paid on all paid hours up to an employee's standard hours.

Employees who receive the Field Incentive Pay and have a combined total of 12 years of field service while patrol certified shall be eligible to maintain the incentive pay upon being reassigned to a non-field assignment.

A patrol certified employee with less than 12 years of combined field experience who voluntarily or through reassignment is assigned to a non-field assignment will no longer receive the field incentive pay upon reassignment. Alternatively, if a patrol certified employee with less than 12 years of field experience is promoted (including to a non-field Detective/Corporal, DA Investigator, or DA Senior Investigator position) the employee would retain the field incentive pay as long as he/she remains in that rank classification or higher.

WORK DISRUPTION

During the term of this agreement, SEBA will not cause or permit its members to take part in any concerted work action for the purpose of changing wages, hours and other terms and conditions of employment provided that by executing this agreement neither SEBA nor any of its members waive their rights, if any, under Section 6300 et seq. of the California Labor Code. The participation of any employee in any such concerted work action against the County shall be grounds for disciplinary action, including termination.

APPENDIX A – Approval by Board of Supervisors

This Agreement is subject to approval by the Board of Supervisors. The parties hereto agree to perform whatever acts are necessary, both jointly, and separately, to urge the Board to approve and enforce this Agreement.

Following approval of this Agreement by the Board, its terms and conditions shall be implemented by appropriate ordinance, resolution or other appropriate lawful action.

DATED: _____

COUNTY OF SAN BERNARDINO

**SAN BERNARDINO COUNTY SHERIFF'S
EMPLOYEES' BENEFIT ASSOCIATION**

BOB WINDLE
County Labor Relations Chief

GRANT WARD
President

RECOMMENDED FOR BOARD OF SUPERVISORS APPROVAL:

GARY McBRIDE, Chief Executive Officer

BOARD OF SUPERVISORS

CURT HAGMAN, Chairman

Date

APPENDIX B – Salary Schedule

Salary Schedule
Effective Upon Board Approval

3% Across-the-Board Increase; New Top Step (excludes No POST)
*New Temporary Top Step (a) effective two pay periods after Board approval

	Deputy Sheriff 16			Sheriff Detective/Corporal DA Investigator 19			DA Senior Investigator 20		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
NO POST	1	31.99	66,539.20	1	37.87	78,769.60	1	41.95	87,256.00
	2	32.80	68,224.00	2	38.89	80,891.20	2	42.93	89,294.40
	3	33.64	69,971.20	3	39.81	82,804.80	3	43.99	91,499.20
	4	34.52	71,801.60	4	40.80	84,864.00	4	45.09	93,787.20
	5	35.25	73,320.00	5	41.78	86,902.40	5	46.23	96,158.40
	6	36.08	75,046.40	6	42.84	89,107.20	6	47.32	98,425.60
	7	36.99	76,939.20	7	43.88	91,270.40	7	48.50	100,880.00
	8	37.87	78,769.60	8	45.02	93,641.60	8	49.67	103,313.60
	9	38.88	80,870.40	9	46.10	95,888.00	9	50.94	105,955.20
	10	39.82	82,825.60	10	48.44	100,755.20	10	53.48	111,238.40
	11	40.80	84,864.00						
	12	41.78	86,902.40						
	13	42.84	89,107.20						
	14	43.87	91,249.60						
Basic POST - 1% POST	15	32.40	67,392.00	11	38.33	79,726.40	11	42.44	88,275.20
	16	33.21	69,076.80	12	39.35	81,848.00	12	43.45	90,376.00
	17	34.06	70,844.80	13	40.29	83,803.20	13	44.51	92,580.80
	18	34.94	72,675.20	14	41.29	85,883.20	14	45.62	94,889.60
	19	35.67	74,193.60	15	42.28	87,942.40	15	46.76	97,260.80
	20	36.51	75,940.80	16	43.34	90,147.20	16	47.86	99,548.80
	21	37.43	77,854.40	17	44.40	92,352.00	17	49.08	102,086.40
	22	38.33	79,726.40	18	45.55	94,744.00	18	50.27	104,561.60
	23	39.34	81,827.20	19	46.65	97,032.00	19	51.53	107,182.40
	24	40.30	83,824.00	20	49.00	101,920.00	20	54.09	112,507.20
	25	41.29	85,883.20	21	50.22	104,457.60	21	55.44	115,315.20
	26	42.28	87,942.40	21a	50.71	105,476.80	21a	55.97	116,417.60
	27	43.34	90,147.20						
	28	44.39	92,331.20						
29	45.50	94,640.00							
29a	45.94	95,555.20							
Intermediate POST - 2% POST	30	33.94	70,595.20	22	40.05	83,304.00	22	44.33	92,206.40
	31	34.75	72,280.00	23	41.08	85,446.40	23	45.33	94,286.40
	32	35.62	74,089.60	24	42.01	87,380.80	24	46.42	96,553.60
	33	36.49	75,899.20	25	43.02	89,481.60	25	47.53	98,862.40
	34	37.23	77,438.40	26	44.03	91,582.40	26	48.68	101,254.40
	35	38.12	79,289.60	27	45.10	93,808.00	27	49.80	103,584.00
	36	39.00	81,120.00	28	46.18	96,054.40	28	51.01	106,100.80
	37	39.92	83,033.60	29	47.33	98,446.40	29	52.21	108,596.80
	38	40.95	85,176.00	30	48.43	100,734.40	30	53.50	111,280.00
	39	41.92	87,193.60	31	50.83	105,726.40	31	56.08	116,646.40
	40	42.92	89,273.60	32	52.10	108,368.00	32	57.48	119,558.40
	41	43.91	91,332.80	32a	52.60	109,408.00	32a	58.04	120,723.20
	42	44.99	93,579.20						
	43	46.04	95,763.20						
44	47.20	98,176.00							
44a	47.65	99,112.00							
Advanced POST - 3% POST	45	35.48	73,798.40	33	41.77	86,881.60	33	46.23	96,158.40
	46	36.32	75,545.60	34	42.82	89,065.60	34	47.25	98,280.00
	47	37.17	77,313.60	35	43.76	91,020.80	35	48.34	100,547.20
	48	38.08	79,206.40	36	44.78	93,142.40	36	49.46	102,876.80
	49	38.82	80,745.60	37	45.80	95,264.00	37	50.62	105,289.60
	50	39.70	82,576.00	38	46.89	97,531.20	38	51.75	107,640.00
	51	40.60	84,448.00	39	47.97	99,777.60	39	52.97	110,177.60
	52	41.53	86,382.40	40	49.13	102,190.40	40	54.18	112,694.40
	53	42.56	88,524.80	41	50.24	104,499.20	41	55.49	115,419.20
	54	43.55	90,584.00	42	52.65	109,512.00	42	58.08	120,806.40
	55	44.55	92,664.00	43	53.97	112,257.60	43	59.53	123,822.40
	56	45.56	94,764.80	43a	54.50	113,360.00	43a	60.11	125,028.80
	57	46.65	97,032.00						
	58	47.71	99,236.80						
59	48.90	101,712.00							
59a	49.38	102,710.40							

Salary Schedule
Effective 7/18/2020
 3% Across-the Board Increase

	Deputy Sheriff 16			Sheriff Detective/Corporal DA Investigator 19			DA Senior Investigator 20		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	NO POST	1	32.95	68,536.00	1	39.01	81,140.80	1	43.21
	2	33.78	70,262.40	2	40.06	83,324.80	2	44.22	91,977.60
	3	34.65	72,072.00	3	41.00	85,280.00	3	45.31	94,244.80
	4	35.56	73,964.80	4	42.02	87,401.60	4	46.44	96,595.20
	5	36.31	75,524.80	5	43.03	89,502.40	5	47.62	99,049.60
	6	37.16	77,292.80	6	44.13	91,790.40	6	48.74	101,379.20
	7	38.10	79,248.00	7	45.20	94,016.00	7	49.96	103,916.80
	8	39.01	81,140.80	8	46.37	96,449.60	8	51.16	106,412.80
	9	40.05	83,304.00	9	47.48	98,758.40	9	52.47	109,137.60
	10	41.01	85,300.80	10	49.89	103,771.20	10	55.08	114,566.40
	11	42.02	87,401.60						
	12	43.03	89,502.40						
	13	44.13	91,790.40						
	14	45.19	93,995.20						
Basic POST - 1% POST	15	33.37	69,409.60	11	39.48	82,118.40	11	43.71	90,916.80
	16	34.21	71,156.80	12	40.53	84,302.40	12	44.75	93,080.00
	17	35.08	72,966.40	13	41.50	86,320.00	13	45.84	95,347.20
	18	35.99	74,859.20	14	42.53	88,462.40	14	47.00	97,760.00
	19	36.74	76,419.20	15	43.55	90,584.00	15	48.17	100,193.60
	20	37.60	78,208.00	16	44.64	92,851.20	16	49.30	102,544.00
	21	38.55	80,184.00	17	45.73	95,118.40	17	50.55	105,144.00
	22	39.48	82,118.40	18	46.91	97,572.80	18	51.77	107,681.60
	23	40.52	84,281.60	19	48.06	99,964.80	19	53.08	110,406.40
	24	41.51	86,340.80	20	50.47	104,977.60	20	55.71	115,876.80
	25	42.53	88,462.40	21	51.72	107,577.60	21	57.11	118,788.80
	26	43.55	90,584.00	21a	52.24	108,659.20	21a	57.65	119,912.00
	27	44.64	92,851.20						
	28	45.72	95,097.60						
	29	46.86	97,468.80						
	29a	47.32	98,425.60						
Intermediate POST - 2% POST	30	34.96	72,716.80	22	41.25	85,800.00	22	45.66	94,972.80
	31	35.79	74,443.20	23	42.31	88,004.80	23	46.69	97,115.20
	32	36.69	76,315.20	24	43.28	90,022.40	24	47.82	99,465.60
	33	37.58	78,166.40	25	44.32	92,185.60	25	48.96	101,836.80
	34	38.35	79,768.00	26	45.36	94,348.80	26	50.14	104,291.20
	35	39.26	81,660.80	27	46.46	96,636.80	27	51.29	106,683.20
	36	40.18	83,574.40	28	47.56	98,924.80	28	52.54	109,283.20
	37	41.12	85,529.60	29	48.75	101,400.00	29	53.78	111,862.40
	38	42.18	87,734.40	30	49.88	103,750.40	30	55.10	114,608.00
	39	43.18	89,814.40	31	52.35	108,888.00	31	57.76	120,140.80
	40	44.21	91,956.80	32	53.66	111,612.80	32	59.20	123,136.00
	41	45.23	94,078.40	32a	54.18	112,694.40	32a	59.78	124,342.40
	42	46.34	96,387.20						
	43	47.42	98,633.60						
	44	48.61	101,108.80						
	44a	49.08	102,086.40						
Advanced POST - 3% POST	45	36.54	76,003.20	33	43.02	89,481.60	33	47.62	99,049.60
	46	37.41	77,812.80	34	44.10	91,728.00	34	48.67	101,233.60
	47	38.29	79,643.20	35	45.07	93,745.60	35	49.79	103,563.20
	48	39.22	81,577.60	36	46.12	95,929.60	36	50.94	105,955.20
	49	39.98	83,158.40	37	47.17	98,113.60	37	52.14	108,451.20
	50	40.89	85,051.20	38	48.30	100,464.00	38	53.30	110,864.00
	51	41.82	86,985.60	39	49.41	102,772.80	39	54.56	113,484.80
	52	42.78	88,982.40	40	50.60	105,248.00	40	55.81	116,084.80
	53	43.84	91,187.20	41	51.75	107,640.00	41	57.15	118,872.00
	54	44.86	93,308.80	42	54.23	112,798.40	42	59.82	124,425.60
	55	45.89	95,451.20	43	55.59	115,627.20	43	61.32	127,545.60
	56	46.93	97,614.40	43a	56.14	116,771.20	43a	61.91	128,772.80
	57	48.05	99,944.00						
	58	49.14	102,211.20						
	59	50.37	104,769.60						
	59a	50.86	105,788.80						

Salary Schedule
Effective 1/16/2021
 1% POST Increase

	Deputy Sheriff 16			Sheriff Detective/Corporal DA Investigator 19			DA Senior Investigator 20		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	NO POST	1	32.95	68,536.00	1	39.01	81,140.80	1	43.21
2		33.78	70,262.40	2	40.06	83,324.80	2	44.22	91,977.60
3		34.65	72,072.00	3	41.00	85,280.00	3	45.31	94,244.80
4		35.56	73,964.80	4	42.02	87,401.60	4	46.44	96,595.20
5		36.31	75,524.80	5	43.03	89,502.40	5	47.62	99,049.60
6		37.16	77,292.80	6	44.13	91,790.40	6	48.74	101,379.20
7		38.10	79,248.00	7	45.20	94,016.00	7	49.96	103,916.80
8		39.01	81,140.80	8	46.37	96,449.60	8	51.16	106,412.80
9		40.05	83,304.00	9	47.48	98,758.40	9	52.47	109,137.60
10		41.01	85,300.80	10	49.89	103,771.20	10	55.08	114,566.40
11		42.02	87,401.60						
12		43.03	89,502.40						
13		44.13	91,790.40						
14		45.19	93,995.20						
Basic POST - 2% POST	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>
	15	33.70	70,096.00	11	39.87	82,929.60	11	44.15	91,832.00
	16	34.55	71,864.00	12	40.93	85,134.40	12	45.20	94,016.00
	17	35.42	73,673.60	13	41.91	87,172.80	13	46.30	96,304.00
	18	36.34	75,587.20	14	42.95	89,336.00	14	47.46	98,716.80
	19	37.11	77,188.80	15	43.98	91,478.40	15	48.64	101,171.20
	20	37.97	78,977.60	16	45.08	93,766.40	16	49.79	103,563.20
	21	38.93	80,974.40	17	46.19	96,075.20	17	51.05	106,184.00
	22	39.87	82,929.60	18	47.38	98,550.40	18	52.29	108,763.20
	23	40.92	85,113.60	19	48.53	100,942.40	19	53.60	111,488.00
	24	41.92	87,193.60	20	50.97	106,017.60	20	56.26	117,020.80
	25	42.95	89,336.00	21	52.23	108,638.40	21	57.67	119,953.60
	26	43.98	91,478.40	21a	52.75	109,720.00	21a	58.22	121,097.60
	27	45.08	93,766.40						
28	46.18	96,054.40							
29	47.33	98,446.40							
29a	47.79	99,403.20							
Intermediate POST - 3% POST	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>
	30	35.30	73,424.00	22	41.65	86,632.00	22	46.10	95,888.00
	31	36.14	75,171.20	23	42.72	88,857.60	23	47.14	98,051.20
	32	37.05	77,064.00	24	43.70	90,896.00	24	48.29	100,443.20
	33	37.95	78,936.00	25	44.75	93,080.00	25	49.44	102,835.20
	34	38.73	80,558.40	26	45.80	95,264.00	26	50.63	105,310.40
	35	39.64	82,451.20	27	46.92	97,593.60	27	51.79	107,723.20
	36	40.57	84,385.60	28	48.03	99,902.40	28	53.06	110,364.80
	37	41.52	86,361.60	29	49.22	102,377.60	29	54.31	112,964.80
	38	42.59	88,587.20	30	50.37	104,769.60	30	55.64	115,731.20
	39	43.60	90,688.00	31	52.86	109,948.80	31	58.33	121,326.40
	40	44.64	92,851.20	32	54.19	112,715.20	32	59.78	124,342.40
	41	45.67	94,993.60	32a	54.71	113,796.80	32a	60.37	125,569.60
	42	46.79	97,323.20						
43	47.88	99,590.40							
44	49.09	102,107.20							
44a	49.56	103,084.80							
Advanced POST - 4% POST	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>
	45	36.90	76,752.00	33	43.44	90,355.20	33	48.08	100,006.40
	46	37.77	78,561.60	34	44.53	92,622.40	34	49.14	102,211.20
	47	38.66	80,412.80	35	45.51	94,660.80	35	50.27	104,561.60
	48	39.60	82,368.00	36	46.57	96,865.60	36	51.44	106,995.20
	49	40.37	83,969.60	37	47.63	99,070.40	37	52.64	109,491.20
	50	41.29	85,883.20	38	48.77	101,441.60	38	53.82	111,945.60
	51	42.22	87,817.60	39	49.89	103,771.20	39	55.09	114,587.20
	52	43.19	89,835.20	40	51.10	106,288.00	40	56.35	117,208.00
	53	44.26	92,060.80	41	52.25	108,680.00	41	57.71	120,036.80
	54	45.29	94,203.20	42	54.76	113,900.80	42	60.40	125,632.00
	55	46.33	96,366.40	43	56.13	116,750.40	43	61.91	128,772.80
	56	47.38	98,550.40	43a	56.68	117,894.40	43a	62.51	130,020.80
	57	48.52	100,921.60						
58	49.62	103,209.60							
59	50.86	105,788.80							
59a	51.36	106,828.80							

Salary Schedule
Effective 7/31/2021
 3% Across-the-Board Increase

	Deputy Sheriff 16			Sheriff Detective/Corporal DA Investigator 19			DA Senior Investigator 20		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	NO POST	1	33.94	70,595.20	1	40.18	83,574.40	1	44.51
2		34.79	72,363.20	2	41.26	85,820.80	2	45.55	94,744.00
3		35.69	74,235.20	3	42.23	87,838.40	3	46.67	97,073.60
4		36.63	76,190.40	4	43.28	90,022.40	4	47.83	99,486.40
5		37.40	77,792.00	5	44.32	92,185.60	5	49.05	102,024.00
6		38.27	79,601.60	6	45.45	94,536.00	6	50.20	104,416.00
7		39.24	81,619.20	7	46.56	96,844.80	7	51.46	107,036.80
8		40.18	83,574.40	8	47.76	99,340.80	8	52.69	109,595.20
9		41.25	85,800.00	9	48.90	101,712.00	9	54.04	112,403.20
10		42.24	87,859.20	10	51.39	106,891.20	10	56.73	117,998.40
11		43.28	90,022.40						
12		44.32	92,185.60						
13		45.45	94,536.00						
14		46.55	96,824.00						
Basic POST - 2% POST	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/2% POST	Annual Rate <i>Based on 2,080 hours</i>
	15	34.71	72,196.80	11	41.07	85,425.60	11	45.47	94,577.60
	16	35.59	74,027.20	12	42.16	87,692.80	12	46.55	96,824.00
	17	36.49	75,899.20	13	43.17	89,793.60	13	47.69	99,195.20
	18	37.43	77,854.40	14	44.24	92,019.20	14	48.89	101,691.20
	19	38.22	79,497.60	15	45.30	94,224.00	15	50.10	104,208.00
	20	39.12	81,369.60	16	46.44	96,595.20	16	51.28	106,662.40
	21	40.11	83,428.80	17	47.57	98,945.60	17	52.58	109,366.40
	22	41.07	85,425.60	18	48.80	101,504.00	18	53.86	112,028.80
	23	42.15	87,672.00	19	49.99	103,979.20	19	55.21	114,836.80
	24	43.18	89,814.40	20	52.50	109,200.00	20	57.95	120,536.00
	25	44.24	92,019.20	21	53.81	111,924.80	21	59.40	123,552.00
	26	45.30	94,224.00	21a	54.34	113,027.20	21a	59.97	124,737.60
	27	46.44	96,595.20						
28	47.56	98,924.80							
29	48.75	101,400.00							
29a	49.23	102,398.40							
Intermediate POST - 3% POST	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/3% POST	Annual Rate <i>Based on 2,080 hours</i>
	30	36.36	75,628.80	22	42.90	89,232.00	22	47.48	98,758.40
	31	37.22	77,417.60	23	44.00	91,520.00	23	48.55	100,984.00
	32	38.16	79,372.80	24	45.01	93,620.80	24	49.74	103,459.20
	33	39.09	81,307.20	25	46.09	95,867.20	25	50.92	105,913.60
	34	39.89	82,971.20	26	47.17	98,113.60	26	52.15	108,472.00
	35	40.83	84,926.40	27	48.33	100,526.40	27	53.34	110,947.20
	36	41.79	86,923.20	28	49.47	102,897.60	28	54.65	113,672.00
	37	42.77	88,961.60	29	50.70	105,456.00	29	55.94	116,355.20
	38	43.87	91,249.60	30	51.88	107,910.40	30	57.31	119,204.80
	39	44.91	93,412.80	31	54.45	113,256.00	31	60.08	124,966.40
	40	45.98	95,638.40	32	55.82	116,105.60	32	61.57	128,065.60
	41	47.04	97,843.20	32a	56.35	117,208.00	32a	62.18	129,334.40
	42	48.19	100,235.20						
43	49.32	102,585.60							
44	50.56	105,164.80							
44a	51.05	106,184.00							
Advanced POST - 4% POST	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/4% POST	Annual Rate <i>Based on 2,080 hours</i>
	45	38.00	79,040.00	33	44.74	93,059.20	33	49.52	103,001.60
	46	38.91	80,932.80	34	45.86	95,388.80	34	50.62	105,289.60
	47	39.82	82,825.60	35	46.87	97,489.60	35	51.78	107,702.40
	48	40.79	84,843.20	36	47.96	99,756.80	36	52.98	110,198.40
	49	41.58	86,486.40	37	49.06	102,044.80	37	54.23	112,798.40
	50	42.53	88,462.40	38	50.23	104,478.40	38	55.43	115,294.40
	51	43.49	90,459.20	39	51.39	106,891.20	39	56.74	118,019.20
	52	44.49	92,539.20	40	52.62	109,449.60	40	58.04	120,723.20
	53	45.59	94,827.20	41	53.82	111,945.60	41	59.44	123,635.20
	54	46.65	97,032.00	42	56.40	117,312.00	42	62.21	129,396.80
	55	47.73	99,278.40	43	57.81	120,244.80	43	63.77	132,641.60
	56	48.81	101,524.80	43a	58.39	121,451.20	43a	64.39	133,931.20
	57	49.97	103,937.60						
58	51.11	106,308.80							
59	52.38	108,950.40							
59a	52.89	110,011.20							

Salary Schedule
Effective 1/29/2022
 1% POST Increase

	Deputy Sheriff 16			Sheriff Detective/Corporal DA Investigator 19			DA Senior Investigator 20		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
NO POST	1	33.94	70,595.20	1	40.18	83,574.40	1	44.51	92,580.80
	2	34.79	72,363.20	2	41.26	85,820.80	2	45.55	94,744.00
	3	35.69	74,235.20	3	42.23	87,838.40	3	46.67	97,073.60
	4	36.63	76,190.40	4	43.28	90,022.40	4	47.83	99,486.40
	5	37.40	77,792.00	5	44.32	92,185.60	5	49.05	102,024.00
	6	38.27	79,601.60	6	45.45	94,536.00	6	50.20	104,416.00
	7	39.24	81,619.20	7	46.56	96,844.80	7	51.46	107,036.80
	8	40.18	83,574.40	8	47.76	99,340.80	8	52.69	109,595.20
	9	41.25	85,800.00	9	48.90	101,712.00	9	54.04	112,403.20
	10	42.24	87,859.20	10	51.39	106,891.20	10	56.73	117,998.40
	11	43.28	90,022.40						
	12	44.32	92,185.60						
	13	45.45	94,536.00						
	14	46.55	96,824.00						
Basic POST - 3% POST	15	35.05	72,904.00	11	41.47	86,257.60	11	45.92	95,513.60
	16	35.94	74,755.20	12	42.57	88,545.60	12	47.01	97,780.80
	17	36.84	76,627.20	13	43.59	90,667.20	13	48.15	100,152.00
	18	37.80	78,624.00	14	44.67	92,913.60	14	49.37	102,689.60
	19	38.59	80,267.20	15	45.74	95,139.20	15	50.59	105,227.20
	20	39.50	82,160.00	16	46.90	97,552.00	16	51.78	107,702.40
	21	40.50	84,240.00	17	48.04	99,923.20	17	53.10	110,448.00
	22	41.47	86,257.60	18	49.28	102,502.40	18	54.38	113,110.40
	23	42.56	88,524.80	19	50.48	104,998.40	19	55.75	115,960.00
	24	43.60	90,688.00	20	53.01	110,260.80	20	58.51	121,700.80
	25	44.67	92,913.60	21	54.33	113,006.40	21	59.99	124,779.20
	26	45.74	95,139.20	21a	54.87	114,129.60	21a	60.55	125,944.00
	27	46.90	97,552.00						
	28	48.03	99,902.40						
29	49.22	102,377.60							
29a	49.71	103,396.80							
Intermediate POST - 4% POST	30	36.71	76,356.80	22	43.32	90,105.60	22	47.94	99,715.20
	31	37.59	78,187.20	23	44.43	92,414.40	23	49.03	101,982.40
	32	38.53	80,142.40	24	45.45	94,536.00	24	50.22	104,457.60
	33	39.47	82,097.60	25	46.54	96,803.20	25	51.42	106,953.60
	34	40.28	83,782.40	26	47.63	99,070.40	26	52.66	109,532.80
	35	41.23	85,758.40	27	48.80	101,504.00	27	53.86	112,028.80
	36	42.19	87,755.20	28	49.95	103,896.00	28	55.18	114,774.40
	37	43.18	89,814.40	29	51.19	106,475.20	29	56.48	117,478.40
	38	44.29	92,123.20	30	52.38	108,950.40	30	57.87	120,369.60
	39	45.34	94,307.20	31	54.97	114,337.60	31	60.66	126,172.80
	40	46.43	96,574.40	32	56.36	117,228.80	32	62.17	129,313.60
	41	47.50	98,800.00	32a	56.90	118,352.00	32a	62.78	130,582.40
	42	48.66	101,212.80						
	43	49.80	103,584.00						
44	51.05	106,184.00							
44a	51.54	107,203.20							
Advanced POST - 5% POST	45	38.37	79,809.60	33	45.17	93,953.60	33	50.00	104,000.00
	46	39.28	81,702.40	34	46.31	96,324.80	34	51.10	106,288.00
	47	40.20	83,616.00	35	47.32	98,425.60	35	52.28	108,742.40
	48	41.18	85,654.40	36	48.43	100,734.40	36	53.49	111,259.20
	49	41.98	87,318.40	37	49.53	103,022.40	37	54.75	113,880.00
	50	42.93	89,294.40	38	50.72	105,497.60	38	55.97	116,417.60
	51	43.91	91,332.80	39	51.88	107,910.40	39	57.29	119,163.20
	52	44.92	93,433.60	40	53.13	110,510.40	40	58.60	121,888.00
	53	46.03	95,742.40	41	54.34	113,027.20	41	60.01	124,820.80
	54	47.10	97,968.00	42	56.94	118,435.20	42	62.81	130,644.80
	55	48.18	100,214.40	43	58.37	121,409.60	43	64.39	133,931.20
	56	49.28	102,502.40	43a	58.95	122,616.00	43a	65.01	135,220.80
	57	50.45	104,936.00						
	58	51.60	107,328.00						
59	52.89	110,011.20							
59a	53.40	111,072.00							

Salary Schedule
Effective 7/30/2022
 3% Across-the-Board Increase

	Deputy Sheriff 16			Sheriff Detective/Corporal DA Investigator 19			DA Senior Investigator 20		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	NO POST	1	34.96	72,716.80	1	41.39	86,091.20	1	45.85
	2	35.83	74,526.40	2	42.50	88,400.00	2	46.92	97,593.60
	3	36.76	76,460.80	3	43.50	90,480.00	3	48.07	99,985.60
	4	37.73	78,478.40	4	44.58	92,726.40	4	49.26	102,460.80
	5	38.52	80,121.60	5	45.65	94,952.00	5	50.52	105,081.60
	6	39.42	81,993.60	6	46.81	97,364.80	6	51.71	107,556.80
	7	40.42	84,073.60	7	47.96	99,756.80	7	53.00	110,240.00
	8	41.39	86,091.20	8	49.19	102,315.20	8	54.27	112,881.60
	9	42.49	88,379.20	9	50.37	104,769.60	9	55.66	115,772.80
	10	43.51	90,500.80	10	52.93	110,094.40	10	58.43	121,534.40
	11	44.58	92,726.40						
	12	45.65	94,952.00						
	13	46.81	97,364.80						
	14	47.95	99,736.00						
Basic POST - 3% POST	15	36.10	75,088.00	11	42.71	88,836.80	11	47.30	98,384.00
	16	37.02	77,001.60	12	43.85	91,208.00	12	48.42	100,713.60
	17	37.95	78,936.00	13	44.90	93,392.00	13	49.59	103,147.20
	18	38.93	80,974.40	14	46.01	95,700.80	14	50.85	105,768.00
	19	39.75	82,680.00	15	47.11	97,988.80	15	52.11	108,388.80
	20	40.69	84,635.20	16	48.31	100,484.80	16	53.33	110,926.40
	21	41.72	86,777.60	17	49.48	102,918.40	17	54.69	113,755.20
	22	42.71	88,836.80	18	50.76	105,580.80	18	56.01	116,500.80
	23	43.84	91,187.20	19	51.99	108,139.20	19	57.42	119,433.60
	24	44.91	93,412.80	20	54.60	113,568.00	20	60.27	125,361.60
	25	46.01	95,700.80	21	55.96	116,396.80	21	61.79	128,523.20
	26	47.11	97,988.80	21a	56.52	117,561.60	21a	62.37	129,729.60
	27	48.31	100,484.80						
	28	49.47	102,897.60						
	29	50.70	105,456.00						
	29a	51.20	106,496.00						
Intermediate POST - 4% POST	30	37.81	78,644.80	22	44.62	92,809.60	22	49.38	102,710.40
	31	38.71	80,516.80	23	45.76	95,180.80	23	50.49	105,019.20
	32	39.69	82,555.20	24	46.81	97,364.80	24	51.73	107,598.40
	33	40.65	84,552.00	25	47.93	99,694.40	25	52.96	110,156.80
	34	41.49	86,299.20	26	49.06	102,044.80	26	54.24	112,819.20
	35	42.46	88,316.80	27	50.26	104,540.80	27	55.47	115,377.60
	36	43.46	90,396.80	28	51.45	107,016.00	28	56.84	118,227.20
	37	44.48	92,518.40	29	52.73	109,678.40	29	58.18	121,014.40
	38	45.62	94,889.60	30	53.96	112,236.80	30	59.60	123,968.00
	39	46.71	97,156.80	31	56.63	117,790.40	31	62.48	129,958.40
	40	47.82	99,465.60	32	58.05	120,744.00	32	64.03	133,182.40
	41	48.92	101,753.60	32a	58.60	121,888.00	32a	64.67	134,513.60
	42	50.12	104,249.60						
	43	51.29	106,683.20						
	44	52.58	109,366.40						
	44a	53.09	110,427.20						
Advanced POST - 5% POST	45	39.52	82,201.60	33	46.53	96,782.40	33	51.50	107,120.00
	46	40.46	84,156.80	34	47.69	99,195.20	34	52.64	109,491.20
	47	41.41	86,132.80	35	48.74	101,379.20	35	53.84	111,987.20
	48	42.42	88,233.60	36	49.88	103,750.40	36	55.09	114,587.20
	49	43.24	89,939.20	37	51.02	106,121.60	37	56.39	117,291.20
	50	44.23	91,998.40	38	52.24	108,659.20	38	57.65	119,912.00
	51	45.22	94,057.60	39	53.43	111,134.40	39	59.01	122,740.80
	52	46.26	96,220.80	40	54.73	113,838.40	40	60.35	125,528.00
	53	47.42	98,633.60	41	55.97	116,417.60	41	61.80	128,544.00
	54	48.52	100,921.60	42	58.65	121,992.00	42	64.69	134,555.20
	55	49.63	103,230.40	43	60.12	125,049.60	43	66.32	137,945.60
	56	50.76	105,580.80	43a	60.71	126,276.80	43a	66.96	139,276.80
	57	51.96	108,076.80						
	58	53.14	110,531.20						
	59	54.47	113,297.60						
	59a	55.01	114,420.80						

Salary Schedule
Effective 1/28/2023
 1% POST Increase

	Deputy Sheriff 16			Sheriff Detective/Corporal DA Investigator 19			DA Senior Investigator 20		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
NO POST	1	34.96	72,716.80	1	41.39	86,091.20	1	45.85	95,368.00
	2	35.83	74,526.40	2	42.50	88,400.00	2	46.92	97,593.60
	3	36.76	76,460.80	3	43.50	90,480.00	3	48.07	99,985.60
	4	37.73	78,478.40	4	44.58	92,726.40	4	49.26	102,460.80
	5	38.52	80,121.60	5	45.65	94,952.00	5	50.52	105,081.60
	6	39.42	81,993.60	6	46.81	97,364.80	6	51.71	107,556.80
	7	40.42	84,073.60	7	47.96	99,756.80	7	53.00	110,240.00
	8	41.39	86,091.20	8	49.19	102,315.20	8	54.27	112,881.60
	9	42.49	88,379.20	9	50.37	104,769.60	9	55.66	115,772.80
	10	43.51	90,500.80	10	52.93	110,094.40	10	58.43	121,534.40
	11	44.58	92,726.40						
	12	45.65	94,952.00						
	13	46.81	97,364.80						
	14	47.95	99,736.00						
Basic POST - 4% POST	15	36.45	75,816.00	11	43.13	89,710.40	11	47.76	99,340.80
	16	37.38	77,750.40	12	44.27	92,081.60	12	48.89	101,691.20
	17	38.31	79,684.80	13	45.33	94,286.40	13	50.08	104,166.40
	18	39.31	81,764.80	14	46.46	96,636.80	14	51.34	106,787.20
	19	40.13	83,470.40	15	47.57	98,945.60	15	52.61	109,428.80
	20	41.08	85,446.40	16	48.78	101,462.40	16	53.85	112,008.00
	21	42.12	87,609.60	17	49.96	103,916.80	17	55.22	114,857.60
	22	43.13	89,710.40	18	51.25	106,600.00	18	56.56	117,644.80
	23	44.26	92,060.80	19	52.50	109,200.00	19	57.98	120,598.40
	24	45.34	94,307.20	20	55.13	114,670.40	20	60.85	126,568.00
	25	46.46	96,636.80	21	56.50	117,520.00	21	62.39	129,771.20
	26	47.57	98,945.60	21a	57.06	118,684.80	21a	62.97	130,977.60
	27	48.78	101,462.40						
	28	49.95	103,896.00						
29	51.19	106,475.20							
29a	51.70	107,536.00							
Intermediate POST - 5% POST	30	38.18	79,414.40	22	45.05	93,704.00	22	49.85	103,688.00
	31	39.08	81,286.40	23	46.20	96,096.00	23	50.98	106,038.40
	32	40.07	83,345.60	24	47.26	98,300.80	24	52.23	108,638.40
	33	41.04	85,363.20	25	48.39	100,651.20	25	53.47	111,217.60
	34	41.88	87,110.40	26	49.53	103,022.40	26	54.76	113,900.80
	35	42.87	89,169.60	27	50.75	105,560.00	27	56.01	116,500.80
	36	43.88	91,270.40	28	51.94	108,035.20	28	57.38	119,350.40
	37	44.91	93,412.80	29	53.24	110,739.20	29	58.74	122,179.20
	38	46.06	95,804.80	30	54.47	113,297.60	30	60.18	125,174.40
	39	47.16	98,092.80	31	57.17	118,913.60	31	63.08	131,206.40
	40	48.28	100,422.40	32	58.61	121,908.80	32	64.65	134,472.00
	41	49.39	102,731.20	32a	59.17	123,073.60	32a	65.29	135,803.20
	42	50.60	105,248.00						
	43	51.79	107,723.20						
44	53.09	110,427.20							
44a	53.60	111,488.00							
Advanced POST - 6% POST	45	39.90	82,992.00	33	46.97	97,697.60	33	51.99	108,139.20
	46	40.84	84,947.20	34	48.15	100,152.00	34	53.14	110,531.20
	47	41.81	86,964.80	35	49.21	102,356.80	35	54.36	113,068.80
	48	42.82	89,065.60	36	50.35	104,728.00	36	55.62	115,689.60
	49	43.65	90,792.00	37	51.51	107,140.80	37	56.92	118,393.60
	50	44.65	92,872.00	38	52.74	109,699.20	38	58.19	121,035.20
	51	45.65	94,952.00	39	53.94	112,195.20	39	59.57	123,905.60
	52	46.70	97,136.00	40	55.25	114,920.00	40	60.93	126,734.40
	53	47.87	99,569.60	41	56.50	117,520.00	41	62.39	129,771.20
	54	48.98	101,878.40	42	59.21	123,156.80	42	65.31	135,844.80
	55	50.11	104,228.80	43	60.70	126,256.00	43	66.95	139,256.00
	56	51.24	106,579.20	43a	61.29	127,483.20	43a	67.60	140,608.00
	57	52.46	109,116.80						
	58	53.65	111,592.00						
59	54.99	114,379.20							
59a	55.53	115,502.40							

Salary Schedule
Effective 7/29/2023
 3% Across-the-Board Increase

	Deputy Sheriff 16			Sheriff Detective/Corporal DA Investigator 19			DA Senior Investigator 20		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	NO POST	1	36.01	74,900.80	1	42.63	88,670.40	1	47.23
	2	36.90	76,752.00	2	43.78	91,062.40	2	48.33	100,526.40
	3	37.86	78,748.80	3	44.81	93,204.80	3	49.51	102,980.80
	4	38.86	80,828.80	4	45.92	95,513.60	4	50.74	105,539.20
	5	39.68	82,534.40	5	47.02	97,801.60	5	52.04	108,243.20
	6	40.60	84,448.00	6	48.21	100,276.80	6	53.26	110,780.80
	7	41.63	86,590.40	7	49.40	102,752.00	7	54.59	113,547.20
	8	42.63	88,670.40	8	50.67	105,393.60	8	55.90	116,272.00
	9	43.76	91,020.80	9	51.88	107,910.40	9	57.33	119,246.40
	10	44.82	93,225.60	10	54.52	113,401.60	10	60.18	125,174.40
	11	45.92	95,513.60						
	12	47.02	97,801.60						
	13	48.21	100,276.80						
	14	49.39	102,731.20						
Basic POST - 4% POST	15	37.54	78,083.20	11	44.42	92,393.60	11	49.19	102,315.20
	16	38.50	80,080.00	12	45.60	94,848.00	12	50.36	104,748.80
	17	39.47	82,097.60	13	46.70	97,136.00	13	51.57	107,265.60
	18	40.49	84,219.20	14	47.85	99,528.00	14	52.88	109,990.40
	19	41.34	85,987.20	15	48.99	101,899.20	15	54.19	112,715.20
	20	42.32	88,025.60	16	50.24	104,499.20	16	55.46	115,356.80
	21	43.39	90,251.20	17	51.46	107,036.80	17	56.88	118,310.40
	22	44.42	92,393.60	18	52.79	109,803.20	18	58.25	121,160.00
	23	45.59	94,827.20	19	54.07	112,465.60	19	59.72	124,217.60
	24	46.71	97,156.80	20	56.78	118,102.40	20	62.68	130,374.40
	25	47.85	99,528.00	21	58.20	121,056.00	21	64.26	133,660.80
	26	48.99	101,899.20	21a	58.78	122,262.40	21a	64.86	134,908.80
	27	50.24	104,499.20						
	28	51.45	107,016.00						
	29	52.73	109,678.40						
	29a	53.25	110,760.00						
Intermediate POST - 5% POST	30	39.32	81,785.60	22	46.40	96,512.00	22	51.35	106,808.00
	31	40.26	83,740.80	23	47.59	98,987.20	23	52.51	109,220.80
	32	41.27	85,841.60	24	48.68	101,254.40	24	53.79	111,883.20
	33	42.27	87,921.60	25	49.84	103,667.20	25	55.07	114,545.60
	34	43.14	89,731.20	26	51.02	106,121.60	26	56.40	117,312.00
	35	44.15	91,832.00	27	52.27	108,721.60	27	57.69	119,995.20
	36	45.19	93,995.20	28	53.50	111,280.00	28	59.10	122,928.00
	37	46.25	96,200.00	29	54.83	114,046.40	29	60.50	125,840.00
	38	47.45	98,696.00	30	56.11	116,708.80	30	61.98	128,918.40
	39	48.57	101,025.60	31	58.88	122,470.40	31	64.97	135,137.60
	40	49.73	103,438.40	32	60.36	125,548.80	32	66.59	138,507.20
	41	50.87	105,809.60	32a	60.94	126,755.20	32a	67.25	139,880.00
	42	52.12	108,409.60						
	43	53.34	110,947.20						
	44	54.68	113,734.40						
	44a	55.21	114,836.80						
Advanced POST - 6% POST	45	41.10	85,488.00	33	48.38	100,630.40	33	53.55	111,384.00
	46	42.07	87,505.60	34	49.59	103,147.20	34	54.73	113,838.40
	47	43.06	89,564.80	35	50.68	105,414.40	35	55.99	116,459.20
	48	44.11	91,748.80	36	51.87	107,889.60	36	57.28	119,142.40
	49	44.97	93,537.60	37	53.05	110,344.00	37	58.63	121,950.40
	50	45.98	95,638.40	38	54.31	112,964.80	38	59.94	124,675.20
	51	47.02	97,801.60	39	55.57	115,585.60	39	61.36	127,628.80
	52	48.10	100,048.00	40	56.90	118,352.00	40	62.75	130,520.00
	53	49.30	102,544.00	41	58.19	121,035.20	41	64.27	133,681.60
	54	50.46	104,956.80	42	60.99	126,859.20	42	67.27	139,921.60
	55	51.61	107,348.80	43	62.52	130,041.60	43	68.95	143,416.00
	56	52.78	109,782.40	43a	63.12	131,289.60	43a	69.62	144,809.60
	57	54.03	112,382.40						
	58	55.26	114,940.80						
	59	56.65	117,832.00						
	59a	57.20	118,976.00						

Salary Schedule
Effective 1/27/2024
 1% POST Increase

	Deputy Sheriff 16			Sheriff Detective/Corporal DA Investigator 19			DA Senior Investigator 20		
	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate	Annual Rate <i>Based on 2,080 hours</i>
	NO POST	1	36.01	74,900.80	1	42.63	88,670.40	1	47.23
2		36.90	76,752.00	2	43.78	91,062.40	2	48.33	100,526.40
3		37.86	78,748.80	3	44.81	93,204.80	3	49.51	102,980.80
4		38.86	80,828.80	4	45.92	95,513.60	4	50.74	105,539.20
5		39.68	82,534.40	5	47.02	97,801.60	5	52.04	108,243.20
6		40.60	84,448.00	6	48.21	100,276.80	6	53.26	110,780.80
7		41.63	86,590.40	7	49.40	102,752.00	7	54.59	113,547.20
8		42.63	88,670.40	8	50.67	105,393.60	8	55.90	116,272.00
9		43.76	91,020.80	9	51.88	107,910.40	9	57.33	119,246.40
10		44.82	93,225.60	10	54.52	113,401.60	10	60.18	125,174.40
11		45.92	95,513.60						
12		47.02	97,801.60						
13		48.21	100,276.80						
14		49.39	102,731.20						
Basic POST - 5% POST	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/5% POST	Annual Rate <i>Based on 2,080 hours</i>
	15	37.91	78,852.80	11	44.85	93,288.00	11	49.67	103,313.60
	16	38.87	80,849.60	12	46.04	95,763.20	12	50.84	105,747.20
	17	39.85	82,888.00	13	47.15	98,072.00	13	52.07	108,305.60
	18	40.88	85,030.40	14	48.31	100,484.80	14	53.39	111,051.20
	19	41.74	86,819.20	15	49.47	102,897.60	15	54.72	113,817.60
	20	42.72	88,857.60	16	50.73	105,518.40	16	56.00	116,480.00
	21	43.81	91,124.80	17	51.95	108,056.00	17	57.42	119,433.60
	22	44.85	93,288.00	18	53.30	110,864.00	18	58.81	122,324.80
	23	46.03	95,742.40	19	54.59	113,547.20	19	60.29	125,403.20
	24	47.16	98,092.80	20	57.33	119,246.40	20	63.28	131,622.40
	25	48.31	100,484.80	21	58.76	122,220.80	21	64.88	134,950.40
	26	49.47	102,897.60	21a	59.35	123,448.00	21a	65.49	136,219.20
	27	50.73	105,518.40						
28	51.94	108,035.20							
29	53.24	110,739.20							
29a	53.76	111,820.80							
Intermediate POST - 6% POST	Steps	Hourly Rate w/6% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/6% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/6% POST	Annual Rate <i>Based on 2,080 hours</i>
	30	39.70	82,576.00	22	46.84	97,427.20	22	51.83	107,806.40
	31	40.64	84,531.20	23	48.04	99,923.20	23	53.01	110,260.80
	32	41.66	86,652.80	24	49.14	102,211.20	24	54.30	112,944.00
	33	42.68	88,774.40	25	50.32	104,665.60	25	55.60	115,648.00
	34	43.56	90,604.80	26	51.51	107,140.80	26	56.93	118,414.40
	35	44.57	92,705.60	27	52.77	109,761.60	27	58.24	121,139.20
	36	45.62	94,889.60	28	54.01	112,340.80	28	59.67	124,113.60
	37	46.69	97,115.20	29	55.35	115,128.00	29	61.08	127,046.40
	38	47.90	99,632.00	30	56.65	117,832.00	30	62.57	130,145.60
	39	49.04	102,003.20	31	59.44	123,635.20	31	65.59	136,427.20
	40	50.20	104,416.00	32	60.94	126,755.20	32	67.23	139,838.40
	41	51.36	106,828.80	32a	61.52	127,961.60	32a	67.89	141,211.20
	42	52.62	109,449.60						
43	53.85	112,008.00							
44	55.20	114,816.00							
44a	55.73	115,918.40							
Advanced POST - 7% POST	Steps	Hourly Rate w/7% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/7% POST	Annual Rate <i>Based on 2,080 hours</i>	Steps	Hourly Rate w/7% POST	Annual Rate <i>Based on 2,080 hours</i>
	45	41.48	86,278.40	33	48.83	101,566.40	33	54.06	112,444.80
	46	42.47	88,337.60	34	50.05	104,104.00	34	55.24	114,899.20
	47	43.46	90,396.80	35	51.16	106,412.80	35	56.52	117,561.60
	48	44.52	92,601.60	36	52.36	108,908.80	36	57.82	120,265.60
	49	45.39	94,411.20	37	53.55	111,384.00	37	59.18	123,094.40
	50	46.42	96,553.60	38	54.83	114,046.40	38	60.51	125,860.80
	51	47.47	98,737.60	39	56.09	116,667.20	39	61.94	128,835.20
	52	48.56	101,004.80	40	57.44	119,475.20	40	63.34	131,747.20
	53	49.77	103,521.60	41	58.74	122,179.20	41	64.87	134,929.60
	54	50.93	105,934.40	42	61.57	128,065.60	42	67.90	141,232.00
	55	52.10	108,368.00	43	63.11	131,268.80	43	69.60	144,768.00
	56	53.28	110,822.40	43a	63.72	132,537.60	43a	70.28	146,182.40
	57	54.54	113,443.20						
58	55.78	116,022.40							
59	57.18	118,934.40							
59a	57.74	120,099.20							

APPENDIX C - 4/10 Schedules

Safety Unit and Safety Management and Supervisory Unit

The Sheriff's Department will, or recently has, implemented 4/10 schedules for some stations/divisions. The Sheriff or designee has the sole authority to determine for which stations/divisions the 4/10 schedule will be implemented. The Sheriff's Department is committed to making the 4/10-shift schedule work. Because of its unknown impact upon overtime costs, scheduling and other operational and morale issues, it is necessary to designate procedures and conditions for the continuation of the 4/10-shift schedule. These procedures apply on a station-by-station basis.

For the first six months of implementation of a 4/10-shift schedule at a station, the impact of the 4/10-shift schedule will be evaluated monthly by the involved commanders and deputy chiefs. This evaluation may include, but not be limited to, the impact on employee morale and satisfaction with the program, overtime costs, leave usage, impact on operations and minimum staffing requirements, and administrative costs. Nothing in this agreement precludes the partial utilization of the 4/10-shift schedule when it is not feasible to offer it to all employees of the same class at a particular station or division.

The Sheriff has the authority to retain the 4/10-shift schedule or return to the 8-hour schedule in place prior to this agreement.

During the first six months of this implementation of a 4/10-shift schedule at a station, the following procedures will be in place for discontinuing the 4/10 shift schedule:

If practical, the Sheriff will give employees one (1) pay period notice prior to returning to the 8 hour schedule. The Sheriff may return to the former schedule with less than one (1) pay period notice if circumstances dictate (i.e. inability to meet critical staffing levels, increases in costs). There will be no meet and confer obligation with SBCSEA.

After the first six months of the implementation of a 4/10 shift schedule at a station, the following procedures will be in effect for discontinuing the 4/10-shift:

The Sheriff will provide as much notice to employees as practical but no less than two (2) pay periods. SBCSEA representatives will have the ability to meet and discuss with the Sheriff or designee the impact of returning to the former 8-hour shift schedule. Such discussions will be reasonable in order to resolve the relevant issues related to the impact of the change. The discussions will not extend over a long period of time to the point that they will impede timely implementation of the 8-hour shift schedule, and changes are not subject to mediation or arbitration procedures.

APPENDIX D - 12-Hour Shifts on Corrections Outlying Stations

PURPOSE

The purpose of this agreement is to describe the conditions of the 12-hours shift schedule in Corrections for correctional facilities in outlying stations, including Barstow, Big Bear, Colorado River, Morongo Basin and Victor Valley. The 12-hour shift will apply to positions designated by the Sheriff or designee. The Sheriff or designee has the final and binding authority to designate affected positions, and to assign employees to such positions.

PAY PERIOD/SCHEDULING

Employees assigned to the 12-hour shift schedule in correctional facilities for outlying stations will be regularly scheduled to work 80 hours in a pay period, comprised of six 12-hour shifts and one 8-hour shift during the pay period. Scheduling will be accomplished in accordance with current provisions in the Safety MOU, Safety Management MOU, Sheriff's Department Manual, and the San Bernardino County Personnel Rules. The Sheriff's Department reserves the right to schedule and assign staff as necessary to meet the needs of the department.

Due to small number of employees assigned to staff each of these jail facilities, it is necessary to retain maximum flexibility for scheduling. Due to staffing shortages, employees may be assigned 8-hour shifts instead of 12-hour shifts with 48 hours notice. Such assignments will be temporary, and the employee will be scheduled back on 12-hour shifts as soon as feasible.

EVALUATION OF THE 12-HOUR SHIFT SCHEDULE

The Sheriff's Department is committed to making the 12-hour shift schedule work. Because of its unknown impact upon overtime costs, scheduling and other operational and morale issues, it is necessary to designate procedures and conditions for the continuation of the 12-hour shift schedule.

For the first year of operation, the impact of the 12-hour shift schedule will be evaluated monthly by the involved commanders and deputy chiefs. This evaluation may include, but is not limited to, the impact of employee morale and satisfaction with the program, overtime costs, leave usage, impact on operations and minimum staffing standards, and administrative costs.

The Sheriff has the authority to retain the 12-hour shift schedule as described in this agreement, or return to the 8-hour schedule in place prior to this agreement.

During the first year of the agreement, the following procedures will be in place for discontinuing the 12-hour shift schedule:

If practical, the Sheriff will give employees and SBSCEA 2 months notice prior to returning to the 8-hour schedule. The Sheriff may return to the former schedule with less than 2 months notice if circumstances dictate (e.g. inability to meet critical staffing levels, increases in cost). There will be no meet and confer obligation.

After the first year of the agreement, the following procedures will be in effect for discontinuing the schedule:

The Sheriff will provide as much notice to employees as practical, but no less than 2 months. SBSCEA representatives will have the ability to meet and discuss with the Sheriff or designee the impact of returning to the former 8-hour schedule. Such discussions will be reasonable in order to resolve relevant issues related to the impact of the change. They will not extend over a long period of time to the point that they impede timely implementation of the 8-hour schedule and the change is not subject to mediation or arbitration procedures.

APPENDIX E - Office of the District Attorney 9/80 Schedule

Safety Unit and Safety Management Unit

The District Attorney's Office will be implementing a 9/80 work schedule for the Bureau of Investigation. The District Attorney or his designee has the sole authority to determine which units/offices will receive the 9/80 work schedule. Because of its unknown impact upon overtime costs, scheduling and other operational and morale issues, it is necessary to designate procedures and conditions for the continuation of the 9/80 work schedule. These procedures may apply on an office-by-office or a unit-by-unit basis.

During the first six months of implementation of the 9/80 work schedule within the Bureau of Investigation, the impact of the 9/80 work schedule will be evaluated monthly by the involved Supervising Investigators and Assistant Chiefs. This evaluation may include, but not be limited to, the impact on employee morale, satisfaction with the program, overtime costs, leave usage, impact on operations, minimum staffing requirements and administrative costs. Nothing in this agreement precludes the partial utilization of the 9/80 work schedule when it is not feasible to offer it to all employees of the same class at a particular office or within a particular unit.

The District Attorney or his designee has the authority to retain the 9/80 work schedule or return to the eight hour work schedule that was in place prior to this agreement.

During the first six months of the implementation of the 9/80 work schedule at an office or within a unit, the following procedures will be in place for discontinuing the 9/80 work schedule:

If practical, the District Attorney or his designee will give employees one (1) pay period notice prior to returning to the eight-hour work schedule. The District Attorney or his designee may return to the former schedule with less than one (1) pay period notice if circumstances dictate. These circumstances may include the inability to meet critical staffing levels or increases in operational or administrative costs. There will be no meet and confer obligation with SEBA.

After the first six months of the implementation of a 9/80 work schedule at an office or within a unit, the following procedures will be in effect for discontinuing the 9/80 work schedule:

The District Attorney or his designee will provide as much notice to employees as practical, but no less than two (2) pay periods prior to returning to the eight-hour work schedule. SEBA representatives will have the ability to meet and discuss with the District Attorney or his designee the impact of returning to the former eight-hour work schedule. Such discussions will be reasonable in order to resolve the relevant issues related to the impact of the change in schedules. The discussions will not extend over a long period of time or to the point that they will impede timely implementation of the former eight-hour work schedule. These changes are not subject to mediation or arbitration procedures.

All employees requesting to work the 9/80 schedule will be required to complete and sign a 9/80 work schedule request form. This form allows an employee to request a schedule preference within the parameters of the 9/80 work schedule. The employees will also be asked to complete and sign the 9/80 work schedule agreement form which lists conditions related to the 9/80 work schedule. Lastly, the employee will receive a form in response to their request to work the 9/80 work schedule. This form will either approve or deny their request. Samples of these forms are attached to this side letter agreement and incorporated by reference. Copies of these forms will be provided to the employee and placed in each employee's personnel file after the employee has signed and completed them.

APPENDIX F - Office of the District Attorney 4/10 Schedule

Safety Unit and Safety Management Unit

The District Attorney's Office will be implementing a 4/10 work schedule for the Bureau of Investigation. The District Attorney or his designee has the sole authority to determine which units/offices will receive the 4/10 work schedule. Because of its unknown impact upon overtime costs, scheduling and other operational and morale issues, it is necessary to designate procedures and conditions for the continuation of the 4/10 work schedule. These procedures may apply on an office-by-office or a unit-by-unit basis.

During the first six months of implementation of the 4/10 work schedule within the Bureau of Investigation, the impact of the 4/10 work schedule will be evaluated monthly by the involved Supervising Investigators and Assistant Chiefs. This evaluation may include, but not be limited to, the impact on employee morale, satisfaction with the program, overtime costs, leave usage, impact on operations, minimum staffing requirements and administrative costs. Nothing in this agreement precludes the partial utilization of the 4/10 work schedule when it is not feasible to offer it to all employees of the same class at a particular office or within a particular unit.

The District Attorney or his designee has the authority to retain the 4/10 work schedule or return to the 9/80 or eight-hour work schedules that were in place prior to this agreement.

During the first six months of the implementation of the 4/10 work schedule at an office or within a unit, the following procedures will be in place for discontinuing the 4/10 work schedule:

If practical, the District Attorney or his designee will give employees one (1) pay period notice prior to returning to the 9/80 or eight-hour work schedule. The District Attorney or his designee may return to the former schedule with less than one (1) pay period notice if circumstances dictate. These circumstances may include the inability to meet critical staffing levels or increases in operational or administrative costs. There will be no meet and confer obligation with SEBA.

After the first six months of the implementation of a 4/10 work schedule at an office or within a unit, the following procedures will be in effect for discontinuing the 4/10 work schedule:

The District Attorney or his designee will provide as much notice to employees as practical, but no less than two (2) pay periods prior to returning to the 9/80 or eight-hour work schedule. SEBA representatives will have the ability to meet and discuss with the District Attorney or his designee the impact of returning to the former 9/80 or eight-hour work schedule. Such discussions will be reasonable in order to resolve the relevant issues related to the impact of the change in schedules. The discussions will not extend over a long period of time or to the point that they will impede timely implementation of the former 9/80 or eight-hour work schedule. These changes are not subject to mediation or arbitration procedures.

All employees requesting to work the 4/10 schedule will be required to complete and sign a 4/10 work schedule request form. This form allows an employee to request a schedule preference within the parameters of the 4/10 work schedule. The employees will also be asked to complete and sign the 4/10 work schedule agreement form which lists conditions related to the 4/10 work schedule. Lastly, the employee will receive a form in response to their request to work the 4/10 work schedule. This form will either approve or deny their request. Samples of these forms are attached to this side letter agreement and incorporated by reference. Copies of these forms will be provided to the employee and placed in each employee's personnel file after the employee has signed and completed them.

form_203-fillable_Organization_Assignment_List.pdf

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:		Date From: Date	Date To: Date
				Time From: HHMM	Time To: HHMM
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:			Division/Group		
Agency/Organization	Name	Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
6. Logistics Section:			Division/Group		
Chief		Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
9. Prepared by: Name:		Position/Title:		Signature: _____	
ICS 203	IAP Page	Date/Time: Date			

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none">• IC/UCs• Deputy• Safety Officer• Public Information Officer• Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none">• Agency/Organization• Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none">• Chief• Deputy• Resources Unit• Situation Unit• Documentation Unit• Demobilization Unit• Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section <ul style="list-style-type: none"> • Chief • Deputy Support Branch <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit Service Branch <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	Operations Section <ul style="list-style-type: none"> • Chief • Deputy • Staging Area Branch <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group Air Operations Branch <ul style="list-style-type: none"> • Air Operations Branch Director 	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	Finance/Administration Section <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>





County of San Bernardino
Office of the District Attorney
BUREAU OF INVESTIGATION

JASON ANDERSON, District Attorney ERIC HOPLEY, Chief Investigator



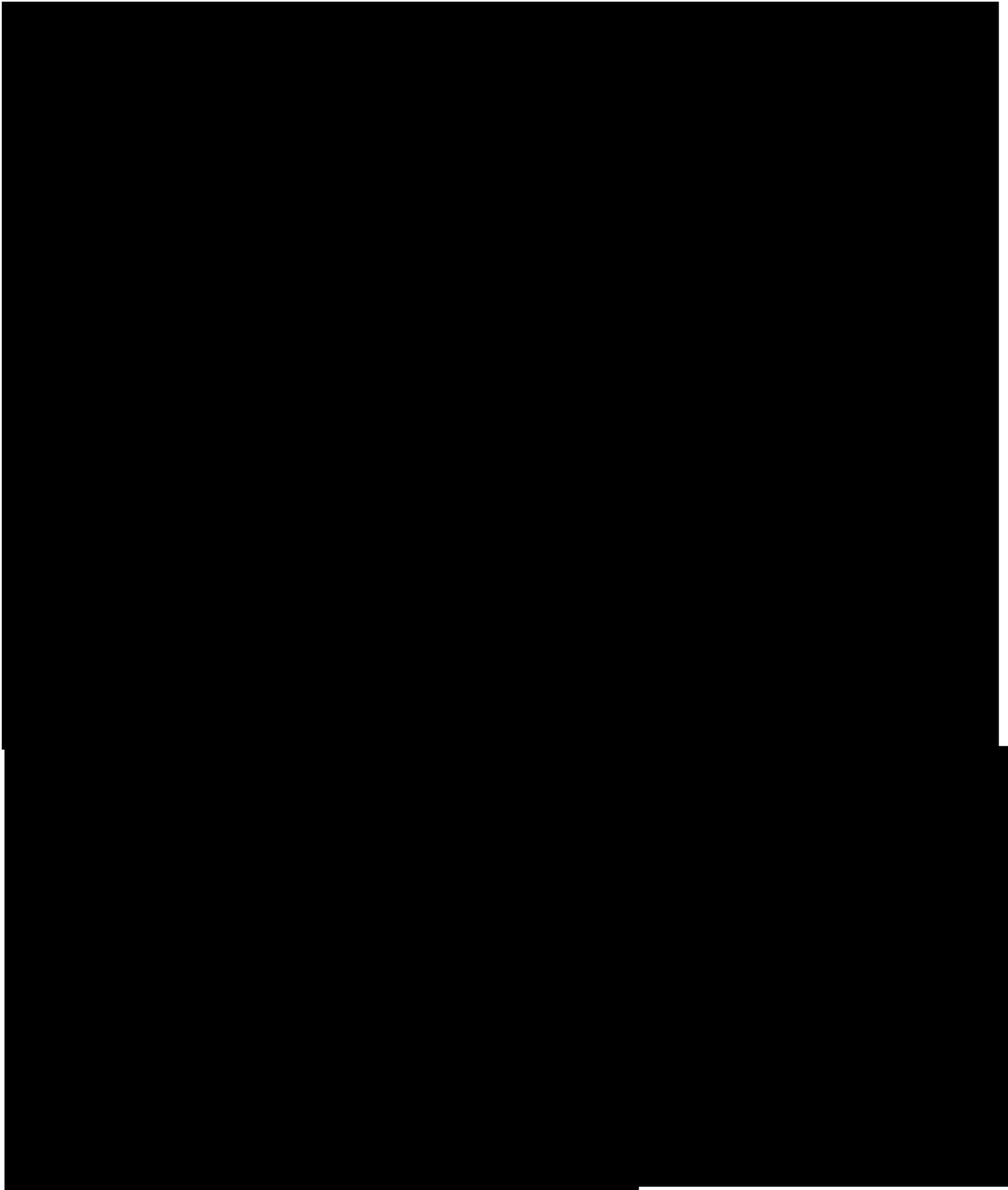
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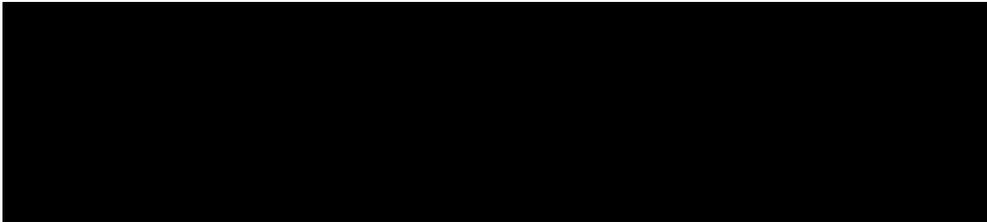
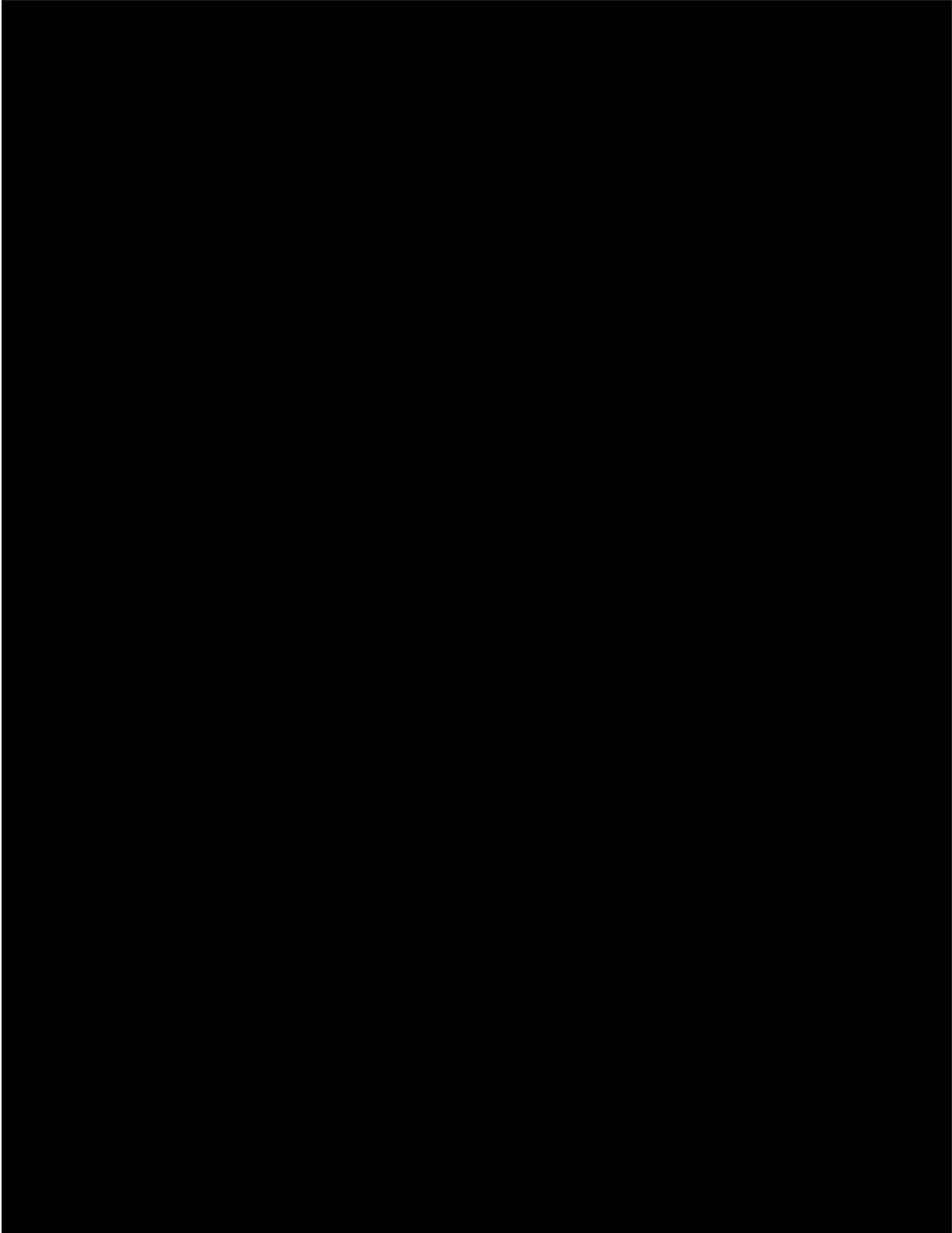


EXHIBIT "D"



Bloodborne Pathogen Program - County 09-2019.pdf

County of San Bernardino

BLOODBORNE PATHOGEN PROGRAM

SCOPE

This program applies to all work places and employment within San Bernardino County, where in the normal course of job duties there is a **reasonable likelihood** that employees may be exposed to human blood, blood components, products made from human blood, body fluids, human tissue and organs, medical waste, or other potentially infectious material. **This procedure sets forth minimum standards for all County departments.** Individual departments may implement more stringent standards. Copies of department-prepared programs that differ from the elements herein are to be provided to Department of Risk Management's Risk Control Division for review. In many cases, exposure to potential infectious material requires medical evaluation/follow-up which is not compensable under the County Self-Insured Workers' Compensation program.

California employers are required to furnish pre-exposure immunization from Hepatitis B Virus to employees who have a reasonable likelihood of exposure to sources of the virus and post exposure medical evaluation/follow up to employees who have experienced an exposure incident to potential sources of Human Immunodeficiency Virus, Hepatitis C Virus and Hepatitis B Virus.

PURPOSE

The purpose of this program is to eliminate or minimize the risk of employee exposure to infectious agents, specifically Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV), to prevent infection and disease that might occur as a result of exposure to those agents, and to provide a means by which departments may provide medical attention to employees, the expenses for which are not compensable under the County Self-Insured Workers' Compensation program. This purpose is served through the **EDUCATION OF EMPLOYEES, UTILIZATION OF APPROPRIATE ENGINEERING AND WORK PRACTICE CONTROLS, THE USE OF PROTECTIVE EQUIPMENT, MAINTAINING SANITARY WORKING CONDITIONS, THE PRACTICE OF APPROPRIATE MEDICAL SURVEILLANCE AND IN UTILIZATION OF APPROPRIATE VACCINES AND MEDICAL TREATMENT.**

INTRODUCTION

The potential for exposure to infectious agents through contact with body fluids or other elements as described under "Scope" exists in many areas of employment throughout the County of San Bernardino.

It is imperative that such exposure, as well as the impact upon employee health as a result of exposure, be minimized.

This program has been established to safeguard the health and safety of County employees. Included are specific provisions required of each department within the County having job activities that present a possibility of employee exposure to infectious agents, specifically Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV). It is important that all managers, supervisors and employees thoroughly understand the elements of this program.

Departments are obligated to assure that employees receive specific levels of medical evaluation/follow-up which are not compensable under the County Self-Insured Workers' Compensation program.

In implementing this program, all affected County departments shall engage in "UNIVERSAL PRECAUTIONS" relative to infection control,

employee training, and supervision of the work force.

DEFINITIONS

INFECTIOUS AGENT

Biologic agent (microorganism) capable of invading human tissue and producing disease that can cause or significantly contribute to death or irreversible, incapacitating or reversible illness.

1. Blood-borne Infectious Agent. An infectious agent present in human blood, that can infect and cause disease in humans through exposure to blood, blood products, body fluids, or other potentially infectious material. These agents include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

BODY FLUIDS

1. Fluids from humans in health care and public safety settings. These include fluid blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood;
2. Other body fluids, human or animal, known to transmit, or with reasonable diligence should be suspected of transmitting infectious agents, and exposure to which poses an increased risk of infection.

OTHER POTENTIALLY INFECTIOUS MATERIAL

1. Material that is known to transmit, or with reasonable diligence should be suspected of transmitting, infectious agents, and exposure to which poses an increased risk of infection.

EXPOSURE

1. Occupational Exposure. **Reasonably anticipated** skin, eye, mucous membrane, or parenteral contact with blood, body substances, or other potentially infectious material, that may result from performance of an employee's duties. This definition **excludes** the possibility of incidental exposures that may take place on the job, and that are neither reasonably nor routinely expected and that the worker is not required to incur in the normal course of employment.
2. Exposure Incident. A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, body fluids, or other potentially infectious material, that results from performance of an employee's duties.
3. Parenteral. Exposure incident occurring as a result of piercing mucous membrane or the skin barrier (e.g. subcutaneous, intramuscular, intravenous routes).
4. Needleless System. Any device that does not utilize needles for the withdrawal of body fluids after initial venous or arterial access is established; the administration of medication or fluids; and any other procedure involving the potential for an exposure incident.
5. Sharps. Any object that can penetrate the skin including needles, scalpels, and broken capillary tubes.

UNIVERSAL PRECAUTIONS

1. Universal precautions is the **unequivocal** assumption that all human blood, semen, vaginal secretions, cerebrospinal fluids, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, body fluid visibly contaminated with blood, any unfixed tissue or organ from a human (living or dead), cell tissue or organ cultures, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids, **are known to be infectious** for HIV, HBV, and other blood-borne pathogens, and are treated as such.

INFECTION CONTROL

1. Exposure Determination.

- a. Each department having any job activity that presents a potential for "OCCUPATIONAL EXPOSURE", as defined on page 188, shall identify and document those tasks and procedures where occupational exposure may take place.
- b. Each department shall identify and document all positions by title, which by the nature of the position, involve occupational exposure, as defined above.
- c. As a result of 1a and 1b immediately above, departments shall prepare three lists as follows:
 - i. A list of job classifications in which all employees in those job classifications have occupational exposure;
 - ii. A list of job classifications in which some employees in the classifications have occupational exposure;
 - iii. A list of all tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs.
- d. **The determination as to "OCCUPATIONAL EXPOSURE" as defined herein shall be made without regard to the use of personal protective equipment.** That is, if a position or task may be reasonably anticipated to bring an employee into contact with body fluids, blood, or other elements as previously described, the wearing of protective equipment or clothing to prevent such contact does not eliminate the fact such employee is subject to "OCCUPATIONAL EXPOSURE".

2. Exposure Control Plan.

- a. Each department having employees whose duties may reasonably be anticipated to result in "Occupational Exposure" shall establish a written **EXPOSURE CONTROL PLAN** designed to minimize or eliminate employee exposure.
- b. This Exposure Control Plan shall contain the following as a minimum:
 - i. The exposure determination required by Section 1 above and;
 - ii. The department schedule and method of implementation for each of the elements of the County Bloodborne Pathogen Program, which, in addition to the **Exposure Determination**, includes:
 - (a) Incident Reporting
 - (b) Post Exposure Procedures
 - (c) Other Medical Services
 - (d) Training - Education
 - (e) Record Keeping
 - (f) Exposure Control
 - (g) Sharps Injury Log
- c. The Exposure Control Plan shall be reviewed and updated as necessary to reflect significant changes in tasks or procedures, at least annually.
- d. Addendum F, (page 208) of this procedure includes a sample exposure control plan which may be used to develop individual County department plans.
- e. The Exposure Control Plan prepared by each County department shall be made available to Department of Risk Management's Risk Control Division upon request.

EXPOSURE INCIDENT REPORTING

With regard to exposure incidents, time is of the essence in assuring employees receive the prompt medical attention necessary to mitigate the impact of exposure to a positive source individual upon an employee's health.

County employees affected by this program are to be instructed to report exposure incidents **immediately** to their supervisor. Initial reporting required by this program includes the County "Bloodborne Pathogen/TB & Other Exposure Report, rev 8-09", Addendum B (page 202). The report shall be prepared by the exposed employee's immediate supervisor as soon as feasible following the time of exposure.

Exposure incidents, as defined on page 188 of this program, shall be reported to the Department of Risk Management on County Bloodborne Pathogen/TB & Other Exposure Report, rev 8-09. A copy of this report form is included as Addendum B of this program. **County Form #5020, "Employers First Report of Occupational Illness or Injury" is NOT to be used in reporting exposure incidents as defined herein.**

SHARPS INJURY LOG

The Sharps Injury Log, Addendum H, (page 224) is a record of each exposure incident involving a sharp. The exposure incident shall be recorded on the log within 14 working days.

POST-EXPOSURE MEDICAL EVALUATION AND FOLLOW-UP

Following an employee report of a specific exposure incident, departments shall promptly, but during normal business hours, make available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred. The County Bloodborne Pathogen/TB & Other Exposure Report, rev 8-09, shall be completed for the purpose of this documentation. This form is to be completed by the reporting employee's immediate supervisor. When completed, this report will include medically sensitive confidential information. Supervisory and other County personnel are subject to severe personal civil and criminal liability for willful unauthorized release of such confidential information. Therefore, the Bloodborne Pathogen/TB & Other Exposure Report, rev 8-09 is to be prepared, maintained, distributed and controlled strictly according to the instructions provided on the report form.
2. Identification and documentation of the source individual, unless the department can establish that identification is not possible or prohibited by state or local law;
 - a. Individual departments are to establish internal procedures to unequivocally insure the source individual's blood is tested as soon as possible, but after consent is obtained from the source individual, in order to determine HBV, HBC, and HIV infectivity. If consent is not obtained, a department shall promptly establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested, the results documented, and the results provided to the medical professional selected as the evaluator. California Penal Code sections provide legal mandates by which individuals within the criminal justice system may be required to consent to testing. Affected departments shall assure administrative/supervisory personnel are conversant with appropriate sections of the Penal Code and that source individual testing occurs at every opportunity.
 - b. Individual departments are to establish procedures and funding to assure that source individual HIV/HBV testing is accomplished unless legally prohibited.
 - c. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated. Such knowledge is to be provided to the medical professional selected as the evaluator.
 - d. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning

disclosure of the identity and infectious status of the source individual. **These results are to only be provided the employee by the selected medical evaluator.**

3. Collection and testing of blood for HBV, HBC, and HIV serological status;
 - a. The immediate supervisor of an employee suffering an exposure incident shall refer the employee for medical evaluation/follow-up. Medical professionals for evaluation/follow-up are to be selected from a list provided by the Department of Risk Management Referrals are to be made using the bottom portion of the County Bloodborne Pathogen/TB & Other Exposure Report, rev 8-09.
 - b. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained. The medical evaluator shall complete or assure completion of this process.
 - c. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
 - d. The exposed employee must consent to providing blood samples and to testing for Hepatitis B and Hepatitis C to be included in the medical evaluation/follow-up procedure at County expense.
4. Physician's Written Opinion
 - a. Results notification to employee will be consistent similar to 2 (c)(d) of this section.
5. HBV Vaccination - Post Exposure Incident
 - a. **HBV vaccination shall be offered to all employees involved in an exposure incident,** as defined on page 188 of this program, unless the employee has a previous HBV vaccination or unless antibody testing has revealed that the employee is immune or unless the employee declines vaccination. If the employee initially declines HBV vaccination but at a later date decides to accept the HBV vaccine, the department shall assure vaccine is provided at that time. Should a booster dose(s) be recommended by the U.S. Department of Health and Human Services, Centers for Disease Control, at a future date, such booster dose(s) shall be provided according to standard recommendations for medical practice.

OTHER MEDICAL SERVICES

1. General.
 - a. Individual departments shall assure that medical services required by this program are provided employees. These services shall include the availability of Hepatitis B vaccination to all employees who are subject to occupational exposure as defined on page 188 of this program and post-exposure medical evaluation/follow-up for all employees who have experienced an exposure incident, as defined on page 188 of this program.
 - b. All medical evaluations and procedures are to be performed by or under the supervision of a licensed physician and all laboratory tests are to be conducted by an accredited laboratory.
 - c. Departments shall assure that all evaluations, procedures, vaccinations, and post-exposure prophylaxis are provided without cost or loss in pay to the employee, at a reasonable time and place, and according to recommendations for such medical practice recommended by the U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, in effect at the time of exposure.

- d. All medical evaluation/follow-up provided San Bernardino County employees and required by this program are to be performed at medical service providers selected by Department of Risk Management's Risk Control Division.
 - e. All medical evaluation/follow-up provided under this program, shall be in strict accordance with the guidelines established by the Center for Disease Control.
 - f. Medical evaluation/follow-up and associated costs are not compensable under the San Bernardino County Self-Insured Workers' Compensation Program.
 - g. Medical evaluation/follow-up expenses will be paid by the Department of Risk Management, following an occupational exposure and when employees are sent to approved, pre-selected, medical facilities.
 - h. Hepatitis B immunization expenses will be paid by the individual department.
 - i. Medical evaluation/follow-up and immunization expenses incurred at other than approved, pre-selected, medical facilities will be paid either by the department or employee based upon who selected the incorrect medical facility for services.
2. HBV Vaccination - Pre-Incident.
- a. **HBV vaccination shall be offered to all employees subject to occupational exposure,** as defined on page 188 of this program.
 - b. All employees offered and who decline the vaccine shall sign a vaccination declination stating that they have been informed and understand the vaccination procedure. The Vaccination Declination form included as Addendum A (page 201) of this program is to be used by all San Bernardino County Departments. The Vaccination Declination form shall be maintained as a part of medical records as provided on page 202 of this program.
 - c. Addendums B (page 202) and C (page 204) are examples of medical referral forms which are to be used exclusively in connection with the requirements of this program. These forms are to be used in referring employees only to providers of medical service which have been selected by Risk Management' Risk Control Division.

TRAINING AND EDUCATION

- 1. In addition to compliance with the provisions of the County of San Bernardino Occupational Injury/Illness Prevention Program, departments shall ensure that all employees subject to this program participate in a training program appropriate for the infectious agents to which they may be exposed.
- 2. Training shall be provided at the time of initial employment and at least annually thereafter.
- 3. Material appropriate in content and vocabulary to educational level, literacy, and language background of employees shall be used.
- 4. The training program shall contain the following elements:
 - a. A copy of this program and an explanation of its contents;
 - b. A copy of the department Exposure Control Plan;
 - c. A general explanation of the epidemiology and symptoms of the infectious diseases resulting from the infectious agents to which the employee may be exposed;
 - d. A copy and explanation of Code of Safe Work Practices included as Addendum D (page 205) herein;

- e. An explanation of the modes of transmission of the infectious agents to which they may be exposed;
- f. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to body fluids and other potentially infectious material;
- g. An explanation of the use and limitations of practices that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
- h. Information on the types, proper use, location, removal, handling, decontamination and/or disposal of personal protective clothing and equipment;
- i. An explanation of the basis for selection of protective clothing and equipment.
- j. Information on Hepatitis B vaccine, including information on its efficacy, safety, and the benefits of being vaccinated;
- k. Information on the appropriate actions to take and persons to contact in an emergency; and
- l. An explanation of the procedure to follow if an occupational exposure occurs, including the method of reporting the incident and the medical follow-up that will be made available, and information on the medical counseling that is provided for exposed individuals.

RECORDKEEPING

1. Medical Records.

- a. Each department shall assure that Risk Management's Risk Control Division is provided documentation necessary to establish and maintain an accurate record for each employee subject to the provisions of this program. Under normal reporting conditions, required documentation is provided by facilities rendering medical evaluation/follow-up care or immunization.
- b. This record shall include:
 - i. The name and social security number of the employee;
 - ii. A copy of the employee's Hepatitis B vaccination records and medical records relative to the employee's ability to receive vaccination or the circumstances of an exposure incident;
 - iii. A copy of all results of physical examinations, medical testing, and follow up procedures as they relate to the employee's ability to receive vaccination or to post exposure evaluation following an exposure incident;
 - iv. The employer's copy of any physician's written opinion.
 - v. The report included as Addendum B (page 202) of this procedure.
 - vi. A copy of the signed vaccination declination of employee refusing vaccine.
- c. Confidentiality. Individual departments shall assure that employee medical records on file at departments are:
 - i. Kept confidential;
 - ii. Are not disclosed or reported to any person within or outside the workplace except as required by this program, instructions on the reports included as addendums, or as may be required by law.

- d. The Center for Employee Health and Wellness will maintain medical records for at least the duration of employment plus 30 years in accordance with Title 8, California Code of Regulations, General Industry Safety Orders, Section 3204.

2. Training Documentation.

- a. Training records shall be maintained by individual departments and include the following information:
 - i. Dates of training sessions;
 - ii. Contents or a summary of the training sessions;
 - iii. Names of persons conducting the training; and
 - iv. Names of all persons attending training sessions.
- b. These records shall be maintained by individual departments for 5 years.

3. All training shall be documented on the form "Employee Training Checklist", a copy of which is attached as Addendum E (page 207) to this program. Training relative to Bloodborne Pathogen shall be identified and noted at item #16 on the form.

4. Sharps Injury Log.

The Sharps Injury Log shall be maintained by the individual departments for 5 years from the date the exposure incident occurred.

5. Records Availability.

- a. All records required to be maintained by this program shall be made available upon request to the Chief of the Division of Occupational Safety and Health and designated representatives for examination and copying.
- b. Employee training records required by this program shall be provided upon request for examination and copying to employees, employee representatives, and to the Chief of the Division of Occupational Safety and Health and designated representatives in accordance with Title 8, California Code of Regulations, General Industry Safety Orders, Section 3204.

Records availability shall be strictly limited by all regulations governing medically sensitive or confidential information.

- c. All requests for records, other than training documentation, shall be reviewed and authorized by County Counsel, San Bernardino County prior to release of any information.
- d. Employee medical and training records required by this program shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, and to the Chief of the Division of Occupational Safety and Health and designated representatives in accordance with Title 8, California Code of Regulations, General Industry Safety Orders, Section 3204. Such release is subject to the review established in Paragraph (c) immediately above.

6. Transfer of records.

Departments shall comply with the requirements involving transfer of records set forth in Title 8, California Code of Regulations, General Industry Safety Orders, Section 3204.

COMMUNICATION OF HAZARDS TO EMPLOYEES

LABELS AND SIGNS

1. Labels.
 - a. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials.
 - b. Labels required by this section shall include the standard Bio-Hazard Legend.
 - c. Labels shall be fluorescent orange or predominantly so, with lettering or symbols in a contrasting color.
 - d. Labels required shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
 - e. Disposal bags and other containers used for regulated waste under the provisions of this program shall be red in color and shall include the standard Bio-Hazard legend.
 - f. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of outlined previously.
 - g. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.
 - h. Labels required for contaminated equipment shall be in accordance with these labeling standards and shall also state which portions of the equipment remain contaminated.
 - i. Regulated waste that has been decontaminated need not be labeled or color-coded.
2. Signs.
 - a. Departments shall post signs at the entrance to work areas specified as HIV and HBV Research Laboratory and Production Facilities, which shall bear the following legend:

BIOHAZARD

(NAME OF THE INFECTIOUS AGENT)

(SPECIAL REQUIREMENTS FOR ENTERING THE AREA)

(NAME, TELEPHONE NUMBER OF THE LABORATORY DIRECTOR OR OTHER RESPONSIBLE PERSON)

- b. These signs shall be fluorescent orange-red, or predominantly so, with lettering or symbols a contrasting color.

EXPOSURE CONTROL

This program requires individual County Departments to prepare specific exposure control plans. The purpose of these is to detail steps for employees to take in avoiding exposure. Addendum F (page 208) provides a sample Exposure Control Plan which may be used as a guideline.

METHODS OF COMPLIANCE

1. General. Each County department shall assure that **Universal precautions** are observed and thereby prevent all but inadvertent, unavoidable, or accidental employee contact with body fluids described previously herein, blood, or other potentially infectious materials. Under circumstances

in which differentiation between body fluid types is difficult or impossible, **all body fluids shall be considered infectious.**

2. Engineering and work practice controls. Each County department shall implement appropriate engineering and **work practice** controls so as to eliminate or minimize employee exposure. Where the possibility of exposure remains after implementation of controls, personal protective equipment shall be used to minimize exposure.

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

3. Departments shall provide hand washing facilities which are readily accessible to employees in work environments which include **Occupational Exposure.**
4. When provision of hand washing facilities is not feasible, employees shall be provided either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels, or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, employees are to be **specifically instructed** to wash hands with soap and running water as soon as feasible.
5. Department procedure shall specifically require that employees wash their hands and any other skin with soap and water, or flush mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
6. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted below. **Shearing or breaking of contaminated needles is prohibited.**
 - a. Contaminated needles and other contaminated sharps shall not be recapped or removed unless the department can demonstrate that **no alternative is feasible or that such action is required by a specific medical procedure.**
 - b. Any justifiable recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.
7. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. All such containers must be:
 - a. Puncture resistant;
 - b. Labeled or color-coded in accordance with this program;
 - c. Leak proof on the sides and bottom; and
 - d. In accordance with the requirements set forth on Page 200, "Regulated Waste" of this program, relative to reusable sharps.
8. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are to be prohibited by all departments in work areas where there is a reasonable likelihood of occupational exposure.
9. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are present.
10. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
11. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
12. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

13. The container for storage, transport, or shipping shall be labeled or color-coded according to Page 199, "Regulated Waste" of this program and closed prior to being stored, transported, or shipped. When a facility utilizes **Universal Precautions** in the handling of all specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing specimens. This exemption only applies while specimens/containers remain within the facility. Labeling or color-coding in accordance with Page 194 "Labels and Signs" of this program is required when such specimens/containers leave the facility.
 - a. If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping and is to be labeled or color-coded according to the requirements of this program;
 - b. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container which is puncture-resistant in addition to having the above described characteristics.
14. Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the department can demonstrate that decontamination of such equipment or portions of such equipment is not feasible.
 - a. A readily observable label in accordance with Page 194 "Labels and Signs" of this program shall be attached to the equipment stating which portions remain contaminated.
 - b. The department shall ensure that this information is conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

PERSONAL PROTECTIVE EQUIPMENT

1. Provision. When there is occupational exposure, as described previously herein, departments must provide, at no cost to employees, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields, masks, eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
2. Use. All departments shall ensure employees use appropriate personal protective equipment unless a department shows that an employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the employee's professional judgment that in a specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. If an employee makes such a judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent similar occurrences in the future. Such investigation will incorporate the use of the Bloodborne Pathogen/TB & Other Exposure Report, rev 8-09. A copy of the report is included on page 202 of this program.
3. Accessibility. Departments shall ensure appropriate personal protective equipment is readily accessible at the worksite or is issued to employees. Hypo-allergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.
4. Cleaning, Laundering, and Disposal. Departments shall clean, launder, and dispose of personal protective equipment required by this program at no cost to the employee.

5. Repair and Replacement. Departments shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
6. If a garment is penetrated by blood or other potentially infectious materials, the garment shall be removed immediately or as soon as feasible.
7. All personal protective equipment shall be removed prior to leaving a work area in which protective equipment is required.
8. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
9. Gloves. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, non-intact skin, when performing vascular access procedures except as specified in Item d. immediately below, and when handling or touching contaminated items or surfaces.
 - a. Disposable (single use) gloves such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
 - b. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
 - c. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if cracked, peeling, torn, punctured, or exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.
 - d. If a department judges that routine gloving for all phlebotomies is not necessary then the department shall:
 - i. Periodically reevaluate this policy;
 - ii. Make gloves available to all employees who wish to use them for phlebotomy;
 - iii. Not discourage the use of gloves for phlebotomy; and
 - iv. Require that gloves be used for phlebotomy in the following circumstances:
 - (a) When the employee has cuts, scratches, or other breaks in his or her skin;
 - (b) When the employee judges that hand contamination with blood may occur, for example, when performing phlebotomy on an uncooperative source individual; and
 - (c) When the employee is receiving training in phlebotomy.
10. Masks, Eye Protection, and Face Shields. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
11. Gowns, Aprons, and Other Protective Body Clothing. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.
12. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated, (e.g. autopsies, orthopedic surgery).

13. In addition to providing mouthpieces, resuscitation bags, pocket masks, or other ventilation devices for use in CPR procedures, Departments shall assure that all first aid/CPR training provided employees includes instruction in the use of such devices as well as the use of gloves, eye protection, surgical masks, and protective clothing in providing CPR or first aid.

HOUSEKEEPING

Worksites, laundry, sharp items and any other material known to be contaminated or with reasonable diligence would be suspected of being contaminated with body fluids or other potentially infectious material, shall be maintained, handled, and disposed so that the risk of exposure is eliminated or minimized. All procedures involving body fluids or other potentially infectious material shall be performed in such a manner as to minimize splashing, spraying, and aerosolization of these substances.

1. General. Departments shall ensure worksites are maintained in a clean and sanitary condition. Each department shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.
2. All equipment and environmental/working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
 - a. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.
 - b. Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work-shift if they may have become contaminated during the shift.
 - c. All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
 - d. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as brush and dust pan, tongs, or forceps.
 - e. Reusable sharps contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

REGULATED WASTE

1. Contaminated Sharps Discarding and Containment Standard.
 - a. Closeable containers;
 - b. Puncture resistant containers;
 - c. Containers which are leak proof on sides and bottom; and
 - d. Labeled or color-coded in accordance with Page 194 "Labels and Signs" of this program.
2. During use, containers for contaminated sharps shall be:
 - a. Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries);

- b. Maintained upright throughout use; and
 - c. Replaced routinely and not be allowed to overfill.
3. When moving containers of contaminated sharps from the area of use, the containers shall be:
- a. Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping;
 - b. Placed in a secondary container if leakage is possible. The second container shall be:
 - i. Closable;
 - ii. Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping; and
 - iii. Labeled or color-coded according to Page 194 "Labels and Signs" of this program.
4. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.
5. Other Regulated Waste Containment:
- a. Regulated waste shall be placed in containers which are:
 - i. Closeable;
 - ii. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
 - iii. Labeled or color-coded in accordance with Page 194 "Labels and Signs" of this program; and
 - iv. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
 - b. If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:
 - i. Closeable;
 - ii. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
 - iii. Labeled or color-coded in accordance with Page 194 "Labels and Signs" of this program; and
 - iv. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Disposal Of All Regulated Waste Shall Be In Accordance With The State Of California, Medical Waste Management Act, California Health and Safety Code.

LAUNDRY

Contaminated Laundry Shall Be Handled As Little As Possible With A Minimum Of Agitation.

1. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.
2. Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded in accordance with Page 194 "Labels and Signs" of this program. When a facility utilizes **Universal Precautions** in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with **Universal Precautions**.

3. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.
4. Departments shall ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.
5. When a facility ships contaminated laundry they must place such laundry in bags or containers which are labeled or color-coded in accordance with Page 194 "Labels and Signs" of this program.

**County of San Bernardino
DEPARTMENT OF RISK MANAGEMENT
RISK CONTROL DIVISION**

**BLOODBORNE PATHOGENS PROGRAM
HEPATITIS B VACCINE DECLINATION**

I understand that due to my occupational exposure to blood, body fluids or other potentially infectious material, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood, body fluids or other potentially infectious material and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

NAME _____ SSN _____

DEPARTMENT _____

SIGNATURE _____ DATE _____

DISTRIBUTION: Original - Treating Facility
Second Copy - Department
Third Copy – County of San Bernardino, Dept of Risk Management/Risk Control Division

Instructions for completing the Bloodborne Pathogen/TB & Other Exposure Report

This report includes medically sensitive information and is to be prepared and handled in strict confidence. Only these two pages are to be prepared as follows:

- 1) The employee delivers the first signed original to the approved medical facility to which he or she has been referred for evaluation and follow-up.
- 2) The second signed original is to be sent in a sealed envelope marked *“Medically Sensitive and Confidential Information to be opened by Addressee only”*, to Department of Risk Management, Attn: County Risk Control Officer, mail code 0016.
- 3) Additional information and requirements are contained in the Employee Safety & Health Manual in accordance with the California Code of Regulations, Title 8, Section 5193. Questions regarding this form and other safety related matters should be directed to the County Risk Control Officer.

This report is not to be copied or duplicated, nor is the information contained herein to be maintained in any fashion other than described above without the expressed written permission from the County Safety Officer. The information contained in the report is not to be released in any manner or to any person, other than outlined above, without review and approval by County Counsel, San Bernardino County. If the exposed employee desires to maintain a copy of this report, such copy is to be provided by the treating medical professional. San Bernardino County employees are hereby advised that in maintaining a personal copy of this report, they assume personal liability (both civil and criminal) for any release of confidential information on the source individual that may result from maintaining such personal copy.

Instructions

- 1-10 Self explanatory.
- 11-14 This information can be obtained through your Human Resource Officer or Payroll Clerk.
- 15-16 Specify your department, section and mailing address with mail code.
- 17 Specify date and time of exposure.
- 18 What was contaminated on the source that came in contact with the employee.
- 19 Sharps – if a sharp (needle, razorblade, knife, etc.) was involved during the exposure and was being used in a controlled environment (hospital, medical aid, clinic, etc.), then document the type, brand and model of the sharp (e.g. 18g needle/ABC Medical/“No stick” syringe) and complete the shaded Additional Sharps Information box.
- 20 Self explanatory.
- 21 Indicate what type of Personal Protective Equipment (PPE) was being worn while performing the procedure at the time the employee was exposed.
- 22 Indicate how the fluid or blood got into the employee’s body. For example, blood in the eyes, puncture with a sharp, blood on skin that had a cut or scab, etc.
- 23-24 Indicate which part of the body was exposed.
- 25 Indicate what type of substance from the source individual came in contact with the employee’s body part.
- 26 Exactly what was being done when the exposure occurred? For example, drawing blood, patting down a suspect, picking up a syringe with hands, etc.
- 27 Examples of Descriptive Terms: 2 drops or a quart of blood, a superficial or deep cut or puncture, etc.
- 28 Indicate what was done after the exposure to help the employee remove the substance involved.
- 29 Self-explanatory .
- 30 The treating facility or Department of Risk Management will complete this section when applicable.

Additional Sharps Information

The EMPLOYEE is to complete this section in accordance with Title 8, Section 5193, if the exposure was due to or involved a sharps.

Complete questions 1-17 and 31-34 for TB or other Airborne Virus exposures

- 1-17 Self explanatory.
- 31 Exactly what was being done when the exposure occurred? For example, transporting the source in a vehicle, entered the room to deliver a tray, etc.
- 32 Indicate the span of time the employee was in contact with the patient; e.g. 5 minutes, 5 hours, etc.
- 33 Self explanatory.
- 34 The treating facility or Risk Management will complete this section when applicable.

COUNTY OF SAN BERNARDINO
BLOODBORNE PATHOGEN PROGRAM
CODE OF SAFE WORK PRACTICES

ADDENDUM D

1. San Bernardino County employees whose employment may result in personal contact with human body fluids, unfixed tissue/organs, cell tissue or organ cultures, are to unequivocally assume that all such agents are infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and/or other blood borne pathogens.
2. County employees whose work activities may reasonably be anticipated to have the potential for personal contact (eyes, mouth, mucous membrane, skin, open wounds) with the agents described in #1 above, shall follow established work rules and engage in work practices to avoid such personal contact.
3. All personal contact with infectious agents as defined in #1 and #2 above shall be reported immediately to the employees' supervisor as an "Exposure Incident".
4. Employees shall use protective clothing and/or equipment, which is provided by the County of San Bernardino, when any personal contact as described in #1 and #2 above may be reasonably anticipated during the course of employment.
5. Minimum protective clothing/equipment to be worn where contact with infectious agents may be reasonably anticipated is as follows:
 - a. Appropriate protective gloves by all employees who may come into contact with any source of exposure as described in #1 above and for all body cavity searches;
 - b. Protective eyewear or face shields where splash or mist exposure may be reasonably anticipated;
 - c. Protective gloves designed to be impervious to cuts or punctures where contact with contaminated metal, broken glass, or other sharp objects may be reasonably anticipated (vehicle accidents or disaster/emergency situations);
 - d. Protective long sleeve gowns and protective shoe coverings where personal clothing/shoes or arms may reasonably be anticipated to become soaked or splashed with infectious agents.
6. An officer should use great caution in searching the clothing of suspects. Individual discretion, based on the current circumstances, should determine if a suspect or prisoner should empty their own pockets, or if the officer's skills should be used in determining the contents of a suspect's clothing.
7. A flashlight should be used to search hidden areas. Whenever possible, use long handled mirrors and flashlights to search such areas.
8. If searching a purse, contents should be emptied from the purse by turning it upside down over a surface on which contents can be examined before touching them.
9. Employees shall promptly wash hands and exposed skin upon removal of protective clothing/equipment. Employees shall **immediately** wash exposed areas following an "exposure incident".
10. Protective clothing/equipment as well as contaminated personal clothing shall be removed prior to leaving a contaminated area and proceeding to a non-contaminated area.
11. Infectious waste, used protective clothing/ equipment, contaminated personal clothing/equipment and the product of contaminated spills clean-up shall be

processed as prescribed by the County of San Bernardino Bloodborne Pathogen Program.

12. Broken contaminated glass or other objects are not to be cleaned up by hand, gloved or otherwise. Brooms, dustpans, pieces of wood or cardboard or other such items are to be used in a way as to avoid any possibility of a cut or puncture wound.
13. Sharps, syringes, and all other contaminated items presenting the potential of a cut or puncture wound are to be disposed of or placed for transport into a hard container designed, designated and identified for such disposal or transport according to the requirement of the County of San Bernardino Bloodborne Pathogens Program.
14. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses while wearing contaminated protective clothing/equipment or working in an environment where contact with infectious agents may be reasonably anticipated is strictly prohibited.
15. Food, drink, or condiments shall not be kept in refrigerators, freezers, shelves, cabinets, on counter or bench tops, or in work areas where contact with infectious agents may be reasonably anticipated.
16. Used needles and other used sharps shall not be bent, recapped, or removed except as indicated below. Shearing or breaking of used needles is prohibited.
 - a. Used needles and sharps shall not be recapped or removed unless it can be demonstrated that no alternative is feasible or that such is re required by a specific medical procedure;
 - b. If recapping or removal is deemed to be necessary, the task must be accomplished through the use of a mechanical device or a one handed technique.
17. Employees are prohibited from reaching into or manually compacting any container which may be reasonably anticipated to contain used needles, sharps, or other contaminated waste.
18. County employees as described in #1 above shall review the County of San Bernardino Bloodborne Pathogen Program at the time of assignment, following changes or revisions to the program, and at least annually.
19. Without exception, protective gloves are to be put on prior to providing any first aid or emergency medical treatment.
20. Without exception, protective eyewear is to be put on prior to providing any first aid or emergency medical treatment.
21. Without exception, pocket masks or other such barrier devices are to be used whenever CPR is rendered.

I have read and understand the preceding safe work practices. I am aware that in addition to increasing the risk and possibility of serious illness, a serious and willful failure to comply with these work rules could result in a significant reduction in my benefits, per the California Labor Code, Section 4551, should an occupational illness result from such failure.

Date

Signature

Employee ID

Print Name

EMPLOYEE TRAINING CHECKLIST
County of San Bernardino

ADDENDUM E

(This report is to be completed by the Supervisor and New Employee within ten working days of employment or new job assignment. Additional forms are to be prepared as the employee receives safety training during the course of employment, at least annually).

NAME _____ BIRTHDATE _____

Date Employed: _____ SSN: _____ Dept. Assigned: _____

Job Title _____ Employee Past Work Experience: _____

- a. Has Employee taken pre-employment physical? yes no
b. Are there any physical limitations? yes no

If answer to B is yes, please explain: _____

I HAVE BEEN INSTRUCTED IN THE FOLLOWING SUBJECTS THAT ARE CHECKED:

1. Safety policies and programs yes no
2. Safety rules, both general and specific to the job assignment yes no
3. Safety rule enforcement procedures yes no
4. Use of tools and equipment yes no
5. Proper work shoes and other personal protective equipment yes no
6. Handling of material yes no
7. Lifting and use of lifting equipment such as hoists and cranes yes no
8. How, when and where to report injuries yes no
9. Importance of housekeeping yes no
10. Special hazards of job yes no
11. When and where to report unsafe conditions yes no
12. Safe operation of vehicle yes no
13. Personal protective equipment: List Items _____
14. Hazardous materials: List Items _____
15. Tools/Equipment: List Items _____
16. List all training not indicated above (use back of form if necessary): _____

Employee Signature _____ Date _____

Follow up on employee will be observed by _____

Employee has performed operation to the satisfaction of the undersigned. An observation was completed on the date indicated.

Supervisor Signature _____ Date _____

IMPORTANT: If employee is transferred to another job, an additional safety instruction report must be completed.

**BLOODBORNE PATHOGEN
EXPOSURE CONTROL PLAN**

Department: _____ Division/Location: _____ Date of Preparation _____

In accordance with the San Bernardino County Bloodborne Pathogen Program, the following exposure control plan has been developed:

A. PURPOSE

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Conform with the elements set forth in the San Bernardino County Bloodborne Pathogen Program;
3. Comply with requirements of Title 8, California Code of Regulations, General Industry Safety Orders, Section 5193.

B. EXPOSURE DETERMINATION

The State of California requires employers to perform an exposure determination assessing which employees may incur occupational exposure to blood or Other Potentially Infectious Materials (OPIM). The exposure determination must be made without regard to the use of personal protective equipment (i.e. under most circumstances, employees are considered to have occupational exposure even if they wear personal protective equipment when in contact with blood or body fluids). This exposure determination must list all job classifications in which employees may reasonably be anticipated to incur occupational exposure, regardless of frequency. This list does not include job classifications in which employees may suffer incidental occupational exposure to blood or body fluids that are neither reasonably nor routinely expected. At _____ (name of department or location) the following job classifications are in this category:

(List job classifications) _____

In addition, determining exposure requires a listing of job classifications in which some employees may have occupational exposure. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, the procedures that might cause these employees to have occupational exposure are also required to be listed. The purpose is to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

<u>Job Classification</u>	<u>Task/Procedure</u>
_____	_____
_____	_____
_____	_____

C. IMPLEMENTATION METHODOLOGY

1. COMPLIANCE METHODS

Universal precautions will be observed at _____ (name of department or location) in order to prevent hazardous contact with blood or other potentially infectious materials. All blood or body fluid will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls are utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment must be utilized. At _____ (name of department or location) the following engineering controls are utilized: (list controls, such as sharps containers, biosafety cabinets, prohibited work practices, required work practices, etc.)

The above controls are examined and maintained or replaced on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows: (list schedule such as daily, once/week, etc. as well as list who has the responsibility to review the effectiveness of individual controls, such as the supervisor for each department, etc.)

Hand washing facilities are available to employees who may be exposed to blood or other potentially infectious materials. These facilities are readily accessible in all work places at _____ (name of department or location). If hand washing facilities are not available (such as may be the case in field exposures), employees must use either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used, hands are to be washed with soap and running water as soon as feasible.

_____ (insert name of position/person, e.g. supervisors) shall ensure that after the removal of personal protective gloves, employees wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

2. CONTAMINATED NEEDLES AND SHARPS

Contaminated needles and other contaminated sharps **shall not** be sheared or purposely broken. Recapping, bending or removal of contaminated needles is permitted only when a medical procedure requires it and no alternative is feasible. If such action is required, then it must be done by the use of a mechanical device or a one-handed technique.

At _____ (name of department or location) bending, recapping or removal is only permitted for the following procedures: (List each procedure and also list the mechanical device to be used or alternately if one-handed technique will be used.)

3. CONTAINERS FOR REUSABLE SHARPS

Contaminated sharps that are reusable are to be placed immediately after use into appropriate containers. At _____(name of department or location) containers for reusable sharps are puncture resistant, labeled with a biohazard label and are leak proof. (List here where reusable sharps containers are located, who has responsibility for removing sharps from containers, manner of removal and how often the containers will be checked to remove the sharps.)

4. WORK AREA RESTRICTIONS

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter or bench tops where blood or other potentially infectious materials are, have been, or may be, present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures must be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Methods which are employed at _____(name of department or location) to accomplish this are: (List methods, such as covers on centrifuges, usage of dental dams if appropriate, collection of evidence methods, control of suspects, etc.)

5. SPECIMENS

Specimens of blood or other potentially infectious materials are to be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping of the specimens.

The container used for this purpose will be properly labeled or color coded and closed prior to storage transport or shipping.

Any specimens which could puncture a primary container will be placed within a secondary container which is puncture resistant.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container. Secondary containers shall meet all requirements for primary containers.

6. CONTAMINATED EQUIPMENT

_____ (insert name of position/person) is responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials examined prior to servicing or shipping. Such contaminated equipment is to be decontaminated as necessary, unless decontamination is not feasible.

7. PERSONAL PROTECTIVE EQUIPMENT

PPE Provision

_____ (insert name of position/person) is responsible for ensuring that the following provisions are met.

All personal protective equipment used at _____ (name of department or location) is provided without cost to employees. Personal protective equipment is chosen based upon anticipated exposure to blood or other potentially infectious materials. Protective equipment is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which protective equipment will be used. (Indicate how clothing will be provided to employees, e.g. who has responsibility for

distribution. List which procedures require protective clothing and the type of protection required.)

PPE Use

_____ (insert name of position/person) is responsible to ensure that employees use appropriate PPE.

PPE Accessibility

_____ (insert name of position/person) is responsible to ensure that PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are available to those employees who are allergic to gloves normally provided.

PPE Cleaning, Laundering and Disposal

Personal protective equipment will be cleaned, laundered and/or disposed of by _____ (name of department or location) at no cost to the employees. Necessary repairs and replacements are made at no cost to employees.

All protective garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area or location which requires the equipment.

When PPE is removed, it is to be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Gloves

Gloves are to be worn where it can be reasonably anticipated that employees will have hand contact with blood, or other potentially infectious materials, when performing vascular access procedures, and when handling or touching contaminated items or surfaces.

Disposable gloves used at _____ (name of department or location) are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated, if they are torn/punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the gloves is not compromised. Utility gloves are to be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Eye and Face Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray splatter, or droplets of blood or other potentially infectious materials are generated and eye, nose, or mouth contamination can be reasonably anticipated. Personal eye glasses do not provide a sufficient level of protection. If eye glasses are worn, goggles which completely cover the glasses must also be worn to prevent exposure through the eyes. Situations at _____ (name of department or location) which would require such protection are as follows:

Additional Protection

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) shall be worn in instances when gross contamination can be reasonably anticipated. The following situations require that such protective clothing be utilized:

8. HOUSEKEEPING

Decontamination will be accomplished by utilizing the following materials: (List the materials which will be utilized, such as bleach solutions or EPA registered germicides)

This facility is cleaned and decontaminated according to the following schedule: (List and schedule)

AREA	SCHEDULE	PROCEDURE AND CLEANER/SANITIZER USED
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

All contaminated work surfaces are to be decontaminated after completion of procedures and immediately after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface has become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles which may be contaminated are inspected and decontaminated on a regularly scheduled basis (list frequency _____ and by position/person _____).

Broken glassware which may be contaminated is not to be picked up directly with the hands. A mechanical means (brush, dust pan, tongs or forceps) shall be used.

Reusable sharps contaminated with blood or other potentially infectious materials shall not be stored or discarded in a manner that requires employees to reach by hand into containers where sharps have been placed.

9. REGULATED WASTE DISPOSAL

Disposable Sharps

Contaminated sharps are to be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom and properly labeled.

During use, containers for contaminated sharps are to be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be anticipated to be found.

Sharps containers are to be maintained upright throughout use, replaced routinely, and are not to be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers are to be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The sharps container shall be placed in a secondary container if leakage of the primary container is a possibility. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be properly labeled to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which will expose employees to the risk of percutaneous injury.

Other Regulated Waste

Other regulated waste shall be placed in containers which are closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.

A waste bag or container must be labeled and color coded, and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with applicable State and local regulations.

10. LAUNDRY PROCEDURES

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible and with a minimum of agitation. Such laundry will be placed and transported in appropriate or color coded container. Such laundry will not be sorted or rinsed in the area of use.

Laundry at this facility will be cleaned at _____.

11. HEPATITIS B VACCINE AND POST-EXPOSURE EVALUATION AND FOLLOW-UP

General

The _____ (insert department name) makes available Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

(Insert position/person) _____ shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

- a. Made available at no cost to employees;
- b. Made available at a reasonable time and place;
- c. Performed by or under the supervision of a licensed physician or by/under the supervision of another licensed healthcare professional at facilities selected from a list provided by San Bernardino County Dept. Of Risk Management, Risk Control Division; and
- d. Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

_____ (insert name of position/person) is in charge of the Hepatitis B vaccination. (We contract with specific medical facilities to provide service. A list of approved facilities is available from Dept. of Risk Management Risk Control Division).

Hepatitis B vaccination shall be made available after an employee has received training in occupational exposure (see information and training) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has

revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program is not a prerequisite for receiving Hepatitis B vaccination.

If an employee initially declines Hepatitis B vaccination, but at a later date, while still covered under this program decides to accept vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination shall sign a Declination Form #04-19403-000 (page 201) indicating their refusal.

Post Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated, and documented. When an employee incurs an exposure incident, it shall be reported immediately to (list who has responsibility for investigation of exposure incidents): _____

Following a report of an exposure incident, an exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred;
- b. Identification and documentation of the source individual, unless it can be established that identification is impossible or prohibited by State or local law.
- c. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine Bloodborne Pathogen infectivity. If consent is not obtained, the _____ (insert name of position/person) shall establish that legally required consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- d. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- e. Results of the source individual's testing is made available to the exposed employee. Employees are informed of applicable laws and regulations concerning disclosure of the identity and infectious status of a source individual. Such results are only given an exposed employee by the evaluating health care professional.

Collection and testing of blood for HBV and HIV serological status is to comply with the following:

- a. The exposed employee's blood shall be collected as soon as possible and tested, with employee consent, for HBV immediately;
- b. An employee will be offered the option of having a blood sample tested for HIV serological status. A blood sample must be provided and in the absence of testing consent, will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status in the future.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up. All post exposure follow-up will be performed from among a list of health care providers selected by Dept. of Risk Management/Risk Control Division.

Information Provided to the Healthcare Professional

The (insert name of position/person) _____ shall ensure that the healthcare professional responsible for evaluating an employee after an exposure incident is provided a copy of the form "Bloodborne Pathogen/TB & Other Exposure Report", rev 8-09. This will be accomplished by having the exposed employee hand carry a single copy to the healthcare professional.

Healthcare Professional's Written Opinion

The (insert name of position/person) _____ shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination and post exposure follow-up shall be limited to the following information:

- a. Whether vaccination is indicated for employee and if employee has received such vaccination.
- b. A statement that the employee has been informed of the results of the evaluation; and
- c. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and shall not be included in the written opinion.

12. LABELS AND SIGNS

_____ (insert name of position/person) shall ensure that biohazard labels are affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials.

The label will include a universal biohazard symbol and the legend BIOHAZARD. In case of regulated waste, the word BIOHAZARDOUS WASTE may be substituted for the BIOHAZARD legend. The label shall be fluorescent orange or orange-red.

Regulated waste bags or containers are also to be labeled.

Blood products that have been released for transfusion or other clinical use are exempted from labeling requirements.

13. INFORMATION AND TRAINING

_____ (insert name of position/person) will ensure that training is provided to employees at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training will be interactive and cover the following elements:

- a. An accessible copy of the Title 8, General Industry Safety Orders, Section 5193, and an explanation of its contents;
- b. A discussion of the epidemiology and symptoms of bloodborne diseases;
- c. An explanation of the modes of transmission of bloodborne pathogens;
- d. Explanation of the _____ (insert department name) Bloodborne Pathogen Exposure Control Plan (this program), and a method for obtaining a copy.
- e. A review of tasks that may involve exposure.
- f. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment.
- g. Information on the types, use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- h. An explanation of the basis of selection of personal protective equipment.

- i. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- j. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- k. Information on the evaluation and follow-up required after an exposure incident.
- l. An explanation of the signs, labels, and color coding systems.
- m. An explanation of the Sharps Injury Log, needleless systems, needle devices with engineered sharps injury protection, and non-needle sharps with engineered sharps injury protection.

14. RECORDKEEPING

Medical Records

The San Bernardino County Risk Control Officer is responsible for maintaining medical records related to occupational exposure as indicated below. These records will be kept at Risk Management Division Safety/Loss Prevention Section.

Medical records shall be maintained in accordance with Title 8, California Code of Regulations, Section 3204. These records shall be kept confidential, and not disclosed without employee's written consent and review of all requests for records by San Bernardino County Counsel, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- a. The name and social security number of the employee.
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination and ability to receive vaccination.
- c. A copy of all results of examination, medical testing, and follow-up procedures.
- d. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.
- e. A confidential copy of the healthcare professional written opinion.

Training Records

_____ (insert name of position/person) is responsible for maintaining the following training records. These records will be kept at (location)_____.

Training records shall be maintained for five years from the date of training. The following information shall be documented:

- a. The dates of the training sessions;
- b. An outline describing the material presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.
- e. Sharps Injury Log.

Availability

Employee records shall be made available to the employee or to his designated representative for examination and copying upon request in accordance with Title 8, California Code of Regulations, General Industry Safety Orders, Section 3204.

All employee records shall be made available to the Chief of the Division of Occupational Safety and Health (DOSH) and the National Institute for Occupational Safety and Health (NIOSH).

15. EVALUATION AND REVIEW

_____ (insert name of position/person) is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.

Appendix "A"

LABELING REQUIREMENTS

Item	No Label Needed		Biohazard Label		Red Container
Regulated waste bags			X	and	X
Sharps containers (disposable and/or reusable)			X		
Refrigerator/Freezer holding blood or other potentially infectious material			X		
Containers used for storage, transport or shipping of blood or other potentially infectious materials			X	or	X
Blood/blood products for clinical use	X				
Individual specimen containers of blood or other potentially infectious materials remaining in facility	X	or	X	or	X
Contaminated equipment needing service (e.g. dialysis where the equipment; suction apparatus)			X (plus a label specifying contamination exists)		
Specimens and regulated waste shipped from the primary facility to another facility for service or disposal			X		
Contaminated laundry	X *	or	X	or	X
Contaminated laundry sent to another facility that does not use Universal Precautions			X	or	X

* No label needed if Universal Precautions are used and specific use of container or item is known to all employees.

INSERT BIOHAZARD SIGN



**BLOODBORNE PATHOGEN PROGRAM
EXPOSURE INCIDENT ACTION PROCEDURE**

INITIATOR	ACTION
EMPLOYEE	<ol style="list-style-type: none"> 1. Performs immediate field decontamination procedures in the event of a specific exposure incident. 2. Reports a specific exposure incident to responsible supervisor as soon as possible following incident - in no event to exceed end of work day of incident. 3. Reports source individuals name and HIV/HBV status to supervisor if known. 4. Personally meets with responsible supervisor prior to end of work shift to provide incident detail for supervisory reporting process. 5. Reports to selected medical professional for medical evaluation/follow-up as referred by supervisor within 24 hours of exposure incident. Returns to medical professional for all necessary follow-up testing. 6. Delivers original supervisor prepared report "Bloodborne Pathogen/TB & Other Exposure Report", rev 8-09 to medical evaluator to which referred. 7. Attends initial and annual training as scheduled by supervisor. 8. Signs Vaccination Declination or reports to selected medical professional as referred by supervisor in a timely manner for Hepatitis B immunization series. 9. Signs consent forms for blood draws, testing and release of medical information which are prerequisite for County paid medical evaluation/follow-up. 10. Completes the Sharps Injury Log.
SUPERVISOR	<ol style="list-style-type: none"> 11. Provide employee authorization for Hepatitis B vaccine series, upon request from employee for immunization. 12. Prepares "Bloodborne Pathogen/TB & Other Exposure Report", rev 8-09, according to instructions on report form. Provides one copy to employee for delivery to medical evaluation provider. 13. Sends second copy of "Bloodborne Pathogen/TB & Other Exposure Report", rev 8-09, <i>following specific instructions on how to send copy</i>, on reverse side of form, after assuring copy is legible. 14. Upon employee report of an exposure incident, completes "Evaluation/Follow-Up Treatment Authorization" portion of Bloodborne Pathogen/TB & Other Exposure Report", rev 8-09, and refers employee to specific medical provider selected from list provided by the Dept. of Risk Management/Risk Control Division.

INITIATOR	ACTION
SUPERVISOR Con't.	15. Assists employee in identifying source individual and assures that appropriate requests are initiated to determine the HIV/HBV status of source individual, or establish that such status is legally or otherwise unobtainable.
MEDICAL CLINIC/EVALUATOR	16. Provide employee services in connection with authorization for Hepatitis B immunization series. 17. Track employee immunization to assure completion of Hepatitis B immunization series. 18. Provide San Bernardino County with documentation of Hepatitis B immunization - one (1) copy to referring department and one (1) copy to County of San Bernardino, Dept. of Risk Management/Risk Control Division, Attn: County Risk Control Officer, 222 W. Hospitality Lane, 3rd Floor, San Bernardino, CA. 92415-0016. 19. Provide employee with medical evaluation/follow-up upon authorization appropriate to exposure documentation provided by "Bloodborne Pathogen/TB & Other Exposure Report", rev 8-09 form. 20. Obtain employee consent to draw blood. 21. Obtain employee consent to provide copies of all medical reports and test results to San Bernardino County Risk Control Officer. 22. Obtain consent for employee testing for Hepatitis B and Hepatitis C. 23. Obtain consent, if forthcoming, from employee for HIV testing or consent for blood to be drawn and sample to be retained for 90 days in the event employee consents to or desires HIV testing at a future date. 24. If employee refuses HBV HCV blood sample/testing or HIV blood draw for 90 day retention, discontinue medical evaluation/follow-up procedure, referring employee to personal physician for all future evaluation/follow-up at employee personal expense. 25. Contact individual named on exposure documentation (Bloodborne Pathogen/TB & Other Exposure Report", rev 8-09) for source individual information. 26. Contact employee in a timely manner with all results of HIV, HBV, and HCV testing; both of employee and source individual. 27. If requested by employee, provide employee with copy of form Bloodborne Pathogen/TB & Other Exposure Report, rev 8-09. 28. Provide confidential copies of all medical reports and test reports to San Bernardino County Risk Control Officer. All reports are to be sent in a sealed envelope marked " <i>Medically Sensitive and Confidential Information - to be opened by Addressee only</i> ", to Dept. of Risk Management/Risk Control, Attn: County Risk Control Officer, 222 W. Hospitality Lane, 3rd Floor, San Bernardino, CA. 92415-0016. 29. Provide referring department with a copy of the physicians written opinion, which is to include only that information outlined on page 191 of the San Bernardino County Bloodborne Pathogen Program. 30. Provide employee with exposure education and counseling appropriate to the nature and extent of exposure and source individuals known or

INITIATOR	ACTION
DEPARTMENT HEAD	<p>suspected HIV/HBV/HCV status.</p> <p>31. Assure that all levels of management and supervision are instructed as to County policy relative to implementation of County Safety procedures.</p> <p>32. Assure that department training includes modules for employees on initial Bloodborne Pathogen training as outlined on page 192, items 4., a. through l., and with annual follow-up as well as a management/supervisor initial and annual follow-up module on San Bernardino County Bloodborne Pathogen Program implementation.</p>
INDIVIDUAL DEPARTMENT ADMINISTRATIVE STAFF	<p>33. If an exposure incident involves a sworn law enforcement employee, complete California Department of Health Services Report, Form #DHS 8479 (3/93).</p> <p>34. Assure that each department operating location has a supply of forms necessary for effective implementation of the County Bloodborne Pathogen Program. These include the following:</p> <ul style="list-style-type: none"> a. County Bloodborne Pathogen/TB & Other Exposure Report, rev 8-09 form , which includes the Evaluation/Follow-Up Treatment Authorization b. Hepatitis B Vaccine Authorization Form c. Hepatitis B Vaccination Declination Form d. Sharps Injury Log <p>35. Establish internal controls to assure that reporting procedures mandated upon the department by State, Federal or other County Agencies, but not covered or required by the County Bloodborne Pathogen Program, are completed.</p> <p>36. Establish internal controls and procedures to assure that exposure source individuals are tested for HIV/HBV/HCV infectivity unless testing is prohibited by law.</p> <p>37. Maintain payroll cost documentation for administrative cost and officer hours paid in connection with law enforcement HIV testing sufficient to recover costs under SB90 provisions.</p> <p>38. Complete information required on form "Bloodborne Pathogen/TB & Other Exposure Report", rev 8-09, and route copy to the Dept. of Risk Management/Risk Control Section per distribution instructions on form.</p>

INITIATOR	ACTION
DEPARTMENT OF RISK MANAGEMENT, RISK CONTROL DIVISION	<p>39. Provide consultation and training to all San Bernardino County Departments necessary for implementation of Bloodborne Pathogen Program.</p> <p>40. Receive all reports of exposure incidents for inclusion into Risk Management Division database and OSHA 200 logs. Audit all reports to assure accuracy.</p> <p>41. Prepare and provide departments list of approved providers of medical evaluation/follow-up treatment</p> <p>42. Pay all medical services invoices from approved pre-selected service providers in a timely manner.</p> <p>43. Refer all invoices for medical services at non-approved provider to appropriate department for payment.</p> <p>44. Monitor all medical evaluation/follow-up treatment to assure that care is provided non-adversarily and according to established guidelines.</p> <p>45. Upon receipt of documentation, reimburse County departments all funds paid in the form of medical expenses in connection with Bloodborne Pathogen Program.</p> <p>46. Maintain cost documentation with regard to law enforcement HIV testing sufficient to recover costs under SB90 provisions.</p>

COUNTY OF SAN BERNARDINO
SHARPS INJURY LOG

ADDENDUM H

Please complete a Log for each employee exposure incident involving a sharp.

Department: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date filled out: _____ By: _____ Ph. No: () _____

Date of exposure: _____ Time of day: _____

Explain the exposure incident exactly: _____

Job classification: MD Nurse Medical Asst. Phlebotomist/Lab tech Housekeeper/Laundry
 CAN/HHA Law & Justice Student Other _____

Department/Location: Patient room Emergency dept. Procedure room Operating room
 CCU/ICU Clinical laboratory Medical/outpatient clinic
 Service/Utility area (disp. rm./laundry) Home Other _____

Procedure: Draw venous blood Draw arterial blood Injection, through skin
 Start IV/set up heparin lock Heparin/saline flush Cutting Suturing
 Search Other _____

Did the exposure incident occur: During use of sharp Disassembling Between steps of a multi-step procedure
 After use and before disposal of sharp While putting sharp into disposal container
 Sharp left, inappropriate place (table, bed, etc.) Other _____

Body part involved: Finger Hand Arm Face/head Torso Leg Other _____

Identify sharp involved: Type: _____ Brand: _____ Model _____
(e.g., 18h needle/ABC Medical/"no stick" syringe)

Did the device being used have engineered sharps injury protection? Yes No Don't know

Was the protective mechanism activated? Yes - fully Yes - partially No

Did the exposure incident occur: Before During After activation

Exposed employee: If sharp had no engineered sharps injury protection, do you have an opinion that such a mechanism could have prevented injury? Yes No
Explain: _____

Exposed employee: Do you have an opinion that any other engineering, administrative or work practice Control could have prevented the injury? Yes No
Explain: _____

form_204-fillable_ICS_Assignment_List.pdf

ICS 204 Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Training Courses 6-2021.pdf

TRAINING COURSES



This list of training courses is provided as a resource for supervisors and managers to use in assessing training needs of the San Bernardino County District Attorney's Bureau of Investigation employees. It is designed so that Bureau management and supervisors will know what training is mandated by state and federal laws, POST regulations and department policy. It also provides an overview of some of the training and seminars available for the motivated employee seeking advancement. Included in this plan are courses recommended by the Training Team for all classifications within the Bureau.

MANDATED TRAINING REQUIREMENTS FOR SWORN PERSONNEL

All Investigators, Senior Investigators and Supervising Investigators shall satisfactorily complete a minimum of 24 hours of POST qualifying training during each two-year CPT cycle ([POST Regulation 1005\(d\)](#)). All Investigators, Senior Investigators and Supervising Investigators are required to complete Perishable Skills and Communications training. Perishable Skills training shall consist of a minimum of 12 hours in each two-year CPT cycle; to include a minimum of four hours on each of the following:

- Arrest and Control
- Driver Training/Awareness or Driving Simulator
- Tactical Firearms or Force Options Simulator

For Communications, a minimum of two hours of training is required in either tactical or interpersonal communications during each two-year CPT cycle. POST recommends the following topics be *considered* for the remaining 10 hours of training in a CPT cycle:

- New Laws
- Recent Court Decisions and/or Search and Seizure Refresher
- Officer Survival Techniques
- New Concepts, Procedures and Technology
- Discretionary Decision Making (Practical Field Problems)
- Civil Liability – Causing Subjects
- Ethics

The following six training courses are required for sworn personnel:

1. **First Aid and CPR/AED** (8 hours every 2 years per California Penal Code § [13518\(a\)](#) and California Code of Regulations, Division 9, [Title 22](#))
2. **Racial and Cultural Diversity** (Every 5 years per California Penal Code [§13519.4](#)) (POST DVD *Bias Based Policing with a trained facilitator*)
3. **LEOs Flying Armed- TSA training** (Code of Federal Regulations (CFR), [Title 49, part 1544.219](#)) (Required prior to flying armed.)
4. **Vehicle Pursuit** (annually per California Penal Code [§13519.8](#))
5. **Blood Borne Pathogens** (annually per OSHA, [California Code of Regulations Title 8](#))
6. **Electronic Surveillance** (Per PC [§629.94](#), required for peace officers who may be assigned to intercept any authorized wire, electronic digital pager or electronic cellular telephone communication and/or peace officers who are likely to apply for an order authorizing the interception.

The training courses are listed in the following order:

1. CLASSIFICATION-SPECIFIC TRAINING

- Chief Investigator
- Assistant Chief Investigator
- Commander
- Supervising Investigator
- Senior Investigator
- Investigator
- Multimedia Coordinator
- Investigative Technician II and III
- Office Assistant IV

2. ASSIGNMENT-SPECIFIC TRAINING

- **Trial Preparation**
 - Family Violence
 - Gangs
 - CalWRAP Coordinator
 - Trial Prep Coordinator

- **Specialized Prosecution**
 - Auto Insurance Fraud Unit (*including Urban Grant*)
 - Child Abduction Unit
 - Consumer /Environmental Protection Unit
 - H.I.V. Search Warrant Unit
 - Public Integrity Unit
 - Real Estate Fraud Unit
 - Special Investigations Unit
 - Vehicular Homicide Unit
 - Workers' Compensation Fraud Unit

- **Task Forces**
 - Cold Case Task Force (SBCSD)
 - Human Trafficking Task Force (SBCSD)
 - Joint Terrorism Task Force (FBI)
 - Overdose Response Team (SBCSD)
 - Regional Computer Forensics Lab (FBI)
 - SANCATT (SBCSD)
 - Urban Grant (CDI) (*see Auto Insurance Fraud Unit*)

- **Ancillary Units**
 - Honor Guard
 - Officer-Involved Shooting Response Team
 - Range Staff – Armorer, Firearms Instructor
 - Special Response Team
 - Terrorism Liaison Officer
 - Training Officer
 - Training Team

TRAINING BY CLASSIFICATION

CHIEF INVESTIGATOR

Mandated Training

Subject Title: **Executive Development – Part I and Part II – 80 hours**

The EDC is conducted in two separate one-week sessions.

Presented by: POST

This course is required to obtain a POST Executive Certificate.

CHIEF INVESTIGATOR

Recommended Training

Subject Title: **Command College**

*The Law Enforcement Command College is a **14-month program** designed to prepare today's law enforcement leaders for the challenges of the future.*

Subject Title: **Effective Executive Communication – 24 hours**

Subject Title: **Effective Executive Communication Advanced – 24 hours**

Subject Title: **Budgeting (Police Budgeting Academy) – 24 hours**

Subject Title: **Becoming a Police Chief: Developing a Mindset for Success and Service – 32 hours**

Presented by: California Police Chiefs Association (CPOA)

Subject Title: **Succeeding as a Police Chief: Beyond the Basics – 8 hours**

Presented by: CPOA

Subject Title: **Strategic and Succession Planning for Chiefs of Police and Seconds in Command – 8 hours**

Presented by: California Police Chiefs Association (CPCA)

Subject Title: **Leadership & Accountability Assertive Supervision – 16 hours**

Subject Title: **FBI National Academy**

Subject Title: **Civil Liability Seminar – 24 hours**

Subject Title: **National Incident Management Courses (NIMS) courses - See California Government Code 8607 and California Government Code 3100**

Subject Title: **FBI-LEEDA Executive Leadership Institute – 32 hours**

Part Three of the FBI-LEEDA Leadership Trilogy series of courses.

Presented by: FBI Law Enforcement Executive Development Association

ASSISTANT CHIEF INVESTIGATOR

Mandated Training

Subject Title: **Executive Development – Part I and Part II – 80 hours**

The EDC is in two separate one-week sessions.

ASSISTANT CHIEF INVESTIGATOR

Recommended Training

Subject Title: **FBI-LEEDA Executive Leadership Institute – 32 hours**

Part three of the FBI-LEEDA Leadership Trilogy series of courses.

Presented by FBI Law Enforcement Executive Development Association

Subject Title: **Strategic and Succession Planning for Chiefs of Police and Seconds in Command – 8 hours**

Presented by: CPCA

Subject Title: **Command College - The Law Enforcement Command College is a 14-month program designed to prepare law enforcement leaders of today for the challenges of the future.**

Subject Title: **Effective Executive Communication – 24 hours**

Subject Title: **Effective Executive Communication Advanced – 24 hours**

Subject Title: **Police Budgeting Academy – 24 hours**

Subject Title: **National Incident Management Courses (NIMS) courses - See California Government Code 8607 and California Government Code 3100**

Subject Title: **Pitchess Motion – 8 hours**

Presented by: CPOA

Subject Title: **Leadership & Accountability – 16 hours**

Presented by: POST

Subject Title: **Assertive Supervision – 24 hours**

Presented by: POST

Subject Title: **FBI National Academy**

Subject Title: **Critical Incident Management (SEMS and NIMS)**

Subject Title: **Earthquake Management – 40 hours**

Presented by: California OES- Governor's Office of Emergency Services

Subject Title: **Civil Liability Seminar – 24 hours**

Subject Title: **Solving Police Personnel Issues – 8 hours**

Subject Title: **Emergency Planning and Management – 32 hours**

COMMANDER

Mandated Training

Subject Title: **POST Management Course – Module A, B and C – 104 hours.** Module A is 40 hours. Modules B and C are each 32 hours. *Must be completed within 12 months of appointment.*

COMMANDER

Recommended Training

Subject Title: **Public Safety Officers Procedural Bill of Rights – 6 hours**
Presented by: CPOA

Subject Title: **FBI-LEEDA Command Leadership Institute – 32 hours**
Part two of the FBI-LEEDA Leadership Trilogy series of courses.
Presented by: FBI Law Enforcement Executive Development Association

Subject Title: **Police Budgeting Academy – 24 hours**

Subject Title: **Risk Management by Internal Auditing – 20 hours**

Subject Title: **National Incident Management Courses (NIMS) courses** See *California Government Code 8607 and California Government Code 3100*

Subject Title: **Pitchess Motion – 8 hours**
Presented by: CPOA

Subject Title: **Leadership & Accountability – 16 hours**

Subject Title: **Assertive Supervision – 24 hours**

Subject Title: **Supervisory / Leadership Update – 24 hours**

Subject Title: **Officer Involved Domestic Violence – 16 hours**

SUPERVISING INVESTIGATOR

Mandated Training

Subject Title: **POST Supervisory Course – 80 hours.** *Must be completed within 12 months of appointment*

Subject Title: **Fundamentals of Supervision.** Training provided by County of San Bernardino – PERC

Subject Title: **Arrest and Control / Defensive Tactics – 4 hours every 2-year training cycle (SBCSD)**

Subject Title: **Driver Training Awareness or Driver Simulator – 4 hours every 2-year training cycle (SBCSD)**

Subject Title: **First Aid and CPR/AED** (8 hours every 2 years per California Penal Code § 13518(a) and California Code of Regulations, Division 9, Title 2 (SBCSD)

Subject Title: **Racial and Cultural Diversity** (Every 5 years per California Penal Code §13519.4) (POST DVD Bias Based Policing with a trained facilitator) (SBCSD)

Subject Title: **Workplace Harassment and Abusive Conduct**- Mandated by the County of San Bernardino – PERC

Subject Title: **Vehicle Pursuit** (annually per California Penal Code §13519.8) (Internal Training)

Subject Title: **Bloodborne Pathogens** (annually per OSHA, California Code of Regulations Title 8) (SBCSD)

Subject: **Trimester Range Training and Firearms Qualification** (SBCSD)

SUPERVISING INVESTIGATOR

Recommended Training

Subject Title: **Internal Affairs Investigation – 24 hours**

Subject Title: **Leadership & Accountability – 16 hours**

Subject Title: **Officer Involved Shooting/Field Supervisor – 16 hours**

Subject Title: **National Incident Management Courses (NIMS)** courses - See California Government Code 8607 and California Government Code 3100

Subject Title: **Officer Involved Domestic Violence – 16 hours**

Subject Title: **FBI-LEEDA Supervisory Leadership Institute – 32 hours**

Part one of the FBI-LEEDA Leadership Trilogy series of courses.

Presented by: FBI Law Enforcement Executive Development Association

Subject Title: **Sherman Block Supervisory Leadership Institute (SLI) – 192 hours**

The SBSLI consists of eight 24-hour sessions held approximately every four weeks.

Presented by: POST

Subject Title: **Background Investigation – 32 or 36 hours**

Subject Title: **Assertive Supervision – 24 hours**

Subject Title: **Current Legal Issues in Law Enforcement – 6 hours**

Presented by: CPOA

Subject Title: **Pitchess Motion – 16 hours**

Presented by: CPOA

SENIOR INVESTIGATOR

Mandated Training

Subject Title: **District Attorney Investigator Transition Course – 40 hours.** *To be completed within 12 months of appointment, per POST Regulation 1005(a)*

Subject Title: **Workplace Harassment and Abusive Conduct – Mandated by the County of San Bernardino** (PERC)

Subject Title: **Arrest and Control / Defensive Tactics – 4 hours every 2-year training cycle** (SBCSD)

Subject Title: **Driver Training Awareness or Driver Simulator – 4 hours every 2-year training cycle** (SBCSD – EVOC)

Subject Title: **First Aid and CPR/AED** *(8 hours every 2 years per California Penal Code § 13518(a) and California Code of Regulations, Division 9, Title 22)* (SBCSD)

Subject Title: **Racial and Cultural Diversity** *(Every 5 years per California Penal Code §13519.4) (POST DVD Bias Based Policing with a trained facilitator)* (SBCSD)

Subject Title: **Vehicle Pursuit** *(annually per California Penal Code §13519.8) (Internal training)* (SBCSD – EVOC)

Subject Title: **Bloodborne Pathogens** *(annually per OSHA, California Code of Regulations Title 8)* (SBCSD)

Subject Title: **Trimester Range Training and Firearms Qualification** (SBCSD)

Subject Title: **JIMS / CLETS** (Office Training)

Initial Requirement: Complete specified training prior to being able to access CLETS database. *(Internal training)*

See Mandated Training Requirements for All Sworn Personnel.

SENIOR INVESTIGATOR

Recommended Training

Subject Title: **Technology in Investigations (ICI) – 40 hours**

Subject Title: **Interview and Interrogation**

Subject Title: **JIMSnet / CLETS** (Office Training)

Initial Requirement: Complete specified training prior to being able to access CLETS database. *(Internal Training)*

Subject Title: **LA CLEAR**

Presented by: LAHIDTA

Subject Title: **Flying Armed – DHS** *(Internal training)*

Subject Title: **Courtroom Testimony – 2 hours**

Presented by: POST Webinar

Subject Title: **Search Warrants for Investigators – 8 hours**

Subject Title: **Social Media for Law Enforcement**

Subject Title: **Mental Health Decision Making – 8 hours** (SB 29 compliant)

Subject Title: **Evidence.com** (Internal training)

Subject Title: **CDAIA Annual Conference – 3 days**

Subject Title: **Witness Protection**

Presented by: San Diego District Attorney's Office

INVESTIGATOR

Mandated Training

Subject Title: **District Attorney Investigator Transition Course – 40 hours.** *To be completed within 12 months of appointment, per POST Regulation 1005(a)*

Subject Title: **Workplace Harassment and Abusive Conduct – Mandated by the County of San Bernardino** (PERC)

Subject Title: **Arrest and Control / Defensive Tactics – 4 hours every 2-year training cycle** (SBCSD)

Subject Title: **Driver Training Awareness or Driver Simulator – 4 hours every 2-year training cycle** (SBCSD – EVOC)

Subject Title: **First Aid and CPR/AED** (8 hours every 2 years per California Penal Code § 13518(a) and California Code of Regulations, Division 9, Title 22) (SBCSD)

Subject Title: **Racial and Cultural Diversity** (Every 5 years per California Penal Code §13519.4) (POST DVD Bias Based Policing with a trained facilitator) (SBCSD)

Subject Title: **Vehicle Pursuit** (annually per California Penal Code §13519.8) (Internal training) (SBCSD – EVOC)

Subject Title: **Bloodborne Pathogens** (annually per OSHA, California Code of Regulations Title 8) (SBCSD)

Subject Title: **Trimester Range Training and Firearms Qualification** (SBCSD)

Subject Title: **JIMS / CLETS** (Office Training)

Initial Requirement: Complete specified training prior to being able to access CLETS database. (Internal training)

See Mandated Training Requirements for All Sworn Personnel.

INVESTIGATOR

Recommended Training

Subject Title: **ICI Core Course – 80 hours** (If the Investigator did not complete two years in a detective assignment prior to being hired.)

Subject Title: **Technology in Investigations (ICI) – 40 hours**

Subject Title: **Interview and Interrogation**

Subject Title: **JIMSnet / CLETS** (Office Training)

Initial Requirement: Complete specified training prior to being able to access CLETS database. (*Internal Training*)

Subject Title: **LA CLEAR**

Presented by: LAHIDTA

Subject Title: **Flying Armed – DHS** (*Internal training*)

Subject Title: **Courtroom Testimony – 2 hours**

Presented by: POST Webinar

Subject Title: **Search Warrants for Investigators – 8 hours**

Subject Title: **Social Media for Law Enforcement**

Subject Title: **Mental Health Decision Making – 8 hours** (*SB 29 compliant*)

Subject Title: **Evidence.com** (Internal training)

Subject Title: **CDAIA Annual Conference – 3 days**

Subject Title: **Witness Protection**

Presented by: San Diego District Attorney's Office

MULTIMEDIA COORDINATOR Mandated Training

N/A

MULTIMEDIA COORDINATOR Recommended Training

Subject Title: **Adobe Creative Cloud Suite**

Presented by: Adobe, Inc.

Subject Title: **Adobe Captivate eLearning Software**

Presented by: Adobe, Inc.

Subject Title: **Adobe MAX Conference**

Presented by: Adobe, Inc.

Subject Title: **Microsoft Office Suite**

Presented by: Microsoft / BIT

INVESTIGATIVE TECHNICIANS (II AND III)

Mandated Training

Subject Title: **Bloodborne Pathogens** (*Annual OSHA Requirement*) (SBCSD)

Subject Title: **JIMSnet / CLETS** (Office Training)

Initial Requirement: Complete specified training prior to being able to access CLETS database. (*Internal Training*)

Subject Title: **First Aid and CPR/AED** (SBCSD)

Subject Title: **Racial and Cultural Diversity** (*POST DVD Biased Based Policing with a trained facilitator*) (SBCSD)

INVESTIGATIVE TECHNICIANS (II AND III)

Recommended Training

Subject Title: **Driver Training Awareness or Driver Simulator** – 4 hours every 2-year training cycle (SBCSD – EVOC)

Subject Title: **Microsoft Office** (*Internal training – Multimedia Coordinator / BIT*)

Subject Title: **Evidence.com** (*Internal training*)

Subject Title: **Workplace Harassment and Abusive Conduct- Mandated by the County of San Bernardino** (PERC)

Subject Title: **Lady Be Aware (female employees)**

Presented by: SBCSD Range Staff

Subject Title: **ICI Core Course – 40 hours**

Subject Title: **Courtroom Testimony – 2 hours** (POST Webinar)

Subject Title: **Crime Scene Investigation / Evidence Recovery – 40 hours**

Subject Title: **Crime Scene & Forensic Photography – 24 Hours**

Subject Title: **ICI Crime Analysis Basic Course – 40 Hours**

OFFICE ASSISTANT IV

Mandated Training

N/A

OFFICE ASSISTANT IV

Recommended Training

Subject Title: **Microsoft Office** (*Internal training – Multimedia Coordinator / BIT*)

Subject Title: **Courtroom Testimony - 2 hours** (POST Webinar)

Subject Title: **Records – 40 Hours** (POST Webinar) (Specifically for Custodian of Records)

Subject Title: California Public Records Act

TRAINING BY ASSIGNMENT

TRIAL PREPARATION

INVESTIGATOR – TRIAL PREP – FAMILY VIOLENCE Mandated Training

N/A

INVESTIGATOR – TRIAL PREP – FAMILY VIOLENCE Recommended Training

Subject Title: **Elder/Dependent Abuse Investigations** (*Mandated by PC 13515 within 18 months of assignment. (POST DVD Elder/Dependent Abuse meets PC 13515.)*)

Subject Title: **Child Abuse Investigation ICI 40 hours** [*Mandated by PC13516(c)*]

Subject Title: **Child Abuse – Sexual Assault 40 hours**

Subject Title: **Domestic Violence Investigations ICI**

Subject Title: **Elder Abuse Investigation 8 hours**

Subject Title: **National Elder and Dependent Abuse Symposium**
Presented by CDAA.

Subject Title: **Elder Abuse Training Resources and Tools** – US DOJ Office of Justice Programs

Subject Title: **Child Forensic Interviewing Training (CFIT)**
Presented By: CATT Child Abuse Training and Technical Assistance Center / Center for Innovation and Resources Inc.

Subject Title: **Child Abduction Intervention and Resource Training**
Presented by: CIRINC.org

Subject Title: **Drug Endangered Child Investigations**
Presented By: California Narcotic Officers Association

Subject Title: **Child Abuse Sexual Assault**
Presented by SDRTC

Subject Title: **Interviewing – Advanced Forensics for Child Abuse and Sexual Assault**

Presented By: CIRINC.org

Subject Title: **Domestic Violence: It's Your Call Volume 1**

Presented By: California Commission on Peace Officer Standards (2-hour Learning Portal Course)

Subject Title: **Domestic Violence: It's Your Call Volume 2**

Presented By: California Commission on Peace Officer Standards (2-hour Learning Portal Course)

Subject Title: **Child Forensic Interviewing Training (CFIT)**

Presented By: CATT Child Abuse Training and Technical Assistance Center / Center for Innovation and Resources Inc.

INVESTIGATOR – TRIAL PREP – GANGS

Mandated Training

N/A

INVESTIGATOR – TRIAL PREP – GANGS

Recommended Training

Subject Title: **San Bernardino County SMASH Operations Training 8 hours** (SBCSD) (*Course is required to participate in SMASH operations as a Gang Investigator.*)

Subject Title: **Gang Investigations (ICI)**

Subject Title: **Parole LEADS Data System – Mandatory to utilize Parole LEADS systems** (CDCR)

Subject Title: **CAL-Gang Computer Database** (*Internal Training*)

Subject Title: **California Gang Investigators Association (CGIA) Conference**

Subject Title: **California Gang Task Force Symposium**

CALWRAP COORDINATOR

Mandated Training

N/A

CALWRAP COORDINATOR

Recommended Training

Subject Title: **CalWRAP** (*Internal training*)

Subject Title: **Microsoft Office** (*Internal training – Multimedia Coordinator / BIT*)

Subject Title: **Courtroom Testimony – 2 hours** (POST Webinar)

TRIAL PREP COORDINATOR

Mandated Training

N/A

TRIAL PREP COORDINATOR

Recommended Training

Subject Title: **Microsoft Office** (*Internal training – Multimedia Coordinator / BIT*)

Subject Title: **Courtroom Testimony 2 hours** (POST Webinar)

SPECIALIZED PROSECUTION

AUTO INSURANCE FRAUD UNIT / URBAN GRANT

Mandated Training

N/A

AUTO INSURANCE FRAUD UNIT / URBAN GRANT

Recommended Training

Subject Title: **Western States Auto Theft Investigators Association Training Seminar**

Subject Title: **California District Attorneys Association - Fraud Symposium**

Subject Title: **Vehicle Theft Investigation**

Subject Title: **Nation Insurance Crime Bureau Training** (Various online courses free of charge from NICB.)

Subject Title: **Southern California Fraud Investigators Association Conference**

CHILD ABDUCTION UNIT

Mandated Training

Subject Title: **Human Trafficking Awareness** (Mandated by PC 13519.14 within 6 months of assignment.)

Presented by: CNOA

CHILD ABDUCTION UNIT

Recommended Training

Subject Title: **Human Trafficking Investigations (ICI)**

Presented by: SBRTC or LAPD

Subject Title: **Human Trafficking -Minors**

Presented by: SBRTC or LAPD

Subject Title: **Social Media**

Presented by: POST

(Initial Requirement: Complete 8 Hours of specified training within 1 Relative Year beginning after Assignment Date)

CONSUMER / ENVIRONMENTAL PROTECTION UNIT

Mandated Training

Subject Title: **HAZWOPER** - Initial training 40 hours upon assignment to CEP. Annual 8-hour refresher required.

[OSHA 1910.120(a)(1)(i-v) and 1926.65(a)(1)(i-v)]

CONSUMER / ENVIRONMENTAL PROTECTION UNIT

Recommended Training

Subject Title: **Environmental Crimes Investigations Overview** – Available on the POST Learning Portal.

Subject Title: **California Unified Program Agencies (CalCUPA)** Annual Training Conference (<https://calcupa.org/>)

HIV SEARCH WARRANT UNIT

Mandated Training

Subject Title: Basic HIV Counselor Certification Training Course (*Contact Department of Public Health*)

HIV SEARCH WARRANT UNIT

Recommended Training

Subject Title: **Search Warrant – Patrol – 8 hours** (Webinar)

Subject Title: **Report Writing**

PUBLIC INTEGRITY UNIT

Mandated Training

N/A

PUBLIC INTEGRITY UNIT

Recommended Training

Subject Title: **Financial Crime Investigation (ICI)**
Presented by SDRTC

Subject Title: **Internal Affairs Investigations 24 hours**

Subject Title: **Southern California Fraud Investigators Association Conference**

Subject Title: **California District Attorneys Association - Fraud Symposium**

REAL ESTATE FRAUD UNIT

Mandated Training

N/A

REAL ESTATE FRAUD UNIT

Recommended Training

Subject Title: **Financial Crime Investigation (ICI)**
Presented by SDRTC / Government Training Center

Subject Title: **Real Estate Fraud Investigation (ICI)**
Presented by: SDRTC

Subject Title: **California District Attorneys Association – Fraud Symposium** (Annual Training by CDAA)

Subject Title: **Real Estate Principles Course – 45 Hours**

Subject Title: **California Notary Course – 8 Hours**

SPECIAL INVESTIGATIONS UNIT

Mandated Training

N/A

SPECIAL INVESTIGATIONS UNIT

Recommended Training

Subject Title: **Witness Protection**
Presented by: San Diego District Attorney's Office

Subject Title: **Protection of Public Officials**

Presented by: CHP - Sacramento

Subject Title: **Policing Violent Extremism – 8 Hours**

Presented by: STAS

Subject Title: **Behavioral Threat Assessment – 16 Hours.**

Presented by: STAS

Subject Title: **Sovereign Citizen Extremists – 8 Hours**

Subject Title: **Advanced Threat Assessment Academy**

Subject Title: **Crime Prevention Through Environmental Design**

Presented by: SBCSD

VEHICULAR HOMICIDE UNIT

Mandated Training

N/A

VEHICULAR HOMICIDE UNIT

Recommended Training

Subject Title: **Traffic Collision Investigation**

Subject Title: **Traffic Collision Reconstruction**

Subject Title: **Traffic Collision Skidmark Analysis**

Presented By: Orange County Sheriff's Department

Subject Title: **Pedestrian /Bike Accident Reconstruction**

Presented By: Riverside County Sheriff's Department

Subject Title: **Southwestern Association of Technical Accident Investigators Conference**

Subject Title: **BERLA Vehicle System Forensics Course**

Presented by: BERLA – *Part of the two-part Certified Vehicle Forensic Examiner program*

Subject Title: **Zet-X Data Training**

Presented by: Zet-X, Inc.

Subject Title: **Human Factors in Traffic Crash Reconstruction**

Presented by: Institute of Police Technology and Management University of Florida

Subject Title: **Traffic Collision Interviews and Interrogation (Course # 33630)**

Presented by: POST

(Initial Requirement: *Complete 32-hour course as soon as possible upon assignment to this unit.*)

Subject Title: **Interviewing for First Responders – 8 Hour**
Presented By: BATI

Subject Title: **Microsoft Office** (*Internal training – Multimedia Coordinator / BIT*)

Subject Title: **Courtroom Testimony – 2 hours** (POST Webinar)

WORKERS' COMPENSATION FRAUD UNIT

Mandated Training

N/A

WORKERS' COMPENSATION FRAUD UNIT

Recommended Training

Subject Title: **Southern California Anti-Fraud Association-** Annual Conference

Subject Title: **Workers Comp and Disability Retirement**

Subject Title: **ISO Claim Search (database)**

Subject Title: **Nation Insurance Crime Bureau (database)**

Subject Title: **SCFIA Annual Anti-Fraud Training Conference**

Subject Title: **Southern California Fraud Investigators Association Conference**

Subject Title: **National Health Care Anti-Fraud Association (NHCAA) – Annual Conference**

TASK FORCES

COLD CASE TASK FORCE

Mandated Training

N/A

COLD CASE TASK FORCE

Recommended Training

Subject Title: **Cold Case Investigation**

Subject Title: **Homicide Investigations (ICI)**

Subject Title: **Death Investigations**

Subject Title: **Investigative Genetic Genealogy Webinar**

Subject Title: **BATI Cognitive Interviewing and Statement Analysis**

Subject Title: **Missing/Unidentified Persons**

Presented by: Cal DOJ Advanced Training Center

Subject Title: **California Homicide Investigators Association Annual Training Conference**

HUMAN TRAFFICKING TASK FORCE (SBCSD)

Mandated Training

Subject Title: **Human Trafficking Awareness** (Mandated by PC 13519.14 within 6 months of assignment.)

Presented By: CNOA

HUMAN TRAFFICKING TASK FORCE (SBCSD)

Recommended Training

Subject Title: **Human Trafficking Investigations (ICI)**

Presented By: SBRTC, LAPD or STAS

Subject Title: **Human Trafficking – Minors**

Presented By: SBRTC or LAPD

Subject Title: **Social Media**

Presented By: POST

(Initial Requirement: Complete 8 Hours of specified training within 1 Relative Year beginning after Assignment Date)

JOINT TERRORISM TASK FORCE (FBI)

Mandated Training

N/A

JOINT TERRORISM TASK FORCE (FBI)

Recommended Training

Subject Title: **TLO Basic Course – CCIC**

Presented by: STAS

REGIONAL COMPUTER FORENSICS LAB (FBI)

Mandated Training

Subject Title: **CART/ Digital Forensic Examiner Certification Program**

REGIONAL COMPUTER FORENSICS LAB (FBI)

Recommended Training

Subject Title: **IACIS Basic Computer Forensics Examiner**

Subject Title: **IACIS Mobile Device Forensics**

Subject Title: **SANS Training Courses**

Subject Title: **Enfuse Training Conference**

Subject Title: **IACIS International Conference**

Subject Title: **Techno Security and Forensics Investigation Conference & Mobile Forensics World.**

SANCATT (SBCSD)

Mandated Training

N/A

SANCATT (SBCSD)

Recommended Training

Subject Title: **Vehicle Theft Investigation (ICI)**

Presented by CHP.

Subject Title: **Western States Auto Theft Investigators Association Annual Conference**

ANCILLARY UNITS

HONOR GUARD

Mandated Training

N/A

HONOR GUARD

Recommended Training

(Internal training)

OFFICER-INVOLVED SHOOTING RESPONSE TEAM

Mandated Training

N/A

OFFICER-INVOLVED SHOOTING RESPONSE TEAM

Recommended Training

Subject Title: **Force Science Certification Course**
Presented by: Force Science Institute

Subject Title: **Officer-Involved Shootings**

Subject Title: **California Homicide Investigators Annual Conference**

Subject Title: **Annual Excited Delirium and Arrest Related Death Conference**

Subject Title: **Officer Involved Incident Investigation (Webinar)**
Presented by: LEXIPOL

RANGE STAFF – ARMORER / FIREARMS INSTRUCTOR

Mandated Training

Subject Title: **Firearms Instructor**

RANGE STAFF – ARMORER / FIREARMS INSTRUCTOR

Recommended Training

Subject Title: **Glock Armorer Course**
Presented by: Glock or Armitage Tactical

Subject Title: **Colt AR-15 Armorer Course (2-day course)**
Presented by: Armitage Tactical

Subject Title: **Patrol Rifle Instructor Course**
Presented by: SBCSD

Subject Title: **TASER Instructors Course**
Presented by: AXON Training

Subject Title: **Red Dot Sight – Handgun Instructor Course**
Presented by: SBCSD

Subject Title: **Tactical Emergency First Aid/Trauma Care**
Presented by: Swift Tactical

Subject Title: **NRA Range Safety Officer**
Presented by: NRA

SPECIAL RESPONSE TEAM

Mandated Training

N/A

SPECIAL RESPONSE TEAM

Recommended Training

Subject Title: **Witness Protection**
Presented by: San Diego District Attorney's Office

Subject Title: **Protection of Public Officials**
Presented by: CHP - Sacramento

Subject Title: **Behavioral Threat Assessment – 16 Hours**

Subject Title: **Sovereign Citizen Extremists – 8 Hours**

Subject Title: **Tactical Emergency First Aid/Trauma Care**
Presented by Swift Tactical

TERRORISM LIAISON OFFICER

Mandated Training

N/A

TERRORISM LIAISON OFFICER

Recommended Training

Subject Title: **TLO Basic Course – CCIC**
Presented by: STAS

Subject Title: **Policing Violent Extremism 1**
Presented by: STAS

Subject Title: **Sovereign Citizen Extremists**

Subject Title: **Terrorism Update**

Presented by: OCSD

TRAINING TEAM

Mandated Training

N/A

TRAINING TEAM

Recommended Training

Subject Title: **POST Training Coordinator Workshop – 16 Hour**

Presented by: POST

Subject Title: **STARS Committee Quarterly Meetings**

Presented by: STARS Committee

form 215-fillable Incident Action Plan.pdf

ICS 215 Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch	Enter the Branch of the work assignment for the resources.
4	Division, Group, or Other	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	Work Assignment & Special Instructions	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	Resources	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	Overhead Position(s)	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	Special Equipment & Supplies	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	Reporting Location	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	Requested Arrival Time	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

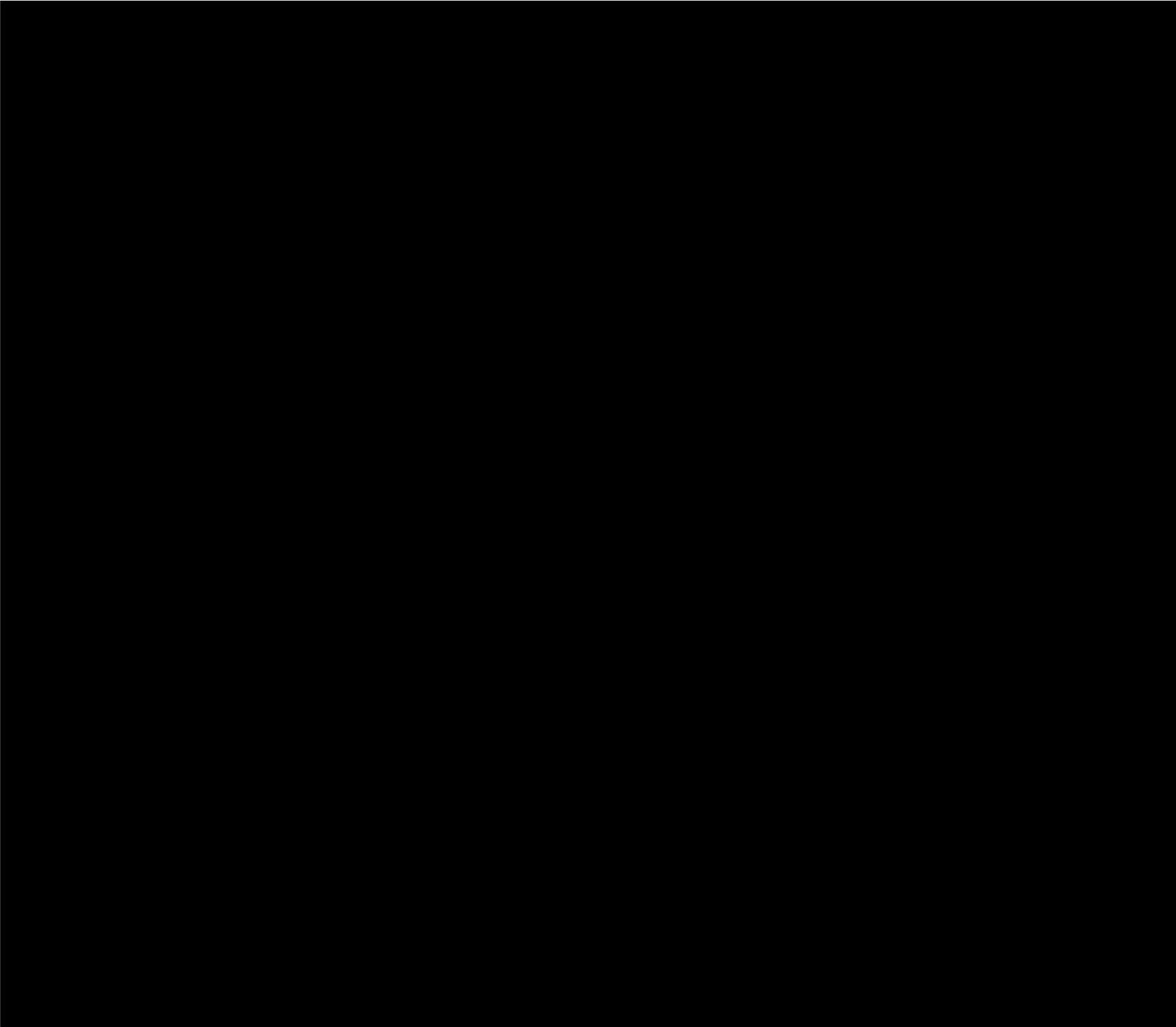
Block Number	Block Title	Instructions
11	Total Resources Required	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	Total Resources Have on Hand	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	Total Resources Need To Order	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

**Commission on Peace Officer Standards and
Training Hate Crimes Model Policy 2019.pdf**



[REDACTED]

[REDACTED]

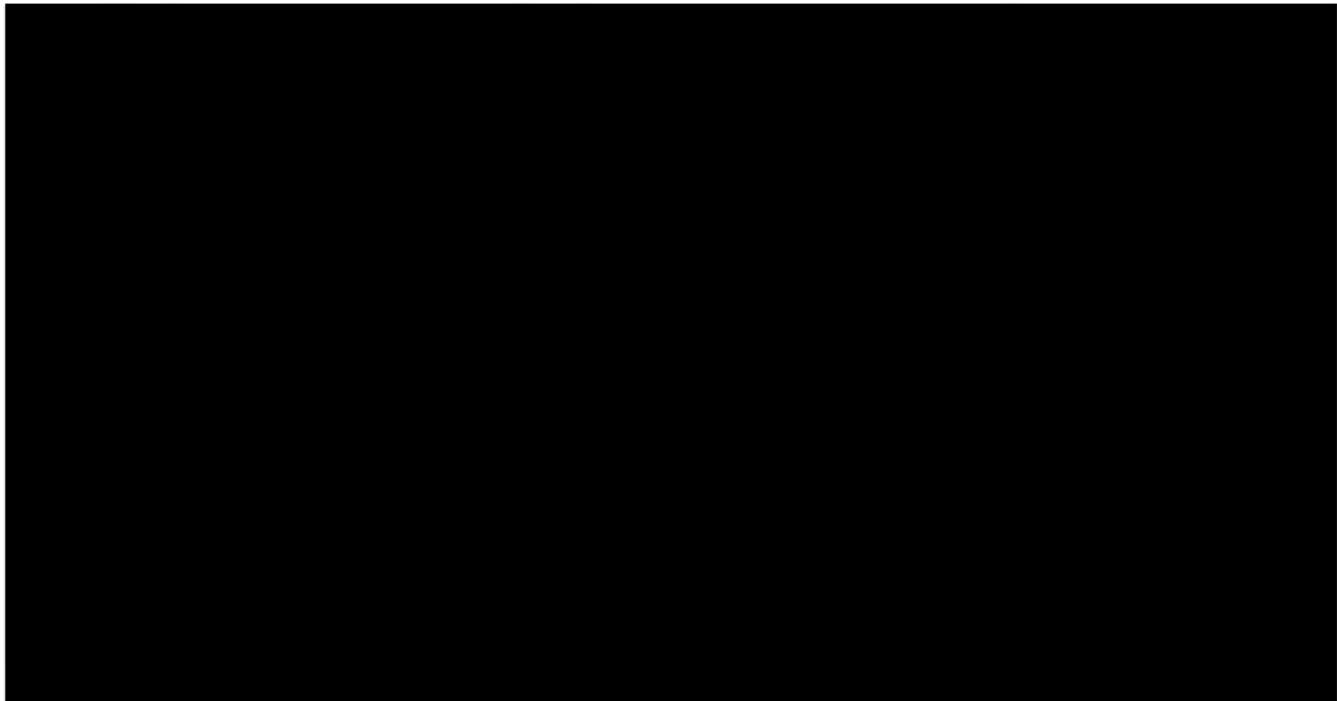


[REDACTED]

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County Standards of Dress and Grooming 2-6-07.pdf



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 07-16

ISSUE 2

PAGE 1 OF 4

By

EFFECTIVE 02-06-07

SUBJECT

APPROVED

PAUL BIANE

STANDARDS OF DRESS AND GROOMING

CHAIRMAN, BOARD OF SUPERVISORS

POLICY

The County of San Bernardino is a professional organization. All employees will present a professional appearance in order to promote a positive image to customers. The general public frequently forms its initial impression of professional credibility solely on employee appearance. The appropriateness of attire as seen by the general public has a bearing on how other agencies and departments view employee professionalism and ultimately working relationships.

This policy applies to all employees, regardless of classification, and is consistent with community standards. Individual departments may have more specific policies in place based on needs.

An employee's religious beliefs or medical conditions, as defined by applicable law, that require deviation from the standards as set forth will be considered on an individual basis.

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms or other circumstances as defined by the department head. These differences, in addition to this general policy may be subject to the meet and confer requirements of Government Code Section 3500 et seq. The standards in this policy apply when an employee has officially reported to work.

POLICY AMPLIFICATION

1. Clothing

- A. Employees who wear uniforms are expected to report for duty in the departmentally assigned uniform. Uniforms are expected to be clean and pressed. Additional standards are communicated at the departmental level or in bargaining unit MOU's.
- B. Employees who are not required to wear uniforms are expected to wear business clothing appropriate to the position held. Attire is expected to be clean, pressed and well fitting.
- C. Acceptable attire for women includes dresses, skirts, capri style suits, or slacks/trousers worn with blouses, sweaters and/or jackets. The length of dresses or skirts should be no shorter than mid-thigh when seated.
- D. Acceptable attire for men includes suits, slacks/trousers worn with collared shirts, collared sport shirts, dress shirts, polo shirts, sweaters and/or jackets. When deemed appropriate, ties should be worn.
- E. Except as noted or approved by the department head, employees may not wear the following:
 - (1) Denim jeans of any color.
 - (2) Overalls or coveralls.
 - (3) Shorts of any type.
 - (4) Tee shirts or jerseys with graphics including logos related to team sports.

- (5) Gym or sweat pants, workout wear, uncovered spandex pants/leggings.
- (6) Shirts or dresses with spaghetti straps unless covered by a jacket, blouse or other outer garment; shirts that expose stomach or midriff area, halter or tube type shirts, see-through or fishnet tops.
- (7) Low front or low back attire.
- (8) Excessively tight fitting or oversized (baggy) garments.

This list is an example only and may not include all items deemed inappropriate.

2. Footwear and Accessories

- A. All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean and in good repair. Heels should not be more than three inches high. Sandals of any material which are commonly referred to as flip-flops or thongs are prohibited for all employees.
- B. No bandanas or baseball caps are allowed except as approved by the department head.

3. Tattoos and Jewelry

Except as noted or approved by the department head:

- A. Tattoos must be covered.
- B. All jewelry worn by employees must be appropriate so it does not detract from a professional appearance. All facial piercing jewelry such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing jewelry is prohibited.

4. Personal Hygiene

- A. Personal hygiene is essential. Therefore it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes a regular bath/shower, use of deodorant, and appropriate oral hygiene.
- B. Strong odors caused by perfumes, scented hair sprays, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others.
- C. Employees are expected to maintain appropriate and professional hairstyles. Beards, sideburns and mustaches must be clean and neatly groomed. Hair must be properly restrained for its length and job assignment. Hair coloring should be within the range of natural hair colors.

5. County Identification

- A. Each employee will have and wear an approved County identification badge at all times while on duty, photo side facing out except where specifically exempted or prohibited by the employee's department due to a safety issue or in cases where wearing an identification badge will interfere with the execution of the employee's duties.

RESPONSIBILITIES AND PROCEDURES

1. Each new employee will receive a copy of the policy during orientation. All employees will be required to sign an acknowledgement verifying that the policy has been read and understood. Employees will be allowed up to 120 calendar days from the date of adoption of this policy to become compliant with Policy Amplification, Clothing, E. (1). On a case by case basis, in the event of a financial hardship an employee should contact their department head to request an extension.
2. Supervisors are responsible for explaining and enforcing the dress and appearance policy. Employees who report to duty and are non-compliant with the dress and appearance policy may be sent home to change without compensation. Failure to comply with, and repeated violations of this policy will be cause for disciplinary action up to and including dismissal.
3. Consistent with this policy, exceptions can be made at the department level by the Department Head due to the nature of work, special events, casual Fridays and departmental clean-up days.
4. Issues or disagreements arising out of the enforcement of this and departmental dress and grooming policies shall be reviewed by the department head or designee and/or the department's Human Resources Officer.

Rev. 2/07



STANDARDS OF DRESS AND GROOMING ACKNOWLEDGEMENT FORM

I, _____, acknowledge
Name (Please Print)

receipt of a copy of the Standards of Dress and Grooming Policy and
understand that I must comply with its contents.

Employee Signature

Date

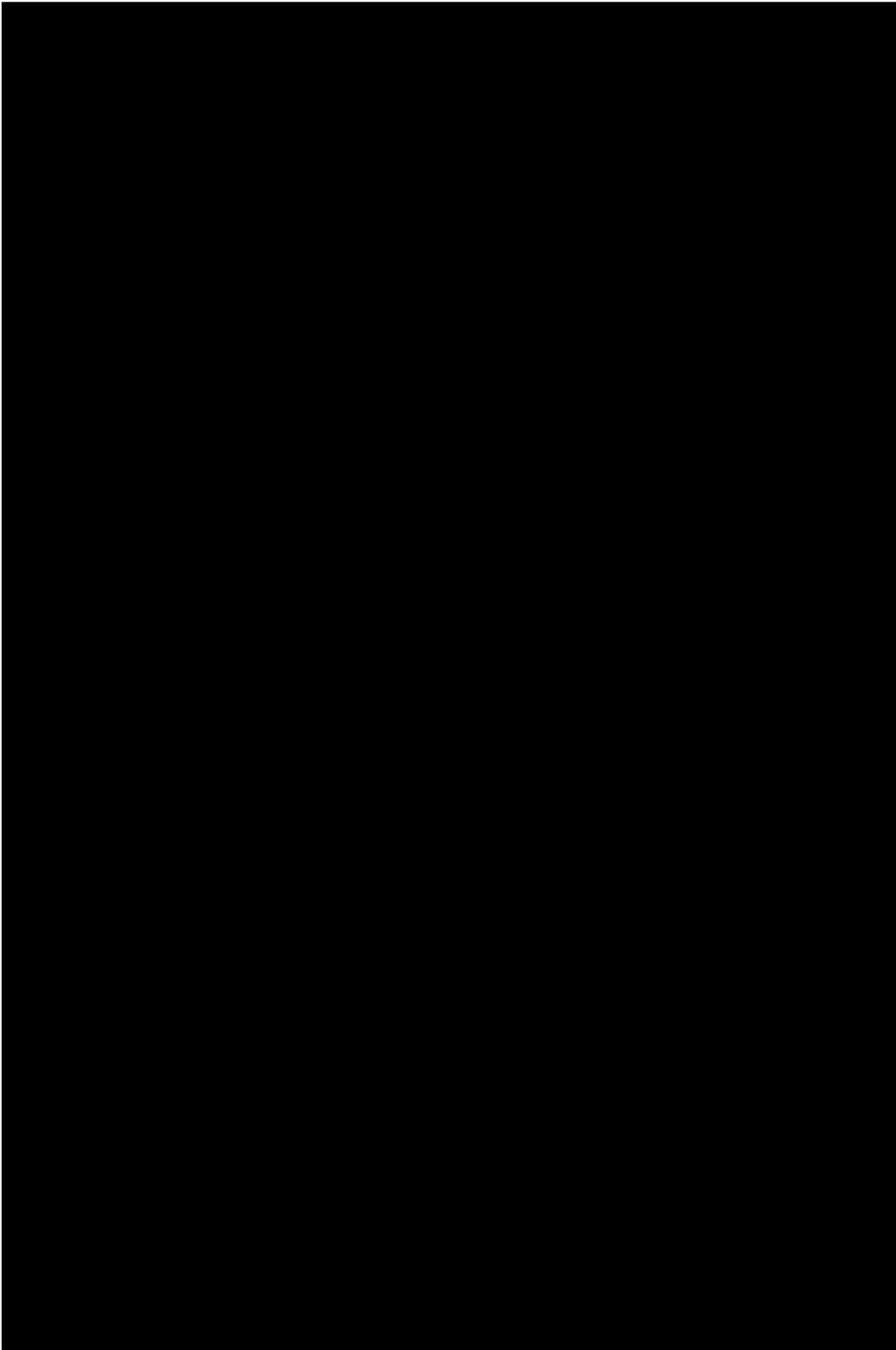
Supervisor/Manager Signature

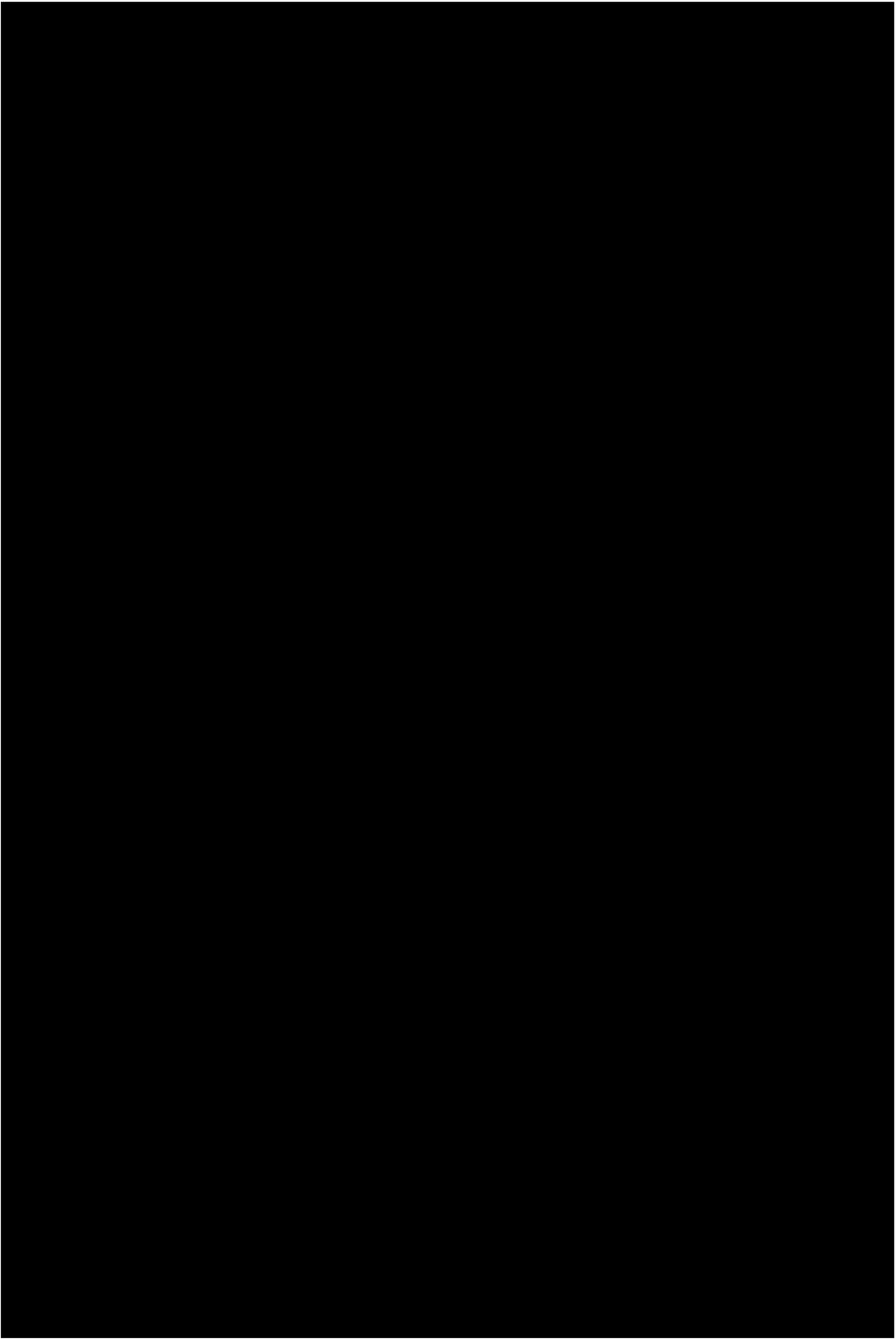
Date

cc: Department Employee File
201 File

Employee ID







**County Policy Section 09 - Email-
Telephone-Internet-Computer Systems.pdf**

Section: 09
Information Technology: Email, Telephone, Internet and
Computer Systems



County of San Bernardino
Policy Manual

Document Reproduction Date: 6/12/2017

County of San Bernardino

Policy Manual

Section: 09

Information Technology: Email, Telephone, Internet and Computer Systems

09-01	Electronic Mail (E-Mail) Systems
09-02	Electronic Mail (E-Mail) Retention and Destruction
09-03	Use of County Telephone Systems
09-04	Internet/Intranet Use Policy
09-05	Operation of Computer Systems
09-05SP1	Operation of Computer Systems - Computer Acquisition and Use
09-05SP2	Operation of Computer Systems - Periodic Review of Software Assets
09-06	Computer System Data Security
09-06SP	County Central Computer System Data Security
09-07	Communications and Electronic Equipment
09-07SP1	Communications and Electronic Equipment
09-07SP2	Requests for Wireless Communications Equipment



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 09-01
(supersedes 07-13)

ISSUE 2

PAGE 1 OF 3

By

EFFECTIVE 3/23/04

SUBJECT
ELECTRONIC MAIL (E-MAIL) SYSTEMS

APPROVED
DENNIS HANSBERGER
Chair, Board of Supervisors

PURPOSE

To establish policy and guidelines for the use of the County of San Bernardino's electronic mail (e-mail) systems.

SCOPE

This policy applies to all users of the County of San Bernardino's electronic mail systems.

POLICY STATEMENT

The County e-mail systems are valuable resources for communication of information that is necessary to conduct county Business. Employees and other authorized users are encouraged to make use of this tool to carry out their responsibilities and duties in a professional and courteous manner, which is in the best interest of the County.

PRIVACY/USE

In order to ensure the proper use of County resources, the County reserves the right without advance notice to users of the e-mail systems to monitor, access, copy, or delete any messages stored on any of its e-mail systems. **NO USER OF ANY COUNTY E-MAIL SYSTEM SHOULD HAVE AN EXPECTATION OF PRIVACY IN ITS USE.** The County recognizes that certain agencies have a duty of confidentiality imposed by law. For those agencies in the event that e-mail must be accessed, confidentiality shall be maintained.

Employees are expected to respect the privacy of messages sent to others using the County's e-mail systems. Therefore, no employee, except those authorized to do so, shall access, view, retrieve, listen to, record, tamper with, copy, change, print or delete another employee's information or communications without that employee's permission.

Limited, occasional or incidental use of the e-mail systems for personal purposes may be acceptable, if done in a professional and appropriate manner, not used on County work time, not violating prohibited activities contained in this policy and not interfering with the conduct of County business or the performance of the employee's duties. Should employees use the County e-mail systems for personal messages such messages will be treated as business messages. Employees should not use the e-mail systems for messages they wish to keep private, as the County may access these messages and they may become "public records" in accordance with the Public Records Act. Messages may be stored and are not necessarily deleted by pressing "delete".

PROHIBITED ACTIVITIES

It shall be a violation of this policy to use e-mail to violate any existing law, regulation, County policy, departmental or personnel rule. Other prohibited uses of the County e-mail systems include, but are not limited to:

1. Activity that could subject the County to civil or criminal liability.
2. Representing oneself as a spokesperson and/or making commitments on behalf of the County or a department without authorization.
3. Usage intended for personal or commercial financial gain (e.g., advertising), or participating in any gambling, gaming or wagering activities.
4. Any use of e-mail for the purpose of distributing materials, promoting causes or beliefs, or soliciting membership in, support for or donations to any organization, group or entity including, but not limited to, those of a commercial, political, charitable or ideological nature unless officially sanctioned by the County.
5. Utilization of e-mail to distribute offensive, abusive, threatening, pornographic, and sexually explicit or hate messages or images.
6. Use of e-mail to commit illegal, fraudulent or malicious activities.
7. Originating or intentionally propagating computer viruses and/or chain letters or petitions.
8. Disclosing confidential and/or personal information without appropriate authorization or sharing County e-mail accounts or passwords to access those accounts with others.
9. Personal usage that results in any charges or other costs to the County.
10. Subscribing to external mailing lists, notification services, or other e-mail services that are not reasonably related to the performance of assigned job duties.
11. Using animation, specialized graphics or colored backgrounds in e-mails.

ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS

Some of the messages sent, received, or stored on the County e-mail system will constitute confidential, privileged communications between the County and either its inside or outside attorneys. Upon receipt of a message either from or to counsel, do not forward its contents to others without counsel's authorization.

ANTI-HARASSMENT POLICIES APPLICABLE

The County's policies prohibiting sexual and other harassment are applicable to the use of the County's e-mail systems. As such, employees shall not prepare, solicit, or transmit messages and images that are obscene, pornographic or sexually oriented, or that contain offensive, harassing, derogatory or disparaging comments, jokes or slurs related to race, color, ethnicity, gender, age, sex, religion, disability or political affiliation.

COUNTYWIDE E-MAIL BROADCASTS

County e-mail shall not be used to announce, advertise, or otherwise promulgate any event, cause, organization, or activity that is not an official County of San Bernardino function or program. Any use of the e-mail system to promulgate a legitimate event countywide must be requested by the agency/department head and approved by the Chief Information Officer.

RESPONSIBILITIES

Except as otherwise specified, the Information Services Department (ISD) is charged with the overall responsibility of administering this policy. Department heads are responsible for ensuring that all policy requirements are fulfilled. ISD will not respond to requests for e-mail access without written approval from either the Department Head, the Appointing Authority or County Counsel.

DISCIPLINE

Violations of this policy may be considered as a basis for disciplinary action, up to and including termination.



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 09-02

ISSUE 1

PAGE 1 OF 2

By

EFFECTIVE: 10/30/01

SUBJECT

ELECTRONIC MAIL (E-MAIL) RETENTION AND DESTRUCTION

APPROVED

FRED AGUIAR

CHAIRMAN, BOARD OF SUPERVISORS

PURPOSE

To establish policy and guidelines for County employees regarding the retention, storage and destruction of e-mail.

POLICY STATEMENT

The County provides e-mail to employees to communicate and conduct the business of the County and, in doing so, expects employees to manage and protect records resulting from e-mail communications. A systematic retention and deletion program not only eliminates obsolete documents from the e-mail system but also saves resources by not indefinitely and unnecessarily storing information beyond appropriate timelines.

POLICY AMPLIFICATION

TYPES OF E-MAIL

E-mails generally fall within the following categories:

1. Business E-mails – These are e-mails that contain information relating to the conduct of the County’s business and can be either transitory in nature or more permanent.
 - (a) Transitory E-mails – These are e-mails that have limited or transitory value to the County, and are created primarily for the informal communication of information. Transitory e-mails would include, but would not be limited to e-mails announcing the date and time of a meeting, casual and routine communications and announcements similar to telephone conversations, notes, interagency or intra-agency memoranda and preliminary drafts.
 - (b) Non-Transitory E-mails – These are e-mails that are more formal in nature and have lasting value to the County.
2. Non-Business E-mails – These are e-mails that do not contain information relating to the conduct of the County’s business. These e-mails include unofficial, personal messages.

RETENTION REQUIREMENTS

The content of the e-mail determines the retention requirement.

1. If the content of the e-mail falls within the Business E-mails category and is Non-Transitory, then within six months of receiving or sending the e-mail, the e-mail must be stored in a special electronic file or an actual hard copy must be made and stored as would be done with any other hard-copy communication. This stored copy will then become the official “public record” and is then subject to the destruction requirements found in the County Resolution for Destruction of Records (No. 80-78). The e-mail must then be deleted.
2. If the content of the e-mail falls within the Business E-mails category and is Transitory, then the e-mail must be deleted once it has served its administrative purpose.
3. If the content of the e-mail falls within the Non-Business E-mails category, then the e-mail should be deleted immediately.

Employees may not retain e-mail messages in their electronic Inboxes or Sent boxes longer than six months. All e-mail messages located in their electronic Delete boxes must be purged on a routine basis and no longer than every 30 days.

The responsibility for compliance with this policy lies with each County employee. It is the responsibility of departmental management to develop internal procedures consistent with this policy to insure compliance.



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 09-03
(supersedes 07-06)

ISSUE 4

PAGE 1 OF 1

By

EFFECTIVE 3/23/04

SUBJECT

USE OF COUNTY TELEPHONE SYSTEMS

APPROVED

DENNIS HANSBERGER

CHAIRMAN, BOARD OF SUPERVISORS

POLICY STATEMENT

It is the policy of the County of San Bernardino to make effective and productive use of electronic communications devices, including telephones, and to support the deployment and use of communications technology by departments. This policy shall apply to all full and part-time employees, volunteers, contractors, and other affiliated individuals who have been provided access to the County's telephone networks and telephone services procured by the County from telephone service providers.

POLICY AMPLIFICATION

1. Definitions

Telephones - include telephone instruments, cellular telephones, and other electronic communicating equipment owned, leased, or rented by the County.

2. Use of Telephones

Significant County resources have been committed and are expended to provide telephones for use by County employees and other personnel to conduct County business and to perform their jobs. Occasional personal use of telephones is allowed, but such usage shall not violate any existing law, regulation, County policy, departmental or personnel rule. Nor shall personal use interfere with the conduct of County business or interfere with the performance of an employee's duties. Department heads may elect to prohibit the use of County cellular phones for personal use in their Department. Any toll charges incurred from personal use shall be reimbursed to the County using appropriate departmental procedures.

3. Responsibilities

Except as otherwise specified, the Information Services Department (ISD) is charged with the overall responsibility of administering this policy. Department heads are responsible for ensuring that all Policy requirements are fulfilled.

4. Disciplinary Action

Violations of this policy may be considered as a basis for disciplinary action, up to and including termination.



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 09-04

ISSUE 2

PAGE 1 OF 3

By

EFFECTIVE 3/23/04

SUBJECT

INTERNET/INTRANET USE POLICY

APPROVED

DENNIS HANSBERGER

CHAIRMAN, BOARD OF SUPERVISORS

POLICY STATEMENT

It is the policy of the County of San Bernardino to make effective and productive use of the Internet and the County Intranet ("Internet"), and to support the deployment and use of Internet technology by Departments. This policy shall apply to those full and part-time employees, volunteers, contractors, and other affiliated individuals (collectively referred to as "User" or "Users") who have been provided access to the Internet by the County. Users accessing the Internet through a personal account but on County equipment are subject to this policy.

POLICY AMPLIFICATION

1. Use of the Internet

Significant County resources have been committed and are expended to provide Internet access to Users conducting County business and performing their jobs. The unrestricted use of the Internet for non-County business purposes is not permitted. Occasional personal use of the Internet is allowed when not on County work time, such use does not violate any prohibited activities contained in this policy, and such use does not interfere with County resources or the conduct of County business. **NO USER SHOULD HAVE AN EXPECTATION OF PRIVACY IN THE USE OF THE INTERNET THROUGH THE COUNTY SYSTEM OR WITH COUNTY EQUIPMENT.**

a. Authorized use

Examples of legitimate County business use of the Internet are:

- Performing essential job functions;
- Participating in job-related conferences and discussions or collaborating via resources such as web sites, newsgroups, chats, and bulletin boards;
- Performing research, obtaining information or support, or pursuing approved job-related education;
- Promoting and communicating County and other business or related information.

b. Prohibited Activity

Inappropriate use of the Internet through the County system or with County equipment is prohibited. Inappropriate use includes, but is not limited to, the following:

- Downloading, uploading, transmitting, or otherwise distributing any content that violates any existing law, regulation, County policy, departmental or personnel rule or that may be discriminatory, harassing or disruptive to other employees, including, but not limited to, any sexually explicit,

derogatory, abusive or threatening images, cartoons, jokes, or other materials, unless any of the above is required for the performance of assigned job duties;

- Downloading, uploading, using or otherwise distributing copyrighted materials without proper permission or in violation of licensing agreements;
- Participating in chat room discussions or posting to electronic bulletin boards unless doing so is a function of County responsibilities;
- Downloading or uploading unapproved games;
- Participating in any gambling, gaming or wagering activities;
- Downloading and using any software, scripting tools, or other mechanisms designed to monitor or disrupt County computing resources or subvert County security mechanisms;
- Using video and/or audio streaming and downloading technologies for non-County business purposes;
- Personal use that results in any charges or other costs to the County.

c. Monitoring Internet Usage

The County reserves the right to monitor County provided Internet access and usage. Users of the Internet do so with the understanding that their usage may be monitored. **No User should have an expectation of privacy in the use of the Internet through the County system or with County equipment.**

d. User Accounts and Passwords

Users must not share their County Internet accounts or passwords used to access those accounts with others.

e. Modem Usage

The County has taken steps to ensure the security of the County's networks. These include the installation of security devices such as firewalls, monitoring systems, and other security measures.

- i. Computers inside the County's network may not simultaneously connect to another computer on the outside of the County's network through use of a telephone line and modem. Such connections offer intruders and attackers an opportunity to bypass security mechanisms. To ensure security of the County's networks, modems should be removed or disconnected from phone lines in all personal computers and servers while connected to the County network. Computers that require modems for independent connections to outside computers, networks, or services should be stand-alone (not connected to the network) or on outbound-only telephone circuits.
- ii. Computers connected inside the County's network with modems installed may not be configured for "auto-answer".
- iii. Computers outside the County's network that require access into the County's network may do so only through use of the County's secure virtual private network (VPN).

f. Virus Protection

Users may access the Internet from County equipment only if they have appropriate virus protection software installed. Email, web sites, downloadable files, and other forms of Internet access can be used for the distribution of computer viruses and other malicious software. In order to protect County information resources, Departments must ensure that virus protection software is employed and that regular procedures are in place to ensure that virus protection software is kept up to date. Computers that access the County network via a Virtual Private Network (VPN) must have appropriate virus protection software installed.

2. Responsibilities

Except as otherwise specified, the Information Services Department (ISD) is charged with the overall responsibility of administering this policy. ISD will:

- Provide connectivity to the County's WAN for access to Internet E-mail or the World Wide Web (WWW).
- Maintain high-speed data connection to the Internet in support of County-wide Users.
- Establish and maintain the County's presence on the Internet through a County *home page*.

Department heads are responsible for ensuring that all Policy requirements are fulfilled.

3. Disciplinary Action

Violations of this policy may be considered as a basis for disciplinary action up to and including termination.



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 09-05

ISSUE

By

**PAGE 1 OF 1
EFFECTIVE 6/5/2012**

OPERATION OF COMPUTER SYSTEMS

JOSIE GONZALES
Chair, Board of Supervisors

POLICY STATEMENT

It is the policy of the Board of Supervisors that the County operate computer systems that will: contribute to significant operational economies; provide management benefits for the County; share appropriate common information resources with other governmental agencies; and protect the privacy and integrity of the data these computer systems maintain.

POLICY AMPLIFICATION

1. General Responsibilities

- A. All County Agencies, Departments and Board-governed Special Districts are responsible for assuring all computer systems they acquire, develop, and operate will:
 - a. Minimize impact on the County network;
 - b. Be supported in terms of maintenance, timely problem resolution, and expandability;
 - c. Fit into the County's long-range information plans; and
 - d. Support the business needs of the organization.
- B. The Information Services Department is available to assist in acquisition, development, operation, and maintenance of all County computer systems.

DEPARTMENTS AFFECTED

All County Agencies, Departments and Board-governed Special Districts.

PURPOSE

The purpose of this policy is to promote the effective and efficient use of computer systems in service to all County Agencies, Departments and Board-governed Special Districts, as well as all the people they serve.



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 09-05SP1

ISSUE

PAGE 1 OF 2

By

EFFECTIVE 6-5-2012

SUBJECT
OPERATION OF COMPUTER SYSTEMS – Computer
Acquisition and Use

APPROVED
Gregory Devereaux
Chief Executive Officer

PURPOSE

To establish the responsibilities and procedures for planning, evaluating, purchasing, and using computers.

DEPARTMENTS AFFECTED

All County Agencies, Departments, and Board-governed Special Districts.

DEFINITIONS

For the purpose of this Standard Practice, computers are those general purpose computers - variously defined as Personal Computers, Desktop Computers, Computer Workstations, Laptop Computers, Tablet Computers, Smart Phones, and Electronic Kiosks - and the software they use.

POLICY STATEMENT

No. 07-08 OPERATION OF COMPUTER SYSTEMS - It is the policy of the Board of Supervisors for the County to operate computer systems that contribute to significant operational economies; provide management benefits for the County; share appropriate common information resources with other governmental agencies; and protect the privacy and integrity of the data these computer systems maintain.

RESPONSIBILITIES AND PROCEDURES

1. The integrity of official County data is of paramount importance to the accurate fulfillment of the County’s mission. Computers used by the County must comply with all data regulation mandates.
2. All software licensing, installation, and usage conditions should be read and understood by personnel responsible for computer acquisition and operations.
3. Computer viruses are programs that can destroy data and software without warning. In order to limit the risks posed by such viruses, the following steps should be taken by designated personnel in all County Agencies, Departments and Board-governed Special Districts:
 - a. Remain knowledgeable and current on security threats, computer viruses, and related warning signs
 - b. Make regular backups of data and software
 - c. Use Standard anti-virus software to protect the computer, and periodically examine the entire system and removable media
4. All computer usage must comply with all related County Policies and Standard Practices found in the various sections of the policy manual.
5. Agency and Department Heads
 - a. Shall insure compliance with this Standard Practice
 - b. May consult with the Information Services Department and/or the Office of Ethics and Compliance, when applicable, on acquisition and use of computers
 - c. Shall be responsible for regulations concerning their specific discipline as it relates to the acquisition and use of computers

**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 09-05SP1

ISSUE

PAGE 2 OF 2

By

EFFECTIVE 6-5-2012

6. Information Services Department

- a. Shall assist Departments, Agencies, and Board-governed Special Districts in cost/benefit evaluation of computer software and hardware acquisition and use, as requested
- b. Shall coordinate with the County Purchasing Agent to negotiate the most favorable purchase agreements for acquisition of computers that can meet the requirements of this Standard Practice
- c. Shall notify all County Departments, Agencies and Board-governed Special Districts of any threats to compliance and/or new regulations governing the use of computers
- d. Shall re-evaluate this Standard Practice on an annual basis

OTHER CONSIDERATIONS

County Departments, Agencies, and Board-governed Special Districts using computers should develop a refresh program that will allow continuous compliance with this Standard Practice. When computers need to be replaced to remain in compliance due to changing requirements that cannot be supported, the Property Transfer Request Form should include a statement identifying all issues related to non-compliance.



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 09-05SP2

ISSUE

PAGE 1 OF 2

By

EFFECTIVE 6-5-2012

SUBJECT

OPERATION OF COMPUTER SYSTEMS –
Periodic Review of Software Assets

APPROVED

GREGORY DEVEREAUX
Chief Executive Officer

PURPOSE

To establish the responsibilities and procedures for Periodic Review of Software Assets to assure their continued viability in accordance with County Policy.

DEPARTMENTS AFFECTED

All County Agencies, Departments and Board-governed Special Districts.

DEFINITIONS

For the purpose of this Standard Practice, the following definitions will apply:

SOFTWARE – Programs that instruct a computer how to process data and documentation that explains how these programs should be used.

ASSETS – Tangible or intangible property owned by the County of San Bernardino that produces value or is held to have economic value.

REVIEW – A formal assessment, examination, and inventory, with the possibility or intention of instituting a change, if necessary.

COMPUTER VIRUS – Rogue software that attaches itself to software or data to cause mischief or malfunctions.

POLICY STATEMENT

No. 07-08 OPERATION OF COMPUTER SYSTEMS - It is the policy of the Board of Supervisors for the County to operate computer systems that contribute to significant operational economies; provide management benefits for the County; share appropriate common information resources with other governmental agencies; and protect the privacy and integrity of the data these computer systems maintain.

RESPONSIBILITIES AND PROCEDURES

Every County Agency, Department and Board-governed Special District shall maintain an inventory of computer systems and conduct periodic reviews, no less than annually, to address the questions below. The Information Services Department will make resources available to assist as required and requested.

As with any asset, there are associated maintenance activities, improvement projects, and end-of-life disposal and replacement considerations associated with computer systems. To assure that Software Assets are effectively and efficiently creating operational economies, providing management benefits, and are sharing appropriate common information resources, as applicable, annual reviews should be conducted to determine:

1. Is the asset fully depreciated?
2. Is the asset properly licensed?
3. Is the asset compliant with current release levels and common information resource standards?
4. Does the asset continue to effectively serve the business requirements?
5. Does the software asset pose security threats not envisioned at its acquisition? These include, but are not limited to, HIPAA (Health Insurance Portability and Accountability

**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 09-05SP2

ISSUE

PAGE 2 OF 2

By

EFFECTIVE

Act) compliance, PII (Personally Identifiable Information) agreements, and computer viruses.

6. Are users of the asset properly identified, trained, and do they have access appropriate to their current roles?
7. Is there appropriate software support provided by County of San Bernardino staff, vendor staff, consultants, or a mix of the above?

OTHER CONSIDERATIONS

Software developed by individual County Agencies, Departments, Board-governed Special Districts, or purchased from software vendors shall not be exempted from this Standard Practice. In accordance with Policy No 07-08, the Information Services Department is available to assist in acquisition, development, operation, and maintenance of any County computer system.



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 09-06

ISSUE 1

PAGE 1 OF 2

By

EFFECTIVE 9/9/85

SUBJECT

COMPUTER SYSTEM DATA SECURITY

APPROVED

ROBERT O. TOWNSEND

CHAIRMAN, BOARD OF SUPERVISORS

POLICY

The policy of the Board of Supervisors is to provide the appropriate level of security for data within the County's automated information systems commensurate with: (1) access required by County employees for official County business, (2) access required in order to service approved requests for information from the public, and (3) each individual citizen's right to privacy.

POLICY AMPLIFICATION

Data used in the conduct of the County's business is an asset of enormous tangible value. The Board of Supervisors recognizes the importance of protecting the data in the County's automated information systems. The County relies on this data in meeting its obligations to the citizens of the County.

County citizens have a right to know how well Government is meeting its public trust; on the other hand, citizens expect the County to protect information concerning them. The County must also protect its financial data from fraudulent alteration or misuse. A delicate balance must be maintain between availability and protection.

Every County employee who uses a computer or computer terminal must recognize his or her responsibility for the security and accuracy of information in that computer system. In addition, everyone who uses a computer or computer terminal of any kind must understand that any attempt to violate the security or integrity of any County computer system or computer data may result in prosecution under applicable laws.

RESPONSIBILITIES

1. The Office of Management Services (OMS) has direct responsibility for the security of the County's central computer system and oversight responsibility for security of all other County owned or operated computers, which includes:
 - a) Developing and maintaining Standard Practices to implement this Policy.
 - b) Identifying and resolving security problems associated with the use of County computers.
 - c) Providing guidance to County Managers and Departmental users in the handling of information systems security problems.
 - d) Conducting security inspections, surveys, analysis and tests of County computers to evaluate and ensure implementation of this Security Policy and related Standard Practices.

2. Ownership, and thereby authority over the use of data in the central computer system, lies with the Agency or Department originating the data. Agency or Departments will authorize what level of access to their data is to be granted to whom. OMS will implement security to control access in accordance with the access levels granted by the Agency or Department Head. The security system will restrict users to accessing only data to which they are authorized. Deliberate attempts to access unauthorized data will be recorded and may result in disciplinary action up to, and including, loss of employment and prosecution under applicable laws.
3. Except for Public User Terminals, each user of the central computer system will have a unique User Identifier and will be held accountable for all activity performed by anyone using that Identifier. To ensure that only the correct person is signing on to the computer with a User Identifier, the sign-on procedure will also require a Password used in conjunction with the User Identifier. The Password is set by the user and therefore known only to that user. Passwords will be periodically changed by the users in accordance with procedures established by OMS. Control and protection of the Password is the responsibility of the user.
4. County managers using computers not connected to the County's central computer system must accept responsibility for the security of the data on those systems. A potentially disastrous situation exists for the County if security procedures are not established and followed. Standard Practice 07-08SP1 addresses the acquisition and use of microcomputers and must be complied with. Each department is responsible for coordinating with the OMS Information system Security Officer to ensure that all aspects of computer security have been considered.
5. Physical access to computers and computer terminals in County offices must be restricted to authorized users. Computers and computer terminals should be either visually monitored by knowledgeable persons or physically secured. All County managers with computers or computer terminals in their offices will be responsible for providing physical security for those computers, terminals, and locally retained physical media on which data are stored. OMS will provide technical assistance as necessary, when requested, and will conduct periodic security reviews to assure the procedures are adequate and enforced.



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 09-06SP

ISSUE 1

PAGE 1 OF 3

By

EFFECTIVE 9/9/85

DEPARTMENT

APPROVED

SUBJECT

COUNTY CENTRAL COMPUTER SYSTEM DATA SECURITY

ROBERT B. RIGNEY

PURPOSE:

To establish responsibilities and procedures for protecting data assets resident on the County Central Computer System.

DEPARTMENTS AFFECTED:

All County Agencies, Departments and Board-governed Special Districts.

GENERAL GUIDELINES:

County assets in the form of computer data must be protected from unauthorized disclosure, modification, and destruction. the County Central Computer system must be secured from outside intruders, and County employee access must be restricted to authorized limits.

Security measures should consider the value of the data to be protected to both the County and to an intruder. Care must be exercised to provide adequate protection for sensitive data and to avoid the costly overprotection of low sensitivity data.

The County Central Computer System provides logical and physical protection from unauthorized access; however, access limitations are unable to control how an authorized person uses legitimately obtained data. Control of data authorized for use within a department is the responsibility of that department. This pertains to data on the computer terminal screen and data produced on paper.

The County uses a security software system to provide logical access protection to data on the County's Central Computer system. The Office of Management Services Information Systems Security Officer (OMS/ISSO) administers the security system to maintain security commensurate with the Data Classification System below.

DATA CLASSIFICATION SYSTEM

All data processed on the County's Central Computer must be classified in accordance with the following Data Classification System. Classification is based on the recommendation of the data owner described under "Responsibilities." Greater security is provided for data with higher classifications, so judgment must be exercised to provide the proper level of security.

1. Public Information: Data routinely made available to the public through news releases, public access terminals, or upon routine request.

2. Internal: Data maintained for the internal use of the County which is not normally available to the general public; however, this information may be made available upon receipt of request approved by the department head or his designated representative from the department(s) owning the data. Some financial accounting data, computer programs, technical specifications, and employee lists are examples of this classification.
3. Sensitive: Data which, if compromised, could cause harm to County government or to citizens of the County. Some details of financial accounting data (receipts and payments), welfare data, personnel/payroll data, and some court data are examples of this classification.
4. Critical: Data which, if compromised, could cause grievous harm to the County or its citizens. Criminal files, court records, computer password files, and computer operating systems files are examples of this classification.

RESPONSIBILITIES:

1. Owner

- a. All data files stored in the central computer must have a designated person as “owner.” Data files are created by computer programs for a specific County department in accordance with County Policy 07-08. the department head for which the computer program is developed is responsible for designating the “owner.” Some data files are created by more than one program, for more than one County department. These “shared” data files will have “shared” ownership.
- b. Data owners carry primary responsibility for assuring the security of the data files they own. Working through OMS, the owner will specify the data’s value and importance, classify the data in accordance with the Data Classification System above, and approve data protection controls. Data owners must approve computer program test results for programs that change any operational data. Availability of the data to other County agencies or outside entities is at the discretion of the data owner in accordance with OMS Standard and Procedures 11.2.

2. User

- a. Employees or agents who make direct use of computer data in their normal duties are called “users”. This includes, for example, people who access, add to or change data through computer terminals, people who prepare data for entry into the computer, and people who use data retrieved from the computer either in an electronic form or on paper.
- b. Users are responsible for using the County’s Computer System and data assets only for authorized County business purposes. Each person granted access to the system is responsible for all activity that takes place using his/her ID and Password combination. Access will be restricted to Read-only, Update (Change) Existing Records, Create New Records, and/or Delete Records, commensurate with the requirements of a person’s

normal duties. Access to the computer system is a privileged responsibility given to users on the basis of need. Users who abuse this responsibility may be denied access to the computer system and may be subject to disciplinary action up to and including termination as well as prosecution under applicable laws.

3. Custodians

- a. Those who have access to computer data in its various forms, not for their own use, but acting as agents for an authorized owner, are designated “custodians.” This includes OMS, couriers who pick up or deliver data, and storage site personnel who handle data outside the computer operations area.
- b. Custodians are responsible for complying with owner-approved protection controls. Custodians will use the data only for the purpose for which they are given custody. Couriers and storage custodians will not read data in their custody without written consent of the data owner. OMS staff will use the data only as necessary in developing, testing, executing, and supporting authorized computer systems programs. OMS will not explore data files for content, except at the request of the data owner. All information obtained by OMS from the County data files will be considered proprietary and protected. Data extracted from production data files for program development or testing will be accorded the same protection as the source file. Computer programmers will not change data in production data files except when a data owner requests special programming to make changes, or when a processing problem requires an immediate change to meet mandatory production schedules. Any change made without prior knowledge of the data owner must be fully documented, the data owner informed, and steps taken to prevent the problem from reoccurring.

4. Managers

- a. County personnel who have indirect control over data assets, as supervisors of employees and/or as administrators of physical assets, are designated “managers.” Managers can also be owners, users, or custodians.
- b. Managers at all levels are responsible for knowing which data assets are used by their employees, and the applicable control requirements to protect the data. Managers will specify which employees may “read” designated data files, and which employees are able to add, delete, and/or change data in the files. Managers should maintain an attitude of security awareness in their departments and provide for timely, effective response to security violations.

Security is every employee’s business. Each employee must maintain the confidentiality of County business and sensitive data to which he/she has access. Only by total cooperation of all employees can we ensure the County’s data assets are receiving the protection they require.



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 09-07

ISSUE 1

PAGE 1 OF 1

By

EFFECTIVE 07/01/00

SUBJECT

COMMUNICATIONS AND ELECTRONIC EQUIPMENT

APPROVED

JON D. MIKELS

CHAIRMAN, BOARD OF SUPERVISORS

POLICY STATEMENT

It is the policy of the Board of Supervisors to provide and maintain effective County communications and electronics equipment classed as Fixed Assets.

DEFINITION OF TERMS

For the purpose of this policy, the following definitions will apply:

COMMUNICATIONS EQUIPMENT - Includes telephone, radio telephones, microwave systems and inter-communications systems.

ELECTRONICS EQUIPMENT - Includes videotape equipment, wireless microphones, television and public address and audio equipment.

POLICY AMPLIFICATION

1. General Objectives

This policy shall be achieved principally through standards and assignment of central responsibility for service of communications and electronics equipment.

2. Standards

The County Administrative Officer is responsible for promulgating standards and procedures to implement this policy.

3. Administration

The General Services Agency Administrator, through the Communications Department, is responsible for the implementation and administration of central communications and electronics equipment procurement and services.



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 09-07SP1

ISSUE 1

PAGE 1 OF 2

By

EFFECTIVE 7/1/00

DEPARTMENT

APPROVED

SUBJECT

WILLIAM H. RANDOLPH

COMMUNICATIONS AND ELECTRONICS EQUIPMENT

COUNTY ADMINISTRATIVE OFFICER

PURPOSE

To establish the responsibilities and procedures for the acquisition and maintenance of communications and electronics pursuant to Board Policy No. 07-14.

DEPARTMENTS/FUNCTIONS AFFECTED

All County Agencies, Departments, and Board-Governed Special Districts.

1. COMMUNICATIONS AND ELECTRONICS EQUIPMENT ACQUISITION

A. Agencies, Departments and Board-Governed Special Districts

- (1) Request the Communications Department for technical assistance in determining the type of communications and electronics equipment needed to satisfy a requirement.
- (2) The purchase of such equipment will follow the same approval procedures for expenditures as set forth for budgeted or unbudgeted fixed assets or expense items.

B. Communications Department

- (1) Analyze the requirement to determine the most effective and efficient equipment to satisfy that requirement.
- (2) Review in-County sources for possible surplus that could satisfy the requirement.
- (3) Provide agency or departments with assistance necessary to prepare specifications and standards for requested equipment.
- (4) Maintain a record of the equipment ordered and the department ordering it.
- (5) Forward the requisition to the Purchasing Agent for purchasing action.

2. COMMUNICATION AND ELECTRONICS EQUIPMENT MAINTENANCE

A. Agencies, Departments, and Board-Governed Special Districts

- (1) Provide the Communications Department with an inventory of prescribed communications and electronics equipment.

- (2) Advise the Communications Department of any malfunctioning of prescribed communications or electronics equipment.
- (3) Forward equipment requiring repair to the location directed by the Communications Department.

B. Communications Department

- (1) Maintain a master inventory of prescribed County communications and electronics equipment.
- (2) Establish a preventive maintenance and inspection schedule for communications and electronics equipment. This may be done in-house or by contract with an outside facility.
- (3) Monitor performance of maintenance and inspection contractors.
- (4) Perform inspection and scheduled maintenance on equipment not on contract.
- (5) Repair malfunctioning equipment by contract or in-house.



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 09-07SP2

ISSUE 1

PAGE 1 OF 2

By

EFFECTIVE 7/1/00

DEPARTMENT

APPROVED

SUBJECT

WILLIAM H. RANDOLPH

REQUESTS FOR WIRELESS COMMUNICATIONS
EQUIPMENT

COUNTY ADMINISTRATIVE OFFICER

PURPOSE

To establish the procedure for the acquisition, support, billing and inventory of wireless communications devices such as cellular telephones, cellular facsimile machines, Personal Communications Network (PCN) devices, etc. This Standard Practice does not apply to 2-way radio equipment and services used by agencies such as Public Safety and emergency medical providers.

DEPARTMENTS/FUNCTIONS AFFECTED

All County Groups, Departments and Board-governed Special Districts.

RESPONSIBILITIES AND PROCEDURES

A. Departments

1. Budget and obtain funding for wireless communications equipment purchases, maintenance and replacement, and ongoing service charges or fees.
2. Follow the procedures as set forth in this Standard Practice, and ISD and Purchasing practices for purchase of equipment (and installation, as appropriate) and activation/deactivation of wireless communications service.
3. Prepare "Request for Wireless Communication Service and Equipment" form (Form 800). If request is for a cellular telephone, submit to County Administrative Office for review and approval before sending to Purchasing.
4. Notify ISD in writing of changes in the assignment of equipment to departmental personnel, equipment location, and status (such as change of service provider, etc.).
5. Obtain repair and maintenance service through one of the authorized vendors.
6. Ensure that all employees make proper use of wireless communications equipment for public service purposes.
7. Coordinate activation of any donated, special funded, seized, or any other acquired wireless communication devices through ISD.

B. County Administrative Office

Review and approve/disapprove requests for cellular telephone equipment.

C. GSG-Purchasing Department

1. Prepare and conduct annual procurement bidding processes and award vendor installation, maintenance, and equipment supply contracts, in coordination with ISD.
2. Process department requests (Form 800) for wireless communications equipment purchases and service.
3. Prepare wireless communications equipment price estimate list for annual CAO Budget Call.
4. Maintain information on approved wireless communications equipment and service for departmental inquiries, in coordination with ISD.

D. Information Services Department

1. Provide technical consultation to Purchasing on vendor bid proposals for equipment and wireless communications services.
2. Maintain central inventory records of wireless communications devices based upon Form 800 data and departmental changes.
3. Make arrangements for activation of portable wireless communications devices and send copies of service-provider or other vendor forms to department.
4. Provide departments with technical consultation upon request (product information is available to departments through Purchasing).
5. Provide central accounting and billing for wireless communications charges, where applicable.
6. Administer related forms and procedures, designate service providers, and maintain activation and deactivation records, as appropriate.

E. GSG-Vehicle Services

1. Make arrangements for installation and activation of vehicle-mounted wireless communications equipment.
2. Ensure proper completion and return of Form 800 to ISD, and forward service-provider and other vendor forms to ISD and requesting department.

SECTION 1 - REQUESTING DEPARTMENT

DEPARTMENT _____ FAS ACCT CODES _____ - _____ - _____
CONTACT PERSON _____ CONTACT TELEPHONE _____
PERSON/ORG. & LOCATION EQUIP. ASSIGNED TO: _____
CO. VEHICLE ID/PRIVATE VEHICLE MAKE _____ REQUESTED IN-SERVICE DATE _____

Contact Purchasing for information, as needed, on approved vendor equipment.

VENDOR OF EQUIPMENT AND MODEL NUMBER: _____
EQUIPMENT DESCRIPTION: PORTABLE/HAND-HELD VEHICLE OTHER _____
TYPE (CELLULAR TELEPHONE, FAX, etc.): _____
PURPOSE OF EQUIPMENT: _____

AREA OF USE: SAN BERNARDINO VALLEY HIGH DESERT MOUNTAINS
 WEST END LOW DESERT COUNTYWIDE
 EAST VALLEY

APPROVAL: _____
AAO/DEPARTMENT HEAD SIGNATURE _____ DATE _____

Forward original request form to CAO for final approval, if for a cellular telephone.

APPROVAL: _____
COUNTY ADMINISTRATIVE OFFICER SIGNATURE _____ DATE _____

Forward original request form to Purchasing.

SECTION 2 - PURCHASING

SERVICE PROVIDER: _____ P.O. REF. # _____ P.R. # _____
BUYER PLACING ORDER _____ DATE _____

Forward request form to ISD if portable wireless communications device, or to Vehicle Services if vehicle-mounted.

SECTION 3 - VEHICLE SERVICES

Make arrangements with vendor for installation.
After installation of wireless communications equipment, complete the following:

VEH. # _____ EQUIP. SER. # & MAKE: _____ MOD. # _____ CELLULAR PHONE # _____
DATE SERVICE ACTIVATED _____

PERSON COMPLETING FORM: _____ PHONE # _____

Forward completed request form and vendor forms to: ISD, 0915

SECTION 4 – INFORMATION SERVICES DEPARTMENT

Complete the following for non-installed wireless communications equipment:

EQUIP. SER. # & MAKE: _____ MOD. # _____ PHONE # _____ DATE SVC ACTIVATED _____

PERSON COMPLETING FORM: _____ PHONE # _____

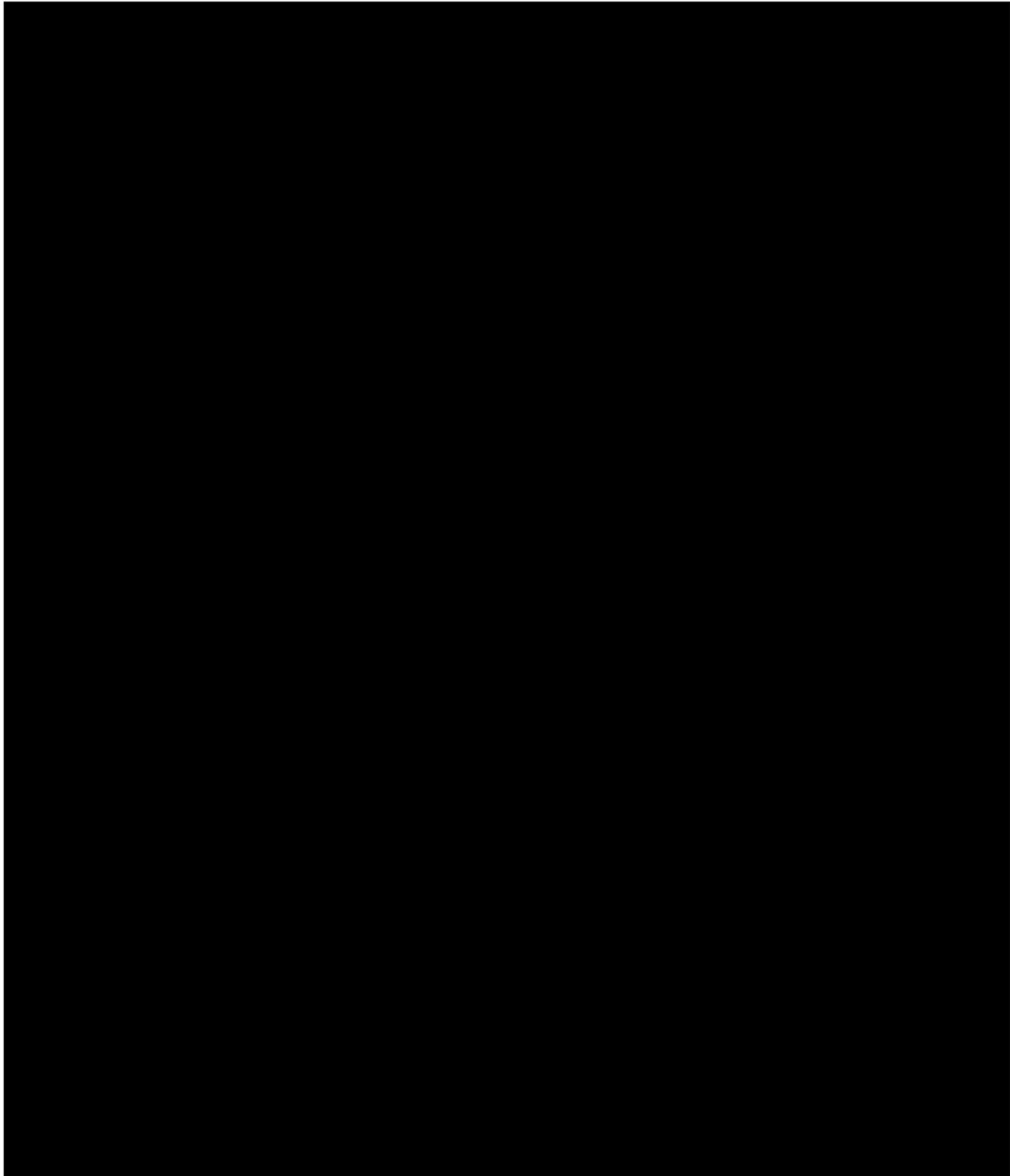
Form 800 11/8/91 - Refer to County Standard Practice 09-07SP2 for information regarding this form.





County of San Bernardino
Office of the District Attorney
BUREAU OF INVESTIGATION

JASON ANDERSON, District Attorney ERIC HOPLEY, Chief Investigator



First Aid Record Form - Final - SM 8-30-16.pdf



FIRST AID RECORD FORM

This form is required by Title 8, California Code of Regulations, General Industry Safety Orders. All injuries or illnesses which do not require medical treatment or lost time from work are logged on this form.

Explanation and Instructions in the purpose and use of the *FIRST AID FORM*:

- Purpose:
1. To encourage reporting all work injuries, no matter how minor.
 2. To insure that each injury receives adequate *FIRST AID* treatment.
 3. To protect both the injured employee's and County's interests under the provisions of Workers' Compensation law.
 4. To enable the injured employee's immediate superior to review each case, to spot trouble conditions and further improve accident prevention measures.

Instructions:

To Supervisory Personnel: Bring this form to the attention of all your personnel. By the use of a binder, clip board or other device, place this form in a conspicuous space readily available for the use of your personnel. Please be governed by purposes outlined above.

NOTE: If any minor injury later develops into a medical treatment case or lost time case (full day or more), a full report of the incident must be made on an Employee's Claim for Workers' Compensation Benefits and an "Employer's Report of Occupational Injury or Illness." Send a copy of the First Aid Record form that documented the original injury along with the Employer's Report of Occupational Injury or Illness.

To All Personnel:

Whenever you have a minor injury which does not require medical treatment, report the incident on this form and obtain FIRST AID promptly. Please be governed by the purposes outlined above.

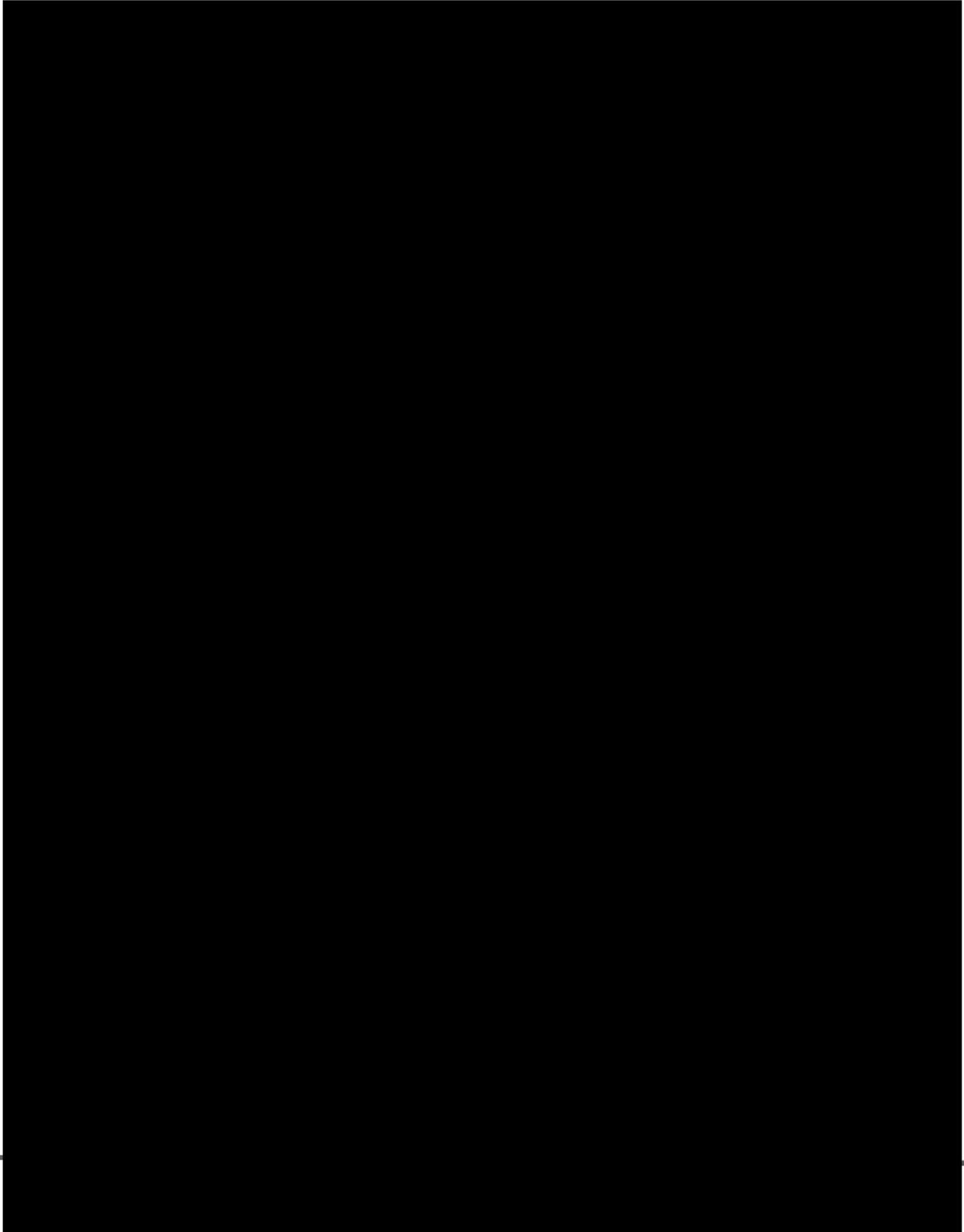
Note: Additional copies maintained by the Human Services Emergency Services Unit (HSESU).

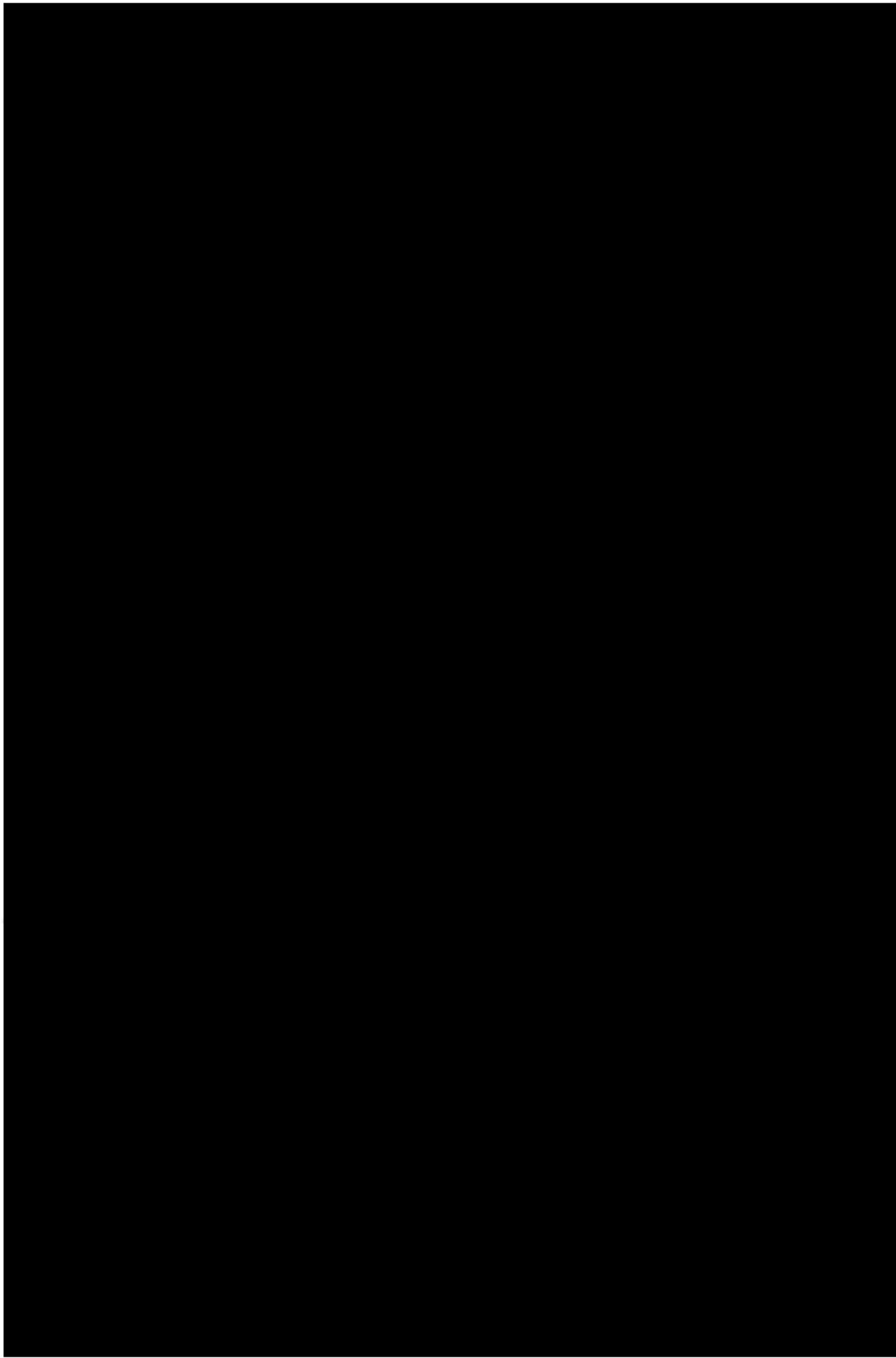
KEEP THIS RECORD WITH YOUR PERMANENT FILES

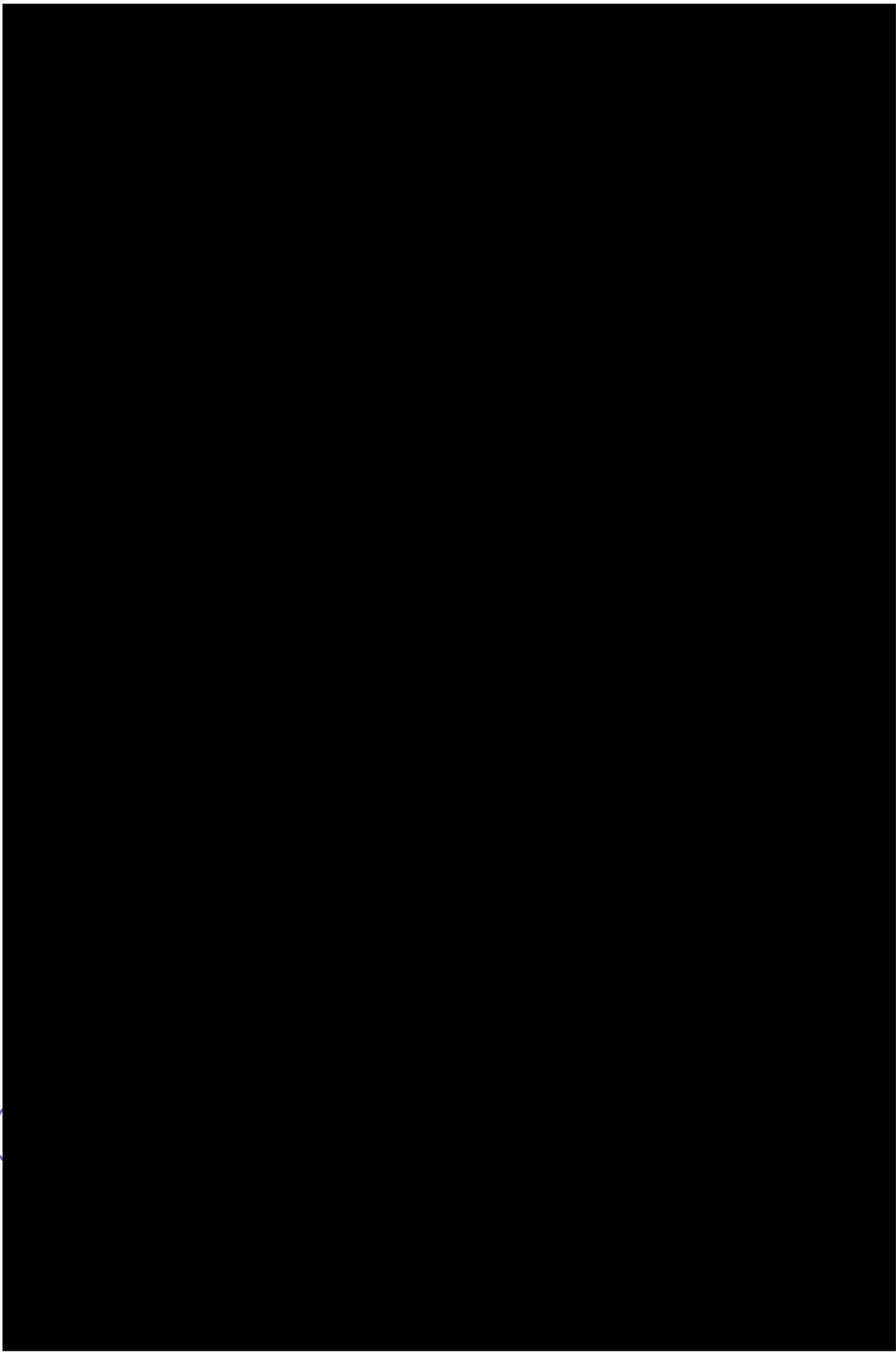




JOHN McMAHON, SHERIFF-CORONER







Shared Vehicle Use Log.pdf

Cell Phone Agreement.pdf

form 221-demobilization check-out (v2).pdf

ICS 221

Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Planned Release Date/Time	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	Resource or Personnel Released	Enter name of the individual or resource being released.
5	Order Request Number	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). <ul style="list-style-type: none">• Unit/Leader/Manager/Other• Remarks• Name• Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section <ul style="list-style-type: none"><input type="checkbox"/> Supply Unit<input type="checkbox"/> Communications Unit<input type="checkbox"/> Facilities Unit<input type="checkbox"/> Ground Support Unit<input type="checkbox"/> Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

Block Number	Block Title	Instructions
6 (continued)	Finance/Administration Section <input type="checkbox"/> Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff <input type="checkbox"/>	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Planning Section <input type="checkbox"/> Documentation Leader <input type="checkbox"/> Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	Travel Information	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.	
9	Reassignment Information <input type="checkbox"/> Yes <input type="checkbox"/> No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

Block Number	Block Title	Instructions
10	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

San Bernardino County District Attorney's Office, Bureau of Investigation Policy Manual

SBCDA Bureau of Investigation Policy Manual

INDEX / TOPICS

..... 269

A

ACCOUNTABILITY TO SUPERVISOR	19
ACKNOWLEDGEMENTS	
Policy manual.	17
Policy revisions.	17
ADMINISTRATIVE INVESTIGATION	60
ADMINISTRATIVE INVESTIGATIONS	
OIS	60, 60, 60
OIS	60, 60
Vehicle damage.	255
ADMINISTRATIVE LEAVE	
Firearms.	71
OIS.	58
ADULT ABUSE	
Investigations.	197
AIRCRAFT	
Flying while armed.	78
ALCOHOL	
Vehicle use.	250
ALCOHOL	312
ALCOHOL USE	312
ALCOHOL, INTOXICANTS	112
AMMUNITION	71
ANIMALS	
Dangerous	76, 76
Euthanize.	77
Injured.	77
APPOINTMENTS	
Petty cash fund manager.	231
PIO.	120
ARRESTS	
Seat belts.	344
Use of force.	31
AUDIO/VIDEO RECORDING	
Custodial interrogation.	197
OIS.	61
AUDITS	
Informant files.	204
Informant funds.	206
Petty cash.	231
AUTHORITY	9
Policy manual.	15
AUTHORITY, ETHICS	107
AUXILIARY RESTRAINTS	43

B

BADGE	386
BADGES, PATCHES AND IDENTIFICATION	
Firearms.	71
BATON	45
BODY ARMOR	
Suspects.	68
BODY ARMOR	345
BOMBS	156
BRADY MATERIAL	211

C

CANINES	
Pursuits.	169
CASH	
Audit.	206
Informants.	205
CASH HANDLING, SECURITY AND MANAGEMENT	231
CHANGE OF ASSIGNMENT	356
CHIEF EXECUTIVE	12
CHILDREN	
Firearms.	74
Transporting.	343
CIVIL	
Liability response.	61
Subpoenas.	123
CIVILIAN/NON-SWORN	16
COMMAND PROTOCOL	19
COMMAND STAFF	
Policy review.	17
COMMENDATIONS AND AWARDS	357
COMPUTERS	
Digital evidence.	198
CONDUCT	
OIS.	56
Standards of conduct.	111
CONFIDENTIALITY	
Informants.	200
Records.	284
CONTACTS AND TEMPORARY DETENTIONS	
Bias-based policing.	233
Warrant service.	219
CONTROL DEVICES	44
CONTROL DEVICES	44
CORRESPONDENCE	28
COURT APPEARANCES	122
COURT ORDERS	
Juvenile informants.	201

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Subpoenas.	122
CUSTODIAL INTERROGATIONS	197

D

DEBRIEFING	
OIS.	62
Tactical.	62
Warrant service.	220
DEFINITIONS	16
DEPARTMENT OWNED PROPERTY	240
DEPARTMENT PROPERTY	
Loss Or Damage.	242
DEPARTMENTAL DIRECTIVES	21
DISASTER PLAN	22
DISCIPLINE	107
DISCLAIMER	15
DISCLOSING INFORMATION	392
DISCRIMINATORY HARASSMENT	91
DISPUTED CLAIMS	275
DOMESTIC VIOLENCE	
Reporting of Employee Convictions.	309
DRIVING, SAFETY SAFETY, CONDUCT	
FIREARMS, CONDUCT	112
DRUG USE	312

E

ELECTRO-MUSCULAR DISRUPTION	
TECHNOLOGY DEVICE	49
ELECTRONIC CIGARETTES	330
ELECTRONIC MAIL	27
EMERGENCY MANAGEMENT PLAN	22
EVALUATION	302
EVIDENCE	
Digital.	198
Seizing recordings.	167
EVIDENCE, BOMBS	159
EXPLOSIONS	158
EYEWITNESS IDENTIFICATION	207

F

FIREARMS	67
Removal for vehicle maintenance.	248
Retiree.	399
FITNESS FOR DUTY	
OIS.	58
FOREIGN DIPLOMATIC AND CONSULAR	
REPRESENTIVES	162

FORMS	
Eyewitness identification.	207

G

GANGS, EMPLOYEE AFFILIATION	108
GRIEVANCE PROCEDURE	304
GRIEVANCES	
Supervisor authority.	16
GROOMING STANDARDS	371

H

HANDCUFFING	41
-----------------------	----

I

INFORMANTS	200
INFORMATION TECHNOLOGY USE	
TECHNOLOGY USE	114
INSPECTIONS	
Vehicles.	249
INTERNAL AFFAIRS	
Personnel records.	349
INTERNET ACTIVITY	392
INVESTIGATION AND PROSECUTION	196

J

JURISDICTION	
OIS.	55
JURISDICTIONS	
Vehicle pursuits.	86

K

KEYS	
Vehicle.	250
KINETIC PROJECTILES	46

L

LAW ENFORCEMENT AUTHORITY	8
LEG IRONS	43
LIMITED ENGLISH PROFICIENCY	
Eyewitness identification.	207

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

LINE-OF-DUTY DEATHS 397

M

MANUALS 22

MEDIA

OIS. 62

Warrant service. 222

MEDICAL

Personnel records. 350

Treatment for occupational disease or work-related injury. 369

MOBILE AUDIO/VIDEO (MAV)

OIS. 61

MODIFIED-DUTY ASSIGNMENTS 388

MUTUAL AID

Warrant service. 221

N

NONSWORN

Vehicles. 251

NOTIFICATIONS

Cash. 232

O

OATH OF OFFICE 13

OFFICER SAFETY

Foot pursuits. 169

Informants. 203

LEOSA. 399

Seat belts. 343

Warrant service. 214

OFFICER-INVOLVED SHOOTING (OIS) 55

ORGANIZATIONAL STRUCTURE 19

ORGANIZATIONAL STRUCTURE AND

RESPONSIBILITY 19

OUTSIDE AGENCY ASSISTANCE 125

OUTSIDE EMPLOYMENT 365

Change in Status. 367

Obtaining Approval. 365

Prohibited Outside Employment. 366

OVERTIME

Court. 124

P

PARKING 250

PERSONAL APPEARANCE 371

PERSONAL PROPERTY 240

Loss Or Damage. 242

PERSONNEL COMPLAINTS

Bias-based policing. 234

PERSONNEL ORDERS 28

PERSONNEL RECORDS 347

PIO 120

POLICY MANUAL 15

POLITICAL ACTIVITY 393

POLITICAL ENDORSEMENTS 393

PRESS INFORMATION OFFICER 120

PRIVACY EXPECTATIONS

Vehicles. 249

PRIVACY EXPECTATIONS, TECHNOLOGY

USE 114

PROHIBITED SPEECH 392

PROPERTY PROCEDURES 269

Disputed Claims. 275

Narcotics And Dangerous Drugs. 270

Packaging Of Property. 271

Property Booking. 270

Property Handling. 269

PROTECTED INFORMATION

Records personnel. 284

PROTECTED INFORMATION, UNAUTHORIZED

RELEASE BADGES, PATCHES AND

IDENTIFICATION, CONDUCT

CONFIDENTIALITY, CONDUCT 109

PUBLIC RECORDING OF LAW ENFORCEMENT

ACTIVITY 166

PURSUITS

Foot. 169

R

RAPID RESPONSE AND DEPLOYMENT 160

RECORDS RELEASE

Personnel records. 351

RECORDS REQUESTS

Personnel records. 350

RECORDS RETENTION

Oath of office. 13

Personnel records. 352

RECRUITMENT AND SELECTION 299

REPORT CORRECTION 119

REPORT PREPARATION 118

RESTRAINTS 40

REVIEWS

Complaints of racial- or bias-based profiling 234

Eyewitness identification process - annua. 207

San Bernardino County District Attorney's Bureau of Investigation

SBCDA Bureau of Investigation Policy Manual

Mobile audio/video.	234	VEHICLE MAINTENANCE	248
Policy manual.	17	VEHICLES	
		Impound hearings.	177
		VICTIM AND WITNESS ASSISTANCE . .	97
S			
SAFETY		W	
Canine.	250	WARNINGS	
Media.	121	Shots.	77
Shotguns.	67	WARRANT SERVICE	214
SAFETY EQUIPMENT			
Seat belts.	343		
SEARCH & SEIZURE	89		
SEARCH WARRANTS	214		
SEARCHES			
Police vehicle inspections.	249		
SEAT BELTS	343		
SECURITY			
Personnel records.	350		
SMOKING AND TOBACCO USE	330		
SOCIAL NETWORKING	391		
STANDARDS OF CONDUCT	100		
SUBPOENAS	122		
SUBPOENAS AND COURT APPEARANCES	122		
SUCCESSION OF COMMAND	19		
T			
TAKE HOME VEHICLES	251		
TASER	49		
TIME CARD	364		
TIME CARDS	364		
TOLL ROADS	256		
TRAINING			
Discriminatory harassment.	95		
Firearms.	75		
Personnel records.	349		
Warrant service.	222		
TRAINING POLICY	23		
TRANSPORT BELTS	43		
U			
UNIFORMS			
Courtroom attire.	123		
UNITY OF COMMAND	19		
V			